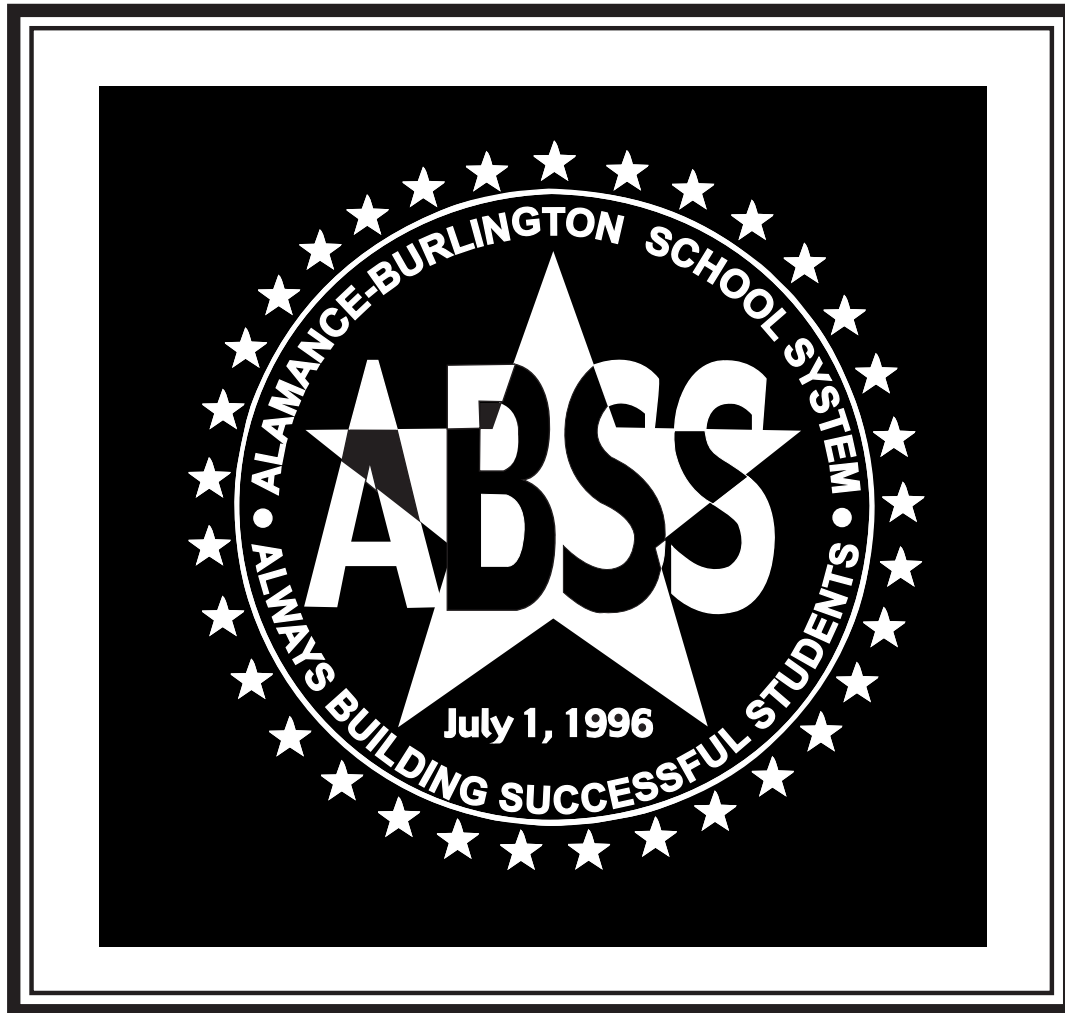


***ABSS***  
***Student Code of Conduct***  
***2021-2022***



***Proud To Be Public***

**Alamance-Burlington School System**  
**1712 Vaughn Road, Burlington NC 27217**

**abss.k12.nc.us**

**336.570.6060**

## ABSS School Directory Listing

### **ABSS Early College at ACC**

1247 Jimmie Kerr Road  
Graham, NC 27253  
336.506.4001

### **Alamance Virtual School**

612 Apple Street  
Burlington, NC 27215  
336.570.6134

### **Alexander Wilson Elementary**

2518 NC 54  
Graham, NC 27253  
336.578.1366

### **Altamahaw-Ossipee Elementary**

2832 N. NC 87  
Elon, NC 27244  
336.538.6030

### **Audrey W. Garrett Elementary**

3224 Old Hillsborough Road  
Mebane, NC 27302  
919.563.2088

### **B. Everett Jordan Elementary**

5827 Church Road  
Graham, NC 27253  
336.376.3673

### **Broadview Middle**

2229 Broadview Drive  
Burlington, NC 27217  
336.570.6195

### **Career and Technical Education Center**

2550 Buckingham Road  
Burlington, NC 27217  
336.570.6092

### **E. M. Holt Elementary**

4751 S. NC 62  
Burlington, NC 27215  
336.570.6420

### **E. M. Yoder Elementary**

301 N. Charles Street  
Mebane, NC 27302  
919.563.3722

### **Eastern High**

4040 Mebane Rogers Road  
Mebane, NC 27302  
919.563.5991

### **Eastlawn Elementary**

502 N. Graham-Hopedale Road  
Burlington, NC 27217  
336.570.6180

### **Elon Elementary**

720 Walker Avenue  
Elon, NC 27244  
336.538.6000

### **Graham High**

903 Trollinger Road  
Graham, NC 27253  
336.570.6440

### **Graham Middle**

311 E. Pine Street  
Graham, NC 27253  
336.570.6460

### **Grove Park Elementary**

141 Trail One  
Burlington, NC 27215  
336.570.6115

### **Harvey R. Newlin Elementary**

316 Carden Street  
Burlington, NC 27215  
336.570.6125

### **Haw River Elementary**

701 E. Main Street  
Haw River, NC 27258  
336.578.0177

### **Hawfields Middle**

1951 S. NC 119  
Mebane, NC 27302  
919.563.5303

### **Highland Elementary**

3720 Bonnar Bridge Parkway  
Burlington, NC 27215  
336.538.8700

### **Hillcrest Elementary**

1714 W. Davis Street  
Burlington, NC 27215  
336.570.6120

### **Hugh M. Cummings High**

2200 N. Mebane Street  
Burlington, NC 27217  
336.570.6100

### **Marvin B. Smith Elementary**

2235 Delaney Drive  
Burlington, NC 27215  
336.570.6140

### **North Graham Elementary**

1025 Trollinger Road  
Graham, NC 27253  
336.578.2272

### **Pleasant Grove Elementary**

2847 Pleas. Gr. Union Sch. Rd.  
Burlington, NC 27217  
336.421.3701

### **R. Homer Andrews Elementary**

2630 Buckingham Road  
Burlington, NC 27217  
336.570.6170

### **Ray Street Academy**

609 Ray Street  
Graham, NC 27253  
336.570.6644

### **South Graham Elementary**

320 Ivey Road  
Graham, NC 27253  
336.570.6520

### **South Mebane Elementary**

600 S. Third Street  
Mebane, NC 27302  
919.563.6905

### **Southern High**

631 Southern High School Road  
Graham, NC 27253  
336.570.6400

### **Southern Middle**

771 Southern High School Road  
Graham, NC 27253  
336.570.6500

### **Sylvan Elementary**

7718 Sylvan Road  
Snow Camp, NC 27349  
336.376.3350

### **Turrentine Middle**

1710 Edgewood Avenue  
Burlington, NC 27215  
336.570.6150

### **Walter M. Williams High**

1307 S. Church Street  
Burlington, NC 27215  
336.570.6161

### **Western High**

1731 N. NC 87  
Elon, NC 27244  
336.538.6020

### **Western Middle**

2100 Eldon Drive  
Elon, NC 27244  
336.538.6010

### **Woodlawn Middle**

3970 Mebane Rogers Road  
Mebane, NC 27302  
919.563.3222

**The Alamance-Burlington School System is an equal opportunity institution.**

#### **Student Nondiscrimination Statement**

The Alamance-Burlington School System does not discriminate on the basis of race, color, national origin, sex or disability. If anyone feels that discrimination has occurred on the basis of any of the above, he/she should contact:

**Dr. Angela Bost, Deputy Superintendent of Student Learning**

**Dr. Todd Thorpe, Assistant Superintendent of Operations**

In compliance with federal laws, the Alamance-Burlington 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. Inquiries or complaints should be directed to:

**Dr. Angela Bost, Deputy Superintendent of Student Learning**

**Alamance-Burlington School System 1712 Vaughn Road, Burlington, NC 27217 336.570.6060**

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## **4300 STUDENT BEHAVIOR POLICIES**

All decisions related to student behavior are guided by the board's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly, and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

### **A. PRINCIPLES**

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

1. Student behavior management strategies will complement other efforts to create a safe, orderly, and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility, and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

### **B. COMMUNICATION OF POLICIES**

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

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

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

### **C. APPLICABILITY**

Students must comply with the Code of Student Conduct in the following circumstances:

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

### **D. CONSEQUENCES FOR VIOLATIONS**

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

## **1. Minor Violations**

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

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

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. removal from the classroom for a portion of the school day;
- d. behavior improvement agreements;
- e. instruction in conflict resolution and anger management;
- f. peer mediation;
- g. individual or small group sessions with the school counselor;
- h. academic intervention;
- i. in-school suspension;
- j. detention before and/or after school or on Saturday (requires notice to the student's parent 24 hours in advance);
- k. confiscation of student property that disrupts the learning environment (such property may be reclaimed by the student's parent when attending a conference with a school official unless such property is dangerous contraband, such as drugs or weapons, that is turned over to law enforcement officials);
- l. community service;
