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# 2019-20

## HIGH SCHOOL

# STUDENT

## HANDBOOK

**UCPS**  
UNION COUNTY PUBLIC SCHOOLS

# STUDENT HANDBOOK

## High School

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School Assignment, BOE Policy 4-13, *School Assignment*, and BOE Policy 5-12, *Student Promotion and Accountability*, contain important student information, but are not included in their entirety in this document. The complete UCPS Board of Education Policy Manual is available on our website.

**UCPS Board of Education policies are revised regularly. Updated information is available at your school or on the UCPS website.**

Union County Public Schools maintains a comprehensive web-site at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). The homepage contains the Board of Education Policy Manual, news, current events and links to each department and school. Parents and students can find curriculum resources, current calendars, lunch menus, school assignment maps and many other items of interest on the site.

Any parent or guardian who wishes to prohibit the release of directory information pursuant to UC BOE Policy 4-14, *Student Records*, shall do so in writing and deliver it to the school principal within the first month of school.

Attention parents: If you do not speak English or need free translation/interpretation services to understand school processes, please call (704) 289-5460.

### **Student Testing Information**

For information concerning the dates of system-wide and state-mandated tests that students will be required to take during the school year, how the results from the test will be used and whether each test is required by the State Board of Education of the local Board of Education, contact Dr. Jonathan Tyson at (704) 296-5982.

### **Annual Report Card Grades**

Pursuant to NCGS 115C-47(58), you will be notified of the most recent grade of the school your child is attending, as issued by the State Board of Education, if the school received a grade of “D” or “F”.

For information concerning the District’s Local Education Agency Report Card required by Section 6311 (h)(1) and (2) of the Elementary and Secondary Education Act, or a copy of the Report Card contact Dr. Jonathan Tyson at (704) 296-5982.

### **Information Regarding Advanced Courses**

Pursuant NCGS 115C-174.26, schools must provide information to students and parents on available opportunities and enrollment processes for students to take advanced courses. Please contact the principal at your school for this information.

## Union County High Schools

### **Central Academy of Technology and Arts**

600 Brewer Drive  
Monroe, NC 28112  
704-296-3088 phone  
704-296-3090 fax

### **Forest Hills High School**

100 Forest Hills School Road  
Marshville, NC 28103  
704-233-4001 phone  
704-233-4003 fax

### **Monroe High School**

1 High School Drive  
Monroe, NC 28112  
704-296-3130 phone  
704-296-3138 fax

### **Piedmont High School**

3006 Sikes Mill Road  
Monroe, NC 28110  
704-753-2810 phone  
704-753-2817 fax

### **South Providence School**

500 South Providence Street  
Waxhaw, NC 28173  
704-843-5771 phone  
704-843-5708 fax

### **Union County Early College**

4209-A Old Charlotte Highway  
Monroe, NC 28110  
704-290-1565 phone  
704-282-0956 fax

### **Wolfe School**

722 Brewer Drive  
Monroe, NC 28112  
704-290-1568 phone  
704-296-3075 fax

### **Cuthbertson High School**

1400 Cuthbertson Road  
Waxhaw, NC 28173  
704-296-0105 phone  
704-843-3565 fax

### **Marvin Ridge High School**

2825 Crane Road  
Waxhaw, NC 28173  
704-290-1520 phone  
704-243-0012 fax

### **Parkwood High School**

3220 Parkwood School Road  
Monroe, NC 28112  
704-764-2900 phone  
704-764-2907 fax

### **Porter Ridge High School**

2839 Ridge Road  
Indian Trail, NC 28079  
704-292-7662 phone  
704-296-9733 fax

### **Sun Valley High School**

5211 Old Charlotte Highway  
Monroe, NC 28110  
704-296-3020 phone  
704-296-3029 fax

### **Weddington High School**

4901 Monroe-Weddington Road  
Matthews, NC 28104  
704-708-5530 phone  
704-708-6218 fax

## **HOUSING EMERGENCIES**

At times, students' families may experience a number of housing emergencies. Services are available for students whose families are experiencing a housing crisis and lack fixed, regular and adequate overnight accommodations.

### **A crisis is defined as:**

- Living with a friend, relative, or someone else because you have lost your home or can not afford housing
- Living in motels, hotels, or camping trailer parks or campgrounds due to lack of other accommodations
- Living in emergency, transitional, or domestic violence shelter
- Living in cars, parks, public spaces, bus or train stations or similar settings
- Awaiting foster care placement

Please contact your child's school for information regarding support available for your child or  
Dr. Cynthia Hogston, Director of Federal Programs  
Union County Public Schools  
400 N Church Street  
Monroe, NC 28112  
704-296-0823

## **TITLE IX and TITLE VI**

The Union County Public Schools Board of Education does not discriminate against any person on the basis of race, color, national origin, sex, disability, religion, age, genetic information or veteran's status in its educational programs, services, activities, or employment policies.

### For issues involving employees:

Dr. Christopher Barnes, Assistant Superintendent for Human Resources  
Union County Public Schools  
400 North Church Street  
Monroe, North Carolina 28112  
704-296-1007

### For issues involving students:

Jarrod McCraw, Assistant Superintendent of Student Support  
Union County Public Schools  
400 North Church Street  
Monroe, North Carolina 28112  
704-296-9850

Office for Civil Rights  
US Department of Education  
Post Office Box 14620  
Washington, DC 20044-4620

## **FEDERAL LAW**

### **Parental Rights Regarding Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute that prohibits discrimination and is designed to assure the disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Under Section 504, an eligible student is a student who (1) has, (2) has a record of having or (3) is regarded as having a physical or mental impairment that substantially limits a major life activity such as learning.

It is the policy of the Union County Public Schools Board of Education not to discriminate on the basis of disabilities in its educational programs, activities, or employment practices as required by the Act.

#### **The regulations for implementing Section 504 provide parents and/or students the following rights:**

- Section 504 requires the school district to locate, evaluate and determine if a student is a qualified individual requiring accommodations necessary to provide access to educational programs.
- You have a right to receive notice in a reasonable time before UCPS identifies, evaluates or changes your child's placement.
- You have a right to periodic re-evaluation and evaluation before significant change in placement.
- You have the opportunity to review relevant educational records under the Family Educational Rights and Privacy Act. The requirements are described in the Board's policy manual.
- You have the right to request an informal conference with the principal and the Assistance/Intervention team if you disagree with the decisions reached by the school regarding identification, evaluation, educational program or placement. If your concerns are not resolved, you may request a hearing before an impartial hearing officer by notifying the Board's Section 504 specialist in writing at the address listed below. You have the right to be represented by your counsel in the impartial hearing process and to appeal the impartial hearing officer's decision.

For more information, contact:

Dr. Wendy Gravely

District Administrator for 504 & Compliance

407 North Main Street

Monroe, North Carolina 28112

704-296-6389

## **EXCEPTIONAL CHILDREN**

### **The Purpose of Programs for Exceptional Children**

The primary purpose for Exceptional Children programs is to ensure that students with disabilities (between the ages of 3 and 21) develop academically, mentally, physically and

emotionally through the provision of an appropriate and individualized education in the least restrictive environment.

Exceptional Children are students who are unable to have all their educational needs met in a regular class without receiving special education or related services. Classifications of Exceptional Children include those who are autistic, hearing impaired, (deaf or hard of hearing), mentally disabled (educable, trainable or severely-profoundly), multi-disabled, orthopedically impaired, other health impaired, behaviorally/emotionally disabled, specific learning disabled, speech-language impaired, traumatic brain injured and visually impaired (blind or partially sighted). Exceptional Children programs and services are identified as both instructional programs and instructional support services, depending upon the educational needs of an individual student.

### **Content Sequence and Learning Outcomes**

Curricula for most exceptional children follow the curricula for students in general education. Emphasis is placed on instruction in communication and language arts, social studies, healthful living, mathematics, science and career and vocational education, depending upon the needs of the student. Attention is focused upon cognitive, affective, motor and vocational development within the curricular areas. The Individualized Education Program states in writing the special education programs and services to be provided to each Exceptional Children student.

### **Where to get Assistance**

If you have questions about the need for Exceptional Children services or the programs in your school, contact the school directly. You may also contact the school and ask to speak with the Exceptional Children department chairperson. For additional information or assistance, you may contact.

Dr. Pocahontas Nolan, Director  
Exceptional Children's Department  
Old Post Office  
407 North Main Street  
Monroe, NC 28112  
(Phone) 704-296-6377

### **Parents' Rights**

For a complete explanation about rights as parents of students with disabilities, please consult the *Procedural Safeguards: Handbook on Parents' Rights*, which is available at all schools, from the Exceptional Children department, on the UCPS Web site or from the North Carolina Department of Public Instruction.

### **Policy 1-21 *Statement on Non-Discrimination***

In compliance with federal law, Union County Public School System administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law and provides equal access to the Boy Scouts and other designated youth groups.

## **The Americans with Disabilities Act Title II**

The Union County Public Schools Board of Education does not discriminate against any person on the basis of disability in admission or access to the programs, services, or activities of the Union County Public Schools, in the treatment of individuals with disabilities, or in any aspect of operations. The school district does not discriminate on the basis of disability in its hiring or employment practices.

The notice is provided as required by Title II of the Americans With Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, concerns or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated compliance coordinators listed below:

For ADA matters relating to facilities:

Mr. Mark Strickland, Assistant Superintendent for Administration and Operations  
Union County Public Schools  
400 North Church Street  
Monroe, North Carolina 28112  
704-225-8420

For Section 504 matters relating to students:

Dr. Wendy Gravely, District Administrator for 504 & Compliance  
Union County Public Schools  
407 North Main Street  
Monroe, North Carolina 28112  
704-296-6389

For Section 504 and ADA matters relating to Employment:

Dr. Christopher Barnes, Assistant Superintendent for Human Resources  
Union County Public Schools  
400 North Church Street  
Monroe, North Carolina 28112  
704-296-1007

## **Notification of Rights under FERPA**

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

1. The right to inspect and review the student's education records within 45 days after the day the principal receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and



notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the principal to amend their child's or their education record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the principal decides not to amend the record as requested by the parent or eligible student, s/he will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Additionally, upon request, the district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. For a full list of the permitted disclosures please see Board of Education Policy 4-14 *Student Records* available at <https://www.ucps.k12.nc.us/domain/130>.

#### Notification regarding Directory Information

The district may also disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary, **in writing, within the first month of school.**

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

The following information is considered to be directory information:

1. student's name
2. address
3. telephone listing
4. date and place of birth
5. participation in officially recognized activities and sports
6. weight and height of members of athletic team
7. dates of attendance
8. diplomas, certification and awards received
9. electronic mail address
10. photograph
11. grade level
12. most recent previous school or education at institution attended by the student
13. pictures or videos taken on buses, school grounds, in school buildings and at school activities unless the picture or video may reveal confidential information about a student (this includes livestreaming of school events, i.e. athletic events, graduations, etc.).

#### Parental Notice

Pursuant to the requirements of the Family Educational Rights and Privacy Act (FERPA), the Union County Public Schools Board of Education (the Board) will share certain student information with Medicaid and its authorized representatives during the 2019-2020 school year. The information will only be used to request reimbursement from Medicaid for certain medical

services that the Board provides to students pursuant to their Individualized Education Program under the Individuals with Disabilities Act. The student information is limited and includes the names, birthdates, Medicaid numbers and Social Security Numbers of these students and a description of the type(s) of service(s) provided, the date(s) of service and length of service. Sharing this information with Medicaid and its authorized representatives will not affect the student's premiums, co-pays or services under Medicaid. Sharing the information will enable the Board to receive reimbursement for a portion of the costs of the services. If you are a parent or guardian of a student who may receive such eligible services, or if you have reached the age of 18 and receive or may receive such eligible services, you will receive a consent form to sign at your child's next annual review.

### **EQUAL ACCESS TO FACILITIES**

The district provided equal access to its facilities. For more information about accessing facilities, please see Policy 2049 *Use of Facilities* and the accompanying Administrative Guideline available on the district website.

### **ANNUAL EPA MANDATORY ASBESTOS AWARENESS LETTER**

As required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA), inspections of all UCPS facilities were completed in 1989 identifying the type, quantity and location of asbestos containing materials (ACM). ACM were found in almost every facility constructed prior to 1989. Schools built during and after 1989 were instructed to use no asbestos materials and this was specifically noted in the school designs.

Asbestos is a naturally occurring mineral and has been used in building materials for many years. Unless it is disturbed or damaged, it poses no health risk.

Management plans have been developed for all facilities regardless of ACM content. Depending upon the condition and potential for exposure, the plan calls for repair, continued surveillance and, in some cases, removal of ACM. Many schools that had asbestos have been renovated to remove all inspected ACM. The plan for your school is located in the front office and is available for review during school hours.

If you have any questions concerning the management plan, please contact:

Lauren Phipps, Facilities Safety Administrator  
704-296-3160 ext. 6751

### **Annual AHERA Notice**

This notice is to inform you, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA), that the documentation for the Union County Public Schools Asbestos Management Plan, the semiannual surveillance inspections and the three-year re-inspection are available for your review in the office of every UCPS school. Information regarding response actions may also be found in the Asbestos Management Plan files located at the Building Services facility. If you have any questions feel free to contact:

UCPS contact:  
Lauren Phipps, Facilities Safety Administrator

## **PARENT INVOLVEMENT (BOE Policy 5-8)**

The Board recognizes the critical role of parents in the education of their children. Parents are encouraged to become familiar with programs designed by schools for parental involvement and to actively participate in them. Each school will develop a parental involvement plan, which includes, at a minimum, the Board directives below. This policy applies to the parents, legal guardians, and legal custodians of students who are under the age of 18 and are not married.

### **ANNUAL NOTIFICATION**

Each school must notify parents each year of the following:

- Parental rights related to student records
- Grading practices to be followed at the school and, in high schools, the methods for computing the grade point average that will be used for determining class rank
- A description of the curriculum being offered
- Code of Student Conduct and school rules on conduct•
- Grievance procedure
- Parental rights related to student surveys
- The approximate dates of any non-emergency, invasive physical examination that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students; and their right to opt their child out of any such examination
- The schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use
- Permissible use of seclusion and restraint in the schools
- The Discrimination, Harassment and Bullying Complaint Procedure
- Dates of district-wide and state-mandated tests that students will be required to take during that school year, how the results will be used, the consequences thereof, and whether each test is required by the State Board of Education or by the Board
- Opportunities and the enrollment process for students to take advanced courses and the value of taking advanced courses
- A clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;
- A report containing information about the school system and each school, including, but not limited to:
  - a. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
  - b. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;
  - c. the percentage and number of students who are:
    - i. assessed,
    - ii. assessed using alternate assessments,
    - iii. involved in preschool and accelerated coursework programs, and

- iv. English learners achieving proficiency;
- d. the per pupil expenditures of federal, state, and local funds; and
- e. teacher qualifications
- The grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;
- Supportive services available to students, including guidance, counseling and health services;
- Information about meningococcal meningitis and influenza, including the causes, the symptoms, the vaccines, how the diseases are spread and places where additional information and vaccinations may be obtained
- For students in Grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children
- Information about and an application form for free and reduced price meals and/or free milk and information about the school breakfast program;
- For parents of children with disabilities, procedural safeguards
- Education rights of homeless students
- For students in Grades K through 2, written notification of the student's reading progress, three (3) times per year following each benchmark assessment and will include: assessment results, whether the student may not reach proficiency by the end of 3<sup>rd</sup> grade and instructional support activities for use at home.
- Information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspection and surveillance activities
- That the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age
- That the school system provides equal access to its facilities, programs and activities to the Boy Scouts and other designated youth groups

For Title I Schools only:

- the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child
- if the student has been assigned or has been taught for at least four consecutive weeks by a teacher who is not "highly qualified"
- the school's written parental policy, parents' right to be involved in their child's school and opportunities for parents to be involved in the school
- The following are the identified Title I schools: Benton Heights Elementary, East Elementary, Marshville Elementary, Rock Rest Elementary, Rocky River Elementary, Sardis Elementary, Union Elementary, Walter Bickett Elementary, Wingate Elementary

## **OPPORTUNITIES TO WITHHOLD CONSENT**

As part of the annual notification process, parents will be notified that consent may be withheld for the following:

- The release of student directory information about his/her child to outside organizations.

