# Angier Elementary School

## Parent and Student Handbook

## 2026-2027

## WHERE #BULLDOGSBARK

**B**e Responsible
**A**lways Be Safe
**R**espect Self and Others
**K**indness Counts

### Principal
Mrs. Daisy McDonald

### Assistant Principal
Mrs. Christina Grooms

**School Location and Contact Information:**
130 East McIver Street
Angier, NC 27501
(919) 639-2635

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Dear Parents/Guardians and Students,

Welcome to Angier Elementary School, home of the Bulldogs! We are delighted to have you as part of our school family. At Angier Elementary, we are committed to providing a safe, engaging, and supportive learning environment where every child is challenged to grow academically, socially, emotionally, and physically. We believe that students reach their greatest potential when families and schools work together in partnership, and we value the important role our parents and guardians play in their child's success.

Our students are at the heart of everything we do. They reflect the spirit of our school by demonstrating kindness, perseverance, responsibility, and a love of learning. We are proud of their accomplishments and are dedicated to helping each child develop the skills and confidence needed to thrive both inside and outside the classroom.

Whether you are joining us for the first time or returning for another exciting year, this handbook contains important information about our school's procedures, expectations, and resources. We encourage all families to read it carefully and refer to it throughout the school year. Returning families are encouraged to review the handbook as some policies and procedures have been updated.

We are excited for a school year filled with meaningful learning experiences, new opportunities, and continued growth for every student. Thank you for partnering with us as we work together to make this a successful and rewarding year for all. Get ready to watch our #BulldogsBARK!

Sincerely,

Daisy McDonald, Principal

# THE ABC'S OF ANGIER ELEMENTARY SCHOOL

# A

## 🐾 Attendance and Absences

Regular attendance is essential to student success. Students are expected to attend school every day and arrive on time. Students should not arrive before 8:00 AM. The school day begins at 8:00 AM, the tardy bell rings at 8:30 AM, and dismissal is at 3:30 PM. A student must be present at least half of the instructional day (12:15 PM) to be counted present for the day.

At Angier Elementary, **EVERY MINUTE COUNTS**. Instruction begins promptly each morning and continues throughout the school day. While we understand that occasional medical or dental appointments are necessary, we encourage families to schedule them outside of school hours whenever possible. Please provide documentation from the healthcare provider **upon the student's return to school**.

Students are expected to attend school in accordance with the adopted school calendar. **Absences are considered excused only for reasons permitted under North Carolina's Compulsory Attendance Law.** Students with excused absences will be allowed to make up missed work and should contact their teacher(s) for assignments.

**Within three (3) school days of an absence**, a parent or guardian must submit a written note to the homeroom teacher that includes: student's name, date(s) of absence, date the note was written, reason for the absence, and parent/guardian signature.

When an absence is due to illness or a medical appointment, a note from the healthcare provider is preferred. **Frequent absences supported only by parent notes may result in follow-up from the school social worker and may require official medical documentation.** Absences without appropriate documentation submitted within three (3) school days will be coded as unexcused. Repeated tardies, late check-ins, or early check-outs may also be referred to the school social worker.

Listed below are the seven legal reasons allowed by N.C. State law as lawful (excused) absences:
1. Personal illness or injury which makes the student physically unable to attend school.
2. Isolation ordered by the State Board of Health
3. Death in immediate family
4. Medical appointment- please obtain a statement/note from the doctor
5. Court or administrative proceedings
6. Religious holidays- observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal
7. Educational leave - may be approved for up to five (5) days for travel within the United States and up to eight (8) days for international travel. **Excused absences for educational leave may not exceed ten (10) total days in a single school year, regardless of destination**. If an educational leave request is approved, the following expectations apply: The student is required to complete a presentation or project that reflects the educational opportunities gained through the travel experience. This presentation may be delivered to a class, administrator, or school counselor, as designated by the school. The project or presentation is due within one (1) week of the student's return to school. It is important to note that it is the student's and/or family's responsibility to request and complete any make-up work from their teachers. Teachers are not required to provide assignments in advance of the approved absence.

***Please see Policy Code 4400 (located toward the end of this handbook) for more information regarding student attendance expectations, requirements, and laws.**

## 🐾 Academically and/or Intellectually Gifted (AIG)

Harnett County Schools Gifted Education is designed to provide differentiated services to all students who demonstrate a need for academic enrichment. All third and fifth grade students will participate in mass testing (IOWA and/or CogAT testing) for additional data. Fourth grade students will be tested at the request of teachers or parents.

# B

## 🐾 BARK Expectations (Behavior)

Our **BARK Pledge** is the heart of how we expect students to conduct themselves at AES ---
**Be Responsible, Always Be Safe, Respect Self and Others, and Kindness Counts**

At Angier Elementary, we have established clear **BARK Expectations** for behavior in every area of our school. These expectations are explicitly taught, consistently reinforced, and recognized through positive encouragement to promote a safe, respectful, and engaging learning environment. To ensure consistency, all members of our school community—including students, teachers, support staff, bus drivers, cafeteria staff, custodians, office staff, and instructional assistants—use the common language of BARK. While positive reinforcement is our primary approach, behavior-aligned consequences are also implemented consistently when needed. By teaching and reinforcing BARK expectations, we help students develop the academic, social, and behavioral skills needed to become responsible, respectful, and caring members of our school community.

### WHAT DO THE **BARK EXPECTATIONS** LOOK LIKE?

**Bulldog Classrooms**

| Be Responsible | Always Be Safe | Respect Self & Others | Kindness Counts |
|---|---|---|---|
| Take ownership of your learning and complete your assignments in a timely manner.<br><br>Be prepared or ask for what you need.<br><br>Follow directions as given.<br><br>Use appropriate noise level as directed by the teacher/adult. | Walk.<br><br>Clean up after yourself, your desk area, or group area.<br><br>Keep your hands to yourself and your belongings.<br><br>Use/handle materials appropriately. | Respect others' personal space and property.<br><br>Be honest<br><br>Treat others the way you want to be treated.<br><br>Only use your assigned technology device and do not allow others access to yours. | Use polite words.<br><br>Help others.<br><br>Every student is different; embrace diversity and work together.<br><br>Understand that accidents happen and retaliation is not an appropriate response. |

## Bulldog Hallways and Walkways

| Be Responsible | Always Be Safe | Respect Self & Others | Kindness Counts |
|---|---|---|---|
| Stay to the right.<br><br>Hands by your sides.<br><br>Worry about your actions, not others'.<br><br>Go to the destination promptly and directly. | Walk.<br><br>Keep your eyes forward, to stay aware of when the line is stopping or proceeding. | Lines are quiet, not to disturb classrooms.<br><br>Keep hands and feet to yourself.<br><br>Drink from fountains appropriately and clean up after yourself. | Be helpful.<br><br>Wait your turn.<br><br>Stop for adults passing through. |

## Bulldog Bathrooms*

**If found misusing bathroom privileges repeatedly, consequence may be assigned restroom - location front office, single restroom.**

| Be Responsible | Always Be Safe | Respect Self & Others | Kindness Counts |
|---|---|---|---|
| Conserve water and soap; use appropriately.<br><br>Make proper use of scheduled restroom breaks.<br><br>Items such as writing utensils, toys, cards, electronics, and cell phones have NO reason to be in the restroom! | Walk.<br><br>Report to the teacher before going to the restroom.<br><br>The restroom is **not** a play area.<br><br>Wash hands with soap and water.<br><br>Report spills or flushing issues. | Respect one another's privacy.<br><br>Close doors quietly.<br><br>Use level 0 voice.<br><br>Keep hands, feet, and other body parts to yourself.<br><br>Report any issues to the teacher or nearest adult immediately. | Wait your turn.<br><br>Clean up after yourself.<br><br>Use nice language; restrooms are not a place to handle disagreements. Fighting of any kind will **NOT** be tolerated - verbally or physically! |

## Bulldog Playground*

**Any disrespectful interactions or aggressive behaviors may result in the temporary loss of "free play" privileges until the student(s) demonstrates appropriate/responsible behavior.**

| Be Responsible | Always Be Safe | Respect Self & Others | Kindness Counts |
|---|---|---|---|
| Use equipment safely and appropriately.<br><br>Stay in approved areas.<br><br>Keep up with your own belongings.<br><br>Watch for the teacher's line up signal and line up immediately.<br><br>Report concerns to adults immediately.<br><br>Stay where the teacher can see you and help keep you safe. | Line up in an orderly fashion.<br><br>Keep your hands and feet to yourself - no roughhousing or play fighting, and no tackling allowed for any reason.<br><br>No throwing any kind of objects on the playground that are not a sports ball allowed by your teacher i.e., rocks, jackets, hats, etc.<br><br>Use equipment appropriately (as intended) to avoid preventable accidents. | Keep the playground clean.<br><br>Play fairly, take turns.<br><br>Enter and exit the school quietly and orderly.<br><br>Only school appropriate conversations should be had. Report to an adult if you hear any inappropriate words or conversation.<br><br>Accept teacher/adult answers and redirections, without argument. | Use polite words and actions; invite others to join in.<br><br>Show good sportsmanship. If you do not win, get the ball, or think the rules should be played a different way, use intelligent, mature conversation to express your feelings and accept sports disappointment in a healthy way.<br><br>Use appropriate language; the playground is not a place to handle disagreements. Ask a teacher for help if you cannot resolve a situation. |

**Bulldog Cafeteria**

| Be Responsible | Always Be Safe | Respect Self & Others | Kindness Counts |
|---|---|---|---|
| Clean up after yourself.<br><br>Get everything you need the first time through the line.<br><br>Face table with feet under.<br><br>Use level 0 voice while going through the line and a level 1 voice while eating.<br><br>Stay with your class; do not go talk with other classes or grade levels during lunch transitions.<br><br>During breakfast, eating is the priority. Once finished, go directly to your homeroom and do not stay and wait for your friends. | Walk.<br><br>Notify staff about spills and follow directions on how to appropriately clean the area.<br><br>If you leave to use the restroom, make sure you have asked your teacher first and you go straight to the nearest restroom. Return to the cafeteria promptly.<br><br>Do NOT share food. This prevents adverse reactions to unknown food allergies. | Keep hands and feet to yourself in the lunch line and while at the table.<br><br>Use level 0 voice in the lunch line.<br><br>Line up quietly and stay where you are placed in line.<br><br>Eat only YOUR food. (again, safety concern)<br><br>Do not play with your food. Tearing up plates, destroying food items, and creating unnecessary messes will not be tolerated.<br><br>Be grateful for the meal and show respect for those who prepared and serve it. | Say "please" and "thank you" to the cafeteria staff.<br><br>Practice good table manners including chewing with your mouth closed, not reaching to touch others' food, and remaining in your own personal space.<br><br>Speak kindly to those sitting around you. Use school appropriate language.<br><br>Get along with students and ask a teacher for help if you cannot resolve a situation. |

*BEHAVIOR CHOICES THAT WILL **NOT** BE TOLERATED AND WILL RESULT IN A DISCIPLINARY ACTION:

- Disrespectful words or actions toward teachers/adults.
- Fighting - Students shall not fight or attempt to cause bodily harm to another student through physical contact. A student should walk away and report it to a teacher or the principal. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend themselves long enough to disengage and immediately report it to an appropriate school official. Retaliation (getting back at someone) of any kind is unacceptable. Please note that if a student instigates a fight, they will be subject to the same consequences as those who are actually involved in the physical altercation.
- Yelling, throwing food or objects, hitting/pushing, teasing, horseplay, writing on the walls or other school property, and anything else that is NOT responsible, respectful, safe or kind.

## Forms of Disciplinary Actions:

Although we encourage and reinforce positive behavior choices, it is sometimes necessary for disciplinary actions to be assigned. The following types of disciplinary actions may be used Angier Elementary School separately or in any possible combination, according to the severity of the problem:

- Verbal redirection/warning
- Loss of specific privileges
- Teacher-student conference
- Teacher-parent-student conference
- Teacher-student-administration-parent conference
- Work detail (only in specific and appropriate cases such as cleaning up an area in which the student violated the BARK expectations, i.e., the restroom)

- Time in another teacher's classroom (In-School Suspension)
- Out-of-School Suspension: A student may be suspended from school for serious misconduct or repeated violations of school expectations. At times, the student may be reinstated only after a parent conference with the principal.

After school hours/field trips: Students will be expected to follow the same expectations after hours during school-sponsored activities and while participating in field trips.

***Please see Policy Code 4300 (located toward the end of this handbook) for more information regarding the student behavior policy. This policy includes the 20 conduct rules, violation descriptions, disciplinary actions/consequences, etc.**

## 🐾 Bus Expectations

Students are required to remain seated, out of the aisle, keep hands and feet to themselves, and talk in quiet voices on the bus at all times. **Please understand that riding the bus is a privilege that can be revoked if students fail to adhere to appropriate bus expectations.** BARK calls for our students to be responsible, be respectful, be safe, and to be kind. Students should NOT participate in: yelling, throwing trash or objects, pushing/hitting/fighting, name calling/teasing, inappropriate language, horseplaying, bringing weapons/illegal substances or anything else that might cause a disruption and compromise student safety. Our BARK bus expectations are as follows:

**Be Responsible**
- Be at your bus stop on time ready to enter the bus
- Keep all your belongings with you
- Sit in your assigned seat, regardless of who is driving the bus

**Always Be Safe**
- Walk
- Obey your driver's directions when boarding and unloading the bus
- Keep hands and feet to yourself and out of the aisle

**Respect Self and Others**
- Help keep the bus clean
- Keep the aisle clear for others to get by
- No eating, drinking, or chewing gum on the bus
- Follow instructions THE FIRST TIME they are given by the driver

**Kindness Counts**
- Treat others as you want to be treated
- Make room for other riders that share your seat
- Pick up items if they fall

**Our policy for addressing bus misbehavior -**
If a student continues to violate bus expectations after receiving a verbal warning, a seat reassignment (when possible), and/or parent communication, the disciplinary actions outlined below may be implemented. Depending on the severity of the behavior, bus suspension may occur without prior written warning.

| | |
|---|---|
| 1st offense | written warning from the principal |
| 2nd offense | 1-3 days suspension from the bus |
| 3rd offense | 3-5 days suspension from the bus |
| 4th offense and offenses thereafter | 5-10 days suspension from the bus |

Parents are urged to support the disciplinary action taken, and to reinforce it with the child to prevent further occurrences.

***Please see "AES Bus Reminders", "NHPS/AES Bus Contract 2026-2027, Harnett County Schools Transportation Department's "Bus Transportation Guidelines and Procedures", and also Rule 5: Misconduct on a School Vehicle under Policy Code 4300 (located toward the end of this handbook).**

# C

## 🐾 Child Nutrition/Cafeteria

Angier Elementary's child nutrition program is Community Eligibility Provision (CEP) qualified. This means that all students will eat FREE breakfast and lunch. Parents do NOT have to fill out a child nutrition application this year.

The cafeteria begins serving breakfast at 8:00 AM. See your child's teacher for their assigned lunch time. Parents are invited to eat lunch with their children anytime, however, please wait for him/her in the front office. To ensure safety, **there is no access to microwave ovens for students**. For this same reason, teachers are NOT allowed to heat any food items for students in a microwave.

