

SCOTLAND HIGH SCHOOL

“Home of The Fighting Scots”



**2021 - 2022
STUDENT HANDBOOK**

1000 West Church Street
Laurinburg, NC 28352
(910) 276-7370

Bell Schedules

Bell Schedule Regular Day

7:00..... Bus Bell
7:30.....Dismiss to 1st block
7:40-9:10..... 1st block
9:16-10:46..... 2nd block
10:52-1:04.....3rd block
 10:52-11:17.....A lunch
11:22-1:04.....3A class
 11:28-11:53..... B lunch
10:53-11:28.....3B class
11:58-1:04.....3B class
 12:05-12:30.....C lunch
10:52-12:05.....3C class
12:33-1:04.....3C class
 12:39-1:04..... D lunch
10:52-12:39.....3D class
1:10-2:40.....4th block

Bell Schedule HR Days

7:00..... Bus Bell
7:30.....Dismiss to 1st block
7:40-8:57..... 1st block
9:03-9:23.....Homeroom
9:29-10:46..... 2nd block
10:52-1:04.....3rd block
 10:52-11:17.....A lunch
11:22-1:04.....3A class
 11:28-11:53..... B lunch
10:53-11:28.....3B class
11:58-1:04.....3B class
 12:05-12:30.....C lunch
10:52-12:05.....3C class
12:33-1:04.....3C class
 12:39-1:04..... D lunch
10:52-12:39.....3D class
1:10-2:40.....4th block

Bell Schedule (½ Day)

7:00.....Bus Bell
7:30.....Dismiss to 1st block
7:40-8:20..... 1st block
8:25-9:03.....2nd block
9:08-9:46.....4th block
9:51-11:20.....3rd block
 9:51-10:11.....A lunch
10:11-11:20.....3A Class
 10:14-10:34B lunch
9:51-10:14.....3B Class
10:34-11:20.....3B Class
 10:37-10:57.....C lunch
9:51-10:37.....3C Class
10:57-11:20.....3C Class
 11:00 -11:20.....D lunch
9:51-11:00.....3D Class
11:20Dismissal

Bell Schedule (2 Hour Delay)

9:00.....Bus Bell
9:30.....Dismiss to 1st block
9:40-10:30..... 1st block
10:35-11:35.....2nd block
11:41-1:31.....3rd block
 11:41-12:06.....A Lunch
12:06-1:31.....3A Class
 12:09-12:34.....B Lunch
11:41-12:09.....3B Class
12:34-1:31.....3B Class
 12:38-1:03.....C Lunch
11:41-12:38.....3C Class
1:03-1:31.....3C Class
 1:06-1:31.....D Lunch
11:41-1:06.....3D Class
1:37-2:40.....4th block

DUTIES OF THE PRINCIPAL

Mr. Brent Smith Principal	
● Student Services Personnel. ● Instructional Support Dept. ● Field Observations ● Budget ● Final Evaluations ● Fundraisers ● News/Media ● Teaching Assignments ● Hiring/Dismissals ● SGA ● AdvanceED Visit	● Oversee CGR Report ● Student Support Team ● Field Trips ● Administrative Assistants/Office Personnel ● Security Personnel ● Assistant Principals ● Purchasing ● School Sales ● Scholarship Coordinator ● BT 1's Evaluation ● Email/Connect-Ed communication (News and Notes)
Michael Chapman Assistant Principal	David Johnson Assistant Principal
● Grade Level Administrator and discipline for 10th grade ● Buses ● Exceptional Children ● Counselors/Scheduling ● Math Department ● PLC's ● SIT/SIP/NCSTAR ● Master Schedule ● Registration ● Employee/Student Handbook ● "B" Lunch Supervision	● <u>Grade Level Administrator and discipline for 12th grade</u> ● Assist w/Indian Ed Coordinator ● Athletic Director ● PE Department ● Science Department ● Custodians, building and grounds ● Room assignments ● PLC's ● 3 to 6 program ● Graduation Coordinator ● ISS ● Teacher Duties assignment and monitoring ● Lunch Schedule Cafeteria Contact ● Oversee Athletic Booster ● "A" Lunch Supervision