- The release of their child's name, address, and telephone listing to military recruiters or institutions of higher education.
- A student's participation in curriculum related to (1) prevention of sexually transmitted diseases, including AIDS, (2) the avoidance of out-of-wedlock pregnancy, reproductive health and safety education.
- A student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, as well as information on where to obtain contraceptives or abortion referral services. Neither parental notification nor parental permission is required for large group sessions, initial consultations intended to identify the student's needs or counseling where child abuse or neglect is suspected.
- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose. Furthermore, parents, upon request, may inspect any instrument used in the collection of such information before the instrument is administered or distributed to students.
- The release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).
- The administration of any third party (non-Department of Education funded) survey containing one or more of the eight items described in Surveys of Students policy 4-18.
- Any non-emergency, invasive physical examination\* or screening that is:
  1. Required as a condition of attendance
  2. Administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Parents will receive general notification on a yearly basis about routine screenings and notification on case by case basis as needed. In addition, parents may inspect, upon request, any instructional material used as part of the educational curriculum for students by contacting the school principal. Furthermore, parents may opt for alternative assignments for their child(ren) (see policy 5-1).

## **PARENTAL PERMISSION REQUIRED**

A parent wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or the guidance programs are made available.

Written parental permission is required prior to the following activities:

- Medicines administered to students by employees of the school district
- Any release of student records that are not considered directory information unless the release is allowed or required by law
- Providing treatment through the school district health services
- Field trips off campus

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\*Does not include hearing, vision, or scoliosis screening

- All decisions or actions as required by the IDEA with regard to providing special education or related services to children with disabilities
- Student's participation in surveys funded by the Department of Education that are conducted concerning protected topics
- Disclosure of a student's free and reduced price lunch eligibility status
- Any movie or video with any rating other than General Audiences "G"
- Students' independent access to the Internet

## **WEBSITE NOTIFICATION**

The school system shall publish on its website all information required by law, including performance information and information on how state funds have been used to address local educational priorities.

## **MILITARY RECRUITERS/INSTITUTIONS OF HIGHER LEARNING REQUESTS**

Section 9528 of the No Child Left Behind Act requires that each local education agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings. It further specifies that a secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency shall notify parents of the option to make a request and shall comply with any request.

**Should you wish for your student's name, address and telephone listing NOT be released to military recruiters or institutions of higher learning, please make this request in writing to your child's principal within the first month of school.**

## **GRIEVANCES and APPEALS - Policy 1-18**

**There is a Grievance/Complaint form included with this Policy in the on-line Board Policy Manual**

The Board strives to resolve concerns and complaints of employees, students and parents whenever possible. To this end, the Board has provided opportunities for employees, students and parents to express their concerns through processes established in Board policies.

This policy provides employees, parents/guardians/custodians and students procedures for appeals of decisions made by a school official (teacher, administrator, or other support personnel). No reprisals of any kind will be taken by the Board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.

Persons who have difficulty preparing appeals because of writing or language difficulties shall receive assistance upon request.

Unless another Policy or Administrative Guidelines to a Policy prescribes a process, appeals shall be governed by the following procedures:

- A. Form of the Appeal – A person who has a grievance must provide the following information in writing to the appropriate official designated at each level below: (1) the

name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any Board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired.

- B. School and/or Department Level Appeals – Appeals of decisions made at the school or department level should begin at that level. Such appeals shall be made to the principal or director over the department within 30 days<sup>1</sup> of the school-based decision-giving rise to the concern. The school administration or director will conduct any investigation of the facts necessary and respond to such appeals within 10 calendar days of receiving notice of appeal.
- C. Superintendent Level Appeals – If the matter is not resolved at the school or department level, the employee, parent/guardian/custodian and/or student may file an appeal with the Superintendent. Such appeals shall be made in writing and mailed or hand delivered to the Superintendent's office not later than 15 calendar days after the notice of the school or department's decision. The Superintendent will conduct any investigation of the facts necessary and respond to such appeals in writing, within 10 calendar days of receiving notice of appeal. In responding, the Superintendent will not disclose information about other students or employees that is considered confidential by law.
- D. Board Level Appeals – If the matter is not resolved at the Superintendent's level, the employee, parent/guardian/custodian and/or student may request an appeal to the Board of Education. Such appeals should be made in writing and mailed or hand-delivered to the Superintendent within 15 calendar days of being notified of the Superintendent's decision. All hearings will be heard by Board panels except when a full Board hearing is required by law. Board panel decisions represent the full Board and as such are not appealable to the full Board.

The Board of Education will hear appeals regarding:

1. The assignment of a long term suspension (more than 10 days; more than 6 days for condensed academic terms) to or the expulsion of a student Article 27 of Chapter 115C of the North Carolina General Statutes. Parents/guardians/custodians and/or students may submit written documents to support their case and will have the opportunity to appear before the Board panel to present their case in closed session. Legal counsel may be present.

Expulsions hearings will be heard by the full Board in closed session.

Parents/guardians/custodians and/or students may appear before the full Board to present their case, and legal counsel may be present.

2. School Assignment Decisions, G.S. 115C-369.

Appeals of school assignments will be considered by the Board in closed session.

Parents/custodians/guardians and/or students may submit written documentation to

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<sup>1</sup> Days are working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance.



support their case, and will have the opportunity to appear before the Board panel to present their case in closed session. Legal counsel may be present.

3. Loss of credit or retention due to number of absences – Union County Public Schools Attendance Policy 4-1(a), (b), (c).

Appeals of loss of credit or retention due to the number of absences will be considered by the full Board in closed session. Parents/guardians/custodians and/or students may submit written documentation or sworn affidavits to support their case, but they will not appear before the Board.

4. Driver's license revocations, G.S. 20-11(N)(1).

Appeals of driver's license revocations will be heard by the full Board in closed session. Parents/guardians/custodians and/or students may submit written documentation or sworn affidavits to support their case, but they will not appear before the Board.

5. The terms or conditions of employment or employment status of a school employee.
6. Any other decision that by statute specifically provides for a right of appeal to the local Board of education and for which there is no other statutory appeal procedure.
7. Appeals of a decision of the Superintendent that alleges violations of a *specified* federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure.

The Board will not hear appeals regarding the following subjects except as covered by section 7. above:

- A student's grade in a course or on a test.
- A decision regarding participation in extra-curricular activities.
- A student's schedule or the teacher assigned to teach that class.
- The classification of a student's absences as lawful or unlawful.
- Participation in commencement or promotion exercises.
- Short Term Suspensions and any other disciplinary consequences which do not result in a removal from school.

In its sole discretion, the Board may choose to hear other appeals.

## **ATTENDANCE (BOE Policy 4-1)**

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

A. ATTENDANCE RECORDS

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

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school after the student returns from an absence. The Board reserves the right for the school administration, after consultation with the Superintendent or designee, to request additional documentation to excuse an absence. Absences will be coded as unexcused until the written excuse is received. Absences due to extended illnesses may also require a statement from a physician. For the purposes of this Policy, extended illnesses are those which result in absences in excess of five (5) school days. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family. For purposes of this Policy, immediate family will include parents/guardians, siblings and grandparents;
4. medical or dental appointment;
5. participation under subpoena as a witness or a party in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. college visits (up to two per academic year in both the Junior and Senior year once the student provides verification of the visit) and scholarship interviews;
8. participation in a valid educational opportunity, such as travel, additional college visits or service as a legislative or Governor's page, with prior approval from the principal/designee;
9. pregnancy and related conditions or parenting, when medically necessary; or
10. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services, 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.

All other absences are considered unexcused.

In the case of any absence the student will be expected to make up his/her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. 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. co-curricular, school sponsored extra-curricular and school sponsored athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal/designee; and
6. In-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

In addition, for students experiencing homelessness, school administrators must consider issues related to the student's homelessness, such as a change of caregiver or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for attendance related absences pursuant to the Code of Student Conduct.

1. Elementary - Students in grades K-5 who are absent (excused, unexcused, or OSS) for 20 days or more in a single academic year may be retained;
2. Middle – Students in grades 6-8 who are absent (excused, unexcused, or OSS) for 15 days or more in a single academic year may be retained. For middle school students taking courses for high school credit, the high school attendance rules will apply to those courses; and
3. High – Students in grades 9-12 who are absent (excused, unexcused, or OSS) for 8 periods or more in a semester long course or 15 in a yearlong course may fail the course. Yearlong courses are defined as courses which meet on a daily basis for the entire school year.
  - a. Recovery: Students who have a chance to pass academically but are in danger of failing due to absences will be the target population for attendance recovery. Recovery will be aligned to the classes where the absences occurred and the student shall be engaged in meaningful academic activities in the subject area. Recovered absences will not change the attendance record and excessive absences will impact other opportunities including the ability to participate in co-curricular and extra-curricular activities. Each school shall develop an attendance recovery plan that will be reviewed and approved annually by the Office of School Performance.

E. PROCEDURES FOR EXCESSIVE ABSENCES AND ATTENDANCE VIOLATIONS

1. Three unexcused absences. When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodian of the absences.
2. Six unexcused absences. When a student has accumulated six unexcused absences, the principal or designee shall notify the parent/guardian/custodian by mail that the student has accumulated this number of absences. The attendance counselor shall work with the student and his/her parent/guardian/custodian to analyze the causes of the absences and to develop a plan to eliminate the attendance problem.
3. Ten unexcused absences. When a student has accumulated ten unexcused for any reason, the principal or designee shall have a conference with the student and his/her parent/guardian/custodian to discuss the accumulated absences, ensure that the proper notices have been received and determine if the parent has worked in good faith to implement the plan developed pursuant E. 2. above. Should the principal determine that there has not been a good faith effort on the part of the student and/or parent/guardian/custodian to comply with the attendance requirements, s/he shall notify both the district attorney and the director of the department of social services.<sup>2</sup>

F. TARDIES/EARLY SIGN-OUTS

All tardies/early sign-outs will be addressed at the school level. Attendance in school for all classes the full time allotted for classes is essential for student success. As with absences, school staff will work with the family to develop a plan to address tardies and early sign-outs.

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<sup>2</sup> A parent or student may be subject to criminal charges or a juvenile petition for failing to meet these expectations.

#### G. RETENTION APPEAL

A parent/guardian/custodian may appeal a decision to retain a student to the school level committee according to the following criteria:

- The student has passed all academic requirements for promotion but has failed to meet the attendance requirement.
- Some absences were due to circumstances beyond the student's control.
- For High School students – the student must have participated in all recovery opportunities made available to him/her.

The school principal and/or the student's parent/guardian/custodian may appeal the decision of the school level attendance committee to a district level attendance committee.

Individual schools are required to develop programs (including recovery programs) to address the academic needs of students who may be failing due to excessive absenteeism. Participation in such programs will be considered by the school level attendance committee. In addition, principals need to take into consideration special situations. These plans must be submitted to the Office of School Performance and approved annually.

Principals would be able to promote a student who qualified academically, but has accumulated twenty or more absences during the school year if it serves the best interest of the student.

#### H. EXAM EXEMPTIONS

High School students will not be required to take a teacher-made final exam in a course in the following situations:

- The student has an average of 90 or above the week prior to the administration of the exam and has no more than 2 unexcused absences in the class; or
- The student has an average of 80 or above the week prior to the administration of the exam and has no more than 1 unexcused absence in the class.

Teacher made tests are defined as tests designed and graded by a UCPS teacher of record for the purpose of assigning an exam grade to a student. Exam exemptions only apply to teacher made tests and are not available in courses which require the administration of an End of Course or state mandated final exams. Students enrolled in AP courses will still be required to take the AP exam. Students are expected to take all other assessments given at the school.

#### **CHECKS**

The district will gladly accept your personal check for fees, lunch and most other payments. However, due to the volume of uncollectible checks that the district receives, Union County Public Schools has contracted with CHECKredi for the electronic collection of checks returned for insufficient funds (NSF). In the event your check is returned, your account will be debited

electronically for the face amount and fees allowed by the state of North Carolina (currently \$25.00).

Please include the following on your check:

- Drivers License #
- Full Name
- Street Address
- Phone Numbers

If there are any questions, please send e-mail to [finance@ucps.k12.nc.us](mailto:finance@ucps.k12.nc.us)

### **COMMUNICABLE DISEASES (BOE Policy 4-12)**

The Board strives to provide a safe and orderly environment for all students and employees. The Board also strives to maintain a balance between the need to educate all eligible students, to protect students and employees' rights, and to control communicable diseases, including HIV and AIDS.

In accordance with the regulations established by the United States Department of Labor pursuant to the Occupational Safety and Health Bloodborne Pathogens Standard, Union County Public Schools shall have in effect a Bloodborne Pathogens Exposure Control Plan. The Plan, which is designed to eliminate or minimize exposure to infectious body fluids and body secretions, shall include specific precautions that must be taken when dealing with blood and other body fluids. The care, referral, and evaluation of students that are suspected to have a blood or body fluid exposure at school/after school activities will be equal to the care given to employees with the exception that costs related to this care will be the responsibility of the family.

Under certain circumstances, students with communicable diseases may pose a threat to the health and safety of other students and staff. Decisions regarding the educational status of students with communicable diseases will be made on a case-by-case basis in accordance with this policy. Nothing in this policy is intended to grant or confer any school attendance or education rights beyond those existing by law. This policy shall be shared with school staff annually and with new employees as part of any initial orientation. New employees shall sign a statement verifying this policy has been shared with them.

#### **A. Definition of Communicable Disease**

A communicable disease is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

#### **B. Precautions**

In order to prevent the spread of communicable diseases, guidelines for necessary health and safety precautions shall be distributed by the administration and followed by all school district employees. Employees are also required to follow the school system's blood borne pathogens exposure control plan that contains universal precautions and

specific work practice controls relating to the handling, disposal and cleanup of blood and other potentially infectious materials. Students should not be involved in the handling, disposal and cleanup of potentially infectious materials unless the student has been specifically trained in the handling of such materials and is qualified to perform first aid services. Faculty should take reasonable precautions to avoid allowing students to come in contact with these substances.

C. Curriculum

The school district will include health, hygiene and safety education in its curriculum. The curriculum will include age-appropriate information concerning safe health practices that will inhibit and prevent the spread of diseases, including HIV and AIDS.

