2026-2027
MONTGOMERY COUNTY SCHOOLS
CODE OF STUDENT CONDUCT

MONTGOMERY COUNTY SCHOOLS
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PREAMBLE: Montgomery County Schools Code of Student Conduct is based on the premises that all human beings have the right to be treated with respect and dignity. Students will be expected to conduct themselves at all times with courtesy and respect for one another and for the adults with whom they interact. The Montgomery County Schools Board of Education recognizes that students are fully protected by and have all rights extended by the United States Constitution and that those rights cannot be abridged, except in accordance with the law. Those rights include First Amendments rights, personal rights, grievance rights, and procedure rights. Board policies may authorize suspension for conduct not occurring on educational property, but only if the student's conduct otherwise violates the Code of Student Conduct and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. G.S. 115C-390.2(c). Along with rights come responsibilities. A full discussion of students' rights and responsibilities may be found in the Montgomery County Board of Education Policy Manual (Section 4000), which is accessible on-line at **www.montgomery.k12.nc.us** in all public schools.

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

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

1. **STUDENT BEHAVIOR POLICIES** (Policy 4300)

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

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

m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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

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

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

2. TOBACCO (Policy 4320)

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

i. parental involvement, such as conferences;
ii. isolation or time-out for short periods of time;
iii. behavior improvement agreements;
iv. instruction in conflict resolution and anger management;
v. peer mediation;
vi. individual or small group sessions with the school counselor;
vii. academic intervention;
viii. in-school suspension;
ix. detention before and/or after school or on Saturday;
x. community service;
xi. exclusion from graduation ceremonies;
xii. exclusion from extracurricular activities;
xiii. suspension from bus privileges;
xiv. placement in an alternative school; and
xv. long-term suspension or expulsion.

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.
The parent or guardian is responsible for transportation that may be required to carry out a consequence.
The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system.

This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property) and at any other time or place where conduct 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.

3. DRUGS AND ALCOHOL (Policy 4325)

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system.

This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property) and at any other time or place where the conduct 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.

A. PROHIBITED BEHAVIOR

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

a. narcotic drugs;

b. hallucinogenic drugs;

c. amphetamines.

d. barbiturates;

e. marijuana;

f. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");

g. any other controlled substance;

h. any alcoholic beverage, malt beverage, fortified or unfortified wine, or other intoxicating liquor;

i. any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior; or

j. any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under state or federal law.

2. Students also are prohibited from possessing, using, selling, delivering, or manufacturing counterfeit (fake) drugs.

3. Students are prohibited from possessing, using, selling, delivering, or manufacturing drug paraphernalia, including but not limited to rolling papers, roach clips, lighters, matches, vaping devices, vape liquid containers, pipes, syringes, and other delivery devices for prohibited substances.

4. Students are prohibited from possessing, using, selling, delivering, or sharing prescription or over-the-counter drugs, except in accordance with policy 6125, Administering Medicines to Students. A student who possesses or uses a prescription or over-the-counter drug in accordance

with policy 6125 does not violate this policy.

5. A student is not in violation of this policy for being under the influence of a prohibited substance following its proper use as a medication lawfully prescribed for the student by a licensed health care practitioner.

6. Students may not participate in any way in the selling or delivering of prohibited substances, regardless of whether the sale or delivery ultimately occurs on school property.

7. The principal may authorize lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

Students participating in the sale of any of the illegal drugs listed above will automatically receive a long-term suspension for an entire calendar year. Upon the recommendation of the principal and approval by the superintendent the student may be placed in an alternative school setting for one calendar year.

8. CONSEQUENCES

First Violation: Possession/Under the Influence

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

Second Violation: Possession/Under the Influence

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

As required by policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed a controlled substance in violation of law while on school property.

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

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

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

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

We realize that the problem of illegal drugs and alcohol use presents a continuing challenge to the school and a danger to the entire student body. It is the intent of Montgomery County Schools to detect and prevent substance abuse by students involved in athletics. Participation in athletics is a privilege and it is the belief of Montgomery County Schools that student athletes have a responsibility to be drug and alcohol free. Montgomery County Schools is being proactive to ensure the safety of all students participating in athletics. The primary emphasis of this program is deterrence and remediation rather than punishment of students who test positive for marijuana, cocaine, steroids, amphetamines/methamphetamines, PCP (a hallucinogen), opiates, barbiturates, benzodiazepines, alcohol, steroids and other non-prescribed medications and will be followed according to board policy. This policy is ***NOT*** intended to be disciplinary or punitive in nature. No student will be expelled or suspended from school as a result of any verified positive test conducted by the school under the Random Drug Testing Program. The program is aimed at the identification and remediation of athletes involved with drugs. This program will be therapeutic in nature allowing for the opportunity to refer identified users of drugs to an appropriate substance abuse program as recommended by Montgomery County Schools.

This policy will comply with all required federal confidentiality regulations.

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

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

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

5. **GANG-RELATED ACTIVITY** (Policy 4328)

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

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

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;

e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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

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

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

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

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

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

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

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

o. long-term suspension or expulsion.

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

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

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

7. ASSAULTS AND THREATS (Policy 4331)

The board will not tolerate assaults or threats from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

PROHIBITED BEHAVIOR

1. Assault

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

2. Threatening Acts

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

Bomb and terrorist threats are also addressed in policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.

Harassment, sexual harassment and bullying are further defined in policies 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1725/4035/7236, Title IX Sexual Harassment-Prohibited Conduct and Reporting Process, and 4329/7311, Bullying and Harassing Behavior Prohibited.

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

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;

i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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

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

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

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

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

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

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

9. INTEGRITY AND CIVILITY (Policy 4310)

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

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

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

5. playing abusive or dangerous tricks or otherwise subjecting a student or employee to personal indignity.

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

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

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

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

10. DISRUPTIVE BEHAVIOR (Policy 4315)

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

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

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

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

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

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

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

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

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

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

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

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.
The parent or guardian is responsible for transportation that may be required to carry out a consequence.

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

11. **STUDENT DRESS** (Policy 4316)

ELEMENTARY, MIDDLE AND HIGH SCHOOLS

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

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;

2. is substantially disruptive; (for more information on gang-related attire, see policy 4328, Gang-Related Activity);

3. is provocative or obscene; or

4. endangers the health or safety of the student or others.

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

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

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

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

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

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

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

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

8. Undergarments may not be exposed.

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

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

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

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

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

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;

e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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

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

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

Regulation Code: 4318-R Use of Cell Phones and Wireless Devices

I. The Montgomery County School Board of Education recognizes that cell phones and other wireless devices have become essential tools for parents to communicate with their children and for students to access various resources. However, studies indicate that inappropriate and extended use of social media on these devices has been linked to increased mental health issues, including anxiety, depression, poor sleep, body image disorders, and disruptive behaviors. Additionally, using cell phones during the school day can lead to distractions in the learning environment.

To ensure that schools remain free from unnecessary disruptions and to foster a conducive educational atmosphere, the Board of Education believes there are few justifiable reasons for students to use cell phones and other wireless communication devices during instructional hours.

II. Definitions

1. **Wireless communication devices**: Wireless communication devices include, but are not limited to, headphones and ear buds, personal music devices, electronic games (Outside of classroom instruction), cellular phones (“cell phones”), electronic devices With internet capabilities, such as smart watches and other similar devices.

2. **Instructional day**: The instructional day is the typical school day for students from the morning bell signifying the start of school until the afternoon bell signifying the end of school.

Except for field trips and other school-sponsored extra-class activities, the instructional day does not generally include before and/or after school.

3. **Disruptions**: Disruptions include, but are not limited to, videoing or photographing another person on school property while engaged in private or personal activities (e.g., in the restroom) without permission, using a wireless communication device to circulate messages and/or coordinate a school disruption, such as a fight, during the instructional day, receiving audible alerts and notifications, and other activities that cause an interruption to learning or the educational environment.