Venecia Morrison Assistant Principal	Susan Deese Assistant Principal
● <u>Grade Level Administrator and discipline for 9th grade</u> ● Textbooks ● CTE Dept. ● Fine Arts Department ● JROTC Dept. ● PLC's ● Band Contact-Band Day, Band Banquet, Booster ● Attendance Program ● Cultural Diversity ● Prom ● Assist with Graduation ● Polished Pearls ● Honor's Portfolios ● AIG ● "C" Lunch Supervision ● Back up Testing Coordinator	● <u>Grade Level Administrator and discipline for 11th grade</u> ● Testing Coordinator ● Social Studies Dept. ● English Department ● Foreign Language ● Super Saturday/Yearly Remediation/Tutoring ● Schoolnet/Benchmarking ● Administrative Interns ● EVAAS/Verifying Rosters ● Homecoming ● PLC's ● Indian Education ● Staff Development/CEUs ● Teacher Evaluation Schedule ● Credit Recovery ● AP Testing ● "D" Lunch Supervision

Office Staff Responsibilities

Cindy Cross 6:30 - 3:00	Debbie Nevere 7:30 - 4:00
● All secretarial duties of the Principal ● Staff info (Addresses, phone numbers, EAF's, personnel files) ● Maintain Sub-Finder and acquire substitute teachers ● Maintain Field Trip records/ Trip Requests ● Create work orders for campus rentals ● Leave Forms ● Distribute all mail ● Distribute supplies to teachers/staff ● Prepare student handouts and distribute to teachers during the year ● Calls for monthly fire drill, code blue drill and tornado drills ● Assists lunch/breakfast for staff meetings and	● Bookkeeping (SchoolFunds checks and receipts. Account info/receipt books) ● Payroll (Checks TIMEKEEPER daily & assist employees with TIMEKEEPER/Aesop procedures) ● P-Card purchases/Maintain Logs ● Purchase supplies for teachers/staff ● Financial reports. ● Copier machine contact. ● Back up for Aesop. ● Athletics Reserved Seat sales and issue general admission tickets to gate workers ● Reports for monthly fire drills and sanitation ● Assist AP's with Homecoming, Prom, Graduation, etc.

- other events • Scotland Base back up • Backup Reserve Ticket Sales • Plans lunch/breakfast for staff meetings and other events • Student Debts • Campus Calendar • District 411 Calendar • All other duties as assigned by the Principal	• EOY (All items not turned in to the assigned person.)
Trish Wallace 7:00-3:30 • Testing • Registrar 2 • Back up attendance coverage • Back up nurse • All other duties as assigned by the Principal	Tina Smith 7:30 - 4:00 • Data Manager • Maintains inactive and graduated student folders • Transcripts/Records request • Key any "Student Course Change Notices" into PowerSchool • Assist with graduation programs. • All other duties as assigned by the Principal
Belinda Hunsucker 7:00 – 3:30 • Main office receptionist/Assist attendance • Assist Tina Smith with transcripts, etc. • All other duties as assigned by the Principal	Whitney Graves 7:00 – 3:30 • Registrar • Assistant to Guidance Counselors • Complete and return Social Services Forms as received • All other duties as assigned by the Principal
Gail Chavis 7:30 – 4:00 • Attendance Office • Enter info into PowerSchool as they occur. • Entering attendance from Substitutes daily • Preparation of daily attendance sheets • Locate and summon students to sign-out at attendance office • Send out 3, 6 and 10-day absentee letters • All other duties as assigned by the Principal	Toni Stewart 7:15-4:00 • Oversee Media Center • Maintain School Website • Technology Distribution and Work Orders • MTSS Coordinator • RCC Textbook Distribution • All other duties as assigned by the Principal
Lisa Alford 7:00 – 3:00 • Media Assistant • Handle all transportation/bus notes • Maintain School Website • Technology Distribution and Technology Fees • All other duties as assigned by the Principal	