D. Reporting and Notice Requirements

In accordance with G.S. 130A-136, school principals will report suspected cases of communicable diseases to the county health department. Confidentiality of such reports is protected by law. School principals are presumed by law to be immune from liability for making such reports in good faith. Without releasing any information that would identify the student, the principal also must report suspected cases of communicable diseases to the superintendent. Additionally, parents shall be notified in a timely manner when their child has potentially been exposed to a communicable disease through the exchange of blood with another individual and it shall be suggested that they contact their private physician or the county health department for consultation.

If the local health director determines that there is significant risk of HIV transmission, the local health director is responsible for determining which school personnel will be informed of the identity of a student with AIDS or HIV infection or other communicable diseases required to be reported. Any employee who is informed or becomes aware of the student's condition shall respect and maintain that student's right of privacy and the confidentiality of his/her record and may not share that information unless specifically permitted to do so by the health director, the student's parents, or by other applicable state or federal laws or regulations. Permission from a parent or guardian to share a student's HIV status with other school personnel must be in writing. Any documents related to a student's HIV or AIDS infection shall be retained in a locked cabinet and shall be released or shared only as necessary to comply with this policy. Employees who have such information will sign a statement indicating their pledge to maintain confidentiality.

Employees who are informed of the student's condition shall also be provided with appropriate information concerning necessary precautions and made aware of the strict confidentiality requirements. Release of this confidential information or records, except as permitted by law, constitutes a misdemeanor and may subject the employee to further discipline.

In order to address the needs of the student within the school environment, school employees are required to notify the principal if they are aware or become aware of any student suffering from a communicable disease. Parents shall be encouraged to notify the principal as well.

Students who are immunodeficient, whether due to AIDS or other causes, face increased risk of severe complications from exposure to communicable diseases that appear in the school setting. Although students with an HIV infection are not required to notify school staff of their HIV status, they are encouraged to inform the principal in the event a student suffers from any such immunodeficiency. If notified that a student suffers from such immunodeficiency, the principal should request that the notifying party provide information about what types of exposure might put the student at risk and what reasonable practices can be taken in the school setting to minimize risk to the student. Whenever possible, the principal of a school should notify the parents (or the student himself where appropriate) of an infected or immunodeficient student about the presence of chicken pox, influenza, meningococcus, measles or tuberculosis or other contagious disease occurring in the school that may represent a serious threat to the student's health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

E. Education/School Attendance for Students with AIDS/HIV Infection

Students with AIDS and HIV infection will be permitted to attend school without special restrictions except in accordance with 10A N.C.A.C. 41A .0201-.0204 and this subsection.

When the local health director notifies the superintendent that a student with AIDS or HIV infection may pose a significant risk for transmission, the superintendent, in consultation with the local health director, shall appoint an interdisciplinary committee in accordance with state health regulations and procedures established by the superintendent. The committee is to consult with the local health director regarding the risk of transmission and advise the superintendent regarding the placement of the student. The committee shall include appropriate school system personnel, medical personnel and the student's parent and may include legal counsel. The parent may request additional participants as necessary to appropriately evaluate the risk. The health director shall be responsible for determining whether to add additional members that may be requested by the parents. The superintendent is also to inform the Board whenever a committee has been formed and will advise the Board of the professional composition of the committee.

The interdisciplinary committee will review each case individually in consultation with the local health director to determine (1) the degree to which the student's conduct or presence in school exposes others to possible transmission or other harm, and (2) what risk the school environment may pose to the infected student. If the local health director concludes that a significant risk of transmission exists in the student's current placement, the committee must determine whether an appropriate adjustment can be made to the student's school program to eliminate this risk. If that is not possible, the student shall be provided instruction in an appropriate alternative educational setting, which incorporates protective measures required by the local health director. If the administrative or instructional personnel on the committee determine that the student has limited strength, vitality or alertness due to a chronic or acute health problem that adversely affects the student's educational performance, they must refer the student for possible identification and placement as a student with special needs.

All deliberations of the interdisciplinary committee will be kept strictly confidential and shared only as allowed by law. Any student records related to the deliberations of the



committee will be retained in a locked cabinet separate from the student's other school and medical records.

### **CONNECT-ED MESSAGES** (School Closings, announcements, etc.)

Connect-ED is a telephone messaging system that will enable us to personally communicate with parents about emergency situations, school events, school closings and important issues facing your school and our school district. It will allow us the ability to send personalized telephone messages to your family's home, work or cell phones. Essentially, a school principal can make one phone call that reaches all the families associated with his or her school within minutes. Furthermore, the Superintendent can make one phone call that reaches everyone in the entire school district within minutes. It is important that your school has your current phone number so that your child does not miss any important information. **Early Dismissal and school closings will be announced with a Connect-Ed message as well as posted on the website and Radio/TV stations.**

### **COUNSELING CONFIDENTIALITY**

School counselors recognize their primary obligation for confidentiality is to the student but balance that obligation with an understanding of the family or guardians' legal and inherent rights to be the guiding voice in their children's lives (ASCA Code of Ethics).

The role of the school counselor in regards to confidentiality is:

- To support the students right to privacy and protect confidential information received from students, the family, guardian and staff members
- To explain the meaning and limits of confidentiality to students in developmentally appropriate terms
- To provide appropriate disclosure and informed consent regarding the counseling relationship and confidentiality
- To inform students and the family of the limits to confidentiality when: Student poses a danger to self or others, Court ordered disclosure, Consultation with other professionals in support of the student i.e. colleagues, supervisors, treatment teams, and other support personnel
- To keep personal notes separate from educational records and not disclose their contents except when privacy exceptions exist
- To seek guidance from supervisors and appropriate legal advice when their records are subpoenaed
- To assert their belief that information shared by students is "confidential" and should not be revealed without the student's consent
- To adhere to all laws protecting student records, health information, and special services (i.e., HIPAA, FERPA, IDEA)

### **STUDENT DISCIPLINE** (BOE Policy 4-3)

The purpose of the Union County Public School System is to provide education for all students enrolled.

The Board of Education believes that self-discipline is the key element in a positive school climate. In order to foster and nurture self discipline among students, schools shall implement programs, practices, and procedures designed to encourage and recognize positive and responsible student behavior. Such programs can be a part of or logical extensions of the schools' character education curriculum. In addition, schools shall provide regular staff development opportunities on such topics as positive discipline, recognition of bullying, conflict resolution, etc. Furthermore, schools shall develop intervention strategies to prevent bullying including bullying via electronic devices (including, but not limited to, phones, computers, pads, and other electronic media/devices).

These proactive measures on the part of schools will provide a balanced approach to the Union County Public Schools' goal of expecting, encouraging, and enforcing acceptable student behavior in all schools, and further serve to promote the school District's core value of design in quality and prevention.

The welfare of the individual student and of the larger school community is best served when all disciplinary actions and procedures support a positive educational environment.

#### Code of Student Conduct

The Superintendent is responsible for developing and disseminating a Code of Student Conduct annually. In addition, each school will establish and enforce reasonable regulations for student behavior not inconsistent with the infractions identified in the Code of Student Conduct.

Students shall be provided with access to a handbook containing Attendance Policy and Code of Student Conduct at the beginning of each school year. Paper copies are available upon request. A copy of the handbook will be placed on the district website and shall be available in the media center, the school office, school counselor's office, and other locations as designated by the principal.

Each student is required to return documentation (provided by school) verifying parents have received and read the Code of Student Conduct and the school shall maintain a copy of said documentation.

Students must comply with the Code of Student Conduct, and all school behavioral expectations, in the following circumstances:

1. while in any school building or on any school premises before, during or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. at any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

#### Authority of School Personnel

The principal or designee has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her, including referral to law enforcement where appropriate. The principal is responsible for informing students and parents of any standards or rules that, if violated, could result in short-term or long-term suspension or expulsion.

The teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his or her supervision. The teacher is expected to implement the student behavior management plan and any other school standards or rules. The teacher may develop other standards or rules consistent with the direction provided by the Board, Superintendent and principal. Every teacher, student teacher, substitute teacher, voluntary teacher, teacher assistant or other school employee is required to report to the principal all acts of violence occurring in school, on school grounds or at any school-sponsored activity.

### Corporal Punishment

The Board prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self control. No principal, assistant principal, teacher, substitute teacher, any other school system employee, or volunteer may use corporal punishment to discipline any student. Corporal punishment is defined as the physical use of a hand, paddle, or other instrument to administer corrective discipline such as paddling, spanking, or otherwise striking a child.

School personnel may use reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order to prevent immediate threats of harm to person or property:

- a. To correct pupils;
- b. To quell a disturbance threatening injury to others;
- c. To obtain possession of weapons or other dangerous objects on the person, or within the control, of a student;
- d. For self-defense;
- e. For the protection of persons or property; or
- f. To maintain order on school property, in the classroom, or at a school related activity on or off school property.

### Seclusion, Isolation, Restraint, and Training in Management of Student Behavior

The Board hereby adopts the Deborah Greenblatt Act (N.C.G.S. §115C-391.1) effective at the beginning of the 2006-2007 school year as policy. The Superintendent is directed to provide the necessary notices and copies of NCGS 115C-391.1 to all school personnel and to parents and guardians at the beginning of each school year. The Superintendent shall make known rules and guidelines to direct school personnel in the permissible use of seclusions and restraints and to provide for notices to parents and guardians of the specified incidents where prohibited procedures have been used.

## **CODE OF STUDENT CONDUCT 4-3 Administrative Guidelines**

The District and staff are committed to establishing positive learning environments that ensure that all student have access to a quality education. The District recognizes that a key aspect of maintaining a healthy and safe environment is establishing order and maintaining discipline in

our schools. This goal can only be achieved through the cooperative efforts of our school staff, students, parents/guardians and the community.

The District believes that developing strong relationships with families is the first step in establishing safe and healthy schools. The District and staff desire to work collaboratively with families to establish positive relationships that aid in the development and achievement of all students.

The District is committed to eliminating disparity in school discipline with respect to its underserved populations in reducing the number of referrals, suspensions, and expulsions. The staff will engage in restorative practices that enhance school culture and improve discipline systems to address equity.

### **ALTERNATIVE MEANS OF CORRECTION**

Each school is responsible for incorporating a Multi-Tier Systems of Support (MTSS) framework into its School Improvement Plan (SIP) to reduce referrals and suspensions through pro-active intervention, positive behavioral support, restorative practices, and other non-punitive approaches to discipline. MTSS includes a Positive Behavioral Interventions and Supports (PBIS) model of evidenced based practices to address student behavior.

The District encourages alternatives to suspension and the implementation of progressive discipline approaches prior to removing a student from the educational setting. Classroom based strategies include, but are not limited to:

1. Reteach behavioral expectations;
2. Separate students;
3. Assign additional tasks;
4. Communicate with the parent/guardian;
5. Conference with the student and/or parent; and
6. Implement a behavioral contract and/or plan.

Parents/guardians should be notified if there is a pattern of misbehavior which could result in removal from the school environment. Students who exhibit a pattern of misbehavior should be provided more intensive support and interventions. Appropriate school level strategies include, but are not limited to:

1. Conference with parent/guardian and/or student;
2. Implement a case management or counselling plan;
3. Convene an intervention team;
4. Assign after school detention and/or Saturday School;
5. In-school suspension; and
6. Short Term Out-of-school suspension.

When applying strategies that remove the student from the educational environment (i.e. full day ISS or OSS) or require attendance outside of normal school day (i.e. ASD or Saturday School) the school shall notify the parent prior to imposition of the consequence. For consequences that require immediate implementation (i.e. partial day ISS or conferences), the parent shall be notified as soon as possible and within 24 hours of the event.

**These are not the only rules of conduct which students are expected to follow.** Additional school level rules/consequences will be set by the school site (including but not limited to dress code, honor code and insubordination). There will also be rules for riding the bus. A copy of these guidelines, school level and transportation rules will be provided annually to all students.

## **DEFINITIONS**

1. **Administration.** School level administrators, including the principal and assistant principals.
2. **Bans from School Property.** Students who are suspended or expelled are not entitled, except with the express permission of the site principal, to enter any property of Union County Public Schools. Failure to abide by such restriction will be considered trespassing and will be reported to law enforcement.
3. **Code of Student Conduct.** The behavioral guidelines adopted by the district. The Code of Student Conduct is published and made available to students on an annual basis. It is available in a variety of means, including but not limited to, online publication and hard copy, upon request.
4. **Condensed Academic Term.** Block Schedule.
5. **Disciplinary Reassignment.** A full-time educational program, including South Providence School, that meets the academic requirements of the NC Standard Course of Study and provides the student with the opportunity to make timely progress towards graduation and grade promotion. A disciplinary reassignment may utilize a combination of online courses, direct teacher instruction and other computer based alternatives for instruction. A disciplinary reassignment is not a long-term suspension and does not require those procedures.
6. **Elementary Students.** Students in grades Pre-K – 5.
7. **Expulsion.** The indefinite removal of a student from school enrollment for disciplinary purposes. Only the Board of Education can expel a student, over the age of 14, whose continued presence is a clear threat to the safety of staff and other students. **An expulsion may be considered for a violation of any of the rules set out below or for other conduct meeting this definition.**
8. **Extracurricular/co-curricular activity participation.** In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to Board of Education policies, school-level criteria, North Carolina High School Athletic Association rules (where applicable) and law. The district's behavioral expectations extend beyond the classroom and school campus. Therefore, regardless of when and where the charge arises, any student who is charged with or adjudicated/found guilty of a crime (or what would be considered a criminal violation if the student were an adult) may be excluded from participation in extracurricular/ co-curricular activities.
9. **Long-term Suspension.** A disciplinary removal in excess of 6 days for high schools on condensed academic terms and 10 days for middle schools unless the conduct occurs in the final quarter of the school year in which case the suspension -may run through the end of the first semester of the following year.
10. **Multiple Offense designations.** For offenses where different consequences are applied depending upon the number of violations, the offense is of the overall (numbered) rule. Additionally, the number of violations carries throughout one academic year.
11. **Parent.** Parent, legal guardians, custodians, and caretakers entitled to enroll the student in school.
12. **Parent Conferences.** A meeting between the student, parent and administrator may be required for any length suspension.
13. **Restorative Justice.** Restorative Justice is reactive in nature. It consists of formal and informal responses to wrongdoing. These responses are introduced in an effort to avoid the

reoccurrence of the wrongdoing and to begin to rebuild relationships where there has been harm.

14. **Restorative Practices.** Restorative Practices are proactive in nature. They consist of formal and informal processes put in place to create positive school climate. These processes precede any wrongdoing, provide expectation clarity for all involved and have a strong focus on building relationships and a sense of community. The following are some of the opportunities for Restorative Justice that are available with UCPS, not all programs are available at all school locations:
  - Multi-Tiered Systems of Support (MTSS);
  - Foundations Training;
  - CHAMPS Training/Discipline in the Secondary Classroom: and
  - Social-Emotional Resources.
15. **School Authority.** The school has the authority to address any act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, use of the district Internet system or school provided technology, use of a personal digital device on campus, or off-campus activities that cause or are reasonably expected to cause a direct and immediate impact on the orderly and effective operations of the school or the safety of individuals.
16. **School property.** The physical premises of all school campuses, bus stops, all vehicles under the control of the district (including but not limited to Yellow School and Activity Buses), school sponsored curricular and extra-curricular activities, regardless of where they occur. *The administration may also impose consequences for conduct which occurs off campus if it has a direct and immediate effect on maintaining order and discipline in the schools.*
17. **Secondary Students.** Students in middle and/or high school.
18. **Short-term suspension.** The disciplinary removal of a student for 6 or fewer days for high schools on condensed academic terms and 10 or fewer days for middle and elementary schools.
19. **Suspension.** Unless otherwise noted references to a suspension is an out of school suspension.
20. Any references to Superintendent or Principal shall include that person's designee.