III. Authorized Use by Students

A. Except as set forth below, students are not permitted to use, display, or have any wireless communication devices visible during the instructional day or as directed by school rules or personnel. The instructional day is the typical school day for students, from the morning bell, which signifies the start of school, until the afternoon bell, which signifies the end of school. When a wireless communication device is in the possession of a student, it must be secured, powered off, and out of sight.

B. High School students can use wireless communication devices only during their specified lunch period, so long as the students' use of the device does not violate the standards of the Code of Conduct and are not used for one of the purposes outlined in IV.C below. Elementary and Middle school students are not permitted to use, display, or have any visible wireless communication devices during the instructional day.

C. Wireless communication devices are not permitted to be visible or in use during classes or other instructional times; they must be secured during instruction. Administrators may authorize individual students to use wireless communication devices for personal purposes during the instructional day when there is a reasonable and legitimate need for such communication (e.g., health or medical necessity, assistive technology, etc.).Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use, and it is tied to a legitimate educational function as determined by the teacher. Although use is generally permitted before and after school, use of wireless Communication devices may be prohibited on school buses when noise from such devices or a student's use of such devices interferes with the safe operation of the buses.

IV. Consequences for Unauthorized Use by Students

A. Disciplinary consequences for unauthorized use of wireless communication devices shall be governed by and consistent with Board Policy 4300 Student Behavior Polices The Superintendent or designee shall list in the Code of Conduct the specific consequences that may be imposed on a student for violations of the Code and this policy.

B. If a student is found using, displaying, or having a visible wireless communication device during the instructional day or at other times where use is unauthorized, the following shall apply:

1. 1st offense: Warning/redirection given to the student. Parent is contacted.

2. 2nd offense: Student conference and parent contact by the teacher.

3. 3rd offense: Office referral and parent is contacted; teacher/school administration confiscates the device, and the parent must pick up the device at the end of the school day.

C. The following factors should be considered when determining appropriate consequences for the unauthorized use of a wireless communication device: The wireless communication device was used: (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any way aspect of their instructional program in a manner that violates any Board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to incite or provoke violent acts or assaults on other students or school personnel; (4) to take or send obscene, pornographic, lewd, indecent, or otherwise sexually explicit text messages, photographs, or videos (i.e., sexting); or (5) in any other manner that would make more severe disciplinary consequences appropriate.

D. Unauthorized use of wireless communication devices will result in confiscation of the device by a school administrator. Confiscated wireless devices will be returned only to the parent or legal guardian. Additionally, suppose a student engages in any behaviors outlined in Section VI.C above. **In that case, the student may be prohibited from having the wireless communication device on school property or at a school-sponsored activity for the remainder of the school year.**

V. Liability

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

12. STUDENT FEES (Policy 4600)

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

A fee of **$5.00** will be charged to receive a copy of school records before a student graduates. Students will be allowed two free transcripts after graduation. There will be an additional fee of **$10.00** for each high school transcript requested after the first two are given. Fee waivers will be determined on a case by case basis by the Assistant Superintendent of Operations. The board will continue to attempt to hold student fees to a minimum.

The annual technology fee for 2025-26-25 will be **$40.00** per child for K-12. This is to be paid at the child's school. Parents will have the option of making a $5.00 down payment, with the remaining balance being due by the end of the school year.

13. **COLLECTION OF STUDENT FEES AND CHARGES** (Policy 4601)

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

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

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

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

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

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

14. **PARKING AREAS FOR STUDENTS** (Policy 6325)

Driving to school and parking on school property are privileges afforded to high school students. The cost of parking permits for all high school students is $40.00. Students are expected to observe all traffic laws, safe driving procedures, and the speed limit of 15 mph on all school property. Any student violating regulations may have driving privileges suspended.

15. SCHOOL BUS REGULATIONS (Policies 4300 and 6305)

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

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

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

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

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

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

16. ATTENDANCE (Policy 4400)

Attendance in school and participation in class are an integral part 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 years 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.

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 of remote instruction begins.

LATE ARRIVAL AND EARLY DEPATURES

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.

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.

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

EXCUSED ABSENCES

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

practitioner. An absence may be excused for 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 State Board of Health or isolation or quarantine that is a required state or local control measure;
3. death in the immediate family;
4. emergency medical or dental appointment or such an appointment which has been approved in advance by the principal;
5. 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(s) or legal guardian, with written prior approval from the principal;
7. participation in a valid educational opportunity, such as travel, with prior approval from the principal;
8. absence due to pregnancy and related conditions or parenting, when 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 identifies as a 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. 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 students parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
11. any other reason as approved by the board in a board resolution

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.

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

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.

EXCESSIVE 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.

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.

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

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

3. Attendance Requirements for Extracurricular Activities

Excessive 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.

HIGH SCHOOL ATTENDANCE POLICY

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

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

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

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

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

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

MIDDLE SCHOOL ATTENDANCE POLICY

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

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

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

the opportunity to make up missed time and work at the discretion of the principal.

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

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

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

ELEMENTARY SCHOOL ATTENDANCE POLICY

Recognizing that regular school attendance is the foundation for learning and that NC Compulsory Attendance Law requires students to be in attendance, students in the Montgomery County Schools are required to have regular attendance in order to be promoted to the next grade. An elementary student who is absent more than fifteen (15) days will be referred to the principal for possible retention. Upon the 5th absence (excused or unexcused) the principal or designee will notify the parent of the district's attendance policy, promotion standards/requirements, and the NC Compulsory Attendance Law requirements.
If the principal determines that retention is necessary based upon attendance, the parent/guardian will be notified of this fact in writing. The parent/guardian may appeal the decision of the principal to retain the student to the Superintendent. Requests for appeal must be received by the Superintendent within five (5) days of receiving final notice of retention from the principal.
For purposes of this policy, ten (10) tardies or early dismissals will equal one day's absence.

At 3, 6 and 10 absences letters are sent to parents as required by NC General Statutes. Any student with excessive absences will also be required to meet with the Student Assistance Team.
A doctor's note may be required if the student is absent three days in a row.

17. **PARENTAL INSPECTION AND OBJECTION TO INSTRUCTIONAL MATERIALS** (Policy 3210)

Parents have a right under federal law to inspect all instructional materials which will be used in connection with any federally funded program. To understand the process followed for this procedure, please visit the Montgomery County Schools webpage to view Board Policy 3210: Parental Inspection and Objection to Instructional Materials.

18. **SURVEY OF STUDENTS** (Policy 4270)

Parents and eligible students have the right, upon request, to inspect any survey created by a third party before the survey is administered or distributed to a student. To understand the process followed for this procedure, please visit the Montgomery County Schools webpage to view Board Policy 4720: Surveys of Students.

19. **TECHNOLOGY RESPONSIBLE USE POLICY** (Policy 3225/4312/7320)

The board provides 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 school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is 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.
Failure to adhere to the requirements of this policy will result in disciplinary action, including revocation of user privileges. Willful misuse may result in criminal prosecution under applicable state and federal law, disciplinary action for students, and/or adverse personnel action for employees.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited unless approved for special situations by the teacher or school administrator. 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.

2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or

maintenance without the permission of the Technology Department.

3. 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.

4. 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.

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

6. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors. All users must comply with policies 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1725/4035/7236, Title IX Sexual Harassment-Prohibited Conduct and Reporting Process and 4239/7311, Bullying and Harassing Behavior Prohibited when using school technology.

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

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

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

10. Users must respect the privacy of others.

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 media in any way, without consent of the students and/or employees and the principal or designee. An exception will be made for settings where students and staff cannot be identified beyond the context of a sports performance or other public event or when otherwise approved by the principal.

11. 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.

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

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

14. Users are prohibited from using another individual's ID or password for any technological resource 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.

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

16. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
17. 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.

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

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

20. 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.

21. 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.