- m. restitution for property taken, damaged, or destroyed;
- n. exclusion from graduation ceremonies;
- o. exclusion from extracurricular activities;
- p. suspension from bus privileges;
- q. withdrawal of other school privileges;
- r. referral to the student assistance team to development strategies to address a student's chronic discipline problems; and
- s. placement in an alternative learning program or school.

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

## **2. Serious Violations**

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. Violations that constitute criminal behavior may also be reported to law enforcement (see policy 4335, Criminal Behavior). In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

## **E. ENFORCEMENT**

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

## 4300 STUDENT BEHAVIOR POLICIES

The following rules for conduct apply to all students and violation of the rules will result in the disciplinary consequences described. The Principal is granted the authority to exercise good judgment and apply a greater or lesser consequence than those stated.

### Rule 1: Noncompliance with Directives from Principals, Teachers and Other School Personnel

Students shall comply with classroom rules and the directives of all school personnel at all times while a student is under the authority of school personnel.

#### Consequences

*Elementary* - Ranging from in-school disciplinary action up to 3 days OSS

*Middle School* - Ranging from in-school disciplinary action up to 10 days OSS

*High School* - Ranging from in-school disciplinary action up to 10 days OSS

### \*Addendum to Student Code of Conduct for Rule 1: Face Coverings - see pg25\*

### Rule 2: Dress Code

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment and healthy climate of the schools.

**Headwear:** No hats, bandanas or other types of headgear or sunglasses may be worn in the building.

**Clothing:** Student dress and grooming should meet minimum standards of hygiene and be presentable for the educational environment. No clothing may be worn which is provocative, revealing, profane, vulgar or obscene; which endangers the health or safety of the student or others; or which might reasonably be expected to cause substantial disruption or material interference with school activities.

Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any kind of product or service not permitted by law to minors; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that could reasonably be perceived as a weapon; and any symbols, styles or attire associated with intimidation, violence, or violent groups about which students at a particular school have been notified. Individual schools may adopt more specific dress codes, consistent with this policy. Reasonable accommodations shall be made on the basis of religious beliefs or medical conditions. For a first offense, students will be given a warning and required to change clothes.

#### Consequences

*Elementary* - In-school disciplinary action

*Middle School* - Ranging from in-school disciplinary action up to 3 days OSS

*High School* - Ranging from in-school disciplinary action up to 3 days OSS

### Rule 3: Integrity

Students shall not cheat, lie, plagiarize, falsify notes or other documents, or provide false information to school officials with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business. Students should also refer to the **Internet Acceptable Use Policy** for rules governing integrity and the use of electronic resources.

**Cheating** is producing academic work by means of dishonesty or deceit.

**Plagiarism** is copying the language, structure, or idea of another and representing it as one's own work.

**Falsification** is the verbal or written statement of any untruth, including forged signatures or other forgeries.

#### Consequences

*Elementary* - In-school disciplinary action and possible zero on assignment

*Middle School* - Ranging from in-school disciplinary action up to 5 days OSS and possible zero on assignment

*High School* - Ranging from in-school disciplinary action up to 10 days OSS and possible zero on assignment

### Rule 4: Trespassing

No student shall be on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school sponsored activity during the suspension period without the express permission of the principal.

#### **Rule 4: Trespassing *con't***

##### **Consequences**

*Elementary* - Ranging from in-school disciplinary action up to 1 day OSS

*Middle School* - Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be contacted.

*High School* - Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be contacted.

#### **Rule 5: Attendance**

Every student is expected to be in full-time attendance in his/her assigned classes and to arrive at class on time, except in instances of absences considered excusable under state and local board policy.

##### **Consequences**

*Elementary* - In-school disciplinary action

*Middle School* - Truant from school/specific classes- Ranging from in-school disciplinary action up to 2 days OSS

*High School* - Truant from school/specific classes- Ranging from in-school disciplinary action up to 2 days OSS

#### **Rule 6: Inappropriate Interpersonal Behavior**

Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection or other sexual conduct are not allowed.

##### **Consequences**

*Elementary* - In-school disciplinary action

*Middle School* - Ranging from in-school disciplinary action up to 10 days OSS

*High School* - Ranging from in-school disciplinary action up to 10 days OSS

#### **Rule 7: Use of Tobacco Products**

Students shall not use or possess any tobacco product at any time in any building, facility, or vehicle owned, leased, rented or chartered by the Alamance-Burlington Schools, on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by the Alamance-Burlington Schools, or at any school-sponsored or school-related event on-campus or off-campus or at any other time when students are subject to the authority of school personnel. **See also Board Policy 5155, which defines “tobacco product”.** Administrators are encouraged to provide students with information about the negative health effects of tobacco use and opportunities for treatment of tobacco addiction.