## **REPORTS TO OUTSIDE AUTHORITIES**

1. **Law Enforcement** – Under North Carolina Law, principals are required to report to law enforcement when s/he has personal knowledge or actual notice that one of the following acts has occurred on school property: “assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law.” Additionally, any conduct which may be both a violation of this policy and law will be reported to the School Resource Officer. If a student is arrested consistent with this provision, school officials will notify the parent of the location where their child is taken by law enforcement officials.
2. **Department of Motor Vehicles (DMV)** – Under North Carolina Law, students who receive a long-term suspension for engaging in any of the following conduct will be reported to the DMV: possessing or selling alcoholic beverages or an illegal controlled substance on school property, bringing, possessing, or using on school property any weapon or firearm, and physically assaulting a teacher or other school personnel on school property.

## **PROHIBITED BEHAVIORS:**

1. Abusive Language and Gestures
2. Aggressive Behavior
3. Arson/Use of Fire
4. Attendance (Truancy/Skipping/Unauthorized Location)
5. Bullying
6. Chronic Disruptive Behavior
7. Electronic Devices
8. False Alarms
9. Firearms and destructive devices
10. Hazing
11. Illegal/Unauthorized Substances
12. Insubordination
13. Misrepresentation
14. Nuisance Items
15. Persistently Dangerous Students
16. Sexual Behavior
17. Sexual Harassment
18. Student Dress
19. Act of Terror/Bomb Threats
20. Theft (including robbery)
21. Trespassing/Breaking and Entering
22. Unauthorized Use of Technology
23. Weapons (not including firearms and explosives)
24. Vandalism

Principals will have the discretion to determine if a violation of the rule, considering mitigating factors, is serious enough to warrant suspension and should use good judgment when applying these guidelines. Principals shall consider the student's intent, disciplinary and academic history, potential benefits of alternatives to suspension and any other mitigating or aggravating factor(s) when considering a recommendation for long-term suspension.

When considering the appropriate sanction for specific student conduct, the Administrator should consider circumstances relating to the offense, including but not limited to the following:

1. The student's age;
2. The student's mental capacity;
3. The student's intent;
4. The student's disciplinary history;
5. The student's academic history;
6. The potential benefits to the student of alternatives to suspension;
7. How the student's misconduct impacted others, including other students, staff members, and/or school visitors;
8. Whether the student displayed an appropriate attitude and gave respectful cooperation during the investigation and/or after the offense occurred;
9. What other consequence(s) the student may be experiencing outside of school; and
10. What action the student and/or the student's parent(s) have taken since the offense occurred.

Principals will avoid assigning the maximum consequence unless one of the following conditions exists:

1. The conduct resulted in a disruption to the educational environment;
2. The conduct posed a threat to the safety of that student or other persons present; or
3. Progressive consequences have already been exhausted or are not appropriate under the circumstances.

When students are suspended for violations of these guidelines, these absences may affect academic standing, promotion and eligibility for co-curricular and extra-curricular activities including athletics. Please refer to Policy 4-1, *Attendance*, for further information.

For these prohibited behaviors, the following system-wide disciplinary actions shall be taken (in addition to any consequence enumerated below each behavior, students may be referred to the school counselor for possible counseling and may be banned from school property and/or a parent conference required, as described in the Definitions Section above):

1. **Abusive Language and Gestures:** Students will not use abusive, profane, obscene, words, signs, gestures, and other acts toward or about any school employee, adult on campus or other student. This provision includes but is not limited to written assignments and/or electronic technology where a connection to the school exists. The administration will also consider whether the conduct being investigated was also an act of bullying.
  - a. **Toward a school staff member or other adult on campus.**
    - **First Offense:**
      - **Elementary:** 0-3 day suspension
      - **Secondary:** 0-10 day suspension, 0-6 days for Condensed Academic Terms.
    - **Second and subsequent Offenses:**
      - **Elementary:** 1 – 5 day suspension
      - **Secondary:** 3-10 day suspension or 2-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.
  - b. **Toward another student or between students.**
    - **First Offense:** (Elementary and Secondary) 0–3 day suspension
    - **Second and subsequent Offenses:** (Elementary and Secondary) 1-5 day suspension, 1-3 days for Condensed Academic Terms.
2. **Aggressive Behavior:** Students will not engage in any form of aggressive behavior (physical or verbal) against any other student, staff member or other adult in the school, except in self-defense. All assaults must be reported to the principal.
  - a. **Physical violence directed toward any school employee or other adult in the school.**
    - **Elementary:** 0 - 10 day suspension
    - **Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension. Upon returning from a long-term suspension, the student shall not be returned to the teacher's class unless the teacher consents.



- b. **Physical Violence directed toward a student.** Violations include but are not limited to any assault, fight, or attempt to cause physical harm to a student or students by another student or students.
- **Elementary and Secondary**
    - **First Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day):** 0-10 day suspension or 0-6 days if on a Condensed Academic Term
    - **Second and subsequent Offenses (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day):** 1-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
    - **For assaults which result in serious injury, those involving multiple aggressors or where serious disruption to the academic day results:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, the administration may consider a recommendation for a long-term suspension.
- c. **Threats about or directed toward any other student, staff member or other adult in the school:** Any physical, verbal, or written threat (including but not limited to threatening gestures, threats communicated via electronic technology including threats made outside of school where a connection to the school and/or school work exists) directed toward or about any student, staff member or other adult which threatens force, violence, or disruption, or any sign or act which constitutes a threat of force, violence, or disruption. This includes threats and/or retaliation against a student who is a complaining witness or a witness in a student disciplinary matter for the purpose of preventing the student from being a witness or retaliating against a student for being a witness.
- **Elementary**
    1. **Threats toward staff members or other adults in the school** – 0- 5 day suspension.
    2. **Threats toward students**
      - **First Offense:** 0-5 day suspension
      - **Second and subsequent Offenses:** 1-5 day suspension
  - **Secondary**
    1. **Threats toward staff members or other adults in the school** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for long-term suspension, depending upon the severity of the threat.
    2. **Threats toward students**
      - **First Offense:** 3-10 day suspension or 2-6 days if on a Condensed Academic Term
      - **Second and subsequent Offenses:** 1-10 day suspension or 1- 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension, depending upon the severity of the threat.
- d. **Verbal Confrontation/Provocation** includes approaching another person in a confrontational, provocative or bullying manner. This includes attempts to intimidate or instigate another person to fight or commit other acts of physical aggression.

- **Elementary:** 0-5 day suspension
  - **Secondary:** 0-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
- e. **Extortion or blackmail** includes threats to take the property of another student under threat of physical harm.
- **Elementary:** 0-5 day suspension
  - **Secondary:** 0-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
- f. **Behavior that incites a serious disruption to the academic environment** includes behavior which encourages other students to join in to a potentially volatile situation, or disrupts or has the potential to disrupt the school environment including a failure to disperse at the request of staff.
- **Elementary:** 0-5 day suspension
  - **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
3. **Arson/Use of Fire:** A student will neither set fire nor attempt to set fire to anything on school property or participate with others to damage or destroy school property through the use of fire. This includes striking matches, flicking cigarette lighters or using any instrument capable of producing fire on school property or at a school-sponsored or school-related activity that is on or off school property.
- **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.
4. **Attendance:** Students will not leave the assigned area/school grounds without permission and/or commit other attendance violations (i.e. skipping class and truancy). Students must attend school and every class every day unless there is a lawful absence. Once at school students will remain on campus and in areas designated by school officials at all times. Violations of this rule include being in an unauthorized location within the school.
- **Elementary and Secondary:** 0-2 day suspension and principal discretion which may include additional consequences should the conduct violate other rules in this policy or the bus or school level rules. No more than 2 days of suspension can be assigned to a student for an attendance violation.
5. **Bullying:** Students will not bully another person on school property as defined above. Under North Carolina Law, bullying is “any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property”, as defined above, “reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics”. Bullying may include, but is not limited to, cyber bullying, verbal taunts, name-calling and put-downs,

extortion of money or possessions, implied or stated threats and may be directed at the same or different individuals. This rule includes hate-motivated behavior (including injuring or intimidating due to the victim's race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability). Students who feel bullied, harassed or intimidated at school by an adult or another student or who witness such conduct should immediately report the conduct to an administrator or school counselor. Anonymous reports can also be made through the UCPS App or through the link on a district issued laptop.

Both the accused and victim will be referred to a school counselor.

- **Elementary and Secondary**
    - **First Offense:** 0 to 10 days suspension or 0-6 for Condensed Academic Terms
    - **Second and subsequent Offenses:** 3-10 day suspension, or 2-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.
6. **Chronic Disruptive Behavior:** Students will not engage in behavior which disrupts classroom and/or school activities. This rule does not address situations where the student poses a threat of injury to students or staff which may qualify the student for an alternative disciplinary program, including a disciplinary reassignment (see Definitions Section). The use of an alternative disciplinary program may occur prior to a removal from the instructional environment.
- **Elementary:** 0-5 day suspension
  - **Secondary:** 3-10 day suspension, or 2-6 days for Condensed Academic Terms.
7. **Electronic Devices:**
- Elementary and Middle School:** Students will not possess cellular phones or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity, from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and out of sight (in backpack, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Any electronic watches (i.e. Apple watch) or electronic tracking devices (i.e. AngelSense) must have all recording/listening capabilities turned off or disabled.
- High School:** Students will not use cellular phones or electronic/media devices during instructional time except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. Students may use cellular phones or electronic/media devices during non-instructional times, including class change and lunch, so long as the use is not disruptive to the school environment and the cellular phone or electronic/media device is used in a safe and responsible manner. Any electronic watches (i.e. Apple watch) or electronic tracking devices (i.e. AngelSense) must have all recording/listening capabilities turned off or disabled.

The District is not responsible for theft, loss or damage to any electronic devices brought onto school property.

- **Elementary and Secondary**

- **First Offense:** Confiscate item and return to the student at the end of the academic day. If use of the electronic device results in violation of other policies (including but not limited to school based rules) further discipline may be applied.
- **Second and subsequent Offenses:** Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School and the student may be prohibited from bringing the item to school for the remainder of the school year, except as authorized in writing by the principal.

Failure to obey the request of a school staff member to hand over an electronic device shall be considered insubordination.

8. **False Alarms:** In the absence of an emergency, students will not call 911, signal or set off an automatic signal indicating the existence of an emergency, this does not include accidental dialing 911 so long as no disruption occurs.

- **Elementary and Secondary**

- **First Offense:** 1- 10 day suspension or 1- 6 days if on a Condensed Academic Term
- **Second Offense:** 3- 10 day suspension or 2- 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

9. **Firearms and destructive devices:** Students will not bring, possess (regardless of the manner received or the length of time possessed) or use a firearm on a school campus or at a school event wherever held as defined by North Carolina General Statutes § 14-269.2b. All firearms and explosives will be confiscated immediately and turned over to law enforcement.

A firearm includes but is not limited to a starter pistol, gun, rifle, pistol, shotgun, frame, receiver, firearm muffler or silencer (loaded or unloaded) or a destructive device. A destructive device includes but is not limited to an explosive, incendiary, poison gas, bomb, grenade, rocket with a propellant charge of more than 4 ounces, a missile with a charge of more than ¼ ounce, mine or similar device.

- **Elementary and Secondary:** A suspension of 365 days shall be imposed for violations of this rule pursuant to the Gun-Free Schools Act, 20 U.S.C. 7961. Upon recommendation of the Superintendent, the Board of Education may modify this consequence after a review of the facts and circumstances surrounding the incident and considering alternative educational options for the student.

*No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed herein (See Rules 9 and 23). A student who finds a weapon or weapon-like item, who witnesses another student or other person with such items, or becomes aware that another student or other person intends to possess, handle or use such items, must notify a teacher or principal immediately. Failure to do so may result in disciplinary action up to and including a maximum of 10 day suspension or 6 days if on a Condensed Academic Term. The Superintendent and Board shall not impose a 365 day suspension if it is determined that the student took possession of, received or found the firearm or destructive device on campus, provided that the student delivered or reported*

*the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee and had no intent to use it in a harmful or threatening way.*

10. **Hazing:** Students will not engage in hazing which is defined as “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group including any society, athletic team, fraternity or sorority, or other similar group.” For purposes of this policy, hazing may include annoying any student by playing tricks, to frighten, scold, beat or harass him/her, or subject him/her to personal indignity. Per North Carolina General § 14-35 hazing is strictly forbidden on campus and at all off campus school events.

- **Elementary and Secondary:** 0-10 day suspension, 0-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.
- Students convicted of Class 2 misdemeanor hazing may be recommended for expulsion from Union County Public Schools.

11. **Illegal/Unauthorized Substances:** Students will not possess, use, be under the influence of or distribute any of the following substances on school property, as defined above. All substances will be immediately confiscated and provided either to law enforcement or a parent, as appropriate.

- a. **Over-the-Counter Medication:** Outside of the routine, normal usage of medication or without proper authorization. Over-the-Counter medications include essential oils. CBD Oil may not be possessed without a prescription from a medical professional and a completed medical authorization form (see Rule 11b below for use, share/distribute, and possession of CBD Oil).