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

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

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

Montgomery County Schools Technology Department will at times perform maintenance on the laptops by imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

C. **RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from divers and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain.
Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing materials and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by 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 on-line networking profiles in order to prevent. The possibility that students could view materials that is 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. Prior to using school system technological resources, students and employees must agree to comply with the requirements of this policy 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.

20. DISCRIMINATION AND HARASSMENT PROHIBITED BY FEDERAL LAW (Policy 1710/4020/7230)

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 (over 40), and will provide equal access to the Boy Scouts and other designated youth groups as required by law.

The board will not tolerate any form of unlawful discrimination or harassment in any of its education activities or programs. All forms of prohibited discrimination and harassment are subject to this policy except the following, for which the board has established more specific policies.

- Discrimination and harassment on the basis of sex is addressed in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.

- Discrimination and harassment in employment is addressed in policy 7232, Discrimination and Harassment in the Workplace.

In addition, the process set out in this policy for bringing complaints does not apply to the following:

- Complaints of sexual harassment will be brought in accordance with the processes established in policies 1725/4035/7236, Title IX Sexual Harassment - Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process.

- Employee allegations of discrimination or harassment will be addressed using the process

established in policy 7232, Discrimination and Harassment in the Workplace.

- 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, Nondiscrimination on the Basis of Disabilities, (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 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 providing effective notice of this policy to students, parents, and employees.

The board encourages students, visitors, and other non-employee individuals who believe that they may have been discriminated against or harassed in violation of this policy, (including on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities), to report such conduct as soon as possible through the process provided in Section B of this policy. Employees who believe that they may have been discriminated against or harassed should report through the process provided in policy 7232, Discrimination and Harassment in the Workplace. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination or harassment may report the conduct to an individual designated in Section B of this policy.

Any report made through the process established in this policy may be made anonymously, except mandatory employee reports.

PROHIBITED BEHAVIOR

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board prohibits unlawful discrimination and harassment as defined below by students, employees, board members, volunteers, or visitors. "Visitors" include 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 their membership in a legally-protected class 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. For purposes of this policy, the legally protected classes are race, color, national origin, religion, and disability.

2. Harassment

Prohibited harassment is deliberate unwelcome conduct directed at another person or group of people based on their membership in a legally protected class that creates a hostile environment. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Harassment creates a hostile environment when 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

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, epithets, derogatory comments or slurs, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment may occur through electronic means, such as through the Internet, email, or text message. Legitimate age-appropriate pedagogical techniques are not considered harassment.

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

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

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

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.

REPORTING DISCRIMINATION OR HARASSMENT

Any person who believes that he or she has been discriminated against or harassed in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination or harassment should inform a school official designated below. Reports also may be made anonymously through the anonymous tip line.

MANDATORY REPORTING BY SCHOOL EMPLOYEES

Any employee who witnessed or who has reliable information or reason to believe that a student or other individual may have been discriminated against or harassed in violation of this policy must report the

offense immediately to an appropriate individual designated below. Any doubt about whether 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 about the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

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.

COMPLAINTS OF DISCRIMINATION AND HARASSMENT

1. A student, visitor, or other non-employee individual who believes he or she is the victim of unlawful 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 unlawful discrimination or harassment under this policy, may make a formal written complaint to any of the following persons:

a. the principal or assistant principal of the school at which either the alleged victim or alleged perpetrator attends or is employed;

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

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

2. 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.

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

A written complaint alleging that an employee has been discriminated against or harassed will be addressed in accordance with policy 7232, Discrimination and Harassment in the Workplace.
A written complaint alleging that person who is not a student or employee 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.

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. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

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 complaint 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 constitutes 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

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

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.

21. **TITLE IX SEXUAL HARASSMENT-PROHIBITED CONDUCT AND REPORTING PROCESS** (Policy 1725/4035/7236)

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. As provided in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, the board will not tolerate sexual harassment in the education program and activities of the school system. The board takes seriously all reports and formal complaints of sexual harassment.

This Title IX sexual harassment policy specifically prohibits sexual harassment as that term is defined under Title IX. It provides a process for students, employees, and others to report such sexual harassment for response by school officials. All incidents of conduct that could constitute sexual harassment under this policy are to be reported and treated in accordance with this policy, whether or not the incidents may also constitute violations of other board policies or standards of conduct.

Individuals who believe they have been subjected to sexual harassment prohibited by this policy or who have witnessed or have reliable information that another person has been subjected to sexual harassment prohibited by this policy should use the process provided in this policy to report such violations.

The board also provides a grievance process for those who believe they have been victims of sexual harassment that is designed to achieve prompt and equitable resolution of formal complaints of sexual harassment through a formal investigation and adjudication of the allegations in the complaint or through informal resolution processes. The grievance process is provided in policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process. Affected individuals are encouraged to report sexual harassment in accordance with the process provided in this policy before filing a formal complaint to initiate the grievance process.

A. PROHIBITED BEHAVIOR

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

Sexual harassment prohibited under Title IX and by this policy is conduct *on the* basis *of* sex occurring in a school system education program or activity that satisfies one or more of the following:

1. an employee of the school system conditioning the provision of an aid, benefit, or service of the school system on an individual's participation in unwelcome sexual conduct;

2. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school system's education program or activities. This determination requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and the victim and the number of individuals involved and their authority;

3. s sexual assault, defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (FBI UCR). The FBI UCR classifies as sex offenses (1) any sexual act (i.e., rape, including sodomy and sexual assault with an object, and fondling) directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age and (2) unlawful sexual intercourse (i.e., statutory rape and incest);

4. dating domestic violence, which includes crimes committed by a current or former spouse or intimate partner of the victim under North Carolina family or domestic violence laws and also includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who (1) is a current or former spouse or intimate partner of the victim, or a person similarly situated to a spouse of the victim; (2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) shares a child in common with the victim; or (4) commits acts against a youth or adult victim who is protected from those acts under North Carolina family or domestic violence laws; or

5. violence, which means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, with the existence of such a relationship determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;

6. stalking, which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Conduct that satisfies this standard is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser and the context in which the harassment occurred.

All references to "sexual harassment" in this policy mean sexual harassment that meets this definition.

Examples of conduct on the basis of sex that would be considered sexual harassment if the conduct satisfies the criteria above include, but are not limited to: unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature, such as deliberate, unwelcome touching that has sexual connotations or is of a sexual nature; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; sexual assault; sexual violence; the display of sexually suggestive drawings, objects, pictures, or written materials; posting sexually suggestive pictures of a person without the person's consent; and forwarding pornographic material depicting a classmate or other member of the school community. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature may also constitute sexual harassment.

Conduct that is determined not to meet the definition above may violate other board policies or established standards of conduct and will be treated accordingly. For example, conduct that does not meet the definition of Title IX sexual harassment above may nevertheless violate other board policies, including:

- Policy 4329/7311, Bullying and Harassing Behavior Prohibited, prohibiting all forms of bullying and harassing conduct, including when it consists of unwelcome conduct of a sexual nature;
- Policy 7232, Discrimination and Harassment in the Workplace, prohibiting harassment in the workplace; or
- Policy 4040/7310, Staff-Student Relations, prohibiting romantic or sexual relationships between employees and students.

Nothing in this policy is intended to limit discipline for violation of other board policies when appropriate and consistent with law.

B. DEFINITIONS

The following additional definitions apply in this policy.

1. Report

A report is an oral or written notification that an individual is an alleged or suspected perpetrator or victim of sexual harassment.

Making a report initiates the interactive process with the complainant described in Section D.1, below. No disciplinary action will be taken against a respondent for sexual harassment based on a report alone.

2. Formal Complaint

A formal complaint is a document signed and filed with the Title IX coordinator by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that school officials investigate the allegation(s). Filing a formal complaint initiates the grievance process set forth in policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activities of the school system.