**Schools should not allow anyone to bring in foods from non-commercial sources**. High-risk foods are foods of animal origin (eggs, meat, milk, etc.). Additionally, the number one cause of food borne illness in the United States, year-after-year, is improper temperature control. So foods that need refrigeration or hot holding (meat and cooked vegetable salads, milk, meat, etc.) carry the most risk**.**

## 🐾 Car Rider Procedures

Parents will need to "double stack" our car rider line (as shown on the signs in the carpool route) to eliminate back-ups on McIver Street.

- **Morning Arrival**: Parents are to follow the route marked in the school parking lot. **At 8:00 AM**, parents will drop off their child at the curb at the front of the school building. Teachers will supervise at the designated stations until 8:30 AM. Please have students ready to exit the vehicle quickly. Please wait patiently and do not go around other vehicles as it endangers students and staff. **The tardy bell rings at 8:30 AM, so students arriving after that time MUST report to the office WITH a parent or guardian to sign them in.**
- **Afternoon Carpool**: Parents are to follow the route marked in the school parking lot. At 3:30 PM, parents will pick their child up at the curb near the front entrance of the school building. Teachers will supervise students at the designated stations. Please remain in your cars. **Do not go around other vehicles, please wait patiently.** It endangers the students and staff. Students not picked up by 3:45 PM will be escorted to the office and parents will have to come in the building to pick students up.
- If you must walk into the building to pick up your child, you must do so before 3:15 PM. After this time, parents are not allowed to enter the building. Because safety is our biggest concern, we use this time of the day to settle the students before dismissal. We also do not want to risk sending a student home with an unauthorized visitor. **We appreciate your support and understanding!**
- Please follow the carpool procedures or use the public school bus as a means of transportation for your child. **Please help us stress safety with all students!**
- If a child, who is usually a bus rider does not have a car rider note for that day, the driver must park and come inside in order for the child to be released.
- Carpool tags will be distributed. Anyone picking up a student in the carpool line MUST have the appropriate tag or they will be required to park and present their I.D. to crosscheck with pickup list, prior to the student being released.

## 🐾 Celebrations

There may be times that your child's teacher has a special snack for which they ask you to help provide. If you would like to celebrate your child's birthday at school, snacks can be served at your child's lunchtime. Harnett County Policy states that all outside food items brought to school to share with others **must be store bought items.** Please refrain from sending or bringing flower arrangements and balloons to students during the school day. To protect valuable instructional time and ensure safety on our buses, we cannot accept these deliveries or allow them on school transportation.

## 🐾 Cell Phones

Student use of cell phones during the instructional day is **prohibited** at school. Cell phones on display or being used at school may be confiscated as they are a distraction to the student or others.

- **1st offense -** a warning will be given by the teacher and the device will be returned to the student's backpack
- **2nd offense -** the phone will be confiscated and turned into the office; the device will be returned to the student at dismissal that day, with correspondence to parent(s)
- **3rd offense -** the phone will be confiscated and the parent(s) will be required to come to the school to retrieve the device

These procedures are designed to **create a phone-free learning environment** that promotes student engagement, minimizes distractions, and supports overall well-being. In addition, this helps prepare students for the expectations at the middle school level, where the Yondr Pouch program is implemented—requiring student devices to be secured in a locked pouch throughout the school day.

## 🐾 Changes in Address or Contact Information

Please notify the school or your child's teacher **immediately** if there is a change in your address or telephone number. It is very important that we have the correct telephone number of all parents so we can reach them as needed. We also need the numbers of baby-sitters and relatives in the event of an emergency. We utilize our Alert Now calling features to make announcements. Your current telephone number is crucial to ensure you receive those updates. Your address has been plotted on a computer in the Harnett County Transportation Department. Therefore, it is imperative to know when you have moved, even if it is in the same school district.

## 🐾 Check-Ins and Outs

Safety is our top priority. **Parents and other individuals picking up students must show a picture ID EVERY TIME they wish to enter the school building**. If a student is checked in late or picked up early, he/she must be signed out in the front office. The adult will need their I.D. and the student number to complete the process using the provided device. **If someone else is to pick up the child**, the parent/guardian must notify the office prior to 3:15 PM, as we must verify the person is on the pickup list before we release the child(ren).

## 🐾 Custody Agreements

If there are custody agreements for a child, the parent(s) should notify our school's data manager and provide court documentation. Our data manager will make the front office staff aware of these documents. If there are no court official documents on file, or the order has expired, the school considers both parents to have equal access to children.

## 🐾 Civility Policy

Harnett County Schools is committed to maintaining a safe, respectful, and harassment-free environment for all students, staff, parents, and community members. While this policy (Regulation Code: 1742/5060-R Civility) respects the right to freedom of expression, it strictly promotes mutual respect, civility, and orderly conduct. If a parent or guardian believes a staff member or volunteer has violated this policy, they should report the behavior to the school principal, the staff member's immediate supervisor, an assistant superintendent, or the superintendent. Conversely, policy violations by parents, guardians, or visitors will not be tolerated. Immediate consequences may include the termination of the meeting or phone call, removal from school property, or restricted campus access. A first documented offense will result in a formal written warning sent via email and US Mail. A second offense may result in a formal Trespass Letter, revoking the individual's right to enter school premises. Ultimately, our objective is to ensure all interactions remain respectful and civil, creating an optimal environment for everyone involved.

## 🐾 Communication with Teachers

Partnering with your child's teacher is one of the best ways to enhance their educational experience. An open line of communication should be kept through phone calls, emails, and/or ClassDojo. It is not recommended for teachers to provide their personal cell phone number to parents. If a problem arises, the first step is always to speak directly with the teacher involved. If the issue remains unresolved after that conversation, please contact Mrs. McDonald.

## 🐾 Conferences (Parent-Teacher-Student Conferences)

Parents are encouraged to contact their child's teacher if they want to discuss their child's schoolwork, progress, or concerns, however, this should be scheduled with the teacher. **We will not call a teacher out of the classroom for a conference or to take a phone call except for an extreme emergency**. Teachers are available for conferences or phone calls at times that they designate based on their schedule. See your child's teacher's webpage, write a note, or send an email to schedule a conference. Parents will not be allowed to accompany a student to class during morning arrival time or after joining them for lunch. Protecting the instructional time for our students and staff is a priority when scheduling conferences. Here are some questions you can ask during a parent conference:

- Is my child making the progress you expected?
- Are there things keeping my child from making progress in school? What can I do to help?
- Is my child's behavior appropriate for his/her age?
- How does my child learn best?
- What are my child's strengths? Areas for improvement?
- How can my family help build my child's strengths and overcome my child's struggles?
- What can I do at home to help my child?

# D

## 🐾 Dances (Fundraisers)

PTG will sponsor seasonal dances as a fundraiser for our school. The funds raised are used to purchase items for our students and to show appreciation to our teachers and staff. To be considered eligible to attend a dance, students must adhere to the BARK expectations while in school and on buses. **School administration reserves the right to determine if students are allowed to attend the dance.**

## 🐾 Dress Code

All students are expected to wear appropriate clothing. If needed, parents will be contacted to provide alternate attire for students in violation of the following dress code expectations:

- **Hats and hoods are prohibited as they cause a distraction from learning** (this does not apply to religious or cultural head coverings)
- Wear shoes at all times. *Parents should understand that flip flops, slide-ons, and "CROC" style shoes are a safety concern, and although not banned, they are not recommended. (Students without proper footwear will sit out of PE for their safety.)
- Keep shirts buttoned properly.
- Jeans that are ripped or tattered should not expose too much skin
- Halter Tops and/or Spaghetti Straps on shirts/dresses are not allowed.
- Shorts, dresses, or skirts should be fingertip length
- Sagging waistlines must not be worn that will expose underwear or parts of the anatomy.
- Clothing that advertises inappropriate products for this age level or depicting inappropriate slogans or pictures is not to be worn.
- The absence or addition of anything else, should it be embarrassing to those present or reflect adversely on the school in any way, is strictly prohibited.
- Rolling shoes and backpacks with wheels are not permitted.

### 🐾 Drills (Fire and Tornado)
We will have fire drills once a month in accordance with county guidelines, while tornado drills will take place at least once a year. Students should remain silent, follow their teacher to the designated area in an orderly manner, remain in drill position until the all-clear signal is given, then return to the classroom at the direction of the teacher.

# E

### 🐾 Email
Every staff member at AES has an email address that can be found on our web page. Email is a great way to communicate with your child's teacher or administrators. This way notes won't get lost in transit.

### 🐾 Enrollment Requirements
New students enrolling in school for the first time are required to present a birth certificate, proof of residency in our attendance area, and an immunization record to the school. State law requires that a North Carolina health assessment be completed and on file at school. All students, in order to remain in school, must have the proper immunizations. If you are informed that your child needs a shot or booster, please make sure you get this taken care of immediately. **Proof of immunization must be presented to school officials within 30 calendar days from the beginning of school**. Failure to present required documentation by the deadline will result in the student's EXCLUSION from school until the documents can be presented. State laws are specific regarding immunizations.

# F

### 🐾 FERPA
Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students or students who are 18 years of age or older have the right to inspect all records kept by the school regarding the student and the right to point out inaccuracies in those records. Under FERPA, access to the records by persons other than the parents or guardians of the student is limited and generally requires written consent by the parents/guardians and/or students age 18 or older. This law also prevents the disclosure of disciplinary actions of any student to anyone other than their parent/guardian.

### 🐾 Field Trips
Field trips are an extension of units of study and work from the classroom. Students may not ride in private vehicles to the field trip. Students must travel to field trip locations on the bus with the class. **Parents are not allowed to ride the bus**. If you are an approved volunteer and planning to chaperone a field trip, we ask that you make arrangements for younger siblings. A fee may be charged for each field trip to offset the cost of buses and entrance fees. Students leaving the campus to attend a field trip must either purchase lunch from the cafeteria **or** provide a bag lunch from home. Field trips will not include an overnight stay or eating at a restaurant.

# G

## 🐾 Grades

In order for your child to do his/her best, he/she should be prepared for class by being on time, having needed supplies, and completing homework assignments. “Missing” or assignments that have not been completed or turned into the teacher will average in as a zero until it is submitted for a grade. Teacher teams will determine what assignments are to be graded and entered into Infinite Campus for grade-level consistency. The grading system for grades 3-5 are as follows (subjects and enhancements):

A = 90-100; B = 80-89; C = 70-79; D = 60-69; E = Below 60

S = Satisfactory N = Needs Improvement U = Unsatisfactory

# H

## 🐾 Health

Parents are asked to provide current information and advise the school if a child has special health needs or concerns. If a child has an accident or is suddenly taken ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary. The person picking up the student should come to the office to sign the child out. **If someone else is to pick up your child,** we must check for verification and picture identification (list from the information sheet) before we release children. Accidents and injuries that occur will be documented using an online accident reporting tool. Parents are asked to notify the school of any communicable disease the child has at the earliest possible date. Children should not return to school after an illness until they are well enough to participate in his or her regular school program. **Children must be FEVER-FREE for 24 hours (without fever-reducing medications) before returning to school**. If for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification must be sent to the classroom teacher. As a general rule, however, we assume if students are well enough to attend school, then they are well enough to participate in the total program.

## 🐾 Homework

Harnett County Schools believes that regularly assigned homework is an expectation. Homework should be supplemental to the regular classroom instruction to reinforce skills taught in class. Homework should be reasonable in amount and time required for completion. Although different teachers and grade levels have varying philosophies in regard to homework, it is at minimum, that students are required to read 20 minutes nightly.

# I

## 🐾 Inclement Weather

During extremely bad weather, it sometimes becomes necessary to make a decision concerning the closing of school. When a closure decision is made, all schools in HC schools will be affected. In order to accomplish this task in a timely and effective manner, school officials ask parents and students to do the following:

- Listen to radio or television stations for changes in the school schedule.
- Do not telephone the schools, central office, or school officials. These calls tie up the telephone lines and may prevent emergency communication to the news media and you.
- The absence of any announcement means that the schools will be in session as usual.

### 🐾 Infinite Campus (Student Information System)
Infinite Campus is now our Student Information System (SIS). Within the platform, there is a Parent Portal that allows parents and guardians to securely access real-time information regarding their child's education. This comprehensive tool enables families to monitor daily attendance, track assignments, view grades and report cards, and stay informed about school announcements. By providing instant insight into academic progress, the Parent Portal serves as a vital bridge for communication between home and school.

### 🐾 Interim Reports
Traditional K-5 students are on a nine-week grading schedule. An interim report will be sent home approximately every 4-1/2 weeks. The delivery method of these reports is ever changing, so please be sure that your current email address is on file and that you have registered for the Infinite Campus parent portal.

### 🐾 Internet Safety & Acceptable Use Policy
Harnett County Schools requires that each school keep on file an Acceptable Use Policy form signed by each student and his/her parent or guardian. Teachers will review the policy at the beginning of each year and send home the Acceptable Use Policy for any student that does not have one on file. If you want your child to participate in internet activities then you must sign a release form.

## J

### 🐾 Join PTG
The PTG (Parent Teacher Group) is an organization of teachers and parents joined in a partnership to provide students with the best education possible. Parents and guardians are encouraged to join and support the Angier Elementary School PTG. This is a valuable organization from which all students ultimately benefit. This organization has sponsored many projects, which have financially supported many activities for our students. Many educational enhancement opportunities have been realized because of PTG support throughout the year. The efforts and the successes we experience by working together will certainly benefit our Bulldogs. PTG meets monthly to plan activities that support and enhance school facilities, programs, and student achievement. PTG board meetings are held monthly.

## K

### 🐾 Kiwanis Club Partnership
The Angier Kiwanis Club has partnered with us over the past years to provide recognitions and programs for our students that display positive character traits, follow the BARK expectations, possess leadership qualities, and/or are setting and achieving goals for themselves. We are proud of this growing partnership and the following sponsorships they provide: Terrific Kids, Cookie Cafe, and K-Kids.

## L

### 🐾 Local Advisory Council
Our local school Advisory Council is approved by the Harnett County Board of Education and is shared among Angier Elementary and North Harnett Primary Schools. The function of our LAC is to serve in an advisory capacity to the board on matters affecting the school. These individuals provide support, advice, and guidance to our schools in matters relating to the general welfare of the two schools.

## 🐾 Lost & Found

It would be helpful if parents would put the child's name in all of his or her belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. Items not claimed after a period of time are donated to a charitable organization.

# M

## 🐾 Media Center

All students visit the Media Center as often as needed to check out books. Students may check out two books. Students may use the on-line card catalog (Destiny Online Media Collection) to find out if a book they desire to read is in our collection and whether it is available for checkout. Please spend time with your child by reading their library books with them. Students of all ages enjoy having someone read to them. (Destiny Online Media Collection can be found on the Harnett County Website or at http://206.107.117.16/) All trips to the Media Center should be concerned with using materials in the library and/or studying...whether it is class time or before and after school.