1. **Being under the influence:**

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension)

2. **Possession:**

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension)

3. **Use at School:**

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension)

4. **Share/Sell/Distribute:**

- **Elementary and Secondary:** 1-5 day suspension or 1-3 days if on a Condensed Academic Term. The administration may make a recommendation for a long-term suspension

- Required drug education class (failure to attend may result in additional days of suspension)
- b. **Prescription Medication** All medication will be provided to the school nurse and properly stored. Without proper medical authorization, students shall not transport prescription or non-prescription medication to or from school or have medication in their possession at any time without meeting conditions prescribed by the Board.
1. **Possession or use of prescription medication without proper authorization:** (Possession only; this does NOT include distribution). Upon arrival to school, the student must secure provide the medication immediately to a school staff member. Failing to do so is a violation of this rule.
- **Elementary and Secondary:**
    - **First Offense** – 0-3 day suspension or 0-2 days if on a Condensed Academic Term. Required drug education class (failure to attend may result in additional days of suspension)
    - **Second Offense** - 0-5 day suspension or 0-3 days if on a Condensed Academic Term. Required drug education class (failure to attend may result in additional days of suspension)
2. **Under the Influence of prescription medication without proper authorization**
- **Elementary and Secondary:** 0 - 5 day suspension or 0- 3 days if on a Condensed Academic Term.
    - Required drug education class (failure to attend may result in additional days of suspension)
    - Suspension is not warranted when a student comes to campus under the influence when used in compliance with the directions of a valid prescription.
3. **Share/Sell/Distribute:**
- **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.
  - Required drug education class (failure to attend may result in additional days of suspension)
- c. **Alcohol** (Includes but is not limited to wine, beer, non-alcoholic beer, and energy drinks containing alcohol)
- **Under the influence, possession or use on school property, as defined above:**
    - **Elementary and Secondary:**
      - **First Offense** – 1-10 day suspension or 1-6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension)
      - **Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension)

- **Share/Sell/Distribute :**
    - **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.
    - Required drug/alcohol education class (failure to attend may result in additional days of suspension)
- d. **Tobacco Products:** Students will not possess, use, sell or distribute tobacco products on school property (as defined above). For rolling papers, see drug paraphernalia. All tobacco products, including but not limited to cigars, cigarettes, electronic cigarettes (including but not limited to vape pens and devices such as Juuls), snuff, chew packets, and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated.
- **Possession**
    - **Elementary and Secondary:**
      - **First Offense:** 1–5 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension.
      - **Second and subsequent Offenses:** 3 -5 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension.
  - **Use, Sell/Distribute**
    - **Secondary:** Use of tobacco products and electronic cigarettes (including but not limited to vape pens and devices such as Juuls) will result in a 6 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension. If the preponderance of the evidence is that the electronic cigarette contains an oil including THC Rule 11e below will apply.
- e. **Illegal Drugs, Counterfeit or Synthetic Drugs, Huffing** (including the misuse of inhalants), **and/or Drug Paraphernalia** (including but not limited to rolling papers, bongs, pipes and scales) **and misuse of chemical/material** (organic or otherwise) **that causes or is purported to cause a hallucinogenic/mind altering effect or might bring about a state of exhilaration, euphoria or of otherwise altering student’s mood or behavior.**
- **Under the Influence, Use or Possession**
    - **Elementary:** 0-10 day suspension.
    - **Secondary:**
      - **First Offense** – 5 - 10 day suspension or 3 - 6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension).
      - **Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension)

- **Possession of paraphernalia**
    - **Elementary:** 0-10 day suspension.
    - **Secondary:**
      - **First Offense** – 5 - 10 day suspension or 3 - 6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension).
      - **Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension)
  - **Share/Sell/Distribute (Actual or Attempt) or possession with intent to distribute** (possession of a large quantity or of more than one individually wrapped package will be considered evidence that the student intended to sell or distribute the substance).
    - **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may make a recommendation for long-term suspension.
    - Required drug/alcohol education class (failure to attend may result in additional days of suspension)
  - **Share/Sell/Distribute (Actual or Attempt) of drug paraphernalia.**
    - **Elementary and Secondary:** –2-5 day suspension or 1 - 3 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension)
12. **Insubordination:** A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, and speaking to staff in an appropriate manner.
- Please see school level rules for the consequence.
13. **Misrepresentation:** A student will be honest and submit his/her own work.
- a. Cheating: Violating rules of honesty and Honor Codes, including but not limited to plagiarism or copying another student's test or assignment is prohibited.
  - b. Altering Report Cards or notes: Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses is prohibited.
  - c. False information: Making false statements, written or oral, to anyone in authority is prohibited.
    - Please see school level rules for the consequence.
14. **Nuisance Items:** Students will not possess or use nuisance items including but not limited to: laser pointers, matches, cigarette lighters, empty shells, or other like items on school property as defined above. Nuisance items kept in locked private vehicles are exempt. No skateboards are allowed on campus at any time. All nuisance items will be immediately confiscated and returned to the parent where appropriate. Any nuisance item that results in property damage to the school system or individual will require restitution by the parents of



the perpetrator. The District is not responsible for theft, loss or damage to any nuisance items brought onto school property.

- **Elementary and Secondary:**

- **First Offense:** Confiscate item and return only to parents.
- **Second and subsequent Offenses:** 1-5 days suspension, 1-3 days for Condensed Academic Terms.

15. **Persistently Dangerous Students:** Students, over the age of 14, will not engage in behavior that constitutes a clear threat to the safety of other students or employees as defined in North Carolina Law. Examples of conduct which would fall under this rule include, but are not limited to, multiple rule violations for assault, the sale or distribution of illegal drugs, gang related activities, possession of weapons and inappropriate sexual behavior. A single severe behavior may fall under this category. This also includes students who are registered sex offenders (who will be constantly supervised, if allowed to attend any educational program).

- Violation of this section may result in a disciplinary reassignment, long-term suspension, 365-day suspension, or expulsion dependent upon the severity of the offense.

16. **Sexual Behavior:** Students will not engage in any sexual activity or possess sexually graphic or violent materials on school property as defined above.

a. **Indecent Exposure:** Students will not expose private body parts on school property.

- **Elementary:**

- **First Offense:** 0-3 day suspension
- **Second and subsequent Offenses:** 1-5 day suspension

- **Secondary:**

- **First Offense:** 1-5 day suspension, or 1-3 days suspension for Condensed Academic Terms.
- **Second and subsequent Offenses:** 5-10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

b. **Consensual Sexual Activity:** Students will not engage in consensual sexual activity on school property. Consensual means all parties are willing participants in the activity.

- **Elementary and Secondary:**

- **First Offense:** 3-10 day suspension or 2-6 days for Condensed Academic Terms.
- **Second and subsequent Offenses:** 5-10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

c. **Sexual Assault/Battery:** Students will not engage or attempt to engage in sexual activity with another person by force, threat or fear.

- **Elementary and Secondary:** 5-10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, the administration may make a recommendation for long-term suspension. The principal will refer to school counselor and contact parent.

d. **Possession of Pornographic, Profane and/or Violent Material:** Students will not possess or access via technology any pornographic, profane, sexually explicit or graphically violent materials, including but not limited to pictures, magazines, drawings,

DVDs, CDs, websites, email or text messages, or images and sexually explicit or graphically violent materials (including documents or instructions concerning the creations and/or use of a weapon).

- **Elementary:** 0-3 day suspension
- **Secondary:**
  - **First Offense:** 3-5 day suspension, or 2-3 days for Condensed Academic Terms.
  - **Second and subsequent Offenses:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

17. **Sexual Harassment:** Students will not engage in behavior which sexually harasses another person on school property. Includes but is not limited to the following conduct committed against another student, a staff member or any adult in the school:

1. Any “unwelcome” contact of a sexual nature with another’s body
2. Any suggestive comments, propositions or gestures.
3. Any sexually provocative commentaries about the body.
4. Any suggestive writings, artworks, or notes.
5. Any slurs or innuendos.

- **Elementary and Secondary:**
  - **First Offense:** 3-5 day suspension, 2-3 days for Condensed Academic Terms and counseling at the school level.
  - **Second and subsequent Offenses or when two or more students are engaged in this type of behavior against another person or when one student engages in this type of behavior against multiple persons:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, the administration may consider a recommendation for a long-term suspension.

*The UCPS Title IX Coordinator and law enforcement shall be notified.*

18. **Student Dress:** A student will maintain personal attire that promotes safety, health and acceptable standards of social conduct, and is not disruptive to the educational environment. This includes student clothing that materially and substantially disrupts classes or school activities, including but not limited to gang-related articles of clothing. Please see the dress code at your school.

- Please see school level rule for consequences.

19. **Act of Terror/Bomb Threats:** Students will not engage in any of the following:

1. make, aide, conspire, and/or abet in making a terrorist threat or perpetrating a terrorist hoax against school district property by making a false report that a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person is located on school property as defined above, or possessing, bringing onto school property, concealing, placing, disseminating, or displaying (or threatening any of the above) a device, machine, instrument, artifact, letter, package, material, or substance on school property as defined above with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person;

2. threaten to commit on school property as defined above an act of terror that is likely to cause death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity which actually causes such disruption (this includes but is not limited to making a bomb threat); or
3. make a false report that there is about to occur or is occurring on school property as defined above an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption (this includes but is not limited to making a bomb threat); or
4. Conspire to commit any of the above-described acts.
  - **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

No student may knowingly or willfully cause, encourage, or aid another student to make or engage in any of the activities defined under Rules 9 or 19 (False Alarm and Bomb Threats). Any student who becomes aware that another student or other person intends to violate either of these rules must notify a teacher or principal immediately.

- Failure to do so may result in disciplinary action up to and including a maximum of 10 days of suspension (6 days for Condensed Academic Terms).
20. **Theft (including robbery):** Students will not steal the property of the school, school employees, students or any other person. Theft is the taking of someone else's property and robbery requires the use of force or threat of violence.
    - **Elementary:** 0-5 day suspension for theft and 3-10 for robbery
    - **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term for theft and 5-10 days or 3-6 if on a Condensed Academic Term for robbery. For secondary students, after the second offense of theft or the first offense of robbery where violence is involved the administration may make a recommendation for a long-term suspension.
  21. **Trespassing/Breaking and Entering:** A student will not enter school property or a school facility without proper authority. This rule includes entering any school during a period of suspension.
    - **Elementary:** 0-5 day suspension
    - **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for a long-term suspension.
  22. **Unauthorized Use of Technology:** A student shall refrain from the inappropriate use of district owned technology or from using the district provided electronic communications and wireless connection network without proper authority. This includes unauthorized use of sign on codes and unauthorized attempts to contact any district computer site from any computer. Violations of other rules through the unauthorized use of technology will be considered under both rules. Repeated violations of this rule may result in technology privileges being limited or removed.
    - **Elementary:** 0-5 day suspension
    - **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term.

23. **Weapons (not including firearms and explosives)**: Students will not possess, handle, use, or transmit, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon (including toys) or could be used as a weapon and any object thrown from a bus. All weapons will be confiscated immediately and turned over to law enforcement. Weapons include all of the following:

Knife, including a pocket knife, bowie knife, box cutters and other types of utility blades, switchblade, dirk, dagger or machete; slingshot; leaded cane; blackjack; metal knuckles or nun-chucks; BB gun; air rifle or air pistol; blowgun, stun gun or other electric shock weapon (i.e. taser); ice pick; defensive sprays; razor or razor blade (except solely for personal shaving); compound bow or other archery equipment; live ammunition (shotgun shells, bullets, etc.), not used for instructional purposes and under the supervision of school staff; fireworks; and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

*This section does not apply to students who are members of the Reserve Officer Training Corps (ROTC) and who are required to carry arms or weapons in the discharge of their official class duties; nor does this apply to weapons used in school-approved instruction or ceremonies.*

*The school administration will consider if the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee as a mitigating factor.*

- **Possession:**
  - **Elementary:** Regardless of the manner in which received and the length of time the weapon is possessed: 0-10 day suspension
  - **Secondary:** Regardless of the manner in which received and the length of time the weapon is possessed: 3-10 day suspension or 2-6 days if on a Condensed Academic Term.
- **Use of weapon:**
  - **Elementary and Secondary:** 5-10 day suspension and 3-6 if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

24. **Vandalism**: Students will not vandalize property owned by the school system, school staff or other students.

- **Elementary:** 0-5 day suspension
- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for a long-term suspension.

**PROHIBITION AGAINST UNLAWFUL DISCRIMINATION, HARASSMENT, BULLYING (STUDENTS) (BOE Policy 4-7)**

The Board believes that all employees and students should be free of unlawful discrimination, including harassment and bullying, as a part of a safe, orderly and inviting working and learning environment. It commits itself to non-discrimination in all its educational and employment activities. The Board expressly prohibits unlawful discrimination, harassment, or bullying however motivated, directed toward any person or group, including, but not limited to acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

The Board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of this policy.

Any violation of this policy is considered a serious school officials shall promptly take appropriate action to address the violation.

**A. PROHIBITED BEHAVIORS**

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying by students, employees, board members, volunteers, or visitors. “Visitors” include parents, 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.

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

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.

**B. DEFINITIONS**

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

**1. Discrimination**

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

## 2. Harassment and Bullying

- a. Harassment or bullying behavior is deliberate conduct intended to harm another person or group of persons. Such conduct violates this policy when any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication:
  - 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
  - 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

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

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or 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, lewd propositions, 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 and bullying may occur through electronic means ("cyberbullying"), such as through the Internet, emailing, or text messaging, or by use of personal websites to support deliberate and repeated behavior intended to cause harm to persons or groups. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, as described below, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

- b. Sexual harassment is a form of harassment that violates this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
  - 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
  - 3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

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

Employees are strictly prohibited from engaging in a romantic or sexual relationship with any student enrolled in the school system, whether or not the relationship is consensual. Such conduct is prohibited whether or not it constitutes sexual harassment.

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

#### C. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Any person who believes that he or she has been discriminated against, harassed, or bullied 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, harassment, or bullying, should inform a school official designated to receive such complaints, as described in policy 3-7b Discrimination, Harassment, and Bullying Complaint Procedure for Employees.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy must report such conduct. Employees who observe an incident of harassment or bullying 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, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

#### D. RESPONDING TO OCCURRENCES OF DISCRIMINATION, HARASSMENT, OR BULLYING

##### 1. Consequences for the Perpetrator

###### a. Disciplinary Consequences for Students

Students will be disciplined in accordance with the Code of Student Conduct. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion. In addition, the violation may also be reported to law enforcement, as appropriate.

Incidents of misbehavior that do not rise to the level of discriminatory harassment or bullying may violate acceptable standards of student behavior, including, but not limited to, the expectation that students will demonstrate civility and integrity in their actions and interactions with others. The consequences for such behavior will be consistent with applicable board policy and the Code of Student Conduct. This policy will not be construed to allow school officials to punish student expression or speech based on undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

###### b. Disciplinary Consequences for Employees

Employees who violate this policy will be subject to disciplinary action up to, and including, dismissal. In addition, the violation may also be reported to law enforcement, as appropriate. Nothing in this policy will preclude the school system from taking disciplinary action against an employee when the evidence does not establish unlawful discrimination, harassment, or bullying, but the conduct otherwise violates board policy or expected standards of employee behavior.

###### c. Consequences for Other Perpetrators



Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate. 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.

## 2. Consideration of Need for More Extensive Response

School administrators shall consider whether the misconduct warrants more than just a response at the individual level. Given the nature and severity of the misconduct, the administrators may determine that a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include additional staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior. The actions taken must be reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.

## 3. Retaliation Prohibited

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

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

## 4. Investigations

All complaints shall be investigated beginning within 48 hours of receipt of complaints and shall be completed in a timely manner.

## E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to prevent help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. As funds are available, the board will provide additional training for students, employees, and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior

may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

#### F. COORDINATORS

The Superintendent or his/her designee will publish the names, addresses, and phone numbers of the “Title IX Coordinator” (for sex discrimination), “Section 504 Coordinator” (for unlawful discrimination on the basis of disability), and the “ADA Coordinator” (also for unlawful discrimination on the basis of disability) in a manner intended to ensure that employees, applicants, students, parents, and other individuals who participate in school district’s program are aware of the coordinators. The purpose of the coordinator positions is to provide additional protection of non-discrimination rights. The coordinator must either (1) implement a resolution to unlawful discrimination, harassment, or bullying complaint, to the extent a resolution can be reached and the coordinator has the authority to implement corrective action or (2) notify the Superintendent that intervention by other school officials is required to resolve the situation.

#### G. RECORDS AND REPORTING

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

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

#### H. DIVERSITY PROGRAMS

The Board is committed to promoting the worth and dignity of all individuals regardless of race, color, religion, national origin, sex, pregnancy, age or disability. The Board directs the Superintendent to establish training and other programs to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all individuals.

#### I. EVALUATION

The Superintendent is required to evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment, and bullying and will share these evaluations periodically with the Board.

#### NOTICE

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying. The superintendent must ensure that each school

principal provides a copy of this policy and policy on complaints to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

## **DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE FOR STUDENTS (BOE Policy 4-7b)**

The Board takes seriously all complaints of discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should use the process provided in this policy to report such violations to one of the school system officials listed below.

Any report made through the process established in this policy may be made anonymously, except mandatory employee reports. The school system will ensure that institutional interests do not interfere with the impartiality of the process for investigating and resolving complaints established in this policy.