3. Complainant

The complainant is the individual(s) who is alleged to be the victim of conduct that could constitute sexual harassment.

4. Consent

Consent must be informed and freely and affirmatively given through mutually understandable words or actions that indicate a willingness to participate in the sexual activity. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation,

threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Consent to one type of sexual activity does not amount to consent to another type of activity. Prior consent or sexual relations with the same person do not imply future consent. The fact that both people are in a relationship does not, by itself, establish consent. A person cannot consent if they are unconscious, asleep, or impaired to the extent that they do not understand what is going on. Minors under the age of 16 are incapable of giving consent to sexual activity with a person more than four years older than the minor. Consent may never be given by mentally disabled persons if their disability was reasonably knowable to a sexual partner who is not mentally disabled. Consent between parties engaging in sexual activity does not prevent the school system from taking disciplinary action against the parties for violation of any other board policy.

5. Respondent

The respondent is the individual(s) who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

6. Grievance Process

Grievance process means the process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The sexual harassment grievance process is set out in policy 1726/4036/7237.

7. Title IX Coordinator

The Title IX coordinator is a school official who is designated to coordinate the school system's response to sexual harassment and allegations of sexual harassment. Contact information for the Title IX coordinator is posted on the school system's website and listed in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.

8. Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school system's education program and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school system's educational environment, or deter sexual harassment.

Supportive measures available to the parties include, but are not limited to, counseling, mental health services referral, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures determined by school officials to be necessary to protect the safety or educational or employment activities of a party.

9. Days

Days are calendar days unless specified otherwise.

10. Student(s)

"Student(s)" means the student and/or the student's parent or legal guardian unless the context clearly indicates otherwise. When the complainant or respondent is a student, references to those terms also include the student's parent or legal guardian unless the context clearly indicates otherwise.

11. Actual Knowledge

"Actual knowledge" means a school employee has notice of sexual harassment or allegations of sexual harassment.

Actual Knowledge

"Actual knowledge" means a school employee has notice of sexual harassment or allegations of sexual harassment.

C. REPORTING SEXUAL HARASSMENT

1. Student Reports

Any student who believes he or she is a victim of sexual harassment occurring in the school system's education programs or activities is encouraged to report the matter to the student's principal or to the Title IX coordinator. Reports may also be made to a teacher, counselor, assistant principal, teacher assistant, or any other school employee. Middle and high school students may also report sexual harassment through the anonymous tip line, but school officials may be limited in their ability to respond if the report does not identify the complainant.

2. Mandatory Reporting by School Employees and Board Members

Any employee or member of the board of education who has actual knowledge of sexual harassment or allegations of sexual harassment occurring in the education program or any activity of the school system must report that information immediately to the Title IX coordinator.

Any of the following confers "actual knowledge" and must be reported immediately:

a. a report of sexual harassment from a student or other person;

b. the employee or board member witnesses conduct that is or reasonably could be sexual harassment; or

c. the employee or board member discovers evidence of sexual harassment, such as sexualized graffiti on school property, or otherwise has reliable information or reason to believe that a student, employee, or other individual may have been sexually harassed in violation of this policy, even if no one has reported the sexual harassment.

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. An employee with actual knowledge of possible sexual harassment in violation of this policy who does not promptly report the conduct and/or take proper action as required by this subsection, or who knowingly

provides false information about the incident, will be subject to disciplinary action, up to and including dismissal.

Any doubt about whether particular conduct is possible sexual harassment must be resolved in favor of reporting the conduct.

The mandatory reporting required by this section is in addition to required reporting under policies 4040/7310, Student-Staff Relations, and 4240/7312, Child Abuse and Related Threats to Child Safety, where the conduct at issue requires a report under either of those policies.

3. Reporting by Others

All other members of the school community are strongly encouraged to report any act that may constitute an incident of sexual harassment in violation of this policy to the school principal, the Title IX coordinator, or the superintendent.

4. Content of the Report

To the extent possible, reports should be sufficient to put school officials on notice of conduct that could constitute sexual harassment. Employees making mandatory reports should provide as much detail about the alleged sexual harassment as is known, unless such disclosure would violate law or standards of professional ethics. Reports, other than mandatory reports by employees, may be made anonymously, but anonymous reports may limit the school system's ability to respond fully if the alleged victim is not identified.

5. Time Period for Making a Report

Reports by students and third parties can be made at any time. During non-business hours, reports can be made by using the contact information for the Title IX coordinator provided on the school system's website and in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex. A report should be made as soon as possible after disclosure or discovery of the facts giving rise to the report. Delays in reporting may impair the ability of school officials to investigate and respond to any subsequent formal complaint.

School employees and board members with actual knowledge of sexual harassment must report that information immediately, as provided in subsection C.2 above.

D. SCHOOL OFFICIALS' RESPONSE TO ACTUAL KNOWLEDGE OF SEXUAL HARRASSMENT

As required to meet the school system's obligations under Title IX, school officials shall respond promptly and impartially to actual knowledge of alleged sexual harassment in a manner that is not deliberately indifferent. A response that is not deliberately indifferent is one that is not clearly unreasonable in light of the known circumstances and includes, at a minimum, the provision of supportive measures to the complainant, as described in this section.

Consistent with this duty, school officials shall respond to all reports of conduct that could constitute sexual harassment in accordance with this section. However, a report alleging conduct that is not sexual harassment as defined in this policy is not subject to this policy but may be referred to appropriate school officials as a possible violation of other board policies.

1. Title IX Coordinator Initiates Interactive Process with Complainant

Upon receiving a report of alleged sexual harassment, the Title IX coordinator shall promptly contact the complainant and the complainant's parent or guardian confidentially. This contact must occur within three days, excluding weekends, absent extenuating circumstances. The Title IX coordinator shall also notify the principal of the report and, if an employee is the complainant or respondent, the senior human resources official or designee.

When contacting the complainant and parent or guardian, the Title IX coordinator shall do all of the following during the contact and shall document the same:

a. offer supportive measures;

b. consider the complainant's wishes with respect to supportive measures;

c. explain that supportive measures are available with or without the filing of a formal complaint; and

d. explain the process for filing a formal complaint with the Title IX coordinator and the response required of the school system when a complaint is filed, including all the following:

i. that a formal complaint will initiate the grievance process described in policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process;

ii. that a formal complaint may be filed with the Title IX coordinator in person, by mail, or by electronic mail;

iii. the major steps in the grievance process, including (1) a notice of the allegations that will be provided to the respondent that includes identification of the complainant and the allegations made; (2) an investigation of the allegations of sexual harassment in which both parties will have opportunity to have an advisor, present witnesses, review evidence, pose written questions of the other party, and receive a copy of the investigative report; (3) a decision on responsibility in which a decision-maker objectively evaluates all relevant evidence and determines whether the respondent engaged in the alleged sexual harassment in violation of this policy; and (4) the opportunity for either party to appeal the decision;

iv. the approximate time frame for concluding the grievance process;

v. that school officials will treat both parties equitably by (1) providing remedies to the complainant if the respondent is found responsible, and (2) by not imposing disciplinary sanctions on the respondent without first following the grievance process set forth in policy 1726/4036/7237;

vi. the circumstances under which a formal complaint might be consolidated with other formal complaints or dismissed; and

vii. that the Title IX coordinator may have an obligation to initiate the grievance process in the absence of a formal complaint filed by the complainant and the time frame in which that decision will be made.

2. Title IX Coordinator Arranges Implementation of Supportive Measures

After considering the complainant's wishes, the Title IX coordinator shall arrange the effective implementation of appropriate supportive measures unless, in the exercise of good judgment, the Title IX coordinator determines that supportive measures should not be provided. If supportive measures are not provided to the complainant, the Title IX coordinator shall document why supportive measures were not provided and why not providing supportive measures is not deliberately indifferent to known sexual harassment.