SHS Faculty 2021-2022

Mathematics Gallagher, Daniel Graham, Taneisha Green, Sasha Gay Lang, Catherine Quick, Sara Tilley, Christian Williams-Locklear, Mary Williams, Elizabeth Wrape, Greg Wright, David Wright, Sandra	Science Bowen, Keniel Fletcher, Kiaynne Hyman-Johnson, Krystle Lindo, Lois Locklear, Adrienne Parker, Jonathan Sanford, James Smith, Stacie Thomas, Alexine	English Cheek, Kelly Cook, Clayton Davis, Jennifer English, Dan Ferguson, Beth Johnson, Meg Locklear, Brittany Niglio, Leah Recullo, Joseph Ricciutti, Rebekah
Social Studies Bailey, Richard Carroll, Sonya Coates, Thomas Dudley, Kelsey Graves, Joe Havener, Tom Herr, Denise Malloy, Sabrina Malpass, Michael Paterson, Hugh Varner, James Vicente-Ruiz, Pat	Foreign Language Basi, Rosa Cheek, Kelly Kirk, Jacqueline Rasul, Elijah	Health/PE Adams, Paul Ferguson, Dashaun Jernigan, Meg McLaurin, Joshua Romaine, Adam Shelley, Dawson Smith, Kelsey Tyson, Hashan
Career & Technical Ed. Adkins, Talisa Brantley, Elsie Braswell, Jeffery Caple, Vondia Covington, Elizabeth Cromartie, Faye Goins, Kevin Hines, Samantha Hopkins, June Kitzmiller, Jim Locklear, Jimothy Manning, Janet McRae, Dr. Jonathan Padilla, Heather Peterkin, Kay Quick, David Richardson, Sam Scott, Bobby Smith, Neil	Exceptional Children Allen, Tina Barfield, Stephanie Bears, Samantha Bright, Tanesha Coker, Odessa Christovale, Monique Dietrich, Christina Dockery, Sheila Drayton, Flonnie Fields, Tiffeny Harrington, Jocelyn Johnson, Lorenzo Lawson, Angela Lindey, Joy Lockey, Kathy McClellan, Janet McLaurin, Mary McLean, Teresa Miles, Sharon Riddell, Terri	Ward, Dennis Wheeler, Mallory Williams, Sharon Willis, Tameka Fine Arts Davis, Keyana Edmundson, Vanessa Goodwin, Britton Johnson, Dayonna Jorgenson, Matt Laviner, Phyllis JROTC Lt. Col. Karl McLoud MSG Ray Drewry

SHS Faculty

Student Services Armstrong, Valencia Chavis, Cindy Davis, Melvin Harrington, Chiquita Menius, Megan Monroe, Nicole Pegues, Kendra Powell, Pat Stubbs, Liz	College Central Chavis-Johnson, April	Security Ofc. K. Page LPD Ofc. J. Leviner LPD Paul, Jennifer Bowman, Larry
Media Center Alford, Lisa Stewart, Toni	Instructional Facilitator Chapman, Michael	Technical Support Goldson, Jordan

CHECKING IN AND OUT:

Students checking in after 7:40 must check in through the attendance office. Students leaving during the instructional day for any reason must check out through the attendance office as well.

Failure to do so will be considered skipping and a referral will be sent to an assistant principal.

To preserve the instructional time in each class, the front office will not check out students after 1:55pm, Monday through Friday without an appointment card from a doctor or dentist.

TAKING ATTENDANCE:

Teachers must complete student attendance in PowerSchool by the end of each block. If students are present for at least 50% of class time, they shall **NOT** be counted absent. They are either marked as tardy or present.

(1) Students are to turn in notes for all absences to the Attendance Clerk in the front office within 3 days of return to school.

(2) The following are the 10 legal reasons for an Excused Absence (G.S.115C 387):

(a) Illness or Injury:

When the absence results from illness or injury which prevents the student from being physically able to attend school.

(b) Quarantine:

When isolation of the student is ordered by the local health officer or by the State Board of Health.

(c) Death in the Immediate Family:

When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.

(d) Medical or Dental Appointments:

When the absence results from a medical or dental appointment of a student.

(e) Court or Administrative Proceedings:

When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.

(f) Religious Observance:

School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)

(g) Educational Opportunity:

When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

(h) Local School Board Policy:

LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

(i) Absence related to Deployment Activities:

A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or

immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V (E))

(j) Child Care:

Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S. 115C-375.5)

(3) Absence codes will be changed in PowerSchool daily to reflect the above reasons with submitted documentation by the Attendance Clerk.

(4) After the 8th absence, parent notes for illness or injury will no longer be accepted. Students must have official documentation (doctor's office note, etc.)

after the 8th absence for it to be excused.

(5) Students can recover unexcused absences through Saturday Attendance Recovery (SAR) or After School Tutoring only:

(a) Only held on selected Saturdays that will be announced, 8:00am – 12:00pm. Doors locked at 8:00.

(b) After School tutoring must be with the student's teacher

(c) No transportation or meals provided.

(d) Students must bring work. Students without school work will be dismissed

from SAR and will not receive credit for attendance. Cell phones are not permitted during SAR.

(6) Unexcused absences must be recovered by the end of the semester.

(7) In situations beyond our control, the administration will make the final decision.

(8) Attendance not recovered by the end of the semester will result in a 59 for the class and must repeat the course.

TARDY POLICY (SCHOOL):

1. A student who reports to school after 7:45 am must report to the attendance office for a

pass to be admitted into class. Student passes will be time- and date stamped.

2. A student who misses more than one-half of a class period (45 minutes) shall be counted as absent for that class and shall be held accountable under the Scotland High

School Attendance Policy.