The process set forth in this policy does not apply to allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA. Such allegations may be raised through the procedures described in the *Parents Rights Handbook* published by the NC Department of Public Instruction (for IDEA complaints).

### **A. Definitions**

Accused harasser: the employee, student, or visitor alleged to have discriminated against, harassed, or bullied the complainant.

Complainant: the parent, student, or staff member reporting a complaint that the student was discriminated against, harassed, or bullied.

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

Investigator: the school official responsible for investigating and responding to the complaint (which may be the principal, assistant superintendent, the Title IX coordinator, or another designated school official). The investigator must be a person free of actual or reasonably perceived conflicts of interest and biases for or against any party.

B. Timeliness of Process

The number of days indicated at each level should be considered a maximum. Every effort should be made to expedite the process.

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

Failure by the complainant or accused harasser at any step to appeal a decision to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant or accused harasser has notified the investigator of a delay, the reason for the delay and the investigator has consented in writing to the delay.

C. General Requirements

1. No reprisals or disciplinary action of any kind will be taken by the Board or by an employee of the school district against any complainant or other student or employee on account of his/her participation in the investigation of a complaint filed and decided pursuant to this policy, unless the complainant or participating student or employee knows or has reason to believe the report is false or knowingly provides false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The Board and school district will consider request to hear complaints from a group, but the Board and officials have the discretion to respond to complainants individually.
4. The complainant or accused harasser may have a representative, including an attorney, at any stage of the complaint.

D. Process for Complaint

1. Reporting Complaint

REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

a. Mandatory Reporting by School Employees and Board Members

Any employee who witnessed or who has reliable information or reason to believe that a student or other individual may have been discriminated against, harassed, or bullied must report the offense immediately. Suspected violations of Policy 3-6 Staff-Student Relations, should be reported directly to the superintendent or designee. An employee who does not promptly report possible discrimination, harassment, or bullying or similar violations of policy shall be subject to disciplinary action.

b. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

c. Anonymous Reporting

Reports of discrimination, harassment, or bullying may be made anonymously (except mandatory reports by school employees) but formal disciplinary action may not be taken solely on the basis of an anonymous report.

REPORTS MADE BY ALLEGED VICTIMS OF DISCRIMINATION,  
HARASSMENT, OR BULLYING

a. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- i. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- ii. an immediate supervisor if the individual making the complaint is an employee;
- iii. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- iv. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- v. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- vi. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator.
- vii. Complaints may also be filed with: Office for Civil Rights, US Department of Education, 4000 Maryland Avenue, SW, Washington, DC 20202-1475

2. Timelines for Filing a Complaint

A complaint must be filed as soon as possible, but no longer than 30 days after disclosure or discovery of the facts giving rise to the complaint. For a complaint submitted after 30 days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the Superintendent or designee will determine whether:

- the complaint will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school district to investigate and respond to the complaint; and

- whether the investigation of the complaint is necessary to meet any legal obligations.

However, complainants should recognize that delays in reporting may significantly impair the ability of the school district to investigate and respond effectively to such complaints.

- a. A student does not have to report an incident of harassment to trigger an investigation if a school official knows or, in the exercise of reasonable care, should have known about the harassment. Any employee, including a teacher or counselor, who has reason to believe that a student may have been harassed, including any employee who has witnessed possible harassment or has received reports by the victim or other individual will notify the principal immediately unless the principal or other school employee is the accused harasser, in which case the employee will notify the Superintendent. An employee who fails to report possible harassment of a student may be subject to disciplinary action and/or legal action. The principal or superintendent/designee will promptly investigate any reports and take appropriate action. The process provided in the policy will be used if at any time a complaint is made by a parent or student. Failure to appropriately investigate and/or address claims of sexual harassment will result in disciplinary action. All reports and resolutions, regardless of whether this policy is used, will be maintained in accordance with policy (See policy 4-7 Prohibition Against Discrimination and Harassment.)
- b. The investigator will explain the process of investigation to the complainant and inquire as to any proposed corrective action.

### 3. Informal Resolution

The Board acknowledges that many complaints may be addressed informally without a full investigation and/or hearing, through such methods as conferences or mediation. The Board encourages the use of informal procedures such as mediation to the extent possible in appropriate cases and when all parties voluntarily agree after receiving a full disclosure of the allegations and the option for formal resolution; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence, complaints by a student of sexual harassment perpetrated by an employee, or when otherwise deemed inappropriate by the investigator or applicable civil rights coordinator. Informal procedures may be used only if the parties involved voluntarily agree.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that s/he has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate, or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

#### 4. Investigation

- a. Upon receiving notification of a harassment complaint, the Superintendent, designee or Title IX Coordinator will authorize and supervise the investigation of the complaint and/or investigate the complaint (hereinafter referred to as the investigator) regardless of the alleged victim's willingness to cooperate. The investigator will be assigned by the Superintendent, or designee, based on the specific type of complaint.
- b. The investigator will impartially, promptly, and thoroughly investigate the complaint regardless of the alleged victim's willingness to cooperate. The investigator will interview (1) the complainant; (2) the accused harasser; (3) individual identified as witnesses by the complainant or alleged harasser, and (4) any other individuals, including other possible victims of harassment, who may have relevant information.
- c. There shall be no face to face confrontations between complainant and accused harasser(s).
- d. The complaint and investigation will be kept confidential to the extent possible. Information will be shared only with individuals who need the information in order to appropriately investigate and address the complaint. Any requests by the complainant for confidentiality will be evaluated within the context of the legal responsibilities of the school district. Any complaints withdrawn to protect confidentiality still will be recorded in accordance with Board policy (See policy 4-7 Prohibition Against Discrimination and Harassment).
- e. In assessing whether the conduct complained of was sexual harassment, the investigation will consider all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant, and other relevant circumstances. If the alleged harasser is a student, the investigator also will consider the age and maturity of the alleged harasser.
- f. The investigator will report to appropriate law enforcement if it appears that laws have been violated.
- g. The Superintendent's designee and investigator shall jointly assess the need for interim measures of support for either party and, as necessary, shall implement appropriate measures in a timely manner and monitor the effectiveness of the measures during the pendency of the investigation. Interim measures that restrict the ability of either party to discuss the investigation ("gag orders") may not be used.

#### 5. Investigator's Report

The investigator will make a written report of the findings of the investigation. The investigator will notify the complainant, in writing, of the outcome of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. At the close of the investigation the complainant will be notified the investigation was conducted, completed and appropriate action was taken.

Information regarding conditions of behavior imposed on the accused harasser will not be given to the complainant. If required by federal law, information regarding specific disciplinary action imposed on the alleged perpetrator(s) will be given to the

complainant, such as when the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

- a. The investigator will submit the full report and investigative findings to the Superintendent, designee, or Title IX coordinator. The report will specify:
  1. whether the complaint was substantiated;
  2. whether the accused offender violated relevant law or Board policy by his/her actions (regardless of whether the complaint as submitted is substantiated); and
  3. if the investigator determines that discrimination, harassment, or bullying has occurred, the investigator also will specify:
    - reasonable, timely, age appropriate effective corrective action intended to end the harassment and prevent it from reoccurring;
    - as needed, reasonable steps to address the effects of the harassment on the complainant; and
    - as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint,
    - whether law enforcement has been notified.
- b. If the corrective steps involve actions outside the scope of the investigator's responsibilities, the Superintendent also will be notified so that responsibility for the corrective steps can be delegated to the appropriate individual.
- c. The accused harasser will be informed in writing of the results of the investigation in regard to whether the complaint was substantiated, whether the accused harasser violated Board policy or law (regardless of whether the complaint was substantiated), and what, if any, disciplinary actions or consequences will be imposed upon the accused harasser in accordance with Board policy. The accused harasser may appeal any disciplinary action or consequences in accordance with the provisions below and law. The filing of an appeal by the alleged harasser does not preclude school officials from taking appropriate action to address the alleged harassment.

#### 6. Appeal Of Investigator's Report

- a. If the complainant or accused harasser is dissatisfied with the results of the investigation, an appeal may be made in writing to the Title IX coordinator within five calendar days of receiving the investigator's response. The Title IX coordinator will review the investigation and make any further investigation necessary and provide a written response within ten days unless additional time is necessary to complete an investigation. If the corrective steps involve actions outside the scope of the Title IX coordinator's authority, the Superintendent also will be notified so that responsibility for taking the corrective steps can be delegated to the appropriate individual.
- b. If the complainant or accused harasser is dissatisfied with the Title IX coordinator's response, an appeal of the decision may be made to the Superintendent. The appeal must be made in writing within five calendar days of receiving the Title IX coordinator's response. The Superintendent may review the documents, conduct any further investigation necessary or take any other steps the Superintendent determines to be appropriate in order to respond to the complaint.



The Superintendent will provide a written response within 10 days after receiving the appeal, unless further investigation is necessary.

- c. If the complainant or accused harasser is dissatisfied with the Superintendent's response, an appeal of the decision may be made to the Board within five calendar days of receiving the Superintendent's response. The Board may review the documents, direct any further investigation be conducted before making a determination or take any other steps the Board determines to be appropriate in order to respond.

The Board will hold a hearing pursuant to Board Policy 4-18 upon request of the complainant or accused harasser and at the Board's discretion. The Board will provide a written response within 30 calendar days after receiving the complaint, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. Records

Records will be maintained as required by policy (See policy 4-7 Prohibition Against Discrimination and Harassment).

F. Students will receive this policy on an annual basis.

**DRESS CODE**

For student dress code, please refer to the school level student handbook.

**FOOD ALLERGIES** (BOE Policy 4-19)

The Union County Board of Education recognizes the increasing frequency and intensity of allergic reactions to foods by certain students and the impact these reactions may have on all children in the educational environment. While it is not possible for the district to eliminate totally the risk of exposure of students with life threatening allergies to certain foods, the Union County Public Schools (UCPS) will:

- Make reasonable efforts to promote and protect the health of children in school by providing food choices that are safe as well as nutritious; and
- provide environments that reduce the risk of ingestion or contact with foods that trigger allergic reactions for students with known life-threatening food allergies.

The Superintendent will adopt administrative guidelines for how the district will develop appropriate accommodations for students with life-threatening allergies to foods.

**GANGS: PROHIBITION OF GANGS AND GANG ACTIVITIES** (BOE Policy 4-3c)

I. Introduction:

One of the goals of the Union County Public Schools is to provide a safe, orderly, and caring learning environment for all students and staff. The Union County Public Schools have determined that gangs and gang-related activities materially and substantially

interfere with the requirements of appropriate discipline in the operation of schools. Therefore, principals shall work with the school's Site-based Management Team to develop prevention and intervention strategies to discourage gangs and gang-related activities. Such strategies and interventions may include support groups, counseling programs, and extra-curricular activities, or other initiatives, as deemed appropriate by the Site-based Team.

No student shall commit any act that furthers gangs or gang-related activities.

II. Definitions:

- A. Gang: A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and/or violations of school policy and having a common name and/or common identifying signs, colors, or symbols.
- B. Gang Related Activity: 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; or any conduct engaged in by a student to perpetuate, proliferate, or display the existence of any identified gang.

III. Conduct prohibited by this policy includes:

- 1. Wearing, possessing, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which indicate a student's membership or affiliation with a gang.
  - If the principal determines by a reasonable suspicion that any of the items indicated above are gang-related, the principal can ban the wearing or display of such items after giving verbal and written notice to students.
- 2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
- 3. Tagging or otherwise defacing school or personal property with gang-related graffiti, symbols or slogans;
- 4. Extortion or requiring payment of anything of value for "protection", "insurance", or threats, intimidation or other gang-related activities involving any persons(s).
- 5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- 6. Soliciting others for gang membership; or
- 7. Committing any other illegal act or other violation of school district policies that relates to gang activity.

IV. Notice of Prohibited Activity

- Schools

The Superintendent or designee shall consult with law enforcement officials to obtain information about gang-related activities, including but not limited to: gang names, gang leaders, gang symbols and gang behaviors. This information shall be shared with principals. Principals shall notify faculty, parents, and students of the gangs, their symbols and behaviors prohibited by this policy.

V. Guidelines for Discipline

If gang-related activity is associated with another act of misconduct, evidence of gang activity shall be considered an aggravating factor and may result in a recommendation for long-term suspension, even for first offenses. In addition, law enforcement will be notified.

1. For a first offense, a student will receive a warning the first time he/she violates this policy, unless the student also violates another provision of the Student Code of Conduct at the same time. Parent notification is required. School based interventions will be initiated at this time. In situations where a violation of this policy occurs in conjunction with a violation of another provision of the Student code of Conduct, the violation of this policy will be considered an aggravating factor.
2. For a second offense of this policy, students will be suspended out of school for 3 – 5 days (2 – 3 days for Condensed Academic Terms) dependent upon the nature and severity of the violation. Parent notification is required with a warning that a third such violation will result in recommendation for long-term suspension.
3. For a third violation/subsequent offense of this policy, students will be suspended out of school for 10 days (6 days for Condensed Academic Terms) and the principal may consider a recommendation for long-term suspension.

VI. Training for Staff

Union County Public Schools staff will receive training on how to recognize gangs, their symbols and activities at least annually or more often, as deemed appropriate by the Superintendent.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

**“HEALTHY SCHOOLS AND HEALTHY YOUTH”**

Information to promote healthy schools and healthy youth per BOE Policy 4-12.

**Influenza:**

**What is it?** Influenza is a contagious respiratory illness caused by influenza viruses and can be

easily spread to others. Infection with flu viruses can result in illness ranging from mild to severe and to life-threatening complications.

**What are the symptoms?** Symptoms include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose and muscle aches. Other symptoms such as nausea and vomiting, and diarrhea are much more common in children than adults.

**How is it spread?** Flu is spread when a person with the flu coughs, sneezes or speaks and sends the flu virus into the air. The virus enters the nose, throat or lungs of a person and multiplies.

**Vaccine Information:** The best way to prevent the flu is to get a flu shot. Vaccine against flu is available every year beginning in October through private physicians as well as the Union County Health Department at 704/296-4800, or by contacting the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 9Spanish or visiting <http://cdc.gov/vaccines/>.

### **Meningococcal Meningitis:**

**What is it?** Meningococcal Meningitis is a form of bacteria meningitis. People sometimes refer to it as spinal meningitis. It is rare but potentially fatal bacterial infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection.

**What are the symptoms?** Symptoms can progress rapidly and may resemble the flu. They can include fever, severe headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people may develop a rash mainly on their arms and legs. Children with these symptoms should be checked by a doctor right away.

**How is it spread?** The disease is spread from person to person through the air or by contact with saliva, usually through close, personal contact with an infected person. The disease can be spread through coughing, sneezing, or shared items like a drinking glass.

**Vaccine Information:** A vaccine against the most common types of the disease is available through private physicians as well as the Union County Health Department at 704/296-4800, or by contacting the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 9Spanish or visiting <http://cdc.gov/vaccines/>.

### **Human Papilloma Virus (HPV):**

**What is it?** Human Papilloma Virus (HPV) is a common virus that is spread from one person to another by close intimate contact. There are greater than 40 types of HPV that can cause infection and raise the risk of cervical cancer in women. HPV infection is most common in young women and men in their late teens and early 20's.

**What are the symptoms?** Some people will develop visible growths or bumps in the genital areas but the virus can live in the body and cause no symptoms, which is why it is so easily spread. Most people who have HPV do not know they are infected.