If the complainant is a student with a disability, the Title IX coordinator may need to consult with appropriate school personnel to determine whether adjustments to the student's IEP or Section 504 plan are needed to implement any supportive measures to be provided and/or whether the student's plan necessitates any adjustment to the proposed supportive measures.

3. Title IX Coordinator Determines Whether to Sign a Formal Complaint

If the complainant declined to file a formal complaint within the designated time period following the interactive process described above, the Title IX coordinator shall determine on a case-by-case basis whether to sign, i.e., file, a formal complaint to initiate the grievance process.

The Title IX coordinator should file a formal complaint (1) if the respondent is a school employee and the complainant is a student; and (2) in other cases where, in the exercise of good judgment and in consultation with the school attorney as appropriate, the coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment. Credibility or merit of the complaint shall not be considered in making the determination.

A decision by the Title IX coordinator to sign a formal complaint is not to be construed as supportive of the complainant or in opposition to the respondent or as an indication of whether the allegations are credible or have merit, or whether there is evidence sufficient to determine responsibility. Signing a formal complaint does not make the Title IX coordinator a complainant or party to the complaint nor relieve the Title IX coordinator from any responsibilities under this policy.

The Title IX coordinator shall document the decision of whether to sign a complaint and the reasons for that decision.

4. Presumption of Non-responsibility of Respondent and Bar on Disciplinary Sanctions without Due Process

The respondent identified in any report alleging sexual harassment under this policy will be presumed not responsible for the alleged conduct until the respondent's responsibility is conclusively established through the grievance process outlined in policy 1726/4036/7237, Title IX Sexual Harassment Grievance

Process.

No disciplinary sanction or other action that is not a supportive measure, including but not limited to (1) short or long-term suspension, expulsion, or transfer to an alternative school or program for student-respondents and (2) suspension, demotion, or dismissal for employee-respondents, may be imposed for a violation of this policy unless the respondent agrees to a specific disciplinary sanction or action in an informal resolution or has been determined to be responsible for the sexual harassment at the conclusion of a grievance process that complies with the process in policy 1726/4036/7237. An employee-respondent, however, may be placed on administrative leave during the pendency of the grievance process if consistent with applicable state and federal laws.

Notwithstanding the limitation just described, respondents are subject to emergency removal as described in the next paragraph.

5. Emergency Removal of Respondent from School or Employment

Any respondent is subject to removal from the school system's education program and activities, or any part of the program or activities, on an emergency basis if a school-based threat assessment team conducts an individualized safety and risk analysis and determines that removal is justified because the person poses an immediate health or safety threat to any person arising from the allegations of sexual harassment. A removal under this subsection includes a transfer of a student to an alternative education program consistent with policy 3470/4305, Alternative Learning Programs/Schools. A schedule change, and/or removing a student from an extracurricular activity is also considered a removal under this subsection where such action would not otherwise constitute a supportive measure.

The emergency removal may take place regardless of whether a formal complaint has been filed. However, any such removal must be consistent with federal and state law, including any applicable law protecting the rights of individuals with disabilities. The respondent shall receive notice of the removal and an opportunity to challenge the decision in an informal hearing with the superintendent or designee immediately following the removal.
An employee may be placed on administrative leave with or without pay during the pendency of the grievance process set out in policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process, if consistent with state law and in accordance with any applicable requirements of state law.

The superintendent or designee shall document all emergency removal decisions under this subsection, including the immediate threat to health or safety that justified the removal.

6. Supportive Measures

Supportive measures will be available to both the complainant and respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures will remain confidential to the extent that maintaining such confidentiality does not impair the ability to provide the supportive measures. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

A. Grievance Process for Formal Complaints

The grievance process for formal complaints of sexual harassment under this policy is set out in policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process. The policy also provides an informal

resolution process for complainants who seek an alternate means of resolution to their complaint.

As described in subsection D.3 above, the Title IX coordinator may also initiate the grievance process, as needed.

B. Records

The Title IX coordinator shall create and maintain for a period of seven years records of all reports and formal complaints of sexual harassment. For each report or formal complaint, the coordinator shall document the following:

1. any actions, including any supportive measures, taken in response to the report or formal complaint;

2. that school officials have taken measures that are designed to restore or preserve equal access to the school system's education program and activities;

3. why school officials believe their response to the report or complaint was not deliberately indifferent; and

4. if supportive measures were not provided to the complainant, why that was not clearly unreasonable in light of the known circumstances.

In conjunction with the superintendent, the Title IX coordinator shall also maintain for seven years all materials used to train the Title IX coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will be made publicly available on the school system's website.

22. BULLYING AND HARASSING BEHAVIOR PROHIBITED (Policy 4329/7311)

The board is committed to providing a safe, inviting, and civil educational environment for all students, employees, and other members of the school community. The board expects all students, employees, volunteers, and visitors to behave in a manner consistent with that goal. The board recognizes that bullying and harassing behavior creates an atmosphere of intimidation and fear, detracts from the safe environment necessary for student learning, and may lead to more serious misconduct or to violence. Accordingly, the board prohibits all forms of bullying and harassing behavior, including encouragement of such behavior, by students, employees, volunteers, and 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.

This policy prohibits bullying and harassing behavior, or the encouragement of bullying or harassing behavior, that takes place

(1) in any school building or on any school premises before, during or after school hours;
(2) on any bus or other vehicle as part of any school activity;
(3) at any bus stop;

(4) during any school-sponsored activity or extracurricular activity;
(5) at any time or place when the student, employee, or other person is subject to the authority of school personnel; or
(6) at any time or place when the bullying has a direct and immediate effect on maintaining order and discipline in the schools.

This policy is not intended to prohibit expression of religious, philosophical, social, or political views, provided that the expression does not substantially disrupt the educational environment.

RELATIONSHIP TO OTHER POLICIES

This policy applies to bullying and harassing behavior that is not otherwise prohibited by the following board policies that address discriminatory harassment in violation of federal law:

Discrimination and Harassment Prohibited by Federal Law, policy 1710/4020/7230 (prohibiting harassment based on race, color, national origin, disability, or religion)
Title IX Sexual Harassment - Prohibited Conduct and Reporting Process, policy 1725/4035/7236 (prohibiting sexual harassment)

Discrimination and Harassment in the Workplace, policy 7232 (prohibiting harassment of employees and applicants based on race, color, national origin, sex, age, disability, military affiliation, or genetic information)

Individuals who wish to report bullying or harassing behavior that is based on sex, race, color, national origin, disability, religion, or other personal characteristic addressed by the policies above should refer to and follow the reporting processes provided in those policies.

Conduct that may constitute discriminatory harassment under federal law must be addressed first in accordance with the requirements of the applicable policy (ies) listed above. If subsequently, the conduct is determined not to rise to the level of discriminatory harassment prohibited by those policies, the conduct may be addressed under this policy. Conduct that does not rise to the level of bullying or harassing behavior as defined and prohibited in this policy may nevertheless violate other board policies or school rules.

CONDUCT THAT IS CONSIDERED BULLYING OR HARASSING BEHAVIOR

1. Bullying is deliberate conduct intended to harm another person or group of persons. It is characterized by repeated unwanted aggressive behavior that typically involves a real or perceived imbalance of power, such as a difference in physical size, strength, social standing, intellectual ability, or authority. It may consist of either physical, verbal, or nonverbal behavior. Cyberbullying is a form of bullying that is carried out using electronic communication media, such as words, action, or conduct conveyed through email, instant messages, text messages, tweets, blogs, photo or video sharing, chat rooms, or websites, and may exist in the absence of a power imbalance typical of other forms of bullying.

2. Harassing behavior is conduct that is intimidating, hostile, or abusive, or is unwelcome conduct of a sexual nature. Harassing behavior may violate this policy even if no harm is intended to the target and no power imbalance is evident.