##### **Consequences**

*Elementary* - Confiscation. Ranging from in-school disciplinary action up to 1 day OSS. Referral for counseling.

*Middle School* - Confiscation. Ranging from in-school disciplinary action up to 2 days OSS. Referral for counseling where appropriate.

*High School* - Confiscation. Ranging from in-school disciplinary action up to 5 days OSS. Referral for counseling where appropriate.

#### **Rule 8: Electronic Devices**

Except as permitted by this policy, no student shall use, display, transmit or have in the “on” position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games, or any laser pointer or similar devices during the instructional day. All electronic devices used or possessed in violation of this policy will be confiscated and a parent is required to attend a conference in order to gain possession of the item. In the event of multiple violations of this policy, the principal may prohibit the student from possessing the device on school premises. This rule does not apply to personal vehicles.

##### **Consequences**

*Elementary* - In-school disciplinary action and confiscation of device.

*Middle School* - Confiscation of device, ranging from in-school disciplinary action up to 5 days OSS.

*High School* - Confiscation of device, ranging from in-school disciplinary action up to 5 days OSS.

#### **Rule 9: Bus Misbehavior**

Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the driver and/or vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges: delaying the bus schedule, refusing to obey the driver’s instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, distracting the driver’s attention by participating in disruptive behavior while the vehicle is in operation, throwing objects from the bus, failing to observe and obey safety regulations, willfully trespassing on a school-owned or operated vehicle or violating any other Code of Conduct rule while on the school bus.

## **Rule 9: Bus Misbehavior *con't***

If a violation of this code also violates other rules, consequences in addition to those listed below may be implemented.

### **Consequences**

*Elementary* - In-school disciplinary action, short-term or long-term removal from school transportation, and/or OSS.

*Middle School* - In-school disciplinary action, short-term or long-term removal from school transportation, and/or OSS.

*High School* - In-school disciplinary action, short-term or long-term removal from school transportation, and/or OSS.

## **Rule 10: Bullying and Harassment**

Students shall not engage in bullying or harassment of other students.

Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

Harassment means any offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity.

Any student who believes that he or she has been bullied or harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. Retaliation against any person who reports harassment or bullying is prohibited.

### **Consequences**

*Elementary* - Ranging from in-school disciplinary action up to 5 days OSS. Law enforcement may be contacted.

*Middle School* - Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be contacted.

*High School* - Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be contacted.

## **Rule 11: Threats, False Threats and Acts of Terror**

**A. Threats** - No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

**B. Bomb Threats** - No student shall make or participate in making a bomb threat, defined as a report made by any means of communication to any person or group of persons, knowing the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device designed to destroy or damage property by explosion, blasting, or burning, or who, with intent to perpetrate a hoax, conceals, places, or displays any device, machine, instrument or artifact on educational property or at a school-sponsored curricular or extracurricular activity, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.

**C. Acts of Terror** - No student shall make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.

No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.

No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

No student shall make a report that he or she knows is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

No student shall aid, abet, and/or conspire to commit any of the acts described in this section.

### **Consequences**

*Elementary* - In-school disciplinary action up to 5 days OSS.

*Middle School* - In-school disciplinary action up to 10 days OSS and recommendation for long-term suspension.

*High School* - In-school disciplinary action up to 10 days OSS and recommendation for long-term suspension.



## **Rule 12: Profane, Obscene, Abusive or Disrespectful Language or Acts**

Students shall not curse or use vulgar, obscene, profane, or seriously disrespectful language or gestures at school, during school activities, or with school personnel.

### **Consequences**

*Elementary* - In-school disciplinary action up to 5 days OSS.

*Middle School* - In-school disciplinary action up to 10 days OSS.

*High School* - In-school disciplinary action up to 10 days OSS.

## **Rule 13: Gambling**

Students shall not engage in any form of games of chance or gambling for money and/or objects of value.

### **Consequences**

*Elementary* - In-school disciplinary action up to 1 day OSS.

*Middle School* - In-school disciplinary action up to 3 days OSS.

*High School* - In-school disciplinary action up to 5 days OSS.

## **Rule 14: Sexual Harassment**

Students shall not engage in sexual harassment as defined in *Policy 4130*.

### **Consequences**

*Elementary* - Up to 5 days OSS

*Middle School* - Up to 10 days OSS and recommendation for long-term suspension. Law enforcement may be contacted.

*High School* - Up to 10 days OSS and recommendation for long-term suspension. Law enforcement may be contacted.

## **Rule 15: Hazing**

Students shall not engage in hazing or aid or abet any other student in the commission of this offense. Hazing means subjecting another student to physical injury as part of an initiation, or as a prerequisite to membership in any organized school group, including any society, athletic team, or other similar group.

### **Consequences**

*Elementary* - Ranging from in-school disciplinary action up to 3 days OSS. Law enforcement may be contacted.

*Middle School* - Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be contacted.

*High School* - Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be contacted.

## **Rule 16: Unjustified Activation of a Fire or Other Alarm System**

Students shall not activate any fire or other alarm system unless authorized to do so by school employees or unless there are reasonable grounds to believe that an actual emergency situation exists.

### **Consequences**

*Elementary* - Up to 10 days OSS. Law enforcement may be contacted.

*Middle School* - Up to 10 days OSS and/or long-term suspension. Law enforcement will be contacted.

*High School* - Up to 10 days OSS and/or long-term suspension. Law enforcement will be contacted.

## **Rule 17: Fighting and Physical Aggression**

Students shall not engage in fighting or physical aggression toward others, including but not limited to:

- A. Hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive or confrontational manner; or
- B. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

Students may use force in self-defense only to the extent necessary to get free from the attacker and notify a teacher or administrator. A student who exceeds reasonable force may be disciplined even if he or she did not instigate the fight. Students who instigate fights will be subject to the same consequences under this policy as those who directly engage in fighting.

### **Consequences**

*Elementary* - Up to 10 days OSS. Law enforcement may be contacted.

*Middle School* - Short-term suspension if no serious physical injury results, up to 10 days OSS and/or long-term suspension. Law enforcement may be contacted.

*High School* - Short-term suspension if no serious physical injury results, up to 10 days OSS and/or long-term suspension. Law enforcement may be contacted.

### **Rule 18: Assault on an Adult**

Students shall not cause or attempt to cause bodily harm to teachers, administrators, or other adults. In any case of physical assault by a student on a teacher, administrator or other adult, law enforcement may be contacted.

Any violation of this rule which involves the use of a firearm or destructive device may result in 365-day suspension where permitted by law. Serious violations of this policy may result in recommendation for expulsion where the student's continued presence in the school constitutes a clear threat to the safety of other students or employees.

If a teacher is assaulted or injured by a student and as a consequence that student is long term suspended, reassigned to an alternative program, or expelled, the student shall not be returned to that teacher's classroom without the teacher's consent.

#### **Consequences**

*Elementary* - Up to 10 days OSS. Law enforcement may be contacted.

*Middle School* - Short-term suspension up to 10 days OSS and/or long-term suspension. Law enforcement may be contacted.