**How is it spread?** HPV is spread through close intimate contact. Both males and females can get it – and pass it on without even realizing it.

**Vaccine Information:** A vaccine is now available that can protect females (ages 9-26) from four major types of HPV. Check with your health insurance provider to see if they will cover the cost of the vaccine. If you are uninsured, contact your local Department of Social Services (DSS) to see if your child may qualify for HealthCheck/NC Health Choice insurance.

### **Cervical Cancer:**

**What is it?** Cancer is a disease in which cells in the body grow out of control. Cancer is always named for the part of the body where it starts, even if it spreads to other body parts later. When cancer starts in the cervix, it is called cervical cancer. The cervix is the lower, narrow end of the uterus. The cervix connects the vagina (birth canal) to the upper part of the uterus.

**What are the symptoms?** Abnormal cervical cell changes rarely cause symptoms. But you may have symptoms if those cell changes grow into cervical cancer. Symptoms of cervical cancer may include: Bleeding from the vagina that is not normal, or a change in your menstrual cycle that you can't explain, bleeding or pain when something comes in contact with your cervix, such as during intercourse, vaginal discharge unassociated with menstruation that is tinged with blood.

**How is it spread?** The human papillomavirus (HPV) is the main cause of cervical cancer. HPV is a common virus that is passed from one person to another during sex. At least half of sexually active people will have HPV at some point in their lives, but few women will get cervical cancer.

**Vaccine Information:** a vaccine to prevent HPV infections are available. When cervical cancer is found early, it is highly treatable and associated with long survival and good quality of life.

### **Cervical Dysplasia:**

**What is it?** Cervical dysplasia refers to abnormal changes in the cells on the surface of the cervix. The cervix is the lower part of the uterus (womb) that opens at the top of the vagina. The changes are not cancer. But they can lead to cancer of the cervix if not treated. Cervical dysplasia is most often seen in women ages 25 to 35, but can develop at any age.

**What are the symptoms?** There are usually no symptoms.

**How is it spread?** Most often, cervical dysplasia is caused by the human papilloma virus (HPV). HPV is a common virus that is spread through sexual contact. There are many different types of HPV. Some types lead to cervical dysplasia or cancer. The following may increase your risk of cervical dysplasia:

- Having sex before age 18
- Having a baby before age 16
- Having multiple sexual partners
- Having other illnesses or using medicines that suppress your immune system
- Smoking

**Vaccine Information:** Ask your health care provider about the HPV vaccine. Girls who receive this vaccine before they become sexually active reduce their chance of getting cervical cancer.

Additional information regarding these and other important health-related issues is available at the NC Department of Health and Human Services website at [www.immunizenc.com](http://www.immunizenc.com), the Centers for Disease Control at [www.cdc.gov](http://www.cdc.gov), the Network for Immunization Information at [www.immunizationinfo.org](http://www.immunizationinfo.org) or by contacting the Union County Health Department at (704) 296-4800. If you do not have access to a computer, you may obtain this information from your child's school.

### **STUDENT WELLNESS POLICY (BOE Policy 4-20)**

For information concerning the District's student wellness policy please see Board Policy 4-20 *Student Wellness* available on the district website. For the district Lice Protocol, please see the Administrative Guidelines included with this policy.

## **INTEGRATED PEST MANAGEMENT (IPM)**

Pests are significant problems for people and property both inside and outside the school buildings. IPM is a comprehensive approach that combines effective, economical, environmentally sound, and socially acceptable methods to prevent and solve pest problems. Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to the public safety.
- Prevent loss or damage to school resources, structures or property.
- Prevent pests from spreading in the community, or to plant and animal populations beyond the school site.
- Enhances the quality of life for students, staff, and others.

The Schoolchildren's Health Act and Union County Public Schools Board Policy (3-32) are both in place to help maintain and control pest problems as well as keeping all people in the school community safe from pest and pesticide applications.

The Schoolchildren's Health Act and UCPS Board Policy 3-32 both require notification to be done for any chemical application made in or around schools. UCPS has a scheduled application of herbicide (weed killer) that can be applied once a month. It will always be the first full week of each month that any herbicide application will be made unless unwanted weather comes into play. At the bottom of this page you will see the school years herbicide application schedule. If weather doesn't cooperate with this schedule then a 72 hour notice will be required before any application can be made. This 72 hour notification will also take place for fire ant treatments and any other unscheduled application of pesticides in or around school grounds. This notification will be done by a recorded phone message that parents, staff, and students will receive prior to application. If an emergency situation occurs then the application will take place and you will be notified after the application. All unscheduled applications will be taking place when either the students are not in the school or not in the area that needs to be treated.

The IPM Specialists for Union County Public Schools are Greg Capehart and Jared Collins. The IPM Specialists will also help teachers, students, staff members, and parents understand what Integrated Pest Management is and how it will be safer for people and the environment. You can contact Greg Capehart or Jared Collins, IPM Specialists, through e-mail at [greg.capehart@ucps.k12.nc.us](mailto:greg.capehart@ucps.k12.nc.us) or [jared.collins@ucps.k12.nc.us](mailto:jared.collins@ucps.k12.nc.us) or by calling the office at (704) 296-3160.

Herbicides may be applied at any time during the summer vacation period provided it doesn't interfere with summer camps or other children's activities.

### **Herbicide Application Schedule 2019-2020 School Year**

September 2 - 13, 2019  
October 7 - 18, 2019  
November 4 - 8, 2019  
December 2 - 6, 2019  
January 6 - 10, 2020

February 3 - 14, 2020  
March 2 - 13, 2020  
April 6 - 17, 2020  
May 4 - 15, 2020  
June 15 - 30, 2020

**INTERNET USE (BOE Policy 5-20 Computers, Networks, and Related Technologies)**

**ACCESS TO INFORMATION SYSTEMS/ACCEPTABLE USE**

The Union County Board of Education recognizes that telecommunications and other new technologies change the ways that information may be accessed, communicated and transferred by members of society. These changes will alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. Electronic information research skills are now fundamental to preparation of citizens and future employees in the Information Age. To enhance student learning and teaching, electronic resources will be used:

- To support the Union County Public Schools Curriculum and the North Carolina Standard Course of Study
- To provide additional information opportunities focusing on information retrieval, searching strategies, research skills and critical thinking
- To promote lifelong learning.

Students are responsible for appropriate behavior on school computers just as they are in a classroom or school hallway. Electronic communication in schools is public in nature. General school rules for behavior and communications apply as outlined in Board Policy. Computer resources are provided for students to conduct research and communicate with others. Access to computers and electronic resources will be provided to students who agree to act in a considerate and responsible manner.

Students will be allowed to use telecommunications and electronic information resources for academic purposes unless parents indicate in writing that they do not wish their children to have such access. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using information sources at home or at school.

Union County Public Schools are committed to the safety of children while using Internet resources. To this end, schools will engage the use of filtering software designed to prevent access to pornography, obscene content, and other materials that may be harmful to minors. During school, teachers will guide students toward appropriate materials. It is impossible to control all resources and the determined user may find controversial materials, racially insensitive content or information that may even be offensive to some. Although the school system provides software that blocks access to inappropriate content on the Internet, new sites appear daily.

Benefits to students of access to information resources, the practice of electronic research skills, and opportunities for collaboration far exceed the disadvantages of possibly accessing controversial materials. The system does not condone the use of such materials and takes all reasonable precautions to limit access to them by using software programs which may block

them, by providing adult supervision, and by training students to use the service responsibly.

Computer storage areas may be treated as school lockers.

Administrators may review files and communications to maintain system integrity and insure that users are acting responsibly. Users shall not expect that files stored on school equipment will be private.

Students and parents must be aware that access to electronic resources will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Union County Public School System and the individual schools. Individuals who use the school's electronic resources to communicate information that is protected by law, such as student or staff confidential personnel or disciplinary information, copyrighted or protected material, may forfeit all rights to further use and be subject to disciplinary as well as legal action. Students gaining access to unauthorized files will be subject to disciplinary action up to suspension and/or legal action.

## **INTERNET SAFETY** (BOE Policy 5-21)

### A. Introduction

It is the policy of the Board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

### B. Definitions

#### 1. Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

#### 2. Harmful to Minors

The term "harmful to minors" means any picture, image, graphic image file or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- b. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.



### 3. Child Pornography

The term “child pornography” means any visual depiction, including any photograph, film, video picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is a digital image, computer image or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- c. such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

### 4. Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

### 5. Minor

For purposes of this policy, the term “minor” means any individual who has not attained the age of 17 years.

## C. Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. The Board has determined that audio or visual materials that depict violence, nudity or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The Superintendent, in conjunction with a school technology and media advisory committee, shall make a determination regarding what other matter or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

A student or employee must immediately notify the appropriate school official if the student or employee believes that a website or web content that is available to students through the school system's Internet access is obscene, constitutes child pornography, is "harmful to minors" as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the school principal; employees must notify the superintendent or designee.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or employee who believes that a website or web content has been improperly blocked by the school system's filter should bring the website to the attention of the principal. The principal shall confer with the technology director to determine whether the site or content should be unblocked. The principal shall notify the student or teacher promptly of the decision. The decision may be appealed through the school system's grievance procedure.

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

D. Inappropriate Network Usage

All users of school system technological resources are expected to comply with the requirements established in Policy 5-20 Computers, Networks and Related Technologies. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including “hacking”, and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use or dissemination of personal identifying information regarding minors.

E. Education, Supervision and Monitoring

To the extent practical, steps will be taken to promote the safety and security of users of the school system’s online computer network, especially when they are using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The technology director or designated representatives shall provide age-appropriate training for students who use the school system’s Internet services. The training provided will be designed to promote the school system’s commitment to educating students in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in Policy 5-20 Computers, Networks and Related Technologies;
2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
3. compliance with the E-rate requirements of the Children’s Internet Protection Act.
4. Following receipt of this training, the student must acknowledge that he or she received the training, understood it and will follow the provisions of Policy 5-20 Computers, Networks and Related Technologies.

The Superintendent shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

**MEDICATION** (BOE Policy 4-6 Administration of Medicines)

PART I

- A. The Board of Education discourages the use and administration of medication at school or at school-sponsored events and outings but realizes that sometimes it is necessary for the health of the student.
- B. All medications that can be given outside school hours without adversely affecting the health of the student should not be administered at school during school hours. Reasonable efforts should be made by the parent or guardian to obtain physician permission to adjust the dosages of medication prescribed so it can be given at home before and/or after school hours.
- C. Pursuant to N.C. Gen. Stat. § 115C-375.1, the Board of Education authorizes teachers, substitute teachers, student teachers, instructional assistants, school secretaries and office personnel, guidance counselors, assistant principals, and principals to administer medications prescribed by a health care provider upon written request of a parent or guardian. Each principal will designate the person(s) responsible for giving medication at his/her school. The person(s) will receive annual training in safe, accurate medication administration procedures with the school nurse.

Students who are at risk for a medical emergency will have an Individual Health Plan on file in their cumulative folder with a copy kept in an accessible, central location, describing the nature of the problem and the intervention and equipment needed to manage such an emergency. The Individual Health Plan must be provided to and should be signed by the parent/guardian. All other supervisory personnel will be advised of the contents and implementation of the plan.

Please note that this provision only applies to administration of medications while in the District. If medication must be provided on field trip situations the school nurse should be consulted prior to finalizing the trip.

- D. When medication is to be administered in school, school personnel shall communicate with the student's parent or guardian about its administration at school and explain the Board's policy and its procedures for the administration of medications at school.
- E. The responsibilities of the parent or guardian are:
  - 1. Obtain and return to school a medication consent form signed by the health care provider and parent/guardian for all medications to be administered at the school (including prescription and over the counter).
  - 2. Medication shall be hand-delivered by the parent/guardian to the school in the original prescription bottle or the original over the counter packaging.

- F. No medication may be administered by school personnel to students without the written authorization of the student's parents or guardian and a health care provider. However, oral approval may be accepted in an emergency, if:
1. It is determined to be in the best interests of the child;
  2. The oral authorization is witnessed by two school employees;
  3. A written record of the date, time, medication name, dosage, and frequency with the signatures of the witnesses, shall be made on the medication log; and
  4. A written authorization is provided by the parent or guardian and a health care provider within 24 hours.
- G. A locked storage area will be provided at each school for the storage of medication. Exceptions may be made for medication requiring refrigeration. A staff member appointed by the principal shall be responsible for the security and administration of medication. An alternative person shall be identified to fill in when needed.
- H. A daily medication log shall be maintained by the trained designated individual for each student receiving medication. The individual shall record on the log the name of medication, date, dosage, and time of each administration. The log also shall reflect whether or not the medication was prescribed and whether it was "as scheduled" or "as needed". All controlled tablets/capsules received at school for students will be counted and the number will be recorded. School staff that are called upon to administer medication in unusual circumstances (ie. during testing, field trips, etc.) should meet with the nurse for instruction in handling medications before the specific event occurs.
- I. All notes, forms and individual student logs will be kept together in the student's Individual Health Record. Short-term medication logs will be kept at the school for a period of three (3) years.
- J. The school nurse will review the medication log and forms authorizing the administration of the medications at school periodically and will serve as a consultant to the school.
- K. Change in dosage of medication can be made with a written note or fax from the health care provider. Consent Forms sent by fax are acceptable.
- L. It is the intent of this policy to discourage students from bringing prescription and non-prescription drugs to school and administering such drugs to themselves without the assistance of school officials. Neither the Board of Education nor any of its employees are responsible for the improper self-administration of non-prescription or prescription drugs at school.
- M. No student can possess, use or transmit any drug or counterfeit drug prohibited by board policy. No medications will be sent home with children (exception: emergency medicines, i.e. epi pen, inhaler).
- N. The school, its personnel and the Board of Education shall assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian and health care provider. The Board of Education further reserves the right for itself and its employees to refuse to administer

medications when, in the opinion of the Superintendent in consultation with school nursing personnel, there is a substantial risk of harm to the student or others if medication is administered by school personnel. Such situations include but are not limited to non-FDA approved treatments and medications, “off-label” prescriptions (i.e., used of FDA-approved treatments and medications which are not FDA approved), treatments that cannot safely be delegated to non-licensed personnel, and treatments that require monitoring and/or lifesaving equipment.

## PART II.

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have a health care plan developed for them to address emergency administration of medication.

A student with certain health conditions like diabetes, asthma or a student subject to anaphylactic reactions due to an allergy, may possess and self-administer asthma or another prescribed medication on school property during the school day, at school-sponsored activities, or while in transport to or from school or school-sponsored events as provided by N.C. Gen. Stat. § 115C-375.2 and this policy. As used in this policy, "medication" means a medicine prescribed for the treatment of diabetes, asthma or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler or epinephrine auto-injector.

- A. Pursuant to state law and this policy, the student’s parent or guardian is required to provide to the school:
  - 1. Written authorization from the student’s parent or guardian for the student to possess and self-administer medication.
  - 2. A written statement from the student’s health care practitioner verifying that the student has diabetes, asthma or an allergy that could result in an anaphylactic reaction, and that the health care practitioner prescribed 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.
  - 3. A written statement from the student’s health care practitioner who prescribed the medication that 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 device that is necessary to administer the medication.
  - 4. A written treatment plan and written emergency protocol formulated by the health care practitioner who prescribed the medicine for managing the student’s diabetes, asthma or anaphylaxis episodes and for medication use by the student.
  - 5. A statement provided by the school and signed by the student’s parent or guardian acknowledging that the Union County Public Schools and its employees and agents are not liable for an injury arising from a student’s possession and self-administration of asthma medication.
  - 6. Any other items necessary to comply with State and federal laws.
- B. The student must demonstrate to the school nurse, or the nurse’s designee, the skill level necessary to use the medication and any device that is necessary to administer the medication.