3. Bullying or harassing behavior includes conduct that is, or reasonably appears to be, motivated by actual or perceived differentiating personal characteristics, or by a person's association with someone who has or is perceived to have a differentiating personal characteristic. Differentiating personal characteristics include, but are not limited to race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Bullying and harassing behavior can violate this policy regardless of a student's motivation.

4. Examples of behavior that may constitute bullying or harassing behavior are repeated acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put downs, epithets, derogatory or lewd comments, spreading rumors, extortion of money or possessions, implied or stated threats, assault, offensive touching, physical interference with normal work or movement, visual insults, such as derogatory posters or cartoons, and sharing intimate photos or video of a person or sharing photos or videos that may subject a person to ridicule or insult.

5. Other behaviors that may constitute bullying or harassing behavior under this policy are deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, pressure for sexual activity, offensive sexual flirtations, advances or propositions, verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures, or written materials.

6. These examples are not exhaustive but are intended to illustrate the wide range of behavior that may constitute bullying and harassing behavior.

7. Conduct such as the following is not considered bullying or harassing behavior: legitimate pedagogical techniques, the exercise of legitimate authority, and academic or work performance monitoring and evaluation.

WHEN BULLYING OR HARASSING BEHAVIOR VIOLATES THIS POLICY
Not all conduct that may be described as bullying or harassing behavior violates this policy. Bullying or harassing behavior violates this policy when any pattern of repeated gestures or written, electronic, or verbal communications, or any physical act or threatening communication:

1. places a student, an employee, or other person in actual and reasonable fear of harm to their person or property; or

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

"Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The definition of bullying and harassing behavior in this section is intended to be no less inclusive than the definition of bullying and harassing behavior in G.S. 115C-407.15.

Bullying or harassing behavior based on sex. race, color, national origin, disability, or religion may also constitute discriminatory harassment in violation of federal law and other board policies as described above.

REPORTING BULLYING AND HARASSING BEHAVIOR

1. Reports by Students and/or Parents and Guardians

a. The board encourages students or parents/guardians of students who have been the victim of or who have witnessed bullying or harassing behavior in violation of this policy to immediately report such incidents to a teacher, counselor, coach, assistant principal, or the principal.

b. Reports may be made orally or in writing and may be made anonymously.

c. All reports of serious violations and complaints made under this policy will be investigated expeditiously. Anonymous reports will be investigated to the extent reasonably possible under the circumstances.

d. If, at any time, school officials determine that the alleged bullying or harassing behavior appears to be based on sex, race, color, national origin, disability, or religion, the matter will be investigated in accordance with the applicable policy listed above.

2. Mandatory Reporting by School Employees

An employee who witnesses or who has reliable information that a student or other individual has been bullied or harassed in violation of this policy must report the incident to his or her supervisor or to the building principal immediately. If sexual harassment is suspected, the employee also must report the incident to the Title IX coordinator. An employee who does not promptly report possible bullying or harassing behavior will be subject to disciplinary action.

3. Reporting by Other Third Parties

Other members of the school community may report incidents of bullying or harassment to the school principal or the superintendent or designee.

4. Reporting False Allegations

It is a violation of board policy to knowingly report false allegations of bullying or harassing behavior. A student or employee found to knowingly report or corroborate false allegations will be subject to disciplinary action

REPORTS OF BULLYING OR HARASSING BEHAVIOR BASED ON SEX, RACE, COLOR, NATIONAL ORIGIN, DISABILITY OR RELIGION

Bullying or harassing behavior that is based on sex, race, color, national origin, disability, or religion may constitute discriminatory harassment that is a violation of the individual's civil rights. A school employee who receives a report of bullying or harassing behavior that may constitute sexual harassment must immediately contact the Title IX coordinator. If the reported behavior appears to be based on any other such personal characteristic, the employee must immediately notify the appropriate civil rights coordinator designated in policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law. Uncertainty as to whether alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion should be resolved by notifying the Title IX Coordinator.

RESPONSE TO REPORTS OF BULLYING OR HARASSING BEHAVIOR

1. Reports of bullying and harassing behavior or the encouragement of such behavior under this policy will be investigated promptly by the principal or the principal's designee and addressed in accordance with this policy and policy 4340, School-Level Investigations. If the principal is the alleged perpetrator, the superintendent will designate an appropriate investigator.

2. If at any time before, during, or after the investigation under this policy, the principal or designee determines or suspects that the alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion, the principal or designee shall notify the appropriate civil rights coordinator and proceed in accordance with the applicable board policy as described above. However, referral to the civil rights coordinator will not preclude appropriate disciplinary consequences for a violation of this policy if, following the designated investigation and resolution process under the appropriate board policy, the behavior is determined not to constitute discriminatory harassment in violation of federal law.

3. No reprisals or retaliation of any kind are permitted as a result of good faith reports of bullying or harassing behavior. An employee who engages in reprisal or retaliation will be subject to disciplinary action, up to and including dismissal. A student who does so is subject to disciplinary consequences as provided below.

A. CONSEQUENCES

1. Students

The disciplinary consequences for violations of this policy should take into consideration the frequency of incidents, the developmental age of the student involved, and the severity of the conduct and must be consistent with the Code of Student Conduct. 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.

A student who is convicted under G.S. 14-458.2 of cyberbullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyberbullying. The superintendent may modify the required
transfer of an individual student on a case-by-case basis and shall provide a written statement of this modification in the student's record.

2. Employees

Employees who violate this policy will be subject to disciplinary action, up to and including dismissal.

3. Others

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools. A third party under the supervision and control of the school system will be subject to termination of

contracts/agreements, restricted from school property, and/or subject to other consequences, as appropriate.

23. ADMINISTERING MEDICATIONS TO STUDENTS (Policy 6125)

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

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

Unless otherwise indicated, the terms "medication" and "medicine" include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereinafter "over-the-counter drugs"). The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A.

The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless the CBD or THC product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA); and all requirements of this policy are met.

A. MEDICATION ADMINISTRATION BY SCHOOL EMPLOYEES

1. Conditions for Administering Medication

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

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

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

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

d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with the child's name, the name of the medication, the exact dose to be given, the time/frequency the medication is to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.

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

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

2. Procedures for Administering Medications

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

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

b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the
N.C. Division of Public Health, as described in the *North Carolina School Health Program Manual.*

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

d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.

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

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

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

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

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

8. EMERGENCY MEDICATION

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

C. STUDENT SELF-ADMINISTERING MEDICATIONS

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan. Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the treatment of diabetes, asthma, or anaphylactic reactions, including insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector; (2) the medicine is administered in accordance with the student's individualized health care plan or emergency health care plan and any relevant administrative regulations; and (3) the requirements of this section are met. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Authorization to Self-Administer Medication

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

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

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

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

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

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

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

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

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

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, **(1)** the skill level necessary to use the medication and any device necessary for its administration; and (2) sufficient knowledge and maturity to be independent in the management of the medication with no oversight from school staff.

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

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

2. Responsibilities of the Student

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

3. Consequences for Improper Use

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

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

24. COMPREHENSIVE HEALTH EDUCATION PROGRAM (Policy 3540)

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

A. COMPREHENSIVE HEALTH EDUCATION PROGRAM

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

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

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

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

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

C. STANDARDS FOR INSTRUCTION

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

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

25. IMMUNIZATION AND HEALTH REQUIREMENTS FOR SCHOOL ADMISSION (Policy 4110)

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

A. **IMMUNIZATION**

1. Requirements for Initial Entry

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

a. DTaP (diphtheria, tetanus, and pertussis);
b. poliomyelitis (polio);
c. measles (rubeola);
d. rubella (German measles);
e. mumps;
f. Haemophilus influenza, type b (Hib);
g. hepatitis B;
h. varicella (chickenpox);
i. pneumococcal conjugate (only for children entering school before age 5); and
j. any other vaccine as may be required by law or regulation.