*High School* - Short-term suspension up to 10 days OSS and/or long-term suspension. Law enforcement may be contacted.

### **Rule 19: Assault on a Student**

Students shall not cause or attempt to cause serious physical injury of any kind to another student. In any case of physical assault resulting in serious injury to another student, law enforcement will be contacted.

Any violation of this rule which involves the use of a weapon or other dangerous instrument shall result in at least a long-term suspension and may result in 365-day suspension where permitted by law. Serious violations of this policy may result in recommendation for expulsion where the student's continued presence in the school constitutes a clear threat to the safety of other students or employees.

#### **Consequences**

*Elementary* - Up to 10 days OSS.

*Middle School* - Short-term suspension up to 10 days OSS and/or long-term suspension. Law enforcement may be contacted.

*High School* - Short-term suspension up to 10 days OSS and/or long-term suspension. Law enforcement may be contacted.

### **Rule 20: Extortion**

Students shall not extort through verbal, written or physical threats, coercion, or intimidation anything of value from any other student or school employee.

#### **Consequences**

*Elementary* - Restitution where appropriate. Up to 10 days OSS. Law enforcement may be contacted.

*Middle School* - Restitution where appropriate, OSS up to 10 days and/or long-term suspension. Law enforcement may be contacted.

*High School* - Restitution where appropriate, OSS up to 10 days and/or long-term suspension. Law enforcement may be contacted.

### **Rule 21: Theft or Destruction of School or Personal Property**

Students shall not steal or attempt to steal or knowingly be in possession of stolen property. Students shall not vandalize or damage or attempt to damage school property or property belonging to others.

#### **Consequences**

*Elementary* - Restitution where appropriate. Up to 10 days OSS. Law enforcement may be contacted.

*Middle School* - Restitution where appropriate. OSS up to 10 days and/or long-term suspension. Law enforcement may be contacted.

*High School* - Restitution where appropriate. OSS up to 10 days and/or long-term suspension. Law enforcement may be contacted.

### **Rule 22: Possession of a Weapon, Firearm, Dangerous Instrument or Destructive Device**

Students shall not possess or conceal or transport any weapon, firearm, dangerous instrument or destructive device.

*For the purpose of the Student Code of Conduct the following definitions apply:*

**Weapon:** any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), box cutter and any sharp-pointed or edged instrument except instructional supplies unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

**Dangerous Instrument:** any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.

## Rule 22: Possession of a Weapon, Firearm, Dangerous Instrument or Destructive Device *con't*

**Firearm:** any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The definition of firearm under this rule does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

**Destructive Device:** an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device.

Any student who has knowledge that another student possesses or intends to bring a firearm on any school campus or to any school activity shall report this information to school or law enforcement authorities immediately.

A student shall not be found in violation of this policy if it is determined that the student took or received the weapon, firearm or destructive device from another person at school or found the weapon, firearm or destructive device at school, provided that the student delivered or reported the device as soon as practicable to a law enforcement officer or a school employee and had no intent to use such device in a harmful or threatening way.

Any student who brings onto school property or possesses a firearm or destructive device shall be recommended for a 365-day suspension.

Any student age 14 or older who possesses, handles or transmits a firearm or destructive device on school property may be expelled.

### Consequences

**Elementary** - Confiscate item. Short-term or long-term suspension (up to 365 days for firearm/destructive device). Law enforcement will be contacted in the case of a firearm, destructive device or weapon and may be contacted in the case of a dangerous instrument.

**Middle School** - Confiscate item. Short-term or long-term suspension (up to 365 days for firearm/destructive device). Law enforcement will be contacted in the case of a firearm, destructive device or weapon and may be contacted in the case of a dangerous instrument.

**High School** - Confiscate item. Short-term or long-term suspension (up to 365 days for firearm/destructive device). Law enforcement will be contacted in the case of a firearm, destructive device or weapon and may be contacted in the case of a dangerous instrument.

## Rule 23: Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic or other intoxicating beverage, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

**For the purpose of the Student Code of Conduct the following definitions apply:**

- 1. Possess:** Having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to the possession of a prohibited substance in a student's automobile, locker, book-bag, or desk, or on a student's person.
- 2. Use:** The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
- 3. Under the influence:** The use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree.
- 4. Sell:** The exchange of a prohibited substance for money, property, or any other benefit or item of value.
- 5. Distribute:** To give, share, or pass a prohibited substance.
- 6. Possess with intent to distribute/sell:** Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statement or actions of student that demonstrate an intent to distribute or sell.
- 7. Counterfeit Substance:** Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
- 8. Unauthorized Prescription Drug:** Any drug or medication that has not been prescribed for the student.

## **Rule 23: Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia *con't***

### **Consequences**

*Except as noted below, the first violation of this policy by a student in grades 6-12 shall result in the long-term suspension of the student from the school system for the remainder of the school year.*

*1. When a first infraction does not involve the distribution, sale, possession with intent to distribute or sell, or conspiracy or attempt to distribute or sell a substance prohibited by this policy, an alternative to long-term suspension shall be offered. This alternative shall be offered only one time to students during their school career unless an exception is made by the Superintendent. The alternative shall consist of a 10-day suspension and shall also require participation in a corrective education and/or counseling program. The program shall be designed by the Superintendent and agreed to in writing by the parent, guardian, student, and school principal. Parents, guardians, and students shall be provided information by school authorities concerning approved alternative programs. Failure to meet any requirements of the alternative program reactivates the long-term suspension.*

*2. Any student who is fourteen (14) years of age or older and who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any schedule I or schedule II controlled substance as defined by the North Carolina Controlled Substances Act may be expelled.*

*3. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.*

*4. The first violation of this policy by a student in grades K-12 that is in possession of a prohibited substance and a weapon or dangerous instrument shall result in at least a long-term suspension and may result in suspension for 365 days or expulsion where permitted by law.*

***Note:** Schedule I substances include, among other types, opiates; hallucinogenics such as LSD, psycybin, and peyote; and GHB. Schedule II includes cocaine, opium, morphine, methadone, codeine, hydrocodone, oxycontin, cocaine, methamphetamine, PCP, ritalin, concerta, and other compounds.*

## **Rule 24: Violations of North Carolina Criminal Statutes**

Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not covered elsewhere in these rules.

### **Consequences**

***Elementary** - Short-term suspension or long-term suspension for maximum allowed. Law enforcement will be contacted.*

***Middle School** - Short-term suspension or long-term suspension for maximum allowed. Law enforcement will be contacted.*

***High School** - Short-term suspension or long-term suspension for maximum allowed. Law enforcement will be contacted.*

## **Rule 25: Gang and Gang Related Activities**

The ABSS does not support or condone gang membership or gang activity. The Superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information. Each principal shall maintain this updated list in the main office of each school.

No student shall commit any act that furthers gangs or gang-related activities. 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, or the purposeful violation of any ABSS policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

- A. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
- C. Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- D. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- E. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- F. Soliciting others for gang membership;

## **Rule 25: Gang and Gang Related Activities *con't***

G. Conspiring to commit/committing any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation.

### **Consequences**

*Elementary* - Ranging from in-school disciplinary action up to 5 days OSS. Law enforcement may be contacted.