- Remember, the Media Center materials are yours as well as all the students at AES. Use them, but take care of them.
- Return all materials to the proper place after using. Materials out of place are lost.
- Remain quiet so that others may work undisturbed.
- Have materials you take from the Media Center checked out in your name using the computer.

## 🐾 Medication

The Harnett County Board of Education policy on medication does not permit school employees to administer medicine to students without proper authorization from doctors. You may obtain the proper form from the office to be filled out by the doctor and the parent/guardian. This same authorization is required for drugs sold over-the-counter such as "Tylenol," cough drops, medicated lip balm, cough syrup, calamine lotion, etc. **Do not bring the medication to school until your doctor has filled out and signed the form. Medication cannot be sent to the school with your child; an adult must bring ALL medication to be signed in.** Medication will NOT be sent home with students or with bus drivers. If medication is brought to school without the proper doctor documentation, it will be held in the office for a parent to pick up.

# N

## 🐾 Nurse

A nurse will be available at AES on a shared basis. He/she will conduct vision screenings and will be available for consultation on medical issues. Our nurse will be glad to work with you to ensure a healthy and successful educational experience for your child while at school.

# O

## 🐾 Office

Please be sure to sign in at our office **EVERY TIME** you are on our campus and get a visitor's badge. This is for the safety of your child. Also, be prepared to show your ID EVERY TIME you pick up your child early from school. Please do not appear surprised by this expectation and question our attempts to keep our students safe. Thank you for your cooperation and understanding!

# P

## 🐾 Parents Right to Know

In compliance with the requirements of Every Student Succeeds Act, the Harnett County Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:
Whether the student's teacher –

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.
If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact Principal McDonald at Angier Elementary School at 919-639-2635.

## 🐾 Personal Property

Your child's personal property is **NOT** a responsibility of the school. **Students should not bring valuable items or large sums of money to school. Trading cards, electronic games, toys, or other items that are not educational in nature, are not allowed at school.** Any unauthorized items brought on campus will be confiscated by the teacher and turned in to the principal for the parent to pick up. If you find something that is not yours, please turn it into the office. Each student and teacher working together to maintain a clean and well cared for school will create a pleasant and focused environment for all.

## 🐾 Photo/Video Form

A publicity release form will need to be completed for each child. Please complete and sign the form and return it to your child's homeroom teacher. Our school frequently has the opportunity to promote the achievements of our students, staff, and school through social media and our school website.

## 🐾 Purple Folders

To keep communication seamless, the school will provide your child with a purple plastic folder. This folder should travel between home and school every day. Please check it daily for important updates and use it to send notes back to the teacher. Depending on the classroom, this may also serve as your child's homework folder.

# Q

## 🐾 Quarterly Awards

Students meeting specific criteria will be recognized at a quarterly awards assembly at the end of each nine weeks. There are many opportunities for students to be recognized for various reasons, not just academics. Each award has a specific set of requirements; students who meet the requirements will be recognized with an award. There are also class awards that are distributed and recognized. **Please be aware that every student will NOT receive an award at every awards ceremony.** The following chart describes the awards that students may receive:

| | |
|---|---|
| **Principal's List**: all A's in a 9 week quarter<br>**A/B Honor Roll**: all A's and B's in a 9 week quarter<br>**BUG (Bringing Up Grades)**: students who brought up at least one subject an entire letter grade AND maintained all other grades (begins 2nd quarter; sponsored by Kiwanis Club)<br>**Math Master**: student shows exemplary skills, effort and/or abilities in the area of math<br>**Literacy Luminary**: student shows exemplary skills, effort and/or abilities in the area of reading<br>**Writing Whiz**: student shows exemplary skills, effort and/or abilities in the area of writing<br>**Science Inquirer**: student shows exemplary skills, effort and/or abilities in the area of science (5th-grade specific award) | **Terrific Kid**: a student who shows good character and follows the BARK expectations (sponsored by Kiwanis Club)<br>**Perfect Attendance**: attends **every day** of the nine week period<br>**Music**: student shows exemplary skills, effort and/or abilities in the area of music<br>**Art**: student shows exemplary skills, effort and/or abilities in the area of art<br>**P.E.**: student shows exemplary skills, effort and/or abilities in the area of physical education or teamwork<br>**Media and STEM**: **class** award for showing exemplary qualities of effort and teamwork<br>**Excelling in ESL**: specific to students who are excelling in the English as a Second Language program |

### 🐾 Questions

You may call, come see us, or send us an email if you have a question. We are glad to help!

# R

### 🐾 Recess

Students are required to have at least 30 minutes of recess daily. Recess cannot be withheld from a student, however, a section of the playground can be assigned to a student or specific activities can be restricted based on the need to enforce boundaries on as needed basis. On days in which students have PE, the teacher may choose an alternate plan for recess as the enhancement already meets the requirements of recess.

### 🐾 Report Cards

Traditional K-5 students are on a nine-week grading schedule. Report cards will be sent home approximately every 9 weeks. The delivery method of these reports is ever changing, so please be sure that your current email address is on file and that you have registered for the Infinite Campus parent portal.

# S

### 🐾 Safe Schools

The Angier Elementary School community believes that schools can and should be a peaceful place where children can learn and grow. We believe that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. Please be reminded that anyone being permitted into the building **must show a picture ID each time**.

## 🐾 Safety "PAW" Patrol
Select students will serve as safety patrol officers based on their exemplary citizenship. They will assist with morning arrival and will be given a schedule. This is a leadership position, and they are to lead by example. Please encourage your child to respect the position of safety patrol and the directions given by the safety patrol members as they are helping to reinforce the BARK expectations.

## 🐾 School Counseling Program
Harnett County Schools has adopted a Comprehensive School Counseling Program that allows our counselors to focus on serving the whole child every day. When needed based on various points of data, and with parent written permission, group and individual counseling will take place. Referrals can be made by sending the counselor a note, emailing, or calling the school for an appointment.

## 🐾 School Improvement Plan (SIP)
Successful school improvement requires breaking down the walls between the classroom, the home, and the community. To boost student achievement, our school relies on the vital, wholehearted support of parents, citizens, and local businesses. Our comprehensive school improvement plan outlines clear targets and strategic action steps to help us reach our goals. To ensure our success, our elected School Improvement Team meets regularly to monitor our progress, adjust our action steps, and keep us moving forward.To view our School Improvement Plan, please, visit our website at www.harnett.k12.nc.us/o/ae.

## 🐾 School Property
As a student of Angier Elementary School, it is your responsibility to help keep school property clean and undamaged. Such property includes the classroom, media center, cafeteria, restrooms, books, technology/chromebooks, furniture and equipment. You are also expected to care for all materials that are checked out or assigned to you. Any student who damages school property, windows, books, and equipment is responsible for payment.

## 🐾 Snacks
Students may eat a snack during a short, structured time set by the teacher. We encourage nutritional foods rather than sweets or candy. **Sodas and energy drinks are not allowed in school**.

## 🐾 Social Media
As social media platforms continue to evolve, it is increasingly vital for parents to stay diligent and actively monitor their children's digital footprints. By maintaining open conversations and supervising their students' online activity, families can protect instructional focus and prevent digital distractions from spilling into the classroom. Together, school and home can guide students toward safe, responsible, and positive behavior both online and off.

## 🐾 Special Education Services
Students with disabilities receive specially designed instruction from certified special education teachers and related services based on educational needs. Services are provided in varying amounts of time. Maximum participation in the regular classroom is emphasized. The need for special education is determined through a comprehensive evaluation process.

## 🐾 Sunday Announcements
Every Sunday afternoon at 4:00pm, Mrs. McDonald will send out Sunday Announcements via the Infinite Campus platform. Please pay close attention as important dates, events, reminders, and even data trends are being shared in a manner that keeps everyone up-to-date and informed of all things Angier! These announcements will be delivered to you in the manner in which you have allowed to receive them (email, text, or call/voicemail).

## 🐾 Suspension (In-School or Out-of-School)

The principal and assistant principal have the authority to suspend a student from school or any school activity, including riding a school bus. Any student whose presence constitutes a disruption to the educational process for themselves or others, or whose presence is a threat to the physical, psychological, or emotional safety and/or well-being of themselves or others can be suspended. Principals also have the authority to suspend students in matters related to misconduct by the student, including violations of school rules, violations of law, violations of the Harnett County Code of Student Conduct, violations of generally accepted norms of behavior, or other reasons deemed appropriate by the principal. The term "suspension" is defined as the removal of a student from school and/or school activities, including riding a school bus. All such suspensions of students shall be consistent with the policy of the Harnett County Board of Education entitled Procedure for Student Suspension and Dismissal.

# T

## 🐾 Tenth Day of School

This is a significant day in North Carolina public schools. Harnett County School System reviews student enrollment and staff allocations in each school. Adjustments in class sizes, student assignments, and teacher assignments are carefully reviewed and changes are made if necessary to comply with state guidelines and legislation. Parents and students will be notified of any alterations around the tenth day of school. Parents' patience and understanding are needed if transitions are required to keep AES in compliance.

## 🐾 Testing

The State Board of Education mandates that at the beginning of each school year, students and parents or guardians will be provided with information advising them of the district-wide and state-mandated tests that students are required to take during that school year. The following are the state requirements.
**GRADES 3-5**: Students in these grades take reading comprehension and mathematics tests at the end of the year, End-of-Grade (EOG) tests. Fifth grade students also participate in the Science EOG. Third Grade students take a Beginning-of-Grade Reading assessment (BOG) within the first 10 days of school. Students also participate in mClass Reading Assessments (literacy) and iReady Diagnostics (math) that are conducted at the beginning, middle and end of the school year.

## 🐾 Tobacco-Free Campus

Harnett County Schools' Smoking and Tobacco Products Policy prohibits the use of any and all tobacco products, to include vaping pens, by anyone on any school grounds or while attending any school sponsored activities. Harnett County Schools thanks you for protecting the health of our youth by not using these products.

## 🐾 Transportation (Bus/Car) Change Protocol

At Angier Elementary School, we are very concerned about the safety of students on our buses. School safety is something that must not be taken for granted or neglected. Harnett County Schools has a history of very few bus accidents, and we want to continue this outstanding record. If your child needs to ride a different bus home or remain at school for you to pick up, **you must send a written note to the school**. Students who do not bring notes will be placed on their usual bus and sent to their usual stop. Unless there is an emergency – **no telephone calls for bus changes will be accepted**. Emergency calls must be done before 3:00pm. If a parent is requesting that his/her child be dropped off at an un-established stop, the school must have the note in advance to ensure a stop can be created. A bell will ring to dismiss bus riders. All students are assigned to ride a bus unless otherwise noted. If your child needs to be picked up in the carpool line, a note must be sent to your child's teacher to indicate the change. Do not call the teacher or office to request a change – due to safety concerns – a handwritten note must be written by the parent/guardian. Please plan ahead so everyone concerned with the safety of your child can do his/her job to ensure safety.

# U

## 🐾 Unity

We strive for unity. While we may not always see eye-to-eye on every decision, maintaining a strong connection between school and home is vital for every student's success. **True unity doesn't mean we always agree; rather, it means we choose to collaborate constructively for the sake of the child**. There may be times when a "Bulldog Family Meeting" is necessary. When called, the student and all involved adults will gather for a conference that promotes mutual understanding and **unity**. By standing together as a supportive front, we ensure that every student feels secure, valued, and ready to thrive.

# V

## 🐾 Visitors

Parents are welcome to visit the school for lunch and special classroom or school-wide activities. **Upon showing a picture ID and successfully passing through the weapons detection system, visitors must check in at the front office to receive a visitor's pass. This pass should be worn and visible at all times while during the visit**. If you are not wearing your pass, a staff member may ask you to report to the office to check-in or receive another pass. This is for the safety of all of our students. Students will not be permitted visitors, such as friends or brothers and sisters from another school, except to join them for lunch. Students will not be called to the office for a phone call unless it's an emergency. This is for the protection of all students, staff, and visitors. Parents who wish to visit a child's classroom during instructional time must be accompanied by an administrator or designee. These visits are typically scheduled ahead of time.

## 🐾 Volunteers

The staff at AES welcomes volunteers from the community. Parents are encouraged to volunteer to help with class projects, tutor individual or small groups, or help in other ways. Students need additional support at times and sometimes another adult will make huge differences for a child. Please sign up to help with any of these two valuable support programs in the school setting. A volunteer workshop will be held and volunteer enrollment forms will be sent home in the first month of school. Your assistance is vital in helping us fulfill the many tasks ahead of us. You will receive information concerning this program later. If you are interested in volunteering, you may contact your child's teacher. It is important that volunteers respect the confidentiality of our students. We keep a running total of the number of volunteer hours at AES. All volunteers **MUST** sign in as such in the office and obtain a visitor's badge prior to going to the classrooms. This also gives you and our school credit for your hard work! A background check must be completed for any school volunteer with the exception of eating lunch. Areas to help also include mentoring students or helping with PTG fundraisers or PTG dances.

# W

## 🐾 Weapons Detection Systems

All staff, students, and visitors will be required to successfully pass through one of our weapons detection systems prior to being granted access to the building. Should an alert occur, the individual will be asked to step aside for a secondary screening of their person and belongings by authorized personnel to determine the source of the alert before entry can be permitted. Anyone who refuses to pass through the kiosk will be denied access.

## 🐾 Website

Be sure to visit our web page at: www.harnett.k12.nc.us/o/ae frequently to keep up with the latest happenings at school and your child's classroom.

## 🐾 Withdrawal or Transfer

Parents should notify office personnel, specifically our data manager, when their child is withdrawing from Angier Elementary. They should give the school the date of departure and the destination. Students are responsible for clearing books, fees, and other school items before the transfer can be completed. Permanent school records will be sent as soon as these matters are cleared.

**X Y Z** (we have e**X**ceptional **Y**outh and **Z**ero excuses)

## AES Bus Reminders:

North Harnett Primary School and Angier Elementary School transport students in grades K-5. We are very concerned about the safety of all on our buses. Students who ride buses are expected to conduct themselves in an orderly manner and obey the driver and established bus rules. The Harnett County School System has a history of very few bus accidents and we expect to continue this outstanding record. Student misconduct is the number one cause of bus accidents. For this reason, we strive to maintain acceptable behavior on our buses at all times. **Please understand that riding a bus is a privilege that can be revoked if students fail to observe bus rules.**

Our bus rules are as follows:

- **Be Responsible**
  - Be at your bus stop on time ready to enter the bus.
  - Keep all your belongings together.
  - Be a good citizen.
  - Obey railroad-crossing rules.
- **Always Be Safe**
  - Sit, facing forward, with back against the seat.
  - Obey your driver's directions when boarding and unloading the bus.
  - Keep hands and feet to yourself and out of the aisle.
- **Respect Self and Others**
  - No talking on the bus while on campus.
  - Help keep the bus clean.
  - Keep the aisle clear for others to get by.
  - No eating, drinking, or chewing gum on the bus.
  - Follow instructions THE FIRST TIME they are given.
- **Kindness Counts**
  - Treat others as you want to be treated.
  - Make room for other riders that share your seat.
  - Pick up items if they fall.