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

2. Additional Requirements

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

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

All students entering the twelfth grade or who have reached age 17 are required to receive a booster dose of MCV.

3. Certificate of Immunization

a. Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other that North Carolina must present an official certificate that meets the immunizations requirements of G.S. 130A-154(b).

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

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

B. HEALTH ASSESSMNETINISION SCREENING

Within 30 calendar days of the first day of school entry, all students entering public schools for the first time, regardless of grade level, must furnish to the principal a form that meets the requirements of state law indicating that the student has received a health assessment pursuant to G.S. 130A-440. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented. Such absences will not be considered suspensions, and the student will be given an opportunity to make up work missed during the absence as described below. The principal or designee shall, at the time of enrollment, notify the parent, guardian, or person standing *in loco parentis* that the completed health assessment form is needed on or before the child's first day of attendance. The date the student's health assessment form is received will be recorded in the student's official record, and the form will be maintained on file in the school.

The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis. The health assessment must be conducted no more than 12 months prior to the date of school entry. Exceptions to the health assessment requirement will be made only for religious reasons.

Vision screening must comply with the vision screening standards adopted by the former Governor's Commission on Early Childhood Vision Care. Within 180 days of the start of the school year, the parent of the child must present to the principal or designee certification that within the past 12 months, the child has obtained a comprehensive eye examination performed by an ophthalmologist or optometrist or has obtained a vision screening conducted by a licensed physician, an optometrist, a physician assistant, a nurse practitioner, a registered nurse, an orthoptist or a vision screener certified by Prevent Blindness North Carolina.

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

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

Upon request, the teacher(s) of a student subject to an absence from school for failure to provide the health assessment form required by this section shall provide to the student all missed assignments, and to the extent practicable, the materials distributed to students in connection with the assignments. The principal or designee shall arrange for the student to take home textbooks and school-furnished digital devices for the duration of the absence and shall permit the student to take any quarterly, semester, or grading period examinations missed during the absence period.

C **HOMELESS STUDENTS**

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

D. FOSTER CHILDREN

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

E. CHILDREN OF MILITARY FAMILIES

The board acknowledges the immunization requirements for newly enrolling children of military families are governed by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and 1156C-407.12. Children of military families, as defined in policy 4050, Children of Military Families, will have 30 days from the date of enrollment to obtain any required immunization. For a series of immunizations, initial vaccinations must be obtained within 30 days.

26. **STUDENT WELLNESS** (Policy 6140)

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

27. **PEST MANAGEMENT** (Policy 9215)

Pests are significant problems for people and property. The pesticides that are commonly used in pest

control may pose a potential risk to human health and the environment. The board is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. To this end, the board will utilize Integrated Pest Management (1PM) programs or incorporate 1PM procedures into the maintenance program conducted by the school system. The superintendent will appoint an 1PM contact person to facilitate the use of 1PM techniques. As necessary, the superintendent will develop administrative procedures for the 1PM program.

A**. OVERVIEW OF INTEGRATED PEST MANAGEMENT**

1PM is a comprehensive approach that combines effective, economic, environmentally sound and socially acceptable methods to prevent and solve pest problems. 1PM emphasizes pest prevention and provides a decision-making process for determining if, when and where pest suppression is needed and what control tactics are appropriate.

Through its 1PM program the school system will strive to do the following:

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

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

8. USE OF 1PM IN FACILITY AND MAINTENANCE OPERATIONS

The school system shall include pest management considerations in facilities planning and maintenance. The 1PM contact person, in conjunction with the school system's contracted pest management professional, will recommend to the superintendent any landscaping, structural modifications and sanitation changes needed to reduce or prevent pest problems. The superintendent will review such recommendations and may authorize action to address necessary minor changes in a timely manner, as the budget permits. For significant changes or changes that require a significant expenditure of funds, the superintendent will recommend changes to the board for approval.

C. PROVIDING INFORMATION ON 1PM TO THE SCHOOL COMMUNITY

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

D. RECORDKEEPING

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

ANNUAL PUBLIC NOTICES

NOTICE OF PESTICIDE USE

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

NOTIFICATION of ASBESTOS STATUS

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

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

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

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

The following facilities have known ACBM present:
Troy Elementary School - Non-Friable ACBM present in old wing 9" floor tiles, encapsulated.
Montgomery Learning Academy - Non-Friable ACBM present in 9" floor tiles, encapsulated.
Administrative Building - Non-Friable ACBM present in 9" floor tiles, encapsulated.

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

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

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

rights are:

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

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

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

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

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

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

- a playbill, showing your student's role in a drama production;

- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets showing weight and height of team members.

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

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

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

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

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

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

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

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

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

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

1. any other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance,

administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

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

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

1. protected information surveys of students;
2. instruments used to collect personal information from students

for any of the above marketing, sales, or other distribution purposes; and

3. instructional material used as part of the educational curriculum.

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

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

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

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

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

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

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

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

Mrs. Jordan Hamilton, Title IX Coordinator
Montgomery County Schools PO Box 427
Troy, NC 27371

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

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

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

Dr. Jennifer Mason
Assistant Superintendent of Exceptional Children
Montgomery County Schools PO Box 427
Troy, NC 27371
910-576-6511

V. HOMELESS STUDENTS: McKinney-Vento Homeless Assistance Act

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

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

VI. NO CHILD LEFT BEHIND

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

- The School Improvement plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel.
- Opportunities for parent involvement and input
- The Montgomery County Schools Improvement plan

- The Montgomery County Title 1 Parent Involvement plan and School Parent Involvement plan
- Montgomery County System Report Card
- School Report Card

VII. USE OF SECLUSION/RESTRAINT/ISOLATION

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

BALANCING STUDENT PRIVACY AND SCHOOL SAFETY:

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

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

HEALTH or SAFETY EMERGENCY

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

LAW ENFORCEMENT UNIT RECORDS

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

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

Law enforcement unit officials who are employed by the school should be designated in its *FERPA*

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

SECURITY VIDEOS

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

PERSONAL KNOWLEDGE OR OBSERVATION

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

TRANSFER OF EDUCATION RECORDS

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

CONTACT INFORMATION

While the education agency or institution has the responsibility to make the initial, case-by-case determination of whether a disclosure is necessary to protect the health or safety of students or other individuals, U S. Department of Education staff members are available to offer assistance in making this determination.
For further information about *FERPA,* contact the Department's Family Policy Compliance Office.

U.S. Department of Education
400 Maryland Ave. S.W

Washington, D.C. 20202-5920
Phone: (202) 260-3887

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

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

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

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

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

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

2026-2027
MONTGOMERY COUNTY SCHOOLS CODE OF STUDENT CONDUCT

MONTGOMERY COUNTY SCHOOLS
P.O. BOX 427
441 PAGE STREET
TROY, N.C. 27371
910-576-6511
910-576-2044 FAX

www.montgomery.k12.nc.us

Dr. Karen Roseboro, Superintendent

MONTGOMERY COUNTY BOARD OF EDUCATION

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Montgomery County Schools Device Program

Technology Handbook

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

High Expectations, High Ethical Standards, Motivated to Achieve, Child Centered, Service and Safety Driven, Continuous Improvement Focus, Data-driven Decisions, and Results Matter - serve as the core values of the system.

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

Montgomery County Schools is committed to expanding digital learning opportunities to ensure all of our students are college and career ready. To this purpose, we are issuing devices to students for use both at

school and at home. Our digital learning focus is to foster opportunities for students to use their devices to collaborate, create, communicate, and critically think - always grounded in the foundation of our curriculum standards. Our digital learning initiative can only work in collaboration with parents/guardians and students. This booklet contains the policies, guidelines, requirements, and other information parents/guardians and students must understand to fully participate in the many technology opportunities we offer.