*Middle School* - Ranging from in-school disciplinary action up to 10 days OSS with possible recommendation for long-term suspension. Law enforcement may be contacted.

*High School* - Ranging from in-school disciplinary action up to 10 days OSS with possible recommendation for long-term suspension. Law enforcement may be contacted.

## **Rule 26: Aiding and Abetting**

No student shall aid or abet another student in violating any rule in the Student Code of Conduct. To aid or abet means to help, assist or facilitate the violation of any rule.

### **Consequences**

*Elementary* - In-school disciplinary action or OSS, depending on nature of the violation.

*Middle School* - In-school disciplinary action or OSS up to long-term suspension, depending on nature of the violation.

*High School* - In-school disciplinary action or OSS up to long-term suspension, depending on nature of the violation.

Legal Ref: G.S. 115C-288(g); 115C-390.1-.12; 115C-407.

Adopted: February 23, 2009

Revised: August 8, 2011

## **4351 SHORT-TERM SUSPENSION**

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal, or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day, (2) the changing of a student's location to another room or place on the school premises, or (3) a student's absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school). A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the principal.

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed. In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the board unless it is appealable on some other basis.

### **A. PRE-SUSPENSION RIGHTS OF THE STUDENT**

Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the principal or designee before a short-term suspension is imposed. The principal or designee may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges. The principal or designee may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal or designee shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

The principal or designee may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal or designee shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

## **4351 SHORT-TERM SUSPENSION Con't**

### **B. STUDENT RIGHTS DURING THE SUSPENSION**

A student under a short-term suspension must be provided with the following:

- 1.** the opportunity to take textbooks home for the duration of the suspension;
- 2.** upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and
- 3.** the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

### **C. NOTICE TO PARENT OR GUARDIAN**

When imposing a short-term suspension, the principal or designee shall provide the student's parent or guardian with notice that includes the reason for the suspension and a description of the student conduct upon which the suspension is based. The principal or designee must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, e-mail, or any other method reasonably designed to give actual notice. School officials also shall maintain a copy of the written notice in the student's educational record.

Multiple short-term suspensions for a student with disabilities will be addressed in accordance with the Policies Governing Services for Children with Disabilities and other applicable state and federal law.

## **4342 STUDENTS SEARCHES**

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

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events. Policy 3225/4312/7320, Technology Responsible Use, not this policy, applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

### **A. SEARCHES BASED ON INDIVIDUALIZED REASONABLE SUSPICION**

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.

The scope of the search and the methods used to conduct the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The student's parent shall be notified of the search and any items seized.

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

#### **1. Searches of Personal Effects**

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

## **A. SEARCHES BASED ON INDIVIDUALIZED REASONABLE SUSPICION con't**

### **2. Searches of Motor Vehicles**

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

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

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

### **4. More Intrusive Personal Searches**

More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments.

Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments.

This search must be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only with the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

### **5. Metal Detector Searches**

Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

## **B. SUSPICIONLESS GENERAL SEARCHES**

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

### **1. Searches of Desks and Lockers**

School officials may conduct routine searches of student desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials. A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be searched only in accordance with the guidelines for individualized searches of personal effects described in Section A, above.

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

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

### **3. Use of Trained Dogs**

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

## **4342 STUDENT SEARCHES *con't***

### **C. SEIZED ITEMS**

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

### **D. FAILURE TO COOPERATE**

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences. Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

### **E. NOTICE**

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

## **3225/4312/7320 TECHNOLOGY RESPONSIBLE USE**

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

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

### **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

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

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

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

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources and tracking systems to track and recover lost or stolen equipment. For employees, signing is considered a condition of employment and refusal to sign may result in disciplinary action up to and including dismissal. Failure of users to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law. Users may be responsible for losses sustained by the school system resulting from intentional misuse of the school system's electronic information resources.



## **3225/4312/7320 TECHNOLOGY RESPONSIBLE USE *con't.***

### **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

- 1.** School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it **(1)** occurs on personal time, **(2)** does not interfere with school system business, **(3)** does not involve personal use of chat-rooms or instant messaging software, **(4)** does not involve downloading entertainment software or other files (including freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files) not directly related to the instructional and administrative purposes of the school system, and **(5)** is not otherwise prohibited by board policy or procedure.
- 2.** Users must obtain permission from the technology director or designee prior to copying or loading school system software onto any computer, whether the computer is privately owned or is a school system computer. Under no circumstance may software purchased by the school system be copied for personal use.
- 3.** Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
- 4.** No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, advocating illegal acts, or considered to be harmful to minors.
- 5.** The use of anonymous proxies to circumvent content filtering is prohibited.
- 6.** Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
- 7.** Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- 8.** Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
- 9.** Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
- 10.** School system technological resources may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising ("spam"); distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages); and the posting of information that will cause damage or endanger students or staff.

## **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES *con't***

- 11.** Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee. The use of such programs or software will be subject to any restrictions imposed by the technology director or designee. All software must be legally licensed by the user or the school system prior to loading onto school system equipment.
- 12.** Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- 13.** Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
- 14.** Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.
- 15.** Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
- 16.** If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
- 17.** Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.
- 18.** Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

## **C. RESTRICTED MATERIAL ON THE INTERNET**

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

## **D. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student’s parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student’s independent access to the Internet and to monitoring of the student’s Internet activity and e-mail communication by school personnel. In addition, in accordance with the board’s goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

## **E. PRIVACY**

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system’s network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileservers space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

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

## **F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY**

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

## **G. PERSONAL WEBSITES**

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

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

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

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

## **H. NO WARRANTIES**

The school system makes no warranties of any kind, whether express or implied, for the electronic information resources it is providing. The board will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The board will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of school system electronic information resources. Use of any information obtained via the Internet is at the user's risk. The board specifically denies any responsibility for the accuracy or quality of information obtained through its service.

## **4335 CRIMINAL BEHAVIOR**

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable board policies, and also may be criminally prosecuted. School officials shall cooperate fully with any criminal investigation and prosecution. School officials shall independently investigate any criminal behavior that also violates school rules or board policy.

### **A. STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR**

The superintendent and principal may take reasonable or legally required measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities. Depending upon the circumstances, including the nature of the crime or alleged crime, the child's age, and the publicity within the school community, reasonable or legally required efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to an alternative school may be made in accordance with the criteria established in policy 3470/4305, Alternative Learning Programs/Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated board policy or school rules and is suspended or expelled in accordance with procedures established in board policy.

### **B. REPORTING CRIMINAL BEHAVIOR**

A school employee is permitted to report to law enforcement an assault by a student on a school employee.

Principals or other supervisors shall not, by threats or in any other manner, intimidate, or attempt to intimidate the school employee from doing so.