3. Students on a late bus must report directly to class and will not be counted tardy. Students will report to class with a bus note from administration.

TARDY POLICY (CLASS):

This Tardy Policy applies per student, per class. Students are tardy when they are not in the assigned classroom when the tardy bell rings.

1st Tardy - Verbal Warning

2nd Tardy - Parental Contact by the teacher (Documented)

3rd Tardy *- Student will be assigned (1) Lunch Detention written by appointed office staff

4th Tardy* - Student will be assigned (3) Lunch Detentions written by appointed office staff

5th Tardy - All Day ISS-Assigned by Administration

6th Tardy Plus - 1-3 days SPPC-Assigned by Administration

Lunch Detentions are to be served the next school day following the 3rd and 4th tardies.

HOMEWORK:

Regular homework assignments should be time and effort appropriate and followed up by teacher feedback. Homework is separate from the daily class time and should be completed as homework not as something tagged on to the last few minutes of regular class time. Homework should be used to support learning and should not be used as a means of punishment. Any assignment issued to students must be checked/graded. Homework (or lack of) should never independently fail a student.

GRADING

- Grades must be derived from the academic progress a student makes.
- Teachers are required to update PowerSchool Gradebook daily. (See Appendix A for PowerSchool instructions)
- IF A STUDENT IS IN DANGER OF FAILING A COURSE, PARENTS MUST KNOW AT
LEAST BEFORE GRADES GO HOME!
- Document parental contact.

- It is mandatory the parent receives the 4 ½ week progress reports as set forth in the district calendar.
- Teachers will be involved in the development and implementation of MTSS Process, as appropriate for at-risk students.
- No student will receive a grade lower than 50 for any grading period in each semester.
- Constantly review the failure rate in each class. High failure rates, or a wide variance in nine-weeks' grades and benchmarks/ exam scores, may indicate the need for a different approach to instruction (modification of instruction based on student success rate).

District Grading Policy: Freshmen 2015-2016 or later:

Alpha Grade	Numerical Grade	Grade Point Average	Honors Courses	AP/College Courses
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	Below 60 Or Excessive Absences	0	0	0
Incomplete (INC)	Missing Work	0	0	0

- **Test Retakes** – District policy states that any student that takes an initial test where mastery is not yet obtained, more time may be needed to complete the mastery learning process. In this case, the student must engage in an intervention prior to re-taking a test to show mastery. Therefore, the goal of re-taking a test is not only the improved grade, but mastery of the concepts and skills.

Re-takes should be administered within 10 days of the original test and after the intervention has occurred. Teachers will work with students to allow the student to retake tests.

For any re-take, a student will receive the grade of their greatest mastery. In other words, if they initially received a “54” and then scored a “75” on the re-take, the highest grade will be entered into PowerSchool, not the average. However, the highest grade that can be received on a test retake is an 80.

- **Re-Do Policy:**

Scotland High school has a re-do policy. Mastery is not just accomplished through tests,

but other assignments as well. All students have the opportunity in every class to redo

class work to improve their grades. Teachers have created redo policies for their classes and/or departments. Students should obtain these policies from each teacher.

BOOK BAGS:

CLEAR BOOK BAGS ONLY are allowed on the SHS campus during the instructional day only. However, SHS administration reserves the right to conduct unannounced searches at any time.

HALL PASSES

- Any student out of class during instructional time must have the approved hall pass. Students should not be out of class the first and last 30 minutes of the class period.
- Students should take time to use restrooms during class changes.
- Students cannot be out of class without a pass for any reason. It will be considered skipping class if a student doesn't have a hall pass and is not in class during instructional time.

DRESS CODE:

The purpose of a dress code is to communicate the school's clear expectation that the focus of school is to promote learning. Students will not be allowed to attend school

wearing clothing or accessories which interfere with the maintenance of good order and discipline, or which otherwise disrupt learning.

In accordance with Scotland High School's dress code policy:

- A. The three B's shall be covered at all times (butts, bellies, and breast)
- B. Undergarments (bra straps, boxers, etc.) shall not be visible
- C. No pajamas or sleepwear can be worn
- D. Shorts, dresses, and skirts shall remain at least finger-tip length in front and back; therefore, bandage skirts and other tight, spandex skirts/dresses that move above the finger-tip mark of measurement when walking, bending and sitting are not allowed

E. Pant shall be worn at the waist

F. Leggings, including yoga pants and tights, may be worn. However, a shirt or tunic that is finger-tip measurement must be worn with them

G. Clothing with holes, tears, or "see through" shall follow the dress code as stated above.

Therefore, no skin should be visible above the finger-tip measurement

H. Bandanas are NOT allowed inside the building at any time

I. Shirt straps must meet the 3-finger rule (no spaghetti straps, tube tops, off the shoulder

tops or low-cut boys' tank tops that expose the entire shoulder or bra strap for girls or abdominal sides for boys

J. Clothing and accessories, as well as messages on clothing or accessories, shall not be

lewd, vulgar, provocative, obscene, degrade individuals or groups, or promote violence,

alcohol, tobacco, or illegal substances

The aforementioned examples in no way limit the scope of this dress code policy.