- C. The student's parent or guardian shall provide to the school backup asthma medication that shall be kept at the student's school in a location to which the student has immediate access in the event of an emergency.
- D. Information provided to a school by the student's parent or guardian shall be kept on file at the student's school in a location easily accessible in the event of an emergency.
- E. If a student uses medication prescribed for the student in a manner other than as prescribed and in violation of the Board's policies and administrative guidelines, a school administrator may impose on the student disciplinary action according to the Board's student discipline policies. A school administrator may not impose disciplinary action that limits or restricts the student's immediate access to the medication.
- F. The requirement that permission granted for a student to possess and self-administer medication shall be effective the current school year and must be renewed annually.
- G. Pursuant to N.C. Gen. Stat, § 115C-375.2, no local Board of Education, nor its members, employees, designees, agents, or volunteers, shall be liable in civil damages to any party for any act authorized by this subsection, or for any omission relating to that act, unless that act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing.
- H. Written information maintained by the school or school personnel regarding a student's medical 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.
- I. Students with special needs will be afforded all rights provided by federal and state law as enumerated in the Procedures Governing Programs and Services for Children with Special Needs. Students with disabilities also will be accorded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### **NOTICE OF SAFE SURRENDER**

North Carolina General Statutes §115C-47(50) requires that schools provide students in grades 9-12 with information on the manner in which a parent may lawfully abandon a newborn baby. In compliance with that state law, please be aware of the following:

North Carolina General Statutes §7B-500 provides that an infant, under seven (7) days old, may be voluntarily delivered to any of the following persons:

- A health care provider who is on duty or at a hospital or at a local or district health department or at a nonprofit community health center.
- A law enforcement officer who is on duty or at a police station or sheriff's department.
- A social services worker who is on duty or at a local department of social services.

- A certified emergency medical service worker who is on duty or at a fire or emergency medical services station.

If you have any questions or concerns, please contact a counselor at your high school.

## **SECLUSION AND RESTRAINT**

### **PERMISSIBLE USE OF SECLUSION AND RESTRAINT (N.C.G.S. 115C-391.1)**

A. It is the policy of the State of North Carolina to:

1. Promote safety and prevent harm to all student, staff, and visitors in the public schools.
2. Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
3. Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
4. Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
5. Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

B. The following definitions apply in this section:

1. "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.
2. "Aversive procedures" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
  - a. Significant physical harm, such as tissue damage, physical illness, or death.
  - b. Serious, foreseeable long-term psychological impairment.
  - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.
3. "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
4. "IEP" means a student's Individualized Education Plan.
5. "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

6. "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
7. "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
8. "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
9. "School personnel" means:
  - a. Employees of a local board of education
  - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
  - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
10. "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:
  - a. Physically prevented from leaving by locking hardware or other means.
  - b. Not capable of leaving due to physical or intellectual incapacity.
11. "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

C. Physical Restraint:

1. Physical restraint of student by school personnel shall be considered a reasonable use of force when used in the following circumstances:
  - a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
  - b. As reasonably needed to maintain order or prevent or break up a fight.
  - c. As reasonably needed for self-defense.
  - d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
  - e. As reasonably needed to escort a student safely from one area to another.
  - f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
  - g. As reasonably needed to prevent imminent destruction to school or another person's property.
2. Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.
3. Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
4. Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

D. Mechanical Restraint:

1. Mechanical restraint of students by school personnel is permissible only in the following circumstances:



- a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
  - b. When using seat belts or other safety restraints to secure students during transportation.
  - c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
  - d. As reasonably needed for self-defense.
  - e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.
2. Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.
  3. Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

E. Seclusion:

1. Seclusion of students by school personnel may be used in the following circumstances:
  - a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
  - b. As reasonably needed to maintain order or prevent or break up a fight.
  - c. As reasonably needed for self-defense.
  - d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
  - e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
    1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
    2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
    3. The space in which the student is confined has been approved for such use by the local education agency.
    4. The space is appropriately lighted.
    5. The space is appropriately ventilated and heated and cooled.
    6. The space is free of objects that unreasonably expose the student or others to harm.
2. Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.
3. Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
4. Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

F. Isolation - Isolation is permitted as a behavior management technique provided that:

1. The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
  2. The duration of the isolation is reasonable in light of the purpose of the isolation.
  3. The student is reasonably monitored while in isolation.
  4. The isolation space is free of objects that unreasonably expose the student or others to harm.
- G. Time-Out – Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.
- H. Aversive Procedures – The use of aversive procedures as defined in this section is prohibited in public schools.
- I. Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390 or modifies the rules and procedures governing discipline under G.S. 115C-391(a).
- J. Notice, Reporting, and Documentation
1. Notice of procedures – Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year.
  2. Notice of specified incidents:
    - a. School personnel shall promptly notify the principal or principal's designee of:
      1. Any use of aversive procedures.
      2. Any prohibited use of mechanical restraint.
      3. Any use of physical restraint resulting in observable physical injury to a student.
      4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.
    - b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.
  3. As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of following workday.
  4. The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:
    - a. The date, time of day, location, duration, and description of the incident and interventions.
    - b. The events or events that led up to the incident.
    - c. The nature and extent of any injury to the student.
    - d. The name of a school employee the parent or guardian can contact regarding the incident.
  5. No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of

employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

- K. Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense.

### **SEXUAL HARASSMENT (STUDENTS) (BOE Policy 4-7a)**

The Board believes that all employees and students are entitled to work and study in school related environments free of sexual harassment. To this end, the Board prohibits employees from engaging in sexual harassment and advises employees that, when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal.

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school related activity;
  2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or, in the case of a student, submission to or rejection of such conduct, is used in evaluating the individual's performance within a course of study or other school related activity; or,
  3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance; limiting a student's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive environment.
- B. Examples of sexual harassment include, but are not limited to, sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via electronic means (including but not limited to e-mail, text message or social media); repeatedly standing too close to or brushing up against a person; out of school, unwelcome conduct of a sexual nature that affects the school environment; deliberate, unwelcomed touching of a sexual nature or that takes on sexual connotations; suggestions or demands for sexual involvement accompanied by implied or covert 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 or gestures used toward an individual or to describe an individual; sexual violence; and the display in the work place of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees.

- C. It is possible for sexual harassment to occur at various levels and is not limited to specific situations or relationships; between peers or co-workers, between supervisors and subordinates, between employees and students, between students and students, or by non-employees on employees and/or students. Sexual harassment can occur between members of the opposite sex or the same sex.

In the event that anyone believes that he/she has been sexually harassed, he/she should refer to Discrimination, Harassment, and Bullying Complaint Procedure for Employees (3-7b) or Discrimination, Harassment, and Bullying Complaint Procedure for Students (4-7b).

- D. Employees who observe sexual harassment (as defined in above) by students against other students, or employees against other employees shall report the incident to the principal of the school or where administrators are involved, to the superintendent or his designee for investigation. However, employees who observe sexual harassment (as defined in above) by an employee against a student are required to report this information to the assistant superintendent for human resources.
- E. CHILD ABUSE: Any employee who has reasonable grounds to suspect child abuse must report such without delay to the Department of Social Services. At the same time, the employee shall notify his/her supervisor.

## **SOCIAL MEDIA** (BOE Policy 5-22)

The Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21<sup>st</sup> Century learning. The Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the Board will provide access to secure social media tools and approved technologies for use during instructional time and for school-sponsored activities in accordance with policy.

The Board understands that employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All school employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes. In addition, all school employees must comply with all Board Policy when communicating with individual students through other electronic means, such as through voice, email, or text-messaging.

The Board of Education is committed to ensuring that all stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner.

### **1. Definitions**

- a. **Social Media.** Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs,

Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, YouTube, Google+, and Flickr.

- b. Professional Social Media. Professional social media is a work-related and district established social media activity that is either District-wide, school-based or departmental.
- c. Personal Social Media. Personal social media use is a non-work-related social media activity.

## 2. Professional Social Media Use

- a. Communication on a professional social media space should be handled in the same manner as communication in a classroom and/or workplace. The same standards expected in UCPS professional settings are expected on professional social media sites.
- b. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.
- c. Professional social media communication must be in compliance with existing UCPS policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.
- d. No personally identifiable student information may be posted by employees on professional social media sites.
- e. The Board reserves the right to direct the removal of postings and/or disable a page, of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the district.
- f. Communication with students shall only occur communicate through professional social media sites and shall follow these guidelines:
  - 1. Professional social media sites that are school-based should be designed to address reasonable instructional, educational, or extra-curricular program matters;
  - 2. Each school year, schools will notify parents about the professional social media activities their children may participate in.
  - 3. Employees using professional social media have no expectation of privacy with regard to their use of such media. The district will regularly monitor professional social media sites to protect the school community.

## 3. Personal Social Media Use

The Board recognizes that some employees may choose to post personal information on the Internet through personal websites, blogs, chat rooms, uploading content, or by making comments on other websites or blogs. The Board values the employees' creativity and honors the interest in engaging in these forms of personal expression on their own time, should they choose to do so. However, problems can arise when a person posting identifies or appears to be associated with the district, or when a person posting violates the rights of the district, or the rights of its employees.

### a. Communication with UCPS Students

In order to maintain a professional and appropriate relationship with students,

- employees shall not communicate with students who are currently enrolled in schools on personal social media sites. UCPS employees' communication with UCPS students via personal social media is subject to the following exceptions: (a) communication with relatives or friends and (b) if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible.
4. Any postings, on professional or personal social media sites, of the following nature are prohibited:
- Creates a harassing, demeaning, or hostile working environment for any employee.
  - Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.
  - Harms the goodwill and reputation of staff, students or the community at large.
  - Erodes the public's confidence in the district.
  - Involves any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.
5. Social Media Use Policy Agreement
- The Superintendent will ensure that staff receives a copy of this policy annually and that a Social Media Use Agreement is signed.

### **SURVEYS OF STUDENTS (BOE Policy 4-18)**

The Superintendent shall ensure that all notification requirements of the Protection of Pupil Rights Amendment are met, along with any other legal requirements regarding the surveying of students.

#### **A. Protected Topics**

The school system must obtain prior consent of a parent or eligible student before the student is required to participate in any Department of Education-funded survey, analysis or evaluation that reveals information concerning the following "protected topics":

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior and attitudes;
4. illegal, antisocial, self-incriminating and/or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations, or beliefs of the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents will be informed by the school at the beginning of the year of any survey instrument being distributed to students of which they are aware, however at the very

least no fewer than ten-10 days in advance. Such notification will include information regarding students' rights in not answering questions related to the eight-(8) above items and safeguards to protect student privacy should the survey instrument include any of those items. Collection, disclosure, or use of directory information of students and/or parents will not be for purposes of marketing or selling beyond the school community (i.e. PTSA, Booster Clubs, Student Council, etc.). The school system will take measures to protect the identification and privacy of students participating in any survey concerning any of the protected topics.

Parents may inspect, upon request, any survey instrument created by a third party before the survey is administered or distributed to students. Parents may opt for their students not to participate in such surveys. Parents may also inspect such survey instruments after they are administered.

#### **B. Collection of Student Data for Marketing Purposes**

The school system generally will not collect, disclose or use personal student information for the purpose of marketing or selling the information or otherwise providing the information to others for that purpose. However, the school system may collect such information from students if the information is used for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. college or other postsecondary education recruitment or military recruitment;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional material used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. the sale by students of products or services to raise funds for school-related or education-related activities; and
6. student recognition programs.

If the school system collects such information from students for the purpose of marketing or selling the information to develop, evaluate, or provide educational products or services as described above, upon request, parents may inspect any instrument used to collect the information before it is administered or distributed to a student.

#### **TOBACCO POLICY (BOE Policy 3-5a)**

The Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco products on school

grounds, in school buildings and facilities, in or on any other school property owned or operated by the Board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. The use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. In order to promote positive role models in schools and provide a healthy learning and working environment, the Board adopts the following policy.

No one is permitted to use any tobacco product at any time including non-school hours - in any building, property, or vehicle owned, leased, rented or contracted by the school district; on school grounds, athletic grounds, or parking lots; or at any school-sponsored event off campus. Signs will be posted on all school campuses forbidding the use of tobacco products at any time, by any person, on school grounds. This prohibition pertains to all persons on school property, including but not limited to students, employees and other persons performing services or activities on behalf of the district, volunteers, contractors, visitors and parents.

Tobacco products may be displayed for a legitimate instructional or pedagogical purpose, conducted or supervised by a staff member. The activity may not include smoking, chewing or otherwise ingesting the tobacco product.

The Board strongly encourages students and staff to participate in school and community programs designed to prevent and cure tobacco addiction (see below).

For purposes of this policy, “tobacco product” is defined as any product that contains or is made or derived from tobacco and is intended for human consumption, to include cigarettes, all lighted and smokeless tobacco products, as well as electronic or smokeless cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

Students and employees who violate this policy are subject to disciplinary action (see cross-references below for applicable policies). All newly hired employees will receive a copy and explanation of this policy. The policy will be reviewed with all employees on a yearly basis.

## **SCHOOL TOBACCO EDUCATION PROGRAM**

### Tobacco Education Program

The one-hour Tobacco Education Program is part of a comprehensive approach to preventing and reducing tobacco use in our school system. It helps make students aware that smoking or chewing tobacco has dire consequences and that tobacco use is the leading preventable cause of death in our country.

### Alternative to Suspension (ATS)

Alternative to Suspension (ATS) is a four-session education program for students who have violated the school tobacco policy. Typically, sessions are conducted after school. This program covers:

- Tobacco use and decision making



- Effects of tobacco use
- Experimentation and addiction
- Thinking about quitting

ATS helps schools send a clear message to a student that says:

- Smoking at school is against school rules, state and federal law, and is unacceptable behavior;
- Exposing others to tobacco smoke at school is unacceptable behavior; and
- Tobacco use at school violates the federal Pro-Children Act of 1994. These behaviors carry consequences.

#### Teen Smoking Cessation Not On Tobacco (N-O-T) - Developed by The American Lung Association

Not on Tobacco (N-O-T) is a ten-session school-based adolescent smoking cessation program. It offers a "total health approach" by focusing on overall health and improving life management skills. Objectives of the program are to help adolescents:

- Quit smoking.
- Reduce the number of cigarettes used by young people who are unable to quit.
- Increase healthy lifestyle behaviors in physical activity and nutrition.
- Enhance their sense of self-control.
- Improve life skills such as stress management, decision making, coping, and interpersonal skills.

#### Adult Cessation Program

Union County Public Schools (UCPS) Safe and Drug-Free Schools Coordinator will provide a tobacco use cessation class to interested employees.

**Pursuant to the North Carolina Child Care Rules, we are required to inform you of the following: “Children shall be in a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the child care center, in vehicles used to transport children, or during any off premise activities. All smoking materials shall be kept in locked storage. For child care centers in an occupied residence that are licensed for 3 to 12 children when any preschool-age children are in care, or for 3 to 15 children when only school-age children are in care, the premises shall be smoke free and tobacco free during operating hours.”**