Principals must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: **(1)** assault resulting in serious personal injury; **(2)** sexual assault; **(3)** sexual offense; **(4)** rape; **(5)** kidnapping; **(6)** indecent liberties with a minor; **(7)** assault involving the use of a weapon; **(8)** possession of a firearm in violation of the law; **(9)** possession of a weapon in violation of the law; and **(10)** possession of a controlled substance in violation of the law. A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

## **4335 CRIMINAL BEHAVIOR *con't.***

### **B. REPORTING CRIMINAL BEHAVIOR *con't.***

If the principal reports a crime committed by a student with a disability, the principal must ensure that copies of the student's special education and disciplinary records are transmitted to the appropriate authorities for consideration, to the extent that transmission is permitted by law. Where necessary to comply with Family Educational Rights and Privacy Act (FERPA), the principal shall obtain the written consent of the parent or student (if the student is at least 18 years of age) before transmitting the records. If consent is refused, the records will not be transmitted unless pursuant to a subpoena, court order, or as otherwise authorized under FERPA and with proper notice to the parent as may be required by law.

The principal or designee shall notify the superintendent or designee in writing or by e-mail of any report made by the principal to law enforcement. Such notice must occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The superintendent must inform the board of any such reports at least twice a year. In addition, the principal or designee must notify the parents of students who are alleged to be victims of any reported offenses. *Certain crimes must be reported to the State Board of Education in accordance with State Board of Education Policy SSCH-000.*

## **4325 DRUGS AND ALCOHOL**

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

### **A. PROHIBITED BEHAVIOR**

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

1. narcotic drugs;
2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana;
6. anabolic steroids or any other controlled substance;
7. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
8. any alcoholic beverage, malt beverage, fortified or unfortified wine, or other intoxicating liquor; or
9. any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

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

### **B. CONSEQUENCES**

As required by policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substances in violation of this policy.

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

## **1740/4010 STUDENT AND PARENT GRIEVANCE PROCEDURE**

### **A. OPTIONS FOR RESOLVING COMPLAINTS**

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

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

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

# 1740/4010 STUDENT AND PARENT GRIEVANCE PRODECURE *con't*

## B. DEFINITIONS

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

**2. Final Administrative Decision** - A final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available.

**3. Grievance** - A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term “grievance” does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act. Claims of discrimination, harassment or bullying must be processed under policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure.

**4. Grievant** - The grievant is the parent, student or group of parents or students submitting the grievance.

**5. Official** - The official is the school system employee hearing and responding to the grievant.

## C. TIMELINESS OF PROCESS

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

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

## D. GENERAL REQUIREMENTS

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

**2.** All meetings and hearings conducted pursuant to this policy will be private.

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

**4.** The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

**5.** The grievance may be voluntarily withdrawn at any time. Once a grievance is withdrawn it cannot be reopened. If at any time during the grievance process the grievant is granted the relief requested, the grievance will be terminated at that time.

## E. PROCESS FOR GRIEVANCE

### 1. *Filing a Grievance*

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

**b.** A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students, parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

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

## **1740/4010 STUDENT AND PARENT GRIEVANCE PRODECURE con't.**

### ***1. Filing a Grievance con't.***

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

**e.** If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the Executive Director of Human Resources, who shall forward the grievance to the board chairperson.

### ***2. Investigation***

**a.** The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student.

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

### ***3. Response by Principal***

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

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

### ***4. Response by Superintendent***

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

**b.** The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student.

**c.** The superintendent shall provide a written response within 10 days after receiving the appeal. If the superintendent or designee determines that additional time is needed to develop the factual record, the grievance may be put on hold for 15 additional days (or longer if by mutual agreement) to allow time for investigation. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.

### ***5. Appeal to the Board***

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

#### **a. Mandatory Appeals**

**1)** If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within 10 days of receiving the superintendent's response.

**2)** A hearing will be conducted pursuant to policy 2500, Hearings Before the Board.

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

#### **b. Discretionary Appeals**

**1)** If the grievant is dissatisfied with the superintendent's response to his or her grievance but has not alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, then within 10 days of receiving the superintendent's response, the grievant may submit to the superintendent a written request for a hearing before the board of education.

**2)** The chair and vice-chair of the board shall review the request and notify the grievant within 10 days from receipt of the request whether the board will grant a hearing. If the chair and vice-chair do not agree on whether to grant the request, a board hearing will be granted.

**3)** If a hearing is granted, the hearing will be conducted pursuant to policy 2500.

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

## **1740/4010 STUDENT AND PARENT GREIVANCE PRODECURE con't.**

### **F. NOTICE**

The superintendent or designee is responsible for providing effective notice to students, parents, and school system employees of the procedures for reporting and investigating grievances. The superintendent shall disseminate this policy to students at the beginning of each school year.

### **G. RECORDS**

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

# **Alamance-Burlington Schools Parental Notices**

### ***Powers and Duties of the Principal (G.S. 115C-288)***

To Discipline Students and to Assign Duties to Teachers with Regard to the Discipline, General Well-Being and Medical Care of Students--The Principal shall have authority to exercise discipline over the pupils of the school pursuant to policies adopted by the local Board of Education as prescribed by G.S. 115C-391(a). The Principal shall use reasonable force to discipline students and shall assign duties to teachers with regard to the general well-being and the medical care of students pursuant to the provisions of G.S. 115C-390 and 115C-307. The Principal may also suspend or dismiss pupils pursuant to provisions of G.S. 115C-391.

### ***Duties of Teachers (G.S. 115C-307 (a))***

To Maintain Order and Discipline---It shall be the duty of all teachers, including student teachers and teacher assistants, when given authority over some part of the school program by the principal and supervising teacher, to maintain good order and discipline in their respective schools.

### ***School Personnel May Use Reasonable Force (G.S. 115C-390)***

Except as restricted or prohibited by rules adopted by the local board of education, principals, teachers, substitute teachers, voluntary teachers, teacher assistants and student teachers in the public schools of this state may use reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

### ***North Carolina High School Athletic Association Eligibility Regulation***

Any student subject to the NCHSAA eight-semester rule who (1) is convicted of a crime classified as a felony under North Carolina or federal law or (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult is not eligible to participate in the North Carolina High School Athletic Association sports program.

- a) A student transferring from one member school to another member school within the same LEA must sit out 365 days for athletic participation. The LEA may create criteria for immediate athletic eligibility for transfers within the LEA.
- b) A student transferring from one member school in one LEA to another member school in a different LEA must sit out 365 days for athletic participation. Exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA transfer committee.

### ***School Calendars***

School calendars are developed by a committee and approved by the Alamance-Burlington Board of Education. Since the Board has no way of predicting weather, mechanical failures, major epidemics of sickness, etc., the school calendar is subject to change after the school year begins. Parents and students should be aware of this fact when making vacation plans during the school year. The school system realizes that reservations, airline tickets and other arrangements must be made in advance, but it must reserve the right to change the school calendar whenever necessary to protect the integrity of the school year. School calendar guidelines are mandated by the State of North Carolina.

### ***Inspection of Student Records***

School records contain attendance data, grading and promotion data, immunization data and other factual information deemed appropriate by the Board of Education. The parents of a student, or a student who is 18 years of age, may examine his/her records. The school principal should be contacted to arrange a time to review records.

### ***Students with Disabilities***

The Alamance-Burlington School System mandates that every student receive a free and appropriate education. Some students may have physical or mental disabling conditions that substantially limit their ability to learn and participate in school activities. If a student or parent believes the student has a disability, the student's principal should be contacted. Further assistance can be obtained from the Chief Special Education Officer or the Chief Student Services Officer at 336-570-6060.