CELL PHONES:

Unless used for instructional purposes, cellphones and earbuds are not allowed in class. Scotland High School is not responsible for lost or stolen cellphones.

1st Offense-Warning

2nd Offense-Warning/Parent Conference
3rd Offense-up to 3 days OSS

TEXTBOOKS:

Students are responsible for textbooks that are checked out to them. All teachers have an accountability system in place to keep track of the textbooks in their classroom. At the end of each semester, teachers with students who have not returned books will document them with an online form ("Delinquent Accounts").

RCC textbooks are checked out to students through Liz Stubbs, Toni Stewart and Lisa Alford.

STUDENT SUPERVISION:

- Students will not be permitted in the building prior to 7:10 nor after 2:45 unless they are

participating in after school activities sponsored by a staff member or attending tutoring.

Students participating in after school events should report directly to the designated area

as soon as dismissed.

- Students will also be responsible for cleaning up the area that was used for their event.

EXTRACURRICULAR ACTIVITIES:

SHS encourages students to investigate and participate in extracurricular activities such

as student clubs, community organizations, and SHS athletics. Students should listen to daily announcements and view announcements in the cafeteria that highlight these activities.

STUDENT CHROMEBOOK:

Students must have their device in their possession daily. It is the responsibility of the student to make sure that his/her device is adequately charged for the entire day.

Students must follow all classroom rules concerning the locking up of devices if not being used during class. An example of this would be in Physical Education class.

Students need to take care of their device as he/she will have their device during their time as a SHS student. If students are having issues with their device, they will need to report to the Technology Care Center located in the Media Center.

All students must pay a \$25.00 technology fee annually for the use of the device. All students are expected to maintain the highest standard in digital citizenship. All internet traffic, regardless of school or home networks, will be monitored and logged as per Children's Internet Protection Act (CIPA) compliance standards.

CRISIS MANAGEMENT PLAN:

Code Black: Tornado Drill

- When the signal is given: close windows, outside doors and blinds if possible.
- Move students quickly and orderly to assigned areas.
- Students must assume the SAFE position. Anyone outside the building must move inside
at once to an assigned area.
- No buses will be loaded/students released during this time.
- Check your class roster against the students present in your assigned area.
- Area assignments will be posted for staff/student information.

Code Red: Fire Drills

- A fire evacuation plan must be posted in each classroom (available from Mrs. Nerverve).
- A fire drill will be held each month.
- Move students quickly and orderly at least 200 feet from the building.
- Carry your class roster with you and take attendance as you arrive at your secure area.

STUDENT PARKING PASSES:

All student vehicles require a current, valid SHS parking permit at a non-refundable fee of \$40.00 The permit must be displayed on the rearview mirror of the registered vehicle. Upon receiving your parking permit, please read all rules and regulations concerning the student parking lot and driving privileges.

Consequences for automobile violations:

- 1st offense-Loss of parking privileges for 5 days
- 2nd offense-Loss of parking privileges for 10 days
- 3rd offense-Loss of parking privileges for the remainder of the year

YOUR SAFETY IS OUR NUMBER ONE PRIORITY!!

CREDIT RECOVERY:

Students who fail a high school course may retake parts of the course through credit recovery to earn credit for the course. Credit recovery delivers a subset of the blueprint of the original course in order to specifically address deficiencies in a student's mastery of the course and target specific components of a course necessary for completion. A pre-assessment of the student's understanding of the course material will be administered at the beginning of the course and the credit recovery will be tailored to meet the needs of the individual student. The length of a credit recovery course is dictated by the skills and knowledge the student needs to recover and not a fixed length of seat time. Any EOC exam associated with the credit recovery course will be administered no later than 30 days upon completion of the credit recovery course. The credit recovery will be graded as pass or fail and will not impact the student's grade point average. The original grade for the course will remain on the student's transcript.

STUDENT SUPPORT SERVICES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

FERPA is a federal law that governs the maintenance of student's records. Under law parents/guardians of students or students if they are 18 years of age, have the right to inspect records kept by the school about the student and the right to correct inaccuracies in records. Access to the records by persons other than the parents/guardians of the student is limited and generally requires prior consent by the parents/guardians and 18 year-old students.