Parents are urged to appreciate the disciplinary action taken and to discuss the incident with their student in order to prevent further occurrences. Absences due to being suspended from the bus are unexcused. It will be the responsibility of the parents to provide transportation during bus suspensions. In addition to the information concerning student conduct, parents and students should note the following: Students may only ride their assigned bus. When it becomes necessary for a student to ride a different bus or get off at a different stop, parents must send a note to school. Be sure to give all needed information including a phone number in case questions arise. If a bus is operating at capacity, students will not be allowed to transfer regardless of the reason.

Thank you for your support as we strive to safely transport our precious passengers!

Sincerely,

Daisy McDonald, Principal

Angier Elementary School

**NORTH HARNETT PRIMARY/ANGIER ELEMENTARY SCHOOLS**

**BUS CONTRACT 2026-2027**

Dear Parents, August 1, 2026

WELCOME BACK!!! We look forward to having your child on our bus this year. Our main concern is transporting your child to and from school safely. Please help with this by reminding your child of the following school bus expectations:

1. Obey the bus driver and the posted rules.
2. Remain seated at all times.
3. Keep hands and head inside the bus and to yourself.
4. Keep the aisle free at all times.
5. Do not eat, drink, or chew gum on the bus.
6. Keep book bags closed on the bus. Contents should remain inside the book bag at all times.
7. Do not bring video games, electronic games, toys, balls, magazines, etc. on the bus.
8. No distracting noises.
9. No fighting, or inappropriate behavior or language.
10. No destroying property.
11. No throwing objects out the window.
12. No dangerous objects allowed on the bus.
13. Medicine may not be brought on the bus.

If he/she continues to disobey the rules after the bus driver has given your child: a verbal warning, a change in seat assignment if possible, and/or a note/call home, the actions listed below will be taken. According to the severity of the behavior, we may suspend without giving a written warning first.

| | |
|---|---|
| 1st offense | written warning from the principal |
| 2nd offense | 1-3 days suspension from the bus |
| 3rd offense | 3-5 days suspension from the bus |
| 4th offense and offenses thereafter | 5-10 days suspension from the bus |

**Riding the school bus is a privilege for all children.** By working together we can have a safe and successful school year. We would appreciate support from parents with the following:

1. Parents should be at home or make arrangements for another person to be at home when the bus arrives **(Grades K-2 only)**. Drivers cannot leave the children at home alone. It is the responsibility of the parent to be at home.
2. Please do not meet the bus at any other stop than the designated pick-up/drop-off area for your children.
3. Please send a note to school if your children need to ride a different bus. We will not allow your child to ride a different bus or to be a car rider unless you send a note. Also, please do not call with a change in dismissal. Any changes must be written and received prior to 3:00 pm.

Sincerely,

Daisy McDonald, Principal

Bus Driver: _____

Please read, sign below, and return to the bus driver. I have talked to my child about the importance of following the rules on the bus. We are aware of the consequences if these rules are not followed.

_____ _____ _____

Child's Name Parent's Signature Date

**HARNETT COUNTY SCHOOLS TRANSPORTATION DEPARTMENT**

## Bus Transportation Guidelines and Procedures

Harnett County Schools (HCS) provides transportation for children to and from their residence or predetermined location (by school administration). As such the following rules and procedures shall apply:

1. **All** students are expected to be prepared to board the bus 10 minutes prior to the scheduled arrival time.
2. **All** students are expected to conduct themselves in accordance with Policy Code: 4300 Code of Student Conduct. Discipline, as a result of violations of policies, will be the responsibility of each individual school.
3. Your child will be transported to and from your residence or predetermined approved location to the school in the district in which you reside each school day. **(Grades PreK-12)**
4. Students who attend school out of district at the parent's request do not qualify for transportation. **(Grades PreK-12)**
5. You or a responsible adult shall be available at the bus stop to receive your child at the end of the school day from the school bus if your child requires assistance. **(Grades PreK-2 only)**
6. If you or the approved responsible adult is not at the bus stop to receive your child, the driver will transport your child back to the school. **(Grades PreK-2 only)**
7. On the second occasion that this situation occurs, the Principal will schedule a mandatory conference with the parent(s). **(Grades PreK-2 only)**
8. On the third occasion that this situation occurs, HCS will notify Harnett County Department of Social Services (HCDSS) and immediately schedule a meeting involving HCS, HCDSS and you to address this concern. **(Grades PreK-2 only)**
9. If an emergency situation occurs in your home beyond your control and it becomes necessary for your child to be discharged at a location other than one previously approved, **a written request must be provided to the child's Principal in advance**. The request must meet HCS board policy 6321 and contain the following information to be considered: **(Grades PreK-12)**
    a. Address of temporary discharge/pickup location
    b. Name of responsible adult receiving your child
    c. Telephone number of temporary address
    d. Your telephone number during the emergency
    e. The length of time of the request is to be honored
10. Bus drivers and administrators have the authority to return students to the school in the event of safety or disciplinary circumstances. The parent or legal guardian is then responsible for picking up their student(s).

Parents of children with Pre-School Disabilities, Exceptional Children's Program students needing special transportation in accordance with their IEP, and all K-2 students are required to provide supervision at the bus stop for drop-off and pickup. **(This applies to all early release and inclement weather days as well.)**

I, _____, am the parent/legal guardian of, _____ Grade ___, a child receiving transportation services from Harnett County School. I have read and understand the procedures that apply to transportation services and I consent and agree to abide by them. I have been given a copy of the procedures. I understand that my student(s) could lose this privilege to ride the Harnett County school bus (es) if these guidelines are not followed.

_____ _____

Parent's Signature Date

# Harnett County Schools Policies and Procedures

## 2026 - 2027

The following section contains policies and procedures that parents and students should review annually. The policies and procedures in this section are effective as of the date of printing this handbook. Policies may be revised, as needed, by the Harnett County Board of Education. This is not an exhaustive list of policies by the Harnett County Board of Education; a complete list of current policies can be found on the Harnett County Schools website at www.harnett.k12.nc.us. If parents and/or students do not have access to the policies online, they may contact the school for a printed copy of any Harnett County Schools policy.

Policies and Procedures Included

1. Student Behavior Policies – Policy Code: 4300
2. Discrimination and Harassment Prohibited by Federal Law – Policy Code: 1710/4020/7230
3. Title IX Nondiscrimination on the Basis of Sex – Policy Code: 1720/4030/7235
4. Anti-Harassment Statement
5. Student and Parent Grievance Procedure – Policy Code: 1740/4010
6. Notification of Rights Under Family Educational Rights and Privacy (FERPA)
7. Attendance – Policy Code: 4400
8. Student Searches – Policy Code: 4342
9. Smoking and Tobacco Products – Policy Code: 5026/7250
10. Technology Responsible Use – Policy Code: 3225/4312/7320
11. Student Membership and Participation in Educational Websites
12. Network Security – Policy Code: 6524
13. Use of Wireless Communication Devices – Policy Code: 4318
14. Parents Right to Know Letter
15. Student Health – A Note from the Nurse
16. Student Health History – All Students

**********

**STUDENT BEHAVIOR POLICY Policy Code: 4300**

All decisions related to student behavior are guided by the board's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly, and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior; and (4) required procedures for addressing misbehavior. Teachers, school-based administrators, parents, and law enforcement will be consulted when existing student behavior policies are revised or new such policies are created.

**A. Principles**

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

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

2. Positive behavioral interventions will be employed as appropriate to improve student behavior.

3. Responsibility, integrity, civility, and other standards of behavior will be integrated into the curriculum.

4. Disruptive behavior in the classroom will not be tolerated.

5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.

6. Strategies and consequences will be age and developmentally appropriate.

**B. Communication of Policies**

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct 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. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. To elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences, each school will create a student behavior management plan that is consistent with the law, board policies, and the Code of Student Conduct (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct, or disciplinary measures identified in student behavior management plans developed by individual schools. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct, or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

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 Code of Student Conduct in 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-sponsored activity or extracurricular activity;

5. when subject to the authority of school employees; and

6. at any other place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Notwithstanding the foregoing, students will not be disciplined for constitutionally protected behavior. School officials are encouraged to consult with senior administrators before regulating student expression that may be protected by the First Amendment to the U.S. Constitution.

**D. Consequences for Violations**

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

**1. Minor Violations**

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

a. parental involvement, such as conferences;

b. isolation or time-out for short periods of time;

c. behavior improvement agreements;

d. instruction in conflict resolution and anger management;

e. peer mediation;

f. individual or small group sessions with the school counselor;

g. academic intervention;

h. in-school suspension;

i. detention before and/or after school or on Saturday;

j. community service;

k. exclusion from graduation ceremonies;

l. exclusion from extracurricular activities;

m. suspension from bus privileges; and

n. placement in an alternative school.

The student's parent is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent is unable to provide transportation, another consequence will be substituted.

**2. Serious Violations**

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions, and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

**E. Enforcement**

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system and consistent with students' constitutional rights.

**F. Conduct Rules**

All students shall comply with all rules and regulations governing behavior and conduct. Students shall be informed by local school rules or school personnel of any infraction not listed in this Code that may result in short-term or long-term suspension or expulsion.

**RULE 1 Compliance with Directions of School Personnel**

Students shall comply with the directions of school personnel who are authorized to give such directions during any time when students are subject to the authority of school personnel; and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

**RULE 2 Integrity and Civility; Cheating**

All students are expected to demonstrate integrity, civility, responsibility and self control. In addition to any standards or rules established by the schools, the following behaviors are specifically prohibited as violative of the standards of integrity and civility:

- cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
- providing verbal or written statements of false information;
- violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;

- willfully, directly or indirectly accessing or causing to be accessed any computer, computer network or any part thereof without proper authorization or otherwise violating policy 3225/4312, Technology Acceptable Use.
- cursing or using vulgar, abusive or demeaning language towards another person; and
- playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

**RULE 3 Disruptive Behavior**

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

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:

- occupying any school building, school grounds, school buses or part thereof with the intent to deprive others of its use;
- 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;
- participating in any boycott of any lawful school function, mission or process or participating in any sit-in or any walkout which causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;
- engaging in any protest, march, picketing or similar activity (on or off school premises) that causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;
- preventing students from attending a class or school activity;
- except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on school premises;
- intentionally making noise or acting in any manner so as to interfere with any teacher's ability to conduct his or her class or to carry on any school activity;
- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
- engaging in behavior which is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
- failing to observe established safety rules, standards and regulations, including on the bus and in hallways; and
- interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 4 Student Dress Code**

The board prohibits appearance or clothing that does the following:

- violates a reasonable dress code adopted and publicized by the school,
- is substantially disruptive,
- is provocative or obscene, or
- endangers the health or safety of the student or others.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

**RULE 5 Misconduct on a School Vehicle**

The following conduct is specifically prohibited on a school vehicle:

- stopping, impeding, delaying or detaining a bus or school vehicle;
- throwing or launching objects on the bus;
- disturbing the peace, order or discipline on a bus or school vehicle;
- refusing to obey the driver's instructions;
- refusing to meet the bus at the designated stop;
- tampering with or willfully damaging the bus or school vehicle;
- getting off a bus at an unauthorized stop;
- distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- failing to observe established safety rules and regulations;
- willfully trespassing upon a school bus or school vehicle;
- fighting, smoking, using profanity, possession or using drugs or intoxicating beverages, or otherwise violating any other board policy or school rule while on a school bus or other school vehicle; and
- any other behavior that may endanger lives or property.

Any complaints of drivers, parents or student that are not specified in the above list should be reported promptly to the school principal.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. Upon request and when deemed appropriate, a principal may use his/her discretion and restore a student's bus privileges if the principal, bus driver, student and parent agree to a written behavior improvement agreement that includes specific steps and consequences for future inappropriate behavior.

It is a criminal offense to unlawfully and willfully stop, impede, delay or detain a school or activity bus or to disturb the peace, order or discipline on a school or activity bus. Students who engage in such activities may be subject to criminal charges.

The bus driver may not remove students from the bus en route.

**RULE 6 Tobacco Products**

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. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products.

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

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

Students will be provided notice of this rule through student handbooks or other means identified by the principal. In addition, the principal will post signs in a manner and locations that adequately notify staff, students and visitors about prohibitions against the use of tobacco products on school grounds and in school buildings.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation. In providing consequences for violation of this rule, school officials are encouraged to identify programs or opportunities for students to gain a greater understanding of the health hazards for the tobacco user, the hazards of secondhand smoke and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

**RULE 7 Drugs and Alcohol**

The Harnett County School District believes that it is in the best interests of the community to take steps to promote, enhance and maintain a drug-free school system and student body, and that along with parents and other segments of the community, the school system has a role in helping students to remain drug free. The Harnett County School District, therefore, endorses a comprehensive program in the area of substance abuse. Alcohol and drug education will be taught to all grade levels and assistance will be offered to students who are having alcohol or drug related problems.

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

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

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling or transmitting of

prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. 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 rule 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 rule, such as for approved school projects.

A violation of this rule is deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

As required by board policy 4345, 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

**RULE 8 Theft and Damage to Property**

Students are prohibited from stealing or attempting to steal school or private property, and/or from knowingly being in possession of stolen property. Students also are prohibited from damaging or attempting to damage any school property or private property at any time when board policies are applicable as defined in this code.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 9 Trespass**

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 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;
- any student who loiters at any school after the close of the school day without specific need or supervision; or
- 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.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

**RULE 10 Assaults and Physical Injury**

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

A minor physical altercation that does not involve a weapon or an injury is a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

A serious physical altercation that involves a weapon or injury is considered a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 11 Threats**

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.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 12 Harassment**

Students are prohibited from engaging in or encouraging any form of harassment, including bullying, against students, employees or any other individuals on school grounds or at school-related functions. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Harassment is further defined in policy 1710/4021/7230, Prohibition against Discrimination, Harassment, and Bullying.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 13 Bullying**

Bullying is conduct that subjects a student to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate, cause emotional distress or provoke a disorderly response from the student being treated in this manner. Bullying usually involves intentional, repeated and harmful acts, words or behavior directed to a particular student or group of students. Bullying may include, but is not limited to, name calling, threatening, social alienation, spreading rumors, spitting, pushing or punching.

Any student with a complaint about bullying should report it to the principal or assistant principal. In addition, any employee who has witnessed or has reliable information that a student has been subjected to bullying should report it immediately to the principal or assistant principal.

Complaints of harassment will be investigated pursuant to policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 14 Hazing**

Hazing by any individual or group associated with the school system is prohibited and will not be tolerated. Hazing is defined as subjecting another student to physical injury or assault as part of an initiation or as a prerequisite to membership into any organized school group, including any athletic team, club, society or similar group. Hazing includes, but is not limited to, requiring any student to wear abnormal dress or costume on campus; playing abusive or ridiculous tricks on a student; frightening, scolding, beating or harassing a student; or subjecting a student to personal indignity.