### ***Health Curriculum***

The state health curriculum, The Framework for Healthful Living Education/Healthy Youth Act of 2009, includes state guidelines for teaching abstinence and is available for review in the Administrative Offices on Vaughn Road. Parents interested in reading the Framework may contact the Deputy Superintendent of Student Learning at 336-570-6060 to arrange a time.

## ***Garrett's Law***

Garrett's Law Senate Bill 444, referred to as "Garrett's Law" mandates at the beginning of every school year that local Boards of Education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza and Human Papillomavirus (HPV) and their vaccines. Additional information on the diseases and the vaccines can be found at <https://www.immunize.nc.gov/schools/resourcesforschools.htm#GarrettsLaw>

## ***Safe Surrender or Infant Abandonment Law***

In July 2001, the North Carolina General Assembly passed the Safe Surrender or Infant Abandonment Law (G.S. 7B-500) that makes it legal for a parent to surrender an infant less than seven days old to a responsible adult without fear of criminal prosecution. For more information call the Safe Surrender Site @ 336-570-6777 or contact a school staff member.

## ***Health Requirements***

State law requires that every child entering in public schools in NC for the first time receive:

**1.** A health assessment. The assessment must occur within 365 days prior to entering school. The parent/guardian is encouraged to provide a completed health assessment transmittal form from their medical provider on or before the child's first day of attendance. A parent/guardian has 30 calendar days from the first day of attendance to provide the required completed NC Health Transmittal Form. At the end of the 30th calendar day period, any child without this documentation shall be prohibited from attending school until such documentation is provided.

**2.** Documentation of immunizations as required by North Carolina General Statutes (G.S. 130A-155). It is the parent's or guardian's responsibility to provide written proof of immunization within (30) calendar days from the first day of enrollment. The principal is required by law to exclude the child from school on the 31st day after enrollment until such documentation has been presented by the parent/guardian.

## ***Head Lice Control Procedures***

Students will not be allowed to stay in school if head lice are found in his/her hair.

**a.** If lice are detected, the parent/guardian will be notified and written instructions will be given to the parent/guardian regarding the head lice procedure and treatment. **b.** If nits only are detected, the student will remain in school and written instructions regarding treatment and removal of nits will be sent home with the student.

Upon return to school the student will be rechecked by the school nurse or trained school personnel. The student will not be readmitted to school if lice are detected. If nits are detected, the student will return to class and a "nits remain" letter will be sent home. Further monitoring may continue as needed. Absences will be excused no more than three consecutive calendar days per incidence. Students with repeated infestations will be referred to the school nurse/school social worker, who will determine appropriate interventions. In an effort to control this problem, parents should conduct periodic checks of their own students at home. The school should be notified if lice are found. Students must not share combs, caps, and other personal items.

## ***Dental Screenings***

As part of the regular school preventive programs, the Public Health Dental Hygienist employed by the North Carolina Oral Health Section, Division of Public Health, will conduct dental screenings for all Kindergarten students. Students in other grades will be screened by the dental hygienist upon request by the school nurse. The screenings will be conducted using non-latex gloves, a flashlight, and a tongue depressor. A letter will be sent home to the parent(s) or guardian(s) of each child with findings. Parents who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

## ***Medication at School***

If a student needs to have prescription or non prescription medication at any time during the school day or during school activities the parent/guardian is responsible for bringing medication to and from the school site as well as presenting a medical provider completed Medication Authorization Form also signed by the parent. For any questions refer to the ABSS Medication Policy 6125 on the ABSS website.

## ***Annual School Health Screenings***

Each year the Alamance-Burlington School System conducts student health screenings to better serve the students in Alamance County. Trained and certified staff members conduct hearing and vision screenings. Parent/guardians and or school staff may request a screening at any time. The screenings are performed at selected grade levels and parent/ guardians may contact their child's school for specific screening dates and times. Hearing screening is conducted for grades Pre K, K, 1, 3 & 5. Vision screening is conducted for grades 3, 5, and 7. Parent/guardians shall be notified in writing if a student fails a health screening and may need additional evaluation and/or follow up care. Blood pressure screening and Body Mass Index (BMI) may be conducted for special populations in the schools. Parents/guardians who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

## ***Student Transfer Information***

All transfer requests, including alternative calendar schools, will be accepted from **April 1 through May 1** for the following year. The Alamance-Burlington Board of Education may revoke a student's transfer during the school year or deny a request to transfer based on absences, tardies or violation(s) of the system's Student Code of Conduct. For information regarding student athletes, refer to the new Alamance-Burlington School Board Policy 4150.C. Requests for Reassignment and 4150.E. Conditions for Reassignment or Transfer.

## ***Student Enrollment/Transfers/Change of Address***

Students are assigned to schools based upon the addresses of their parents/legal guardians. Parents/legal guardians should keep their addresses and contact information up to date at the schools. If the parents/legal guardians move outside of the school zone and wish for their children to remain in their current schools, then they must contact the Office of School Assignment at 336-570-6060 within 15 calendar days of a residence change. Transfer requests for other reasons are accepted beginning on April 1 and must be submitted not later than May 1.



### ***Nondiscrimination in Enrollment***

It is the ongoing policy of the Alamance-Burlington School System to practice nondiscriminatory procedures in registering and/or enrolling students in classes. All courses are open to every student without regard to sex, race, color, religion, national origin, or handicapping condition.

### ***Free and Reduced Meal Benefits for Students***

**A current USDA waiver allows our district to provide free breakfast and lunch to all students through the end of the 2021-2022 school year.**

**We urge every family, regardless of income, to complete a USDA Lunch Application because doing so:**

- Helps schools receive federal money for programs that support and impact all students
- High School students can receive the following benefits plus many others from College Board:
- Waived and/or reduced fees on exams (SAT, PSAT, ACT & AP)
- Unlimited score reports to send to colleges
- College application fees waived at participating colleges

### **Accessing Public Benefits and Releasing Personally Identifiable Information**

to the North Carolina Division of Health Benefits (NC Medicaid) Federal law requires each State to develop agreements with non-educational public agencies to ensure all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency when local education agencies (LEAs) are seeking reimbursement for some health care services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), parent consent is required for the school system to release information about your child to the North Carolina Division of Health Benefits (NC Medicaid) in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

The funds collected from Medicaid in this school system will be used to:

- Purchase therapy and assessment materials to use with students
- Fund continuing education for therapists
- Equipment and technology for students and therapists

This notice is to parents who have given prior written consent for the Alamance Burlington School System to release information needed to access North Carolina Medicaid reimbursement for services provided through their child's Individualized Education Program (IEP); Individualized Family Service Plan (IFSP); Section 504 Plan; Individualized Health Plan (IHP); or Behavior Intervention Plan (BIP).