Directory information, such as the student's name and home address may be released without parental/guardian consent. Colleges, universities, scholarship services, military recruiters, and other organizations that wish to notify students of opportunities and information, etc., also have access to Student Directory Information.

Students who are at least 18, or parents who do not wish any directory information to be released to any organization must sign, date, and return to the school the FERPA memorandum that will be given out in homeroom.

Copies of the Scotland County Board of Education Policy JR-A “Confidentiality and Access to Student Records” may be obtained from the Principal’s or Superintendent’s office.

STUDENT RECOGNITION:

HONOR GRADUATES: students with an (8) semester average of at least 4.0 (weighted). No rounding of GPA.

MARSHALS: juniors who have maintained an overall GPA of at least 4.25 (weighted) through the first (5) semesters. No rounding of GPA.

HONOR ROLL: students who earn all A’s and B’s during the nine-week period.

NORTH CAROLINA SCHOLAR:** seniors with an overall 3.5 (unweighted) GPA that meets designated requirements per NC Department of Public Instruction.

NORTH CAROLINA HIGH SCHOOL DIPLOMA ENDORSEMENTS**

****Website:**

<https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements/high-school-diploma-endorsements>

VALEDICTORIAN & SALUTATORIAN:

TIE BREAK FORMAT:

1. Grade Point Average: Averages will be calculated through PowerSchool to (4) decimal places
2. Number of Courses Successfully Completed: Total number of credits earned.
3. Rigor of Curriculum: Highest Numerical Average in each course (Honors v. AP v. CC classes).
4. Results of Standardized Testing: ACT score from Junior Year administration. Before the announcement of Valedictorian and Salutatorian is made, the principal will review their selection process with the Assistant Superintendent of Curriculum and Instruction to ensure all above criteria have been followed.

GRADUATION REQUIREMENTS

CONTENT AREA	FUTURE-READY CORE Course of Study Requirements
English 4 Credits I, II, III, IV or a designated combination of 4 courses	
Mathematics	4 Credits Math I, II, III and a 4th Math Course to be aligned with the student's post high school plans
Science	3 Credits A physical science course, Biology, Environmental Science
Social Studies	4 Credits World History; American History I, American History II, and Civics & Economics; OR World History, American History, The Founding Principles of the United States of America and NC Civic Literacy OR AP US History, and Economics & Personal Finance, or other college-level courses that are appropriate**;
World Languages	Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.
Health and PE	1 Credit (1 additional required by SCS) Health/Physical Education
6 Credits required 2 elective credits of any combination from either: • Career and Technical Education (CTE) • Arts Education • World Languages Electives or other 4 elective credits strongly recommended (four course concentration) from one of the following: requirements*** • Career and Technical Education (CTE)**** • JROTC • Arts Education (e.g. dance, music, theater arts, visual arts) • Any other subject area (e.g. social studies, science, mathematics, English)	
Additional Electives	6 Electives of student choice, including Career and College Promise classes
Total 28 Credits	

GUIDANCE PROCEDURES:

1. Counselors will meet with assigned students at least once each semester.
2. Students may stop by Guidance outside of instructional time to make appointments with counselors.
3. Do not send students to Guidance unless:
 - a. They have a pass from a counselor, or
 - b. You have called first to check for counselor availability
4. Students with appointments must report to the classroom teacher who will give the student a permission slip from the counselor and dismiss the student.
5. Students will receive a Return to Class Note from the counselor to return to class.
6. Students in Guidance during instructional time without counselor/teacher permission are skipping class.
7. Staff members may refer students to guidance on a Student Services Referral Form. Reasons for a referral may include the following: behavior intervention, attendance, academic performance, and special circumstances.
8. Students within an appointment notice must not be released during instructional time to
visit guidance unless an emergency situation exists. If the counselor calls for a student
during class time, some sort of emergency exists and the student must be excused at
once.
9. Guidance Counselors will serve students and Advisors by grade level:
 - a. A - D Cindy Chavis
 - b. E - A. Locklear Liz Stubbs
 - c. B. Locklear - O Patricia Powell
 - d. P - Z Kendra Pegues

SCHOOL NURSE:

All student emergencies should be sent directly to the school nurse's office, or the nurse should be called to the student's location. Students will only be released from class to see the school nurse in emergency situations. Students requesting to see the nurse in non-emergency situations, should report to the nurse during class change. The nurse will give a note to return to class to any student sent to the school nurse's office. School nurse office hours are 7:15am until 3:00pm. Students with special

concerns may see the school nurse before school, during lunch periods, or after school.