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

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

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

General Terms and Conditions of Use

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

- **The student's possession and use of the Device is a privilege, not a right** The Device is and will remain at all times the property of MCS. The student and the student's parent or guardian acknowledge that they have no right or entitlement to possession or use of the Device and that neither this document, nor any conversation, correspondence nor understanding between themselves and any representative of MCS, gives them any ownership or contractual rights of any kind whatsoever in the Device.
- Participation in the take-home program is voluntary, if applicable to the student's grade level. Grades K-2 may take their devices home. If authorized by MCS and the student's parent or guardian, the student may transport the Device to and from home. If the student or student's parent or guardian do not wish to be issued a Device for home use or do not agree to the terms and conditions of use, the student will use an MCS-issued device only at school and the parent or guardian will be responsible for providing the use of a personal device at home.
- The Device is intended only for approved educational uses. The student's use of the Device will be governed by the rules, policies, and guidelines described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by MCS, at all times and in all locations, both on and off campus and both during and outside of instructional

time.

- MCS may recall the Device, or place additional restrictions on the student's use or possession of the Device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any MCS teacher or administrator, the student or the student's parent or guardian will immediately surrender the Device to that teacher or administrator.
- The student will not share or loan the Device with any other person unless expressly authorized to do so by an MCS teacher or administrator.
- The student's possession and use of the Device will comply at all times, both on and off campus, with all applicable state and federal laws and regulations, as well as all applicable policies and procedures of MCS.
- Under no circumstance will the student use the Device or permit the Device be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious Internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activity of any kind.
- It is the responsibility of the student and the student's parent/guardian to inform themselves as to any Board policies, available on the school system's website, that might apply to the student's use or possession of the Device and to comply with those polices at all times including Montgomery County Schools Technology Responsible Use Policy (3225/4312/7320), the Student Code of Conduct, and other potentially applicable Board policies in the Board policy manual. The policy can be found in this handbook and on the Montgomery County Schools website at www.montgomery.k12.nc.us.
- Under no circumstance will the student use the Device, or permit the Device to be used to access any networks, websites, or online resources including instant messaging ("IM"), chat rooms, or non-school social networking websites unless access has been specifically approved by MCS.
- Any attempt to circumvent content filtering, such as using anonymous proxies, is a violation of this policy. The student's parents/guardians are solely responsible for ensuring that the student's use of the Device to access the Internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student's parent or guardian will hold MCS and its employees faultless for any harm that may come to the student or any other person as a result of the student's off-campus Internet activities.
- Should the student inadvertently gain access through the Device to any confidential information about other MCS students, including but not limited to course work or grade information, or MCS staff members, the student will immediately report the incident to the school principal or the Director of Technology and will not share the information with any other person.
- MCS reserves the right to change the terms or conditions of the student's possession or use of the Device, or to impose new restrictions on use or possession of the Device at any time.
- Any violation of the terms or conditions set forth or referenced in this document may result in the possession or use of the Device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of MCS.

Parent/Guardian Permission and Annual Fee

- An orientation session will be made available online for parents/guardians to review our policies and procedures.
- As a condition of being issued a Device for take home use, all parents/ guardians must sign on the MCS online Code of Conduct. All students, except in grades K-2, may take devices home.

- All students will be assessed an annual technology fee for access to digital tools, such as online subscriptions for curricular content, as well as for additional staffing for technical and instructional support and other enhancements to the MCS network.
- The annual fee for 2025-26 will be $40.00 per child for K-12. This is to be paid at the child's school. Parents will have the option of making a $5.00 down payment, with the remaining balance being due by the end of the school year. We highly encourage our students to use the Montgomery County Schools issued device. These devices are equipped with the proper security for use by our students. However, if a student chooses to use their own personal device, payment in full of the annual technology fee will still be required.

Issuance and Return of Device

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

Terms of Laptop Loan

- Students enrolled in Montgomery County Schools will be issued a laptop/tablet after the following conditions of the loan are met:
    - Review of Technology Handbook (mandatory)
    - Technology fee for the school year is paid (mandatory)
    - Parent or guardian and student must sign all online documents

Care, Maintenance and Inspections

- The student and the student's parent or guardian will comply with all the specifications in the Proper Device Care Guidelines as well as any additional rules or guidelines regarding care and maintenance of the Device, supplied by MCS as needed. Proper care of Montgomery County Schools' devices should be observed at home as well as at school.
- Under no circumstances will the student install or permit to be installed on the Device any hardware, software, drivers, or other programs or devices without the advance written approval of the Director of Technology or designee. Further, the student will not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs installed on the Device by MCS.

- The Device may be inspected at any time by MCS officials, with or without prior notice, either in person or remotely via the Internet or network connections, for purposes of maintenance and/or to monitor the student's use of the Device, including any email communications and Internet activities, to determine whether the student is complying with the terms and conditions set forth in this document.
- The student and parent or guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the Device. The student and the student's parent or guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Student Code of Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

Loss or Damage

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

Repair and Replacement Costs

In recognition of the advantages that come from being issued a Device and the considerable expense to MCS in funding the Device program, the student and student's parent or guardian acknowledge that they must bear some risk for the possibility that the Device may be damaged, lost, or stolen.
If for any reason the Device is accidentally damaged during the time that it is issued to the student, the student can report the damage to the school's technician and it can be repaired through the insurance policy purchased by MCS. If the damage done to the device is intentional, then the student and student's parent or guardian will be assessed a fee that will be the cost of the part/parts for the repair. No labor costs will be associated with any repairs.
MCS reserves the right to decline to issue a replacement Device if it determines, in its sole discretion, that the risk of loss or damage to the replacement Device is unacceptable. The decision not to issue a replacement Device shall not excuse the student and his parent or guardian from any fees associated with the loss, theft, or damage of any previously-issued MCS Devices, given that those fees are intended to help offset the actual cost to MCS of repair or replacement of MCS property. Students may be barred from participating in extracurricular activities for failure to pay fees, including any technology fees. Seniors may also be barred from participating in graduation ceremonies until all fees are paid in full.

Theft

- If the Device has been stolen, the student and the student's parent or guardian will immediately file a report with law enforcement.
- Incidents of theft occurring off campus must be reported to the police. Incidents occurring on

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

Proper Device Care Guidelines

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

General Guidelines

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

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

General Device Care

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

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

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

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

Daily Logistics

During the school day, the Device should be in your immediate vicinity or in your locker.
You remain responsible for the security of your Device during after-school activities. Keep it with you or locked in a classroom or other secure location.

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

August 1, 2026

Dear Students, Parents and Guardians,

At Montgomery County Schools, we believe that access to technology is essential for preparing students to succeed in college, careers, and an increasingly technology-driven world. Developing strong digital skills today will help students thrive in the future, and our Board of Education is committed to providing every student with the technology they need to learn and grow.

Maintaining this technology program requires a significant investment. To help offset these costs, an annual technology fee of $40.00 is charged for each student. This fee includes insurance coverage for school-issued devices against accidental damage.

Please note that this insurance does **not** cover intentional damage, negligence, or lost or stolen devices. In addition, if a school-issued device is **accidentally damaged on two separate occasions during the same school year**, **the student will lose the privilege** of being issued a district device for the remainder of the school year. Students who intentionally damage a device or repeatedly fail to care for district property may also be responsible for repair or replacement costs in accordance with district policy.

We recognize that the technology fee may present a financial hardship for some families. If you believe you may qualify for a fee waiver, please contact your child's principal for additional information.

Thank you for your continued support of our technology program. Together, we can ensure that every Montgomery County Schools student has access to the technology and digital resources needed for success in school and beyond.

Sincerely,

Mr. Wade Auman
Superintendent

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

Student and Parent/Guardian 2026–2027 Signature Page

Student First Name _____

Student Last Name _____

Parent/Guardian First Name _____

Parent/Guardian Last Name _____

Parent/Guardian Email _____

Home Address _____

Phone: Home _____ Work _____ Cell _____

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

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

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

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