**This annual notice confirms the school district may release:**

**• Your child's name • Medicaid number • Your child's date of birth • Your child's service documentation, including evaluations • The dates and times services are provided to your child at school • Reports of your child's progress, including therapist notes, progress notes and report cards.**

Your child will continue to receive all required services at no cost to you. You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required plan services at no cost. You may ask questions about this program or revoke your consent at any time by contacting Stefanie Nance at [Stefanie\\_Nance@abss.k12.nc.us](mailto:Stefanie_Nance@abss.k12.nc.us) or 336-438-4000 ext 36264.

### ***Dropout Prevention/Driver's License Legislation***

North Carolina has legislation reflecting a coordinated statewide effort to motivate and encourage students to complete their high school education. The law requires the revocation of the student's driving permit or license if the student does not maintain adequate academic progress or drops out of school. Adequate academic progress is defined as passing three (3) out of four (4) classes in a block schedule school. The law became effective August 1, 1998 and applies to all North Carolina students under the age of 18 who are eligible for a driving permit or license. Legislation requires a student to present a Driving Eligibility Certificate, issued by the school and good for 30 days, to the Department of Motor Vehicles to obtain a permit or license.

The Driving Eligibility Certificate will only be issued to students making adequate academic progress. Students who do not meet the academic progress requirements will be reported to the Department of Motor Vehicles and their permit or license will be revoked. There is a provision for a request for a review of the student's situation based on hardship considerations. Students may regain academic eligibility at the end of each semester.

### ***Lose Control, Lose Your License Legislation***

Students given an expulsion/suspension for more than 10 consecutive days for one of the three reasons listed below are subject to having their permit/license suspended for up to one calendar year.

- ✓ *The possession or sale of an alcoholic beverage or an illegal controlled substance on school property*
- ✓ *The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S.115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school*
- ✓ *The physical assault on a teacher or other personnel on school property*

Students who are least 14 years old or who are rising 8<sup>th</sup> graders are subject to this law. This law applies to all students, even to those exempted under Dropout Prevention/Driver’s License Legislation. Unlike the Dropout Prevention/Driver’s License Legislation law that ends when a student turns 18 years old, the “Lose Control” law does not stop at age 18 nor does it stop when the student graduates. Students who may lose their permit/license under this legislation may be eligible to regain the permit/license after a six-month period by displaying exemplary behavior in an alternative educational setting or having successfully completed a school district approved drug or alcohol treatment counseling program.

### ***Student Directory Information***

The Alamance-Burlington Board of Education designates the following as directory information: student’s name, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency attended by the student, and eligibility for academic recognition. Each year the school system will publish a list of what is designated directory information that will be released publicly when the information is requested or needed. Parents, guardians or eligible students may refuse to allow the release of directory information by notifying the school in writing within (10) days of publication of this policy in the Student Code of Conduct.

Pursuant to federal law, names, addresses and telephone listings of secondary school students shall be released to military recruiters and institutions of higher education upon request. Parents or eligible students may request that this information not be released without prior written consent by the parent or eligible student. Annually, parents and eligible students will be notified of the opportunity to make such a request. If the request is made, then the school system shall comply with the request and shall not release the name, address and telephone listing of the student without prior written consent. Parents, guardians or eligible students may make this request by notifying the school in writing within (10) days of publication of this policy in the Student Code of Conduct.

It is school system procedure not to require parent permission for students to be photographed, videotaped and/or interviewed by system employees or media on routine school topics and activities for public information, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview exceptional children if they will be identified as exceptional children. Parents, guardians or eligible students may request not to be photographed, videotaped and/ or interviewed by notifying the school in writing within (10) days of publication of this policy in the Student Code of Conduct.

### **Addendum for Rule 1: Face Coverings**

**Revised August 2021**

#### **Rule 1: Noncompliance with Directives from Principals, Teachers and Other School Personnel Regarding Proper Cloth or Disposable Face Coverings**

Students are not permitted to wear bandanas, neck gaiter, or head wrap as a face covering. Only proper cloth or disposable face masks may be worn. Students who forget their masks will be provided one.

After two cumulative warnings, a third refusal to wear a mask will result in the disciplinary consequences for noncompliance.

***Face coverings are not required to be worn by an individual who:***

- Has an approved ABSS Face Covering Exemption Form on file;
- Is under 5 years of age;
- Is actively eating or drinking;

**Refer to Excerpt from StrongSchoolsNC Public School Toolkit \*(Subject to change)**

<https://covid19.ncdhhs.gov/media/164/open>

**The Alamance-Burlington School System is an equal opportunity institution.**

#### **Student Nondiscrimination Statement**

The Alamance-Burlington School System does not discriminate on the basis of race, color, national origin, sex or disability.

If anyone feels that discrimination has occurred on the basis of any of the above, he/she should contact:

**Dr. Angela Bost, Deputy Superintendent of Student Learning**

**Dr. Todd Thorpe, Assistant Superintendent of Operations**

# Inclement Weather - Here's what you need to know

## PLEASE NOTE:

Notify your child's school if your phone number or e-mail address changes in order for Connect-ED contact information to remain accurate.

**\*IF NO ANNOUNCEMENT IS MADE, SCHOOL WILL BE OPEN AS USUAL\***

**Once a decision is made to delay school, close school, or dismiss classes early, the following steps are taken:**

- Information is posted on the district website: [www.abss.k12.nc.us](http://www.abss.k12.nc.us)
- The following TV and radio stations are contacted: **Visit these website media outlets to find out inclement weather information from ABSS - The Times News**

### FM Radio Stations

WKRR 92.3  
WPAW 93.1  
WQDR 94.7  
WSML 95.1  
WQMG 97.1  
WSMW 98.7  
WMAG 99.5  
WMKS 100.3  
WYMY 101.1  
WJMH 102.1  
WTQR 104.1  
WBAG 105.9

### TV Stations

WFMY 2 (CBS)  
WRAL 5 (CBS)  
WGHP 8 (FOX)  
WXII 12 (NBC)  
NEWS 14 CAROLINA  
WTVD 11 (ABC)  
WXLV 45 (ABC)



[www.thetimesnews.com](http://www.thetimesnews.com)

**News 2**

[www.wfmynews2.com](http://www.wfmynews2.com)

**Fox 8**

[www.myfox8.com](http://www.myfox8.com)

**News 12**

[www.wxii12.com](http://www.wxii12.com)

**ABC 11**

[www.abc11.com](http://www.abc11.com)

**ABC 45**

[www.abc45.com](http://www.abc45.com)

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A Connect-ED automated phone message is scheduled to send to all staff and student families, beginning no earlier than 6:00 a.m., or as soon as early dismissal is determined if students are already in school or en route to school.

(The system generally takes 30 minutes to contact all ABSS families. In cases of heavy call volume or high network use, 100% of calls maynot be received. For that reason, ABSS provides a variety of methods to find out weather plans for schools.) \*If you would like to also receive e-mail notification of Connect-Ed messages, contact your child's school with your e-mail address.

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**\*\*ABSS reserves the right to designate any workday, vacation day or Saturday as a student day (including spring break) as needed for inclement weather makeup.\*\***

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**NOTE:** School board policy allows the superintendent to excuse individual student absences due to safety concerns during inclement weather. If parents feel road conditions are too hazardous to travel, they are given the ultimate decision concerning their child's safety. A parent note is required upon return to school.