The board of education reserves the right to disband any extracurricular club or athletic team due to hazing, if the circumstances merit such action.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 15 Weapons**

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:

- loaded or unloaded firearm, including a gun, pistol or rifle;
- explosives, including a dynamite cartridge, bomb, grenade or mine;
- knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete;
- slingshot or slungshot;
- leaded cane, loaded cane or canesword;
- blackjack;
- metal knuckles;
- BB gun;
- air rifle or air pistol;
- stun gun or other electric shock weapon;
- ice pick;
- razor or razor blade (except solely for personal shaving);
- fireworks; and
- any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a law enforcement officer or a school employee as soon as practical.

This rule does not apply to pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to a firearm that was brought onto educational property for activities approved and authorized by the Board of Education.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. As required by law, a student who brings or possesses a firearm or destructive device on educational property or at a school-sponsored event off educational property shall be suspended for 365 days. The superintendent may modify the required 365 day suspension for an individual student on a case-by-case basis. A student who brings a firearm or powerful explosive to school also shall be referred to the criminal justice or juvenile justice system.

**RULE 16 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 law enforcement officer or a school employee as soon as practical.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. A student who violates this rule also shall be referred to the criminal justice or juvenile justice system.

**RULE 17 Terrorist Threats**

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school district 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 law enforcement officer or a school employee as soon as practical.

No student shall:

a. make a false report that there is a device, substance or material designed to cause harmful or life-threatening illness or injury to another person located on school property or at a school-related or school-sponsored activity;

b. conceal, place, disseminate or display a device, machine, instrument, artifact, letter, package material or substance on school property or at a school-related or school-sponsored activity with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person;

c. threaten to commit on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;

d. make a false report that there is about to occur or is occurring on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;

e. conspire to commit any of the above-described acts.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. A student who violates this section also will be referred to the criminal justice and/or juvenile justice system.

**RULE 18 Gang-Related Activities**

The presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities.

No student on or about school property or at any school activity shall:

1. wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang, as identified by school personnel;

2. commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in any gang;

3. use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:

a. soliciting others for membership in any gang;

b. requesting any person to pay protection or otherwise intimidate or threaten any person;

c. committing any other illegal act or other violation of school district policies; and

d. inciting other students to act with physical violence upon another person.

School administrators are responsible for compiling and updating a list of prohibited gang attire or symbols and publicizing it to students.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 19 Criminal Behavior**

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. For the purposes of this section, "school premises" includes any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

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 or convicted with a serious crime, regardless of whether the alleged offense was committed on school grounds or 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 Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated board policy or school rules and is suspended or expelled in accordance with procedures established in board policy.

**REPORTING CRIMINAL BEHAVIOR**

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 others that such acts occurred on school property, regardless of the age or grade of the perpetrator or victim:

- assault resulting in serious personal injury;
- sexual assault;
- sexual offense;
- rape;
- kidnapping;
- indecent liberties with a minor;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a weapon in violation of the law;
- possession of a controlled substance in violation of the law;
- assault on school officials, employees and/or volunteers;
- homicide, including murder, manslaughter and death by vehicle;
- robbery; or armed robbery;
- theft from the person;
- theft of property valued over $75.00
- breaking or entering of a school;
- theft from a motor vehicle(s);
- theft of a motor vehicle;
- arson;
- possession of stolen property;
- vandalism over $200.00.

A violation of this rule is deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 20 Attendance**

Students must comply with attendance requirements as outlined in board policy 4400, Attendance.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Provided, however, a student shall not be subject to a suspension of more than two days for a violation of this policy.

Legal References: U.S. Const. amend. I; Mahanoy Area School Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021); 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 (4300 series)

Adopted: April 4, 1977

Revised: August 5, 1991; January 10, 1994; April 3, 2000; October 4, 2004; October 6, 2008, February 8, 2010, July 13, 2011; September 10, 2018, November 14, 2022; December 4, 2023

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**Policy Code: 1710/4020/7230 Discrimination and Harassment Prohibited by Federal Law**

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, sex, color, national origin, religion, disability, or age (40 or older) in its education program, which includes all operations, services, and activities of the school system, and will provide equal access to the Boy Scouts and other designated youth groups as required by law. In the context of employment, the board prohibits discrimination based on race, sex, color, national origin, religion, disability, age (40 or older), military affiliation, genetic information, or other unlawful grounds.

All forms of prohibited discrimination and harassment are subject to this policy except for sexual harassment in violation of Title IX of the Education Amendments Act of 1972, which is addressed separately in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process.

Though claims of discrimination or harassment on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, are subject to this policy, allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA may be raised through the system of procedural safeguards established under policy 1730/4022/7231 (for Section 504 complaints) or in accordance with the procedures described in Parents Rights & Responsibilities in Special Education, published by the NC Department of Public Instruction (for IDEA complaints).

The board encourages all individuals who believe that they have been discriminated against or harassed in violation of this policy or who have reliable information that another person has been discriminated against or harassed in violation of this policy to report such conduct as soon as possible through the process provided in Section B below. The board takes seriously all reports of unlawful discrimination and harassment and directs school officials to take prompt action to investigate and remedy violations of this policy. The superintendent is responsible for ensuring that effective notice of this policy is provided to students, parents, employees, and all applicants for admission or employment.

**A. Prohibited Behavior**

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination and harassment as defined below by students, employees, board members, volunteers, or visitors. "Visitors" includes parents and other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or performing services for the school system.

1. Discrimination

   Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on one or more of the legally-protected characteristics listed in the first paragraph of this policy so as to interfere with or limit their ability to participate in or benefit from the services, activities, or privileges offered by the school system's education program.

2. Harassment

   Harassment is deliberate unwelcome conduct directed at another person or group of persons based on one or more of the legally protected characteristics listed in the first paragraph of this policy that creates a hostile environment or adversely affects a school system employee's employment. Harassment does not have to include intent to harm, be motivated by animus, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when (1)

the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the school system or (2) the conduct is so severe or pervasive that an employee finds his or her working conditions to be abusive and a reasonable person in the employee's position would conclude that the working conditions were abusive.

Examples of behavior that may constitute harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, derogatory epithets, comments, or slurs, imitating a person's disability-based limitations, mocking a person's accent, making fun of a person's religious garments, jewelry, or displays, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as hate symbols or derogatory posters or cartoons. Harassment may occur through electronic means, such as through the Internet, email, text message, or video calls.

Petty slights, annoyances, simple teasing, offhand comments, or isolated incidents (unless extremely serious) are not harassment under this policy. Legitimate age-appropriate pedagogical techniques are not considered harassment, nor are reasonable performance management actions taken to direct and control how work is performed or to monitor and give feedback on work performance. The exercise of legitimate authority administered in a professional and constructive manner is not harassment under this policy.

3. Application of the Policy

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) through the use of school system technological resources; (6) at any time or place when the individual is subject to the authority of school personnel; or (7) at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools or has consequences in the workplace contributing to a hostile work environment.

This policy will not be construed to allow school officials to punish student expression or speech based on undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

**B. Reporting Discrimination or Harassment**

1. Reporting Suspected Discrimination or Harassment

Any person who believes that he or she has been discriminated against or harassed in violation of this policy or any third person who knows or suspects conduct that may constitute discrimination or harassment in violation of this policy should inform a school official designated in Section C below. Reports also may be made anonymously, including through the anonymous tip line.

2. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that another person may have been discriminated against or harassed in violation of this policy must report the offense immediately to an appropriate individual designated in Section C below. Any doubt about whether particular conduct is possible discrimination or harassment under this policy or any other policy of the board must be resolved in favor of reporting the conduct.

Employees who observe an incident of harassment are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If

an employee knows of an incident involving discrimination or harassment and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action, up to and including dismissal.

3. Preliminary Inquiry

   School officials may make a preliminary inquiry when a report is received to understand what occurred and to determine whether further action under this policy or otherwise is necessary.

**C. Complaints of Discrimination and Harassment**

1. Making a Complaint of Discrimination or Harassment

   Any person who believes he or she is the victim of discrimination or harassment in violation of this policy, or any person who has witnessed or who has reliable information that another person has been subject to discrimination or harassment in violation of this policy, may request that school officials investigate and redress any such unlawful conduct by making a formal written complaint to any of the following persons:

   a. the principal or assistant principal of the school either the alleged victim or alleged perpetrator attends;

   b. the principal, assistant principal, or site supervisor at the location where either the alleged victim or alleged perpetrator is employed;

   c. the senior human resources official (or if the senior human resources official is the alleged perpetrator, the superintendent) if the alleged victim or alleged perpetrator is an employee or applicant for employment;

   d. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability;

   e. the Title IX coordinator, as established in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, for claims of discrimination on the basis of sex; or

   f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in Section I of this policy.

   g. If a written complaint alleges that the perpetrator is an employee, the school official receiving the complaint shall notify the senior human resources official without delay.

2. Addressing Complaints

   A written complaint alleging that a student, employee, or applicant for employment has been discriminated against or harassed will be addressed in accordance with this policy.

   A written complaint alleging that a person who is not a student, employee, or applicant for employment has been discriminated against or harassed will be addressed in accordance with the general process for resolving complaints provided in policy 1742/5060, Responding to Complaints, not this policy.

3. Time Period for Making a Complaint

   Alleged discrimination or harassment should be reported as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in

reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

**D. School Officials' Response to Reports and Complaints of Discrimination or Harassment**

1. Investigation

School officials shall investigate all formal written complaints received. Reports of discrimination or harassment that are not followed by a formal written complaint may be investigated when necessary to remedy violations of this policy and may be investigated even if the alleged victim does not seek action by school officials.

a. The principal or designee or site supervisor will be the investigator when the alleged perpetrator is a student or third party. The senior human resources official or designee will be the investigator when the alleged perpetrator is an employee. The superintendent may determine that individual circumstances warrant the assignment of a different investigator.

Notwithstanding the above designations, (1) if the alleged perpetrator is the senior human resources official, the superintendent will be the investigator, and (2) if the alleged perpetrator is the superintendent or a member of the board, the board chair shall direct the board attorney to investigate, unless the board chair determines that outside counsel should be engaged to investigate.

b. As applicable, the investigator shall immediately notify the Section 504, ADA, Title IX, or other relevant coordinator of the complaint, and, as appropriate, may request assistance from the coordinator in conducting the investigation.

c. If the investigator, after interviewing the complaining party and/or the alleged victim and consulting with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination or harassment as defined in this policy or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, school officials shall address the matter outside the scope of this policy. Information regarding the investigator's determination and any further avenues for addressing the complaint will be provided to the complaining party.

d. Any investigation conducted must be impartial, prompt, and thorough. The investigator shall investigate the facts and circumstances related to the allegation(s) of discrimination or harassment and give the alleged perpetrator an opportunity to respond to the allegations.

The investigator shall consider all the evidence collected, the context in which the alleged incidents occurred, the age and maturity of the parties, and any other relevant circumstances and, in consultation with the board attorney as appropriate, shall determine whether the alleged act(s) constitutes a violation of this policy, policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, and/or any other board policy or expected standard of student or employee behavior.

e. The complaint and investigation will be kept confidential to the extent possible and consistent with law. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information.

2. Investigator's Findings

a. If the investigator finds that discrimination or harassment occurred, the investigator shall take or recommend steps to address the discrimination or harassment. The investigator shall assign or recommend appropriate disciplinary consequences for the perpetrator

and/or take or recommend other reasonable measures to eliminate the discrimination or harassment, rectify any wrongful impacts, and prevent its recurrence.

b. If the investigator finds that the conduct did not violate this policy but violated policy 1735/4329/7311, Bullying and Harassing Behavior Prohibited, or another board policy or expected standard of conduct, the investigator shall assign or recommend discipline or other action appropriate to the violation.

c. The investigator shall make a record of the evidence and findings of the investigation and the assigned or recommended discipline and/or other remedial action and provide a copy to the appropriate civil rights coordinator. If the investigator recommends a disciplinary consequence or remedial action that is beyond his or her authority, the investigator shall provide a copy of the record to the superintendent for further action.

d. The investigator shall inform the alleged victim and alleged perpetrator of the outcome of the investigation.

3. Steps to Reasonably End Discrimination or Harassment

a. The superintendent is responsible for taking or causing appropriate action to be taken in response to discrimination and harassment in violation of this policy. Appropriate action must include:

i. reasonable, timely, age-appropriate corrective action intended to end the discrimination or harassment and prevent it from recurring;

ii. as needed, reasonable steps to address the effects of the discrimination or harassment on the victim; and

iii. as needed, reasonable steps to protect the victim from retaliation as a result of the complaint.

b. Appropriate steps to end discrimination and harassment may include, but are not limited to, separating the parties, providing counseling for the parties, and/or taking disciplinary action against a perpetrator determined to have violated this policy. The superintendent may take non-punitive measures to end or prevent instances of discrimination or harassment regardless of whether any individual has been found responsible for the discrimination or harassment. The superintendent also may implement or direct the implementation of classroom-wide, school-wide, or school system-wide responses such as additional staff training, harassment prevention programs, and other measures reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.

c. The applicable civil rights coordinator shall encourage victims of discrimination and harassment to report any subsequent problems and may conduct follow-up inquiries as warranted to determine if there have been any new incidents of discrimination or harassment or any instances of retaliation.

**E. Appeals**

1. Appeals to the Superintendent

The alleged victim may appeal the investigator's decision to the superintendent (unless the alleged perpetrator is the superintendent, in which case the alleged victim may appeal directly to the board in accordance with the next subsection). The appeal must be submitted in writing within three business days of receiving the notice of the outcome of the investigation. The superintendent may review the documents, conduct any further investigation necessary, or take

any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 business days after receiving the appeal, unless further investigation is needed.

2. Appeals to the Board

   Student victims or their parents may appeal the superintendent's decision to the board in accordance with subsection E.5.a of policy 1740/4010, Student and Parent Grievance Procedure. Victims who are employees or applicants for employment may appeal the superintendent's decision to the board in accordance with subsection E.4.a of policy 1750/7220, Grievance Procedure for Employees.

3. Discipline Rights Provided by Law

   Any student or employee subject to discipline for violating this policy will be accorded all rights provided by law.

**F. Retaliation Prohibited**

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Complaints alleging retaliation may be filed according to the grievance processes established in policies 1740/4010, Student and Parent Grievance Procedure, and 1750/7220, Grievance Procedure for Employees. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

**G. Training and Programs**

The board directs the superintendent to establish training and other programs that are designed to prevent discrimination and harassment and to foster an environment of understanding and respect for all members of the school community. Information about the prohibited conduct and grievance procedure in this policy and those in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process, must be included in the training plan.

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

**H. Records**

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

**I. Contacts for Inquiries**

The superintendent has appointed individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal nondiscrimination laws, including investigating any complaints

communicated to school officials alleging noncompliance with those laws. Inquiries about the application of the nondiscrimination laws addressed in this policy may be referred to the designated civil rights coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education or the Equal Employment Opportunities Commission.