GENERAL INFORMATION

LUNCH/FOOD/DRINK

- For the cleanliness of our school, no food or drinks are allowed in the classrooms, with the exception of bottled water.
- No deliveries of commercial or home prepared food items will be accepted for classrooms at any time.
- Students will not be allowed to sign-out to purchase food items for class consumption, even with a parent note.
- Students eat lunch during their assigned lunch period only.
- Students do not break line or allow others to break in line.
- Students will clean up after themselves.
- Students must be in the cafeteria, commons, or designated plaza area during lunches.
- Students will be considered in an unauthorized area if they are found outside of the blue painted lines in the plaza.

AA Clearinghouse

Division I Academic Requirements

College-bound student-athletes will need to meet the following academic requirements to practice, receive athletics scholarships, and/or compete during their first year. At a minimum, students must meet the following:

Core-Course Requirements:

Complete 16 core courses in the following areas:

- 4 years of English
- 3 years of math (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered)
- 1 year of additional English, math or natural/physical science
- 2 years of social science
- 4 years of additional courses (any area above, foreign language or comparative religion/philosophy)

Full Qualifier

Complete 16 core courses:

- Ten of the 16 core courses must be completed before the seventh semester of high school
- Seven of the 10 core courses must be in English, math or science.
- Earn a core-course GPA of at least 2.300

Partial Qualifier

- Earn the ACT/SAT score
- matching your core-course GPA on the Division I sliding scale
- Graduate high school
- Academic Redshirt
- Complete 16 core courses
- Earn a core-course GPA of at least 2.000
- Earn the ACT/SAT score
- matching your core-course GPA on the Division I sliding scale
- Graduate high school

FULL QUALIFIER:

College-bound student-athletes may practice, compete and receive athletic scholarships during their first year of enrollment at an NCAA Division I school.

ACADEMIC REDSHIRT:

College-bound student-athletes may receive athletic scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

NONQUALIFIER:

College-bound student-athletes cannot practice, receive athletic scholarships or compete during their first year of enrollment at a NCAA Division I school.

Division II Academic Requirements

College-bound student-athletes enrolling at an NCAA Division II school need to meet the following academic rules to practice, compete and receive athletics scholarships during their first year.

At a minimum, students must meet the following:

Core-Course Requirement

Complete 16 core courses in the following areas:

- 4 years of English
- 2 years of math (Algebra I or higher)
- 2 years of natural or physical science (including one year of lab science if offered)
- 2 years of social science
- 3 additional years of English, math or natural or physical science
- 4 additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy

Full Qualifier

Complete 16 core courses

- Earn a core-course GPA of at least 2.200
- Earn an SAT combined score of at least 820 or an ACT sum score of at least 68
- Graduate high school

Partial Qualifier

Complete 16 core courses

- Earn a core-course GPA of at least 2.200
- OR
- Earn an SAT combined score of at least 820 or an ACT sum score of at least 68
 - Graduate high school

FULL QUALIFIER:

College-bound student-athletes may practice, compete and receive athletics scholarships during their first year of enrollment at an NCAA Division II school.

PARTIAL QUALIFIER:

College-bound student-athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

NONQUALIFIER:

College-bound student-athletes may not practice, compete or receive athletics scholarships during their first year of enrollment at an NCAA Division II school.

PARENT PORTAL:

All parents can see your student's attendance and grades daily using the Parent Portal in PowerSchool. Please see the PowerSchool Manager at Scotland High School for your username and password.

STUDENT INFORMATION:

Scotland High School prides itself on a consistent communication plan with all students and parents. In order for this to happen, parents need to make sure that all phone numbers and addresses are kept up to date in our PowerSchool system. Parents will receive recorded messages from the school throughout the school year, if you are not receiving these calls please contact the school.

Offense	First Offense	2nd Offense	3rd Offense
Sexual Harassment (4300-B)*	Counselor referral/up to 5 days OSS Virtual Environment – Up to 5 days suspension from virtual class, parent conference, counselor referral	Counselor referral and up to 10 days OSS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral	Counselor referral and up to 10 days OSS/possible ALA referral Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral ADDITIONAL OFFENSE 10 days OSS/possible LT/expulsion Virtual Environment – Up to 5 days suspension from virtual class, parent conference, counselor referral
Integrity and Civility (4310)	Up to 3 days ISS/parent conference Virtual Environment –	Counselor referral/up to 3 days ISS/parent conference	Counselor referral/up to 3 days OSS/parent conference