The contact information for the Title IX coordinator can be found in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex. The contact information for the other designated civil rights coordinators is as follows.

a. The Section 504 Coordinator is: **Jermaine White**
   Office Address: **601 S. Main Street**
   **PO Box 1029 Lillington, NC 27546**
   Email Address: **jwhite1@harnett.k12.nc.us**
   Phone Number: **910-893-8151**

b. The ADA Coordinator is: **April Hood**
   Office Address: **1008 S. 11th Street**
   **PO Box 1029 Lillington, NC 27546**
   Email Address: **ahood1@harnett.k12.nc.us**
   Phone Number: **910-893-8151**

c. The Age Discrimination Coordinator is: **Virginia Taylor**
   Office Address: **601 S. Main Street**
   **PO Box 1029 Lillington, NC 27546**
   Email Address: **vtaylor@harnett.k12.nc.us**
   Phone Number: **910-893-8151**

d. The Coordinator for Other Non-discrimination Laws is: **Virginia Taylor**
   Office Address: **601 S. Main Street**
   **PO Box 1029 Lillington, NC 27546**
   Email Address: **vtaylor@harnett.k12.nc.us**
   Phone Number: **910-893-8151**

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; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title II of the Genetic Information Nondiscrimination Act of 2008; 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; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 et seq.; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994), available at https://www2.ed.gov/about/offices/list/ocr/docs/race394.html; Enforcement Guidance on Harassment in the Workplace, U.S. Equal Employment Opportunity Commission (April 2024), available at https://www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=; G.S. 115C-407.15 through -407.18; 126-16; 16 N.C.A.C. 6E .0107; Parent Rights & Responsibilities in Special Education, (N.C. Dept. of Public Instruction, Exceptional Children Division), available at https://www.dpi.nc.gov/parent-rights-handbook

Cross References: Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Bullying and Harassing Behavior Prohibited (policy 1735/4329/7311), Student and Parent Grievance Procedure (policy 1740/4010), Responding to

Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220), Prohibition Against Retaliation (policy 1760/7280), Hearings Before the Board (policy 2500), Staff-Student Relations (policy 4040/7310), School Plan for Management of Student Behavior (policy 4302), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030)

Adopted: December 7, 2020

Revised: June 24, 2021, July 10, 2023; August 5, 2024; May 5, 2025

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**Policy Code: 1720/4030/7235 Title IX Nondiscrimination on the Basis of Sex**

The school system does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

**A. Inquiries About Title IX**

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the Title IX coordinator is as follows.

The Title IX Coordinator is: **Courtney Blackburn**
Office Address: **601 S. Main St.**
**PO Box 1029 Lillington, NC 27546**
Email Address: **cblackburn@harnett.k12.nc.us**
Phone Number: **910-893-8151**

**B. Resolution of Grievances**

The board has established grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of sex. Any person may report alleged discrimination on the basis of sex, other than sexual harassment, in a school system program or activity occurring against a person in the United States through the process provided in policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law. The board has adopted additional means for reporting sexual harassment specifically. Any person may report alleged sexual harassment in a school system program or activity occurring against a person in the United States in accordance with policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process. Those who believe they have been sexually harassed may also file a formal complaint of sexual harassment in accordance with policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process, to initiate a prompt and equitable resolution through a formal investigation and adjudication or through an informal resolution process. The board encourages students, employees, and applicants to first make a report of sexual harassment in accordance with policy 1725/4035/7236 before filing a formal complaint.

**C. Retaliation Prohibited**

Retaliation against any person for the exercise of rights under Title IX or to interfere with those rights in any way is strictly prohibited and will subject the perpetrator to disciplinary action. The

identity of any person who has made a report or complaint of sex discrimination or sexual harassment or who is the alleged perpetrator of sex discrimination or sexual harassment will be confidential unless otherwise required or permitted by law. Complaints alleging retaliation may be filed according to policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law.

**D. Notice of the Board's Policy of Nondiscrimination Based on Sex**

The superintendent is responsible for providing notice of the board's nondiscrimination policy to students and their parents or legal guardians, employees, and applicants for admission or employment. The superintendent shall also ensure that each principal or site supervisor makes a copy of this policy available to those persons. In addition, the following must be posted on the school system website and included in all student and employee handbooks: (1) a statement of the board's policy of nondiscrimination on the basis of sex; (2) contact information for the Title IX coordinator; and (3) a statement that Title IX inquiries may be referred to the Title IX coordinator or to the Assistant Secretary for Civil Rights.

Legal References: Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 et seq.; 34 C.F.R. Part 106; Grimm v. Gloucester County School Board, 972 F.3d 586 (4th Cir. 2020)

Cross References: Title IX Sex Discrimination – Prohibited Conduct and Grievance Procedures (policy 1725/4035/7236

Adopted: December 7, 2020,

Revised: November 14, 2022; August 5, 2024; April 7, 2025

## STUDENTS WITH DISABILITIES

It is expected that most students with disabilities be tested just as students without disabilities are tested. However, some students have needs as a result of their disabilities that require their nonparticipation in the Standard Course of Study and, for that reason, will not participate in the statewide student accountability standards. For these students, the IEP Team makes the determination that the students will be exempted from the statewide student accountability standards. Students with disabilities who participate in the statewide student accountability standards must be given the same opportunities as students without disabilities who score below Level III, including retesting, focused intervention, and waiver considerations.

- To the extent possible, all students with disabilities shall participate in the statewide student accountability standards for elementary, middle, and high school levels.
- Students with disabilities may be exempt from the statewide student accountability promotion standards by the Individualized Education Program Team, including the principal or school district representative if it is determined by the team that the students do not have the ability to participate in the State Standard Course of Study. However, they shall be enrolled in a functional curriculum and demonstrate acceptable outcomes on the alternate assessments. These students may receive a certificate of achievement or graduation certificate.
- All interventions/remediation and other opportunities, benefits, and resources that are made available to students without disabilities shall be made available to students with disabilities who participate in the student promotion standards. All services offered are in addition to the special education services provided to the student.

Questions or concerns related to Students with Disabilities should be referred to April Hood, Director of Programs for Exceptional Children, telephone: (910) 893-8151 or by email: ahood1@harnett.k12.nc.us.

## TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and is the guideline to remove all unfair sex discrimination practices.

Questions or concerns related to Title IX should be directed to Courtney Blackburn, Direct Title IX and Employee Relations, by telephone: (910) 893-8151 or by email:cblackburn@harnett.k12.nc.us

## Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in education programs.

Any individual who has a physical or mental impairment which substantially limits one or more of his/her major life functions may qualify for identification for services under Section 504 of the Rehabilitation Act. Identification and services are made available through the local school Assistance Team. Questions may be directed toward the local school principal or classroom teacher.

Questions or concerns related to Section 504 should be directed to Jermaine White, Student Services Coordinator, telephone: (910) 893-8151 or by email:jwhite1@harnett.k12.nc.us

An Assistant Superintendent has been appointed to hear cases dealing with non-compliance with Section 504 regulations. The office is located in the Board of Education Annex, 601 S. Main Street, Lillington, phone number: 910-893-8151. (Re: Federal Register Vol. 45, No. 92, May 9, 1980, Page 30939, Section 104.7 and 194.8).

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## ANTI-HARASSMENT STATEMENT

Harnett County Schools (HCS) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. HCS does not tolerate any form of harassment, including harassment based on disability, in any of its educational or employment activities. Anyone who has been the victim of acts of harassment or who has reliable information about others having been the victim of acts of harassment is encouraged to report those acts to Jermaine White, Assistant Superintendent of Student Services, by email at jwhite1@harnett.k12.nc.us, or by telephone at 910.893-8151. HCS considers harassment a serious offense and is committed to promptly, thoroughly, and impartially investigating all reports of harassment. Individuals found to have violated HCS policy prohibiting harassment are subject to the following discipline: students may be suspended or expelled; employees may be dismissed, and volunteers may be removed from campus and face criminal charges. HCS is committed to eliminating harassment from its schools and encourages employees, students, parents, and volunteers to work together to prevent acts of harassment of any kind.

## DECLARACIÓN EN CONTRA DEL HOASTIGAMIENTO

Las Escuelas del Condado de Harnett (HCS) reconocen la dignidad y el valor de todos los estudiantes y empleados, y se esfuerza por crear un ambiente escolar seguro, ordenado, atento y acogedor para facilitar el aprendizaje y el rendimiento de los estudiantes. HCS no tolera ninguna forma de hostigamiento, incluyendo el hostigamiento por discapacidad, en ninguna de sus actividades educativas o de empleo. Se le pide a cualquier persona que haya sido víctima de actos de hostigamiento, o que tenga información

confiable acerca de que otros hayan sido víctima hostigamiento, a que reporte estos actos a Jermaine White, Asistente del Superintendente de Servicios Estudiantiles, por correo electrónico a jwhite1@harnett.k12.nc.us o por teléfono al 910-893-8151. HCS considera que el hostigamiento es un delito grave, y se compromete a una investigación rápida, exhaustiva e imparcial de todas las denuncias de hostigamiento. Las personas que hayan violado la política de HCS que prohíbe el hostigamiento, están sujetos a la siguiente disciplina: los estudiantes pueden ser suspendidos o expulsados; los empleados pueden ser despedidos; y los voluntarios pueden ser removidos de la escuela y pueden enfrentar cargos criminales. HCS se ha comprometido a eliminar el hostigamiento de sus escuelas, y ánima a los empleados, estudiantes, padres, y voluntarios a que trabajen juntos para prevenir actos de hostigamiento de cualquier tipo.

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**STUDENT AND PARENT GRIEVANCE PROCEDURE Policy Code: 1740/4010**

**A. Options for Resolving Complaints**

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

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

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

**B. Definitions**

1. **Days**

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

2. **Final Administrative Decision**

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

3. **Grievance**

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

4. **Grievant**

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

5. **Parent**

   All references to parent include a student's parent, legal guardian, legal custodian, or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

**C. Timeliness of Process**

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

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

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

**D. General Requirements**

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

2. All meetings and hearings conducted pursuant to this policy will be private unless the Open Meetings Law requires that a board meeting or hearing be open to the public (see policies 2320, Compliance with the Open Meetings Law, 2321, Closed Sessions, and 2500, Hearings Before the Board).

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

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

**E. Process for Grievance**

1. **Filing a Grievance**

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

   b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30

day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

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

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

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

**2. Investigation**

a. The principal shall schedule and hold a meeting with the grievant within five school days after the grievance has been filed with the principal.

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

**3. Response by Principal**

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

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

**4. Response by Superintendent**

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

b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal, and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal.

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

**5. Appeal to the Board**

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

**a. Mandatory Appeals**

1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.
2) A hearing will be conducted pursuant to policy 2500, Hearings Before the Board.

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

**b. Discretionary Appeals**

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

2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson will appoint a three-person panel to review the request and determine whether to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.

3) If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.

4) If the board decides to grant a hearing, the hearing will be conducted pursuant to policy 2500.

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

**F. Notice**

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

**G. Records**

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

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

Cross References: Responding to Complaints (policy 1742/5060), Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321), Hearings Before the Board (policy 2500), Domicile or Residence Requirements (policy 4120), Student Behavior Policies (4300 series)

Issued: May 4, 2009

Revised: March 5, 2018; September 11, 2023; December 8, 2025

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## NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the Harnett County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Harnett County Schools to amend a record that they believe is inaccurate or misleading. They should make a written request to the school principal, which clearly identifies the part of the record they want changed and specifies why it is inaccurate or misleading. If Harnett County Schools decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Harnett County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Harnett County Board of Education; a person or company with whom Harnett County Schools has contracted to perform a special task (such as a therapist, auditor, medical consultant, or attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request from officials of another school district in which the student seeks or intends to enroll, Harnett County Schools will forward education records without consent from the parent or eligible student.

Schools may disclose directory information without consent. The District has designated the following as directory information: a student's name; address; telephone listing; photograph; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; diplomas, certification, and awards received; and most recent school or education institution attended by the student. Directory information does not include the telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program.

*** Any parent or eligible student may request that such directory information not be disclosed by submitting a written request to the principal of the school that the student attends. ***

As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters and institutions of higher learning. A parent or eligible student, however, may request that this information not be released without prior written consent by submitting a written request to the principal of the school that the student attends.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Harnett County Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

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**Family Educational Rights and Privacy Act (FERPA)**

**Model Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Harnett County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Harnett County Schools may disclose appropriately designated "directory information" without written consent unless you have advised the Harnett County Schools to the contrary in accordance with Harnett County Schools procedures. The primary purpose of directory information is to allow the Harnett County Schools to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed

without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Harnett County Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Harnett County Schools in writing by September 20, 2019. Harnett County Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

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**ATTENDANCE** **Policy Code: 4400**

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

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

**A. Attendance Records**

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall

communicate the attendance procedures to students and their families before the first day remote instruction begins.

**B. Late Arrivals and Early Departures**

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school. Tardies or early departures may be excused for any of the reasons listed below in Section C.

Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

**C. Excused Absences**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;

2. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;

3. death in the immediate family;

4. medical or dental appointment;

5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;

6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;

7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;

8. pregnancy and related conditions or parenting, when medically necessary;

9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty or inactive member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or

10. any other reason as approved by the board in a board resolution.

**D. School-Related Activities**

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

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

In addition, students participating in disciplinary techniques categorized as in-school suspension will not be counted as absent.

**E. Makeup Work**

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

**F. Unexcused Absences**

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

Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

**G. Chronic Absenteeism**

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

**H. Special Circumstances**

**1. Students with Chronic Health Problems**

No penalties will be imposed for absences due to documented chronic health problems.

**2. Students Experiencing Homelessness**

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

**3. Attendance Requirements for Extracurricular Activities**

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics. See also policy 3620, Extracurricular Activities and Student Organizations.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; -407.12; 130A-440; 16 N.C.A.C. 6E .0102, .0103, .0106; State Board of Education Policies ATND-000, -003.

Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Homeless Students (policy 4125), Student Behavior Policies (policy 4300), Short-Term Suspension (policy 4351)

Other Resources: NC DPI Multi-Tiered System of Support Implementation Guide, available at https://www.livebinders.com/play/play?id=2957986#anchor

Adopted:

Revised: September 10, 2018, June 24, 2021, November 14, 2022; November 15, 2023

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**STUDENT SEARCHES** **Policy Code: 4342**

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the legal rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception, permissible in scope, and conducted using methods that are narrowly tailored to be minimally intrusive. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

Policy 3225/4312/7320, Technology Responsible Use, not this policy, applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

**A. Searches Based on Individualized Reasonable Suspicion**

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search must be reasonably related to the objectives of the search, and the methods used to conduct the search must be narrowly tailored to be minimally intrusive in light of the age and sex of the student and the nature of the infraction.

Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.

In accordance with the standards described above, the board authorizes the following types of searches based on reasonable suspicion.

1. **Searches of Personal Effects**

   School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and clothing (for example, coats or jackets) not currently being worn by the student. Policy 4318, Use of Wireless Communication Devices, addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted.

2. **Searches of Motor Vehicles**

   School officials may search the interior of a student's motor vehicle.

3. **"Pat-down" Searches**

   A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official with an adult witness present. Both the school official conducting the search and the adult witness must be the same sex as the student.

4. **More Intrusive Personal Searches**

   More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments. This search must be conducted in private by a school official of the same sex as the student, with an adult witness of the same sex present, and only with the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

5. **Metal Detector Searches**

   A metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

**B. Suspicionless General Searches**

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity) and may not be used to single out a particular individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the superintendent or designee. Absent exigent circumstances (e.g., a report of a weapon on campus), prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent or designee the need for general searches based upon a pattern or expectation of violence, drug activity, or disruption; and (2) provide written notice to students and parents of the school policy and/or procedures governing general searches, but not of specific times when or places where searches will be conducted.

When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general, suspicionless searches.

1. **Searches of Desks and Lockers**

   School officials may conduct routine searches of student desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials.

   A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be searched only in accordance with the guidelines for individualized searches of personal effects described in Section A, above.

2. **Point-of-Entry Metal Detector Searches**

   Due to the increasing problem of weapons in schools, school officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons.

3. **Use of Trained Dogs**

   With the prior approval of the superintendent, and in conjunction with local law enforcement, school officials may use trained dogs (canines) to locate illegal materials. All dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, desks, book bags, motor vehicles, and other inanimate objects. Dogs may not be used to sniff students or other persons under any circumstances. No students should be present during a dog search. Before a search occurs in a classroom, students will first be moved to a location outside the classroom.

**C. Seized Items**

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement authorities.

**D. Failure to Cooperate**

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

**E. Notice**

School principals shall take reasonable steps to provide notice of this policy to students and parents at the start of each school year.

Legal References: U.S. Const. amend. IV; New Jersey v. T.L.O., 469 U.S. 325 (1985), Safford United School District #1 v. Redding, 557 U.S. 364 (2009); G.S. 115C-47, -288, -307, -390.2, -391.2

Cross References: Technology Responsible Use (policy 3225/4312/7320), School Plan for Management of Student Behavior (policy 4302), Use of Wireless Communication Devices (policy 4318), School Level Investigations (policy 4340)

Adopted: January 11, 1988

Revised: January 10, 1994; October 4, 2004; March 29, 2010; September 10, 2018; December 4, 2023; June 30, 2026

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**Policy Code: 5026/7250 Smoking and Tobacco Products**

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption. The term "tobacco product" also includes alternative nicotine products (noncombustible products that contain nicotine, whether natural or synthetic, but do not contain tobacco and are intended for human consumption whether chewed, absorbed, dissolved, ingested, or by other means), consumable products (nicotine liquid solutions or other materials containing nicotine that is depleted as a vapor product is used), vapor products (noncombustible products that employ a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat consumable products) including electronic cigarettes, electronic cigars, electronic cigarillos, and electronic pipes, and components of vapor products.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers, and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.

2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.

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

4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.

5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students, and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.

6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel, and the public.

7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 et seq.; 21 U.S.C. 321(rr); 21 C.F.R. 1100 et seq.; G.S. 14-313; 115C-47(18), -407

Cross References: Tobacco Products - Students (policy 4320)

Adopted: 12/05/2004

Revised: 01/12/2004; 10/27/2008; 04/08/2013; 12/07/2015; 11/15/2023; 11/4/2024

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**Policy Code: 3225/4312/7320 Technology Responsible Use**

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning, appeal to different learning styles, improve communication within the school community and with the larger global community, and achieve the educational goals established by the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

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

**A. Expectations for Use of School Technological Resources**

The use of school system technological resources, including access to the Internet, is expected to be exercised in an appropriate and responsible manner. Individual users of the school system's

technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette.

General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of school technological resources, including access to the Internet.

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

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

**B. Rules for Use of School Technological Resources**

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is prohibited unless approved for special situations by the teacher or school administrator. In addition, student access to social media platforms is prohibited, except when expressly directed by a teacher solely for educational purposes.

   Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.

   The superintendent or designee will provide guidelines to ensure that any Wi-Fi hotspots used off school system property were not purchased using E-Rate funds.

2. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.

3. Users must comply with all applicable laws, board policies, administrative regulations, and school standards and rules, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

4. Users must follow any software, application, or subscription services terms and conditions of use.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

6. Users must not circumvent fire walls. The use of anonymous proxies to circumvent content filtering is prohibited.

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

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

9. Users must respect the privacy of others.

    a. Students must not reveal any personally identifying, private, or confidential information about themselves or fellow students when using email, chat rooms, blogs, or other forms of electronic communication. Such information includes, for example, a person's home address or telephone number, credit or checking account information, or social security number. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information.

    b. School employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records.

    c. Users may not forward or post personal communications without the author's prior consent.

    d. Students may not use school system technological resources to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such recordings or pictures in any way, without the consent of the other students and/or employees and the principal or designee. An exception will be made for recordings at events that are open to the public, such as athletic competitions, band and choral concerts, assemblies, presentations, and award ceremonies. If recording at a public event is restricted for any reason, including due to copyright issues (e.g. a school play), students employees, and all other members of the audience will be notified of the recording restrictions before the event begins.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance, including by streaming audio or video for non-instructional purposes. Users may not disable antivirus programs installed on school system-owned or issued devices.

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

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

13. Users are prohibited from using another individual's ID or password for any technological resource or account without permission from the individual. Sharing of an individual's ID or password is strongly discouraged. If an ID or password must be shared for a unique classroom situation, students must have permission from the teacher or other school official.

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

15. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

16. If a user identifies or encounters an instance of unauthorized access or another security concern, he or she must immediately notify a teacher, school system administrator, or the technology director or designee. Users must not share the problem with other users. Any user identified as a security risk will be denied access.

17. It is the user's responsibility to back up data and other important files.

18. Employees shall make reasonable efforts to supervise students' use of the Internet during instructional time.

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

20. Users who are issued school system-owned and -maintained devices for home use (such as laptops, Chromebooks, etc.) must adhere to any other reasonable rules or guidelines issued by the superintendent or technology director for the use of such devices.

Exceptions to these rules may be made for employees whose activities are necessary to carry out their job responsibilities and are authorized by law.

**C. Restricted Material on the Internet**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise age-inappropriate or harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose as well as websites, web applications, or software that do not protect against the disclosure, use, or dissemination of a student's personal information. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by using a cellular network to connect a personal device to the Internet.

**D. Privacy**

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers, the storage mediums of individual devices, or on school managed cloud services will be private. Under certain circumstances, school officials may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in

a lawsuit against the board, in response to a public records request, or as evidence of illegal activity in a criminal investigation.

The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes issued by the school system, and system outputs, such as printouts, at any time for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, electronic devices, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

**E. Use of Personal Technology on School System Property**

Users may not use private WiFi hotspots or other personal technology on campus to access the Internet outside the school system's wireless network. Each principal may establish rules for his or her school site as to whether and how other personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. Use of personal technology devices is also subject to any rules established by the superintendent under a bring your own device plan authorized by Section C of policy 3220, Technology in the Educational Program, and for employees, policy 3228/7323, Use of Personal Technology to Conduct School Business. The school system assumes no responsibility for personal technology devices brought to school.

**F. Personal Websites**

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

1. **Students**

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

2. **Employees**

   Employees' personal websites are subject to policy 7335, Employee Use of Social Media. Employees may not use their personal websites to communicate with students, as prohibited by policy 7335 and policy 4040/7310, Staff-Student Relations.

3. **Volunteers**

   Volunteers are to maintain appropriate relationships with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's

relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

**G. Use Agreements**

All students, parents, and employees will be informed annually of the information in this policy and in any applicable generative artificial intelligence (AI) guidelines developed in accordance with policy 3220, Technology in the Educational Program. Prior to using school system technological resources, students and employees must agree to comply with the requirements of this policy and the generative AI guidelines and consent to the school system's use of monitoring systems to monitor and detect inappropriate use of technological resources. In addition, the student's parent must consent to the student accessing the Internet and to the school system monitoring the student's Internet activity and electronic mailbox issued by the school system and must sign a copy of the generative AI guidelines.

**H. Consequences**

Based on the nature and severity of the offense and the circumstances surrounding the incident, violations of this policy will result in appropriate remedial actions or discipline up to and including long-term suspension for students and dismissal for employees and may result in revocation of user privileges. Willful misuse may also result in criminal prosecution under applicable state and federal law.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5), 47 C.F.R. 54.516; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 7131; G.S. 115C-47(70), -102.10, -325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers); 143-805

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Web Page Development (policy 3227/7322), Use of Personal Technology to Conduct School Business (policy 3228/7323), Copyright Compliance (policy 3230/7330), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Use of Equipment, Materials, and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Other Resources: North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools, available at https://go.ncdpi.gov/AI_Guidelines

Adopted: January 4, 1999

Revised: September 8, 2003, October 3, 2005, July 7, 2009, July 13, 2011, February 22, 2012, June 30, 2015, May 14, 2018, November 14, 2022; May 6, 2024; November 4, 2024; May 5, 2025; December 8, 2025; June 30, 2026

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**STUDENT MEMBERSHIP & PARTICIPATION IN EDUCATIONAL WEBSITES**

Students enrolled in Harnett County Schools will have access to several web-based resources that will enhance their educational experience. Examples of such resources are Google Apps (including Gmail), Edmodo (www.edmodo.com), DropBox (www.dropbox.com), and EverNote (www.evernote.com).

Some websites require that children under 13 years of age have parental consent for membership in these sites. YOUR SIGNATURE OF THE STUDENT HANDBOOK INDICATES YOUR CONSENT FOR YOUR CHILD TO HAVE MEMBERSHIP IN THE WEBSITES THAT ARE APPROVED AND ENDORSED BY HARNETT COUNTY SCHOOLS. (The approved list can be found on the Harnett County Schools website.) Classroom teachers may seek consent for other websites not covered under this agreement. Such consent will be sought on a case-by-case basis by the individual teacher. Each parent/guardian will be offered the opportunity to "opt out" of such resources.

IF YOU DO NOT WISH FOR YOUR CHILD TO HAVE MEMBERSHIP IN THESE APPROVED SITES, PLEASE COMPLETE THE FORM BELOW AND RETURN IT TO YOUR CHILD'S SCHOOL.

I DO NOT wish for my child to participate in any online web resources that are approved by Harnett County Schools.

Student's Name Homeroom Teacher

Parent/Guardian Name (Printed) Parent/Guardian Signature

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**NETWORK SECURITY** **Policy Code: 6524**

The school system computers, networks, and other technological resources support the educational and administrative functions of the school system. Because employees and students depend on these systems to assist with teaching and learning and because sensitive and confidential information may be stored on these systems, system integrity and security is of utmost importance.

## A. NETWORK AND INFORMATION SECURITY

The school system information technology systems are valuable assets that must be protected. To this end, school technology personnel shall evaluate each information technology asset and assign protective controls that are commensurate with the established value of such assets. Appropriate security measures must be in place to protect all information technology assets from accidental or unauthorized use, theft, modification, or destruction and to prevent the unauthorized disclosure of restricted information. Network security measures must include an information technology system disaster recovery process. Audits of security measures must be conducted annually.

All personnel shall ensure the protection and security of information technology assets that are under their control.

## B. SECURITY AWARENESS

The technology director or designee shall provide employees with information to enhance awareness regarding technology security threats and to educate them about appropriate safeguards, network security, and information security.

## C. MALWARE PROTECTION

Malware detection programs and practices must be implemented throughout the school system. The superintendent or designee is responsible for ensuring that the school system network includes current software to prevent the introduction or propagation of computer malware.

## D. TRAINING FOR USE OF TECHNOLOGICAL RESOURCES

Users should be trained as necessary to use technological resources effectively and in a manner that maintains the security of the network infrastructure and ensures compliance with state and federal law and regulations. Such training should include information related to remote access, virus protection, the state student information, and instructional improvement system applications, network and information security, and other topics deemed necessary by the superintendent or technology director. Training may be conducted as part of the technology-related professional development program (see policy 3220, Technology in the Educational Program).

## E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS

Access to the school system's information technology assets will be controlled and managed to ensure that only authorized devices/persons have access.

### 1. User ID and Password

All users of information technology systems must be properly identified and authenticated before being allowed to access such systems. The combination of a unique user identification and a valid password is

the minimum requirement for granting access to information technology systems. Depending on the operating environment, information involved, and exposure risks, additional or more stringent security practices may be required as determined by the superintendent or technology director. The technology director or designee shall establish password management capabilities and procedures to ensure the security of passwords.

**2. Student Information System**

The technology director or designee shall ensure that all school system computers with access to the state student information system application pursuant to State Board of Education Policy SBOP-018 adhere to relevant standards and requirements established by the State Board of Education, including provisions related to the user identification, password, and workstation security standards. Employees must follow such standards when using any computer to access the student information system, including when using the employee's personal computer.

**3. Remote Access**

The superintendent and technology director may grant remote access to authorized users of the school system's computer systems. The technology director or designee shall ensure that such access is provided through secure, authenticated, and carefully managed access methods.

Legal References: G.S. 115C-523, -524; State Board of Education Policy SBOP-018

Cross References: Professional and Staff Development (policy 1610/7800), Technology in the Educational Program (policy 3220), Technology Acceptable Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), School Improvement Plan (policy 3430), Use of Equipment, Materials, and Supplies (policy 6520)

Other References: State of North Carolina Statewide Information Security Manual (Enterprise Security and Risk Management Office), available at http://it.nc.gov/document/statewide-information-security-manual

Adopted: July 9, 2009

Revised: July 13, 2011; February 4, 2019

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**USE OF WIRELESS COMMUNICATION DEVICES** **Policy Code: 4318**

The board recognizes that cellular phones and other wireless communication devices are an important tool through which parents communicate with their children and through which students gather information. The board also understands that excessive use of wireless communication devices may pose significant health and social risks for students. Therefore, to balance these interests and the needs of students, parents, and the school community, the board limits the use of wireless communication devices as provided in this policy.

**A. Definitions**

For the purposes of this policy, the following definitions apply.

1. “Instructional time” is the time during which students are assigned to a teacher for the primary purpose of instruction.

2. A “wireless communication device” is any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including but not limited to cellular telephones, tablet and laptop computers, paging devices, two-way radios, and gaming devices.

**B. Authorized Use During Instructional Time**

Students are permitted to possess wireless communication devices on school property so long as the devices are not turned on, used, or displayed during instructional time or as otherwise directed by school rules or school personnel.

Additionally, individual students may use wireless communication devices as required by the student’s Individualized Education Program or Section 504 plan or to manage the student’s health care in accordance with a documented medical condition. Teachers may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use, or in the event of an emergency.

**C. Authorized Use During Non-Instructional Time**

Although use of wireless communication devices is generally permitted during non-instructional time and before and after school, the principal may establish additional limitations on the use, possession, or display of such devices consistent with this policy.

Students may not use wireless communication devices inside school buildings, at school-sponsored events, or on school buses to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such recordings or pictures in any way, without the consent of the other students and/or employees. An exception will be made for recordings at events that are open to the public, such as athletic competitions, band and choral concerts, assemblies, presentations, and award ceremonies. If recording at a public event is restricted for any reason, including due to copyright issues (e.g., a school play), the students and all other members of the audience will be notified of the recording restrictions before the event begins

Use of wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

**D. Consequences**

School employees may immediately confiscate any wireless communication devices that are on, used, or displayed in violation of this policy. In general, the confiscated device will be returned to the student at the end of the school day. However, an administrator may require a student’s parent to recover a confiscated device if the student has repeatedly violated this policy.

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

The following factors should be considered when determining appropriate consequences; whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

**E. Search of Wireless Communication Devices**

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

**F. Liability**

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

Legal References: G.S. 115C-36, -76.100, -390.2

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315) Student Searches (policy 4342)

Adopted: July 7, 2009

Revised: September 10, 2018; October 6, 2025; June 30, 2026

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**Parents Rights to Know:**

Dear Parents,

In compliance with the requirements of Every Student Succeeds Act, the Harnett County Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher
  - Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, and
  - Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact your child's principal directly.

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**Student Health**

Health Assessment

Within 30 calendar days of the first day of school entry, all kindergarten students and all students entering public schools for the first time, regardless of grade level, must provide to the principal a completed Health Assessment Transmittal (HAT) form pursuant to G. S. 130A-440.

- A student who fails to meet this requirement will not be permitted to attend school until the completed health assessment has been presented.
- The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis.

- The health assessment must be conducted no more than 12 months prior to the date of school entry. The health assessment shall be conducted by a physician licensed to practice medicine, a physician's assistant as defined in G.S. 90-18.1(a), a certified nurse practitioner, or a public health nurse meeting the Department's Standards for Early Periodic Screening, Diagnosis, and Treatment Screening.
- Exceptions to the health assessment requirement will be made only for religious exemption.

The NC Health Assessment Transmittal for may be downloaded from HCS website- available in English and Spanish.

Immunizations

North Carolina requires immunizations for every child present in the state (listed below). Every parent, guardian, or person in loco parentis is responsible for ensuring that his or her child receives the required immunizations. Proof (e.g. immunization record) of the immunizations required for entry into pre-K, Kindergarten, and 7th grade must be submitted by the parent/guardian to the school within 30 calendar days of attendance. Students who do not comply with this regulation will not be allowed to attend school until the designated, age-appropriate immunization requirements are met, and the immunization record is submitted.

You may contact your child's school nurse or visit: http://www.immunize.nc.gov/schools/k-12.htm

Requirements for Initial Entry – Kindergarten

- Within 30 calendar days of his or her first day of school attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines:
- Varicella – 2 doses- *The 2nd dose is now required before entering school for the first time.*
- Polio- 4 doses-*The fourth dose must be administered after the 4th birthday. 3 doses if the third dose was administered after the 4th birthday and at least 6 months after the 2nd dose.*
- Measles, Mumps, Rubella- 2 doses of MMR- *The second dose must have been given after 12 months of age.*
- Diphtheria, Pertussis (whooping cough), Tetanus (Tdap)- 5 doses. *If the 4th dose was given after the 4th birthday, the 5th dose is not required.*
- Hepatitis B – 3 doses - the third dose must not have been given before 24 weeks of age.
- Haemophilus influenza Type b (Hib) 3-4 Doses-Not required if 5th birthday has passed.

Additional Requirements – Student entering 7th Grade (Tdap and MCV)

- Tdap (Tetanus, Diphtheria, and Pertussis/Whooping Cough) – One dose is required for individuals who have not previously received it and are entering 7th grade or by 12 years of age, whichever comes first.
- Meningococcal Conjugate Vaccine (MCV) – One dose is required for individuals who have not previously received it and are entering grade 7 or by 12 years of age, whichever comes first.

Recommended Immunizations – All children, according to CDC guidelines

- Influenza – 1 dose per year
- Hepatitis A - 2 doses
- Human papillomavirus (HPV) Gardasil 9 – 3 doses

Certificate of Immunization

- Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-154(b).
- Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certificate of proper immunizations within the allotted time. Additional days are may be allowed in order to obtain required immunizations if requested in writing from a physician or according to vaccine schedules as defined by CDC.

Parent/Guardian Responsibility

- Submit proof of immunizations (record) within 30 calendar days of school entry to the principal.

Health Conditions

It is our goal to identify and safely care for students with acute and chronic health conditions while at school. A health history form should be completed annually at the beginning of each school year and will be reviewed by staff. Parents/legal guardians must contact the school nurse if an individualized health plan and/or emergency action plan needs to be developed and implemented.

Medication administration authorization forms are available for students needing daily, as needed, and/or emergency medications administered during the school day. Parents/legal guardians are responsible for having the medication form completed by the health care provider and supplying the medication and/or supplies to the school. Please contact the school nurse or staff for health forms and if additional information or assistance is needed.

Garrett's Law

Garrett's Law mandates that schools provide parents/legal guardians with information about meningococcal meningitis, influenza, and the human papillomavirus (HPV) and vaccines that protect against these diseases. This information may be found on the district web page under Health Services and is always available from the school nurse. Students and staff are reminded throughout the school year on communicable disease preventions measures and protective practices. Good handwashing, receiving age appropriate immunizations, staying home when ill, and complying with medical treatments/medications as ordered by the healthcare provider are all key components in prevention of communicable diseases.

Student Illness

It is sometimes difficult to know when to keep an ill student home from school. The following guidelines are available to assist in this decision. A student who is ill needs to be away from school to allow for rest, proper recovery, and to also prevent the spread of illness to other students and staff. A visit to a healthcare provider may also be needed for proper evaluation and treatment. Parents/legal guardians will be called and are responsible for picking up students who present or become ill at school.

Temporary exclusion is recommended when the child has any of the following conditions:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in need for care that is greater than staff can provide without compromising the health and safety of other children.
3. A severely ill appearance –this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.

**Updated Guidelines for Inclusion/Exclusion from School**

***Adapted from: Aronson, S.S., T. R. Shope, eds. 2017. Managing Infectious Diseases in child care and schools: A quick Reference Guide, pp. 43-48. 4th Edition. Elk Grove Village, Il: American Academy of Pediatrics.***

| **Condition** | **When to keep a child home / Exclude from school** |
|---|---|
| **Fever** | **Temperature 101°F or greater** |
| **Diarrhea** | **Exclude if:**<br><br>**Bowel movements (stool) is not contained in the diaper, for diapered children**<br><br>● **Diarrhea is causing "accidents" for toilet trained children**<br>● **Stool frequency exceeds 2 stools above normal for that child during the school day**<br>● **Stool contains blood or mucus** |
| **Vomiting** | **Vomiting more than two (2) times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.** |
| **Rash** | **A visit to healthcare provider is required for rashes that are blistered, draining, or appear infectious. Exclude rash with fever or signs/symptoms of infection and/or illness until the primary care provider has determined that the illness is not an infectious disease.** |
| **Conjunctivitis (Pinkeye)** | **Conjunctivitis (pink eye) may be thought of as a cold in the eye. Exclusion is no longer required for this condition.** |
| **Impetigo** | **This condition requires medical treatment. Exclude if the child has not been treated after notifying family at the end of the prior school day. (Note: if lesions can be covered, exclusion is not necessary before the end of the day)** |

| | |
|---|---|
| **MRSA (methicillin resistant staphylococcus aureus)** | **Child with lesions suspicious of MRSA must see a healthcare provider for proper diagnosis and treatment. Exclude if child has not been treated if MRSA is confirmed. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA. Note: MRSA carriers should not be excluded** |
| **Pediculosis (head lice)** | **Students with head lice need to receive treatment. Exclude if child had not been treated after notifying the family at the end of the prior school day. Exclusion is not necessary before the end of the school day** |
| **Streptococcal Infection – Strep throat, Scarlet fever, etc.** | **Strep infection requires a prescription medication. Exclude until the child has had two doses of antibiotic. (Note: one dose may be taken the day of exclusion and the second before returning the next day)** |
| **Varicella (chickenpox)** | **An evaluation by a healthcare provider is needed to ensure accurate diagnosis. Exclude until all lesions have dried or crusted (usually, 6 days after onset of rash and no new lesions have appeared for at least 24 hours.** |
| **Abdominal pain** | **Exclude if abdominal pain continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.** |
| **Active Tuberculosis** | **Exclude until the child's primary doctor or local health department states the child is on appropriate treatment and can return.** |
| **Cough** | **Exclude if cough associated with fever, rapid or difficult breathing, wheezing, or cyanosis (blueness of skin or mucus membranes).** |
| **Fifth Disease** | **Exclude if contagious. Usually safe to return to school once the rash appears.** |
| **Hepatitis A virus infection** | **Exclude until one week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. (Note: Health department staff will investigate to ensure all who are exposed receive proper treatment)** |
| **Measles** | **Exclude until five days after the onset of rash** |
| **Mumps** | **Exclude until after five days after onset of parotid gland swelling** |
| **Pertussis (Whooping Cough)** | **Exclude until five days of appropriate antibiotic treatment.** |
| **Ringworm** | **Treatment with antifungal medication is required. Excluded if child has not been treated after notifying the family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day)** |
| **Rubella** | **Exclude until 7 days after rash appears.** |

**Medication Administration at School**

Please make every effort to give your child medication at home. School staff may administer medication, prescription, and non-prescription (over the counter), only upon receiving the HCS medication form completed and signed by a healthcare provider and the parent/legal guardian. Non-prescription medication should be in the original manufacturer's container and unopened.

Provisions are available for students to self-administer emergency and/or rescue medications. However, medications classified as narcotic, stimulant, or controlled substance may not be self-administered or carried at school by any student at any grade level. Medications for ADHD/ADD that are classified as a controlled substance must be kept, stored, and given to your child only by school personnel trained by the school nurse. Self-administration of some over-the-counter medication may be allowed and must include parent/guardian permission with the proper physician signed forms. The parent/legal guardian is responsible for bringing the medication to school and for picking up any remaining unused medication. Unclaimed medication will be properly disposed, according to the medication procedure.

**Individual Health Plans (IHP) / Emergency Action Plan (EAP)**

The Individual Health Plan (IHP) / Emergency Action Plan (EAP) is valid for one school year. These plans are available on the HCS webpage under the "Health Services" tab. Plans are available to address concerns such as asthma, diabetes, anaphylaxis, seizures, sickle cell anemia, cardiac, etc. You can also contact your child's school nurse by email on this page. Parents/legal guardians are responsible for notifying school staff of changes in their child health status, condition, or treatments.

**Students with Special Health Care Needs / Skilled Procedures**

Forms and health plans are also available for students with special heath care needs requiring procedures, treatment, and/or medications to be administered at school. The parent/legal guardian is responsible for providing medications and/or supplies needed during the school day. These forms and plans are available on our district webpage under Health Services or from school staff. Parents/legal guardians are responsible for notifying school staff of changes in their child health status, condition, or treatments.

**Screening**

Your child may participate in screenings in an effort to identify suspected barriers to learning. Screenings may include vision, dental, blood pressure, height/weight, nutritional, and health status as deemed appropriate. Our audiologist, with the assistance of trained staff, conducts hearing screenings for students who are referred and routinely for all students in first grade. If your child is identified to need further evaluation by another medical professional, you will be notified by means of a written referral. Parents/legal guardians are responsible for responding to the referral by seeking care as appropriate from an appropriate health care provider. The school nurse will follow up on all screening referrals. Please contact the school nurse or social worker if you need assistance in securing care for your child.

**Student Health Advocacy / Resources**

The school nurse is an advocate for your child's health, safety, and well-being in the academic setting. Please contact your child's school nurse for questions, assistance, and resources.

Parents may choose to enroll their student(s) in the Voluntary Student Accident Insurance Program. To purchase coverage directly online go to https://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx

**Student Health**

**Health History – All Students**

| | |
|---|---|
| **Student Name:**<br>**DOB:** | ***Parent***<br>**Legal Guardian** |
| **School**<br>**:**<br>**School Year:**<br>☐**Bus** _____<br>**Grade____ Homeroom Teacher:** | **Cell Phone**<br>**Work Phone**<br>**Home Phone**<br>**Alt. Contact: Ph. No.:** |
| **Health Insurance for Student:** ☐**Medicaid** ☐**HealthChoice** ☐**Private Insurance** ☐**No Health Insurance** | |
| ***Please check any/all boxes below regarding your child's health condition(s). This information will be shared with appropriate school staff to better care for your child during the school hours.*** | |
| ☐ **My child does not have a current medical condition.**<br><br>☐ **My child has suffered a head injury/concussion during the past year.** | |

| Please check medical conditions(s) your child has NOW: | List all medications your child takes NOW: | Medication(s) to be given at school this year |
|---|---|---|
| ☐ **ADHD** | | |
| ☐ **Allergic to: Wasp Beesting Mosquito** | | ☐ **Epinephrine** ☐**antihistamine** |
| ☐ **Allergic to: _____ Food** | | ☐ **Epinephrine** ☐**antihistamine** |
| ☐ **Allergic to Latex** | | ☐ **Epinephrine** ☐**antihistamine** |
| ☐ **Allergic to _____ Medicine** | | |
| **Allergic to Seasonal / Environmental: pollen dust cat dog smoke** | ☐**Zyrtec** ☐**Claritin** ☐**Allegra**<br><br>☐ **Nasal Spray** | |
| ☐ **Asthma** | **Inhaler:** ☐**Preventive** ☐ **Rescue**<br><br>☐ **Nebulizer Used:_____** | ☐**Rescue inhaler needed for PE**<br><br>☐**Nebulizer needed at school** |
| ☐ **Diabetes** | ☐**diet** ☐**oral med.** ☐**Insulin** ☐**pump** | ☐**diet** ☐**glucometer** ☐ **insulin** |

| | | |
|---|---|---|
| | | ☐pump |
| ☐Heart Condition, describe: | | |
| ☐Sickle Cell ☐ Trait Only | | |
| ☐Seizures / Epilepsy<br><br>Date of last seizure: | ☐Diastat ☐Midazolam<br>☐Oral Medication: _____ | ☐Diastat<br>☐Midazolam |
| ☐Stomach Problems<br><br>☐ Reflux ☐IBS ☐Crohn's<br>Other: _____ | | |
| ☐ Hearing Problems | ☐ Deaf: R L ☐Hearing Aid: R L<br>☐ FM System | |
| ☐Vision Problems | ☐Glasses ☐Best Correction<br>☐Contacts<br>☐Visually Impaired ☐Blind: R L<br>☐Color Blind | |
| Other Medical Conditions: | | |
| **Special Diet Needs at School**<br>*See school nurse for required Diet Order form (to be signed by healthcare provider)*<br>Diet modifications: _____<br>_____<br>_____<br>Reason for modifications: _____<br>_____<br>_____ | **Special Devices**<br>☐Wheelchair<br>☐Walking Aid –describe: ____<br>_____<br>____<br>☐Special lift device (bathroom assistance)<br>☐Other:<br>_____<br>_____<br>____ | **Skilled Procedures**<br>*See school nurse for Skilled Procedure(s) Form (to be signed by Healthcare provider)*<br><br>☐Tube Feeding<br>☐Catheterization ___Self ___ Staff<br>☐Tracheostomy Care ___ Suction Mach.<br>☐Ileostomy ☐Colostomy<br>☐Other, please describe:<br>_____<br>_____<br>_____ |
| My child has a medical condition which substantially limits one or more bodily functions that may impact a major life function. I would like to pursue 504 eligibility accommodations for my child. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against any individual on the basis of a disability. | | |
| Parent/Legal Guardian Signature:<br>Date: / / | | |