	Parent Contact	Virtual Environment – Parent Contact, Counselor Referral	Virtual Environment – Parent Contact, Counselor Referral, Up to 3 days suspension from virtual class, parent conference
Disruptive /Disrespectful Behavior /Insubordination (4315)*	Counselor referral up to 3 days OSS Virtual Environment – Up to 3 days suspension from virtual class, parent conference, counselor referral	Counselor referral up to 5 days OSS Virtual Environment – Up to 5 days suspension from virtual class, parent conference, counselor referral	Counselor referral/up to 10 days OSS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral ADDITIONAL OFFENSE Up to 10 days OSS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral
Student Dress Code (4316)	Up to 1 day ISS Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class	Up to 2 days ISS Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class	Up to 2 days OSS Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class
Use of Wireless Communication Devices (4318)	Up to 2 days ISS Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class	Up to 2 days OSS Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class	Up to 2 days OSS Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class

Inappropriate Use of Computer	Warning/parent contact/counselor referral Virtual Environment – Warning, Parent Contact, counselor referral	Parent contact/ counselor referral/ up to 3 days OSS Virtual Environment – Up to 3 days suspension from virtual class, parent conference, counselor referral	Parent contact/ counselor referral/ up to 5 days OSS Virtual Environment – Up to 5 days suspension from virtual class, parent conference, counselor referral
Tobacco and Vaping Products including vaping without THC (4320)	Warning/up to 1 day OSS/tobacco awareness (scoring at least 80%) Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class, referral to tobacco awareness program	Up to 1 day OSS/ tobacco awareness with additional resources Virtual Environment – Parent Contact, Opportunity to correct the issue, No use of Camera during current class, referral to tobacco awareness program	Up to 3 days OSS Virtual Environment – Parent Contact, Up to 3 days no use of Camera during current class
Drugs and Alcohol (4325) ** (Includes Possession, Under the Influence, Paraphernalia, vaping with THC)	Up to 10 days OSS/possible ALA/LTS/ Expulsion Substance Abuse Awareness Program (scoring at least 80%) Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral to substance use program	Up to 10 days OSS possible ALA/LTS/Expulsion Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral to substance use program	Up to 10 days OSS/possible ALA/LTS/Expulsion Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral to substance use program
Sell or Distribute Drugs (4325) **	Counselor Referral/10 days OSS/possible ALA/LTS/Expulsion	10 days OSS/possible ALA/LTS/ Expulsion	10 days OSS/possible ALA/LTS/ Expulsion
Gang Related Activity	Counselor Referral/Up	Counselor referral/Up	Counselor referral/Up

(4328) *	to 10 Days OSS/ possible ALA/LTS/Expulsion Virtual Environment – Warning, Parent Contact, Opportunity to correct the issue, No use of Camera during current class, may only chat with instructor during class, counselor referral	to 10 Days OSS/ possible ALA/LTS/Expulsion Virtual Environment – Up to 3 days suspension from virtual class, parent conference, counselor referral	to 10 Days OSS/possible ALA/LTS/Expulsion Virtual Environment – Up to 5 days suspension from virtual class, parent conference, counselor referral
Theft, Trespass and Damage to Property (4330) *	Counselor Referral/Up to 3 days OSS/restitution	Up to 5 days OSS/restitution	Up to 10 days OSS/restitution/ possible ALA/LTS/Expulsion
Fighting, Assaults and Threats (4331) *	Counselor Referral/ Up to 10 days OSS/ALA/possible LTS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral	Up to 10 days OSS/ALA/possible LTS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral	Up to 10 days OSS/ALA/possible LTS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral
Bullying and Harassment (4329)*	Counselor Referral/Up to 10 days OSS/ALA/possible LTS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral	Up to 10 days OSS/ALA/possible LTS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral	Up to 10 days OSS/ALA/possible LTS Virtual Environment – Up to 10 days suspension from virtual class, parent conference, counselor referral
	1 – 10 days	1 – 10 days	1 – 10 days

Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety (4333) **	OSS/possible ALA	OSS/possible ALA	OSS/possible ALA
	Follow mandated consequences by law/	Follow mandated consequences by law/	Follow mandated consequences by law/
	365 Day Suspension	365 Day Suspension	365 Day Suspension
	Virtual Environment - 1 – 10 Days suspension from virtual learning/	Virtual Environment - 1 – 10 Days suspension from virtual learning/	Virtual Environment - 1 – 10 Days suspension from virtual learning/
	Follow mandated consequences by law/	Follow mandated consequences by law/	Follow mandated consequences by law/
	365 Day Suspension	365 Day Suspension	365 Day Suspension

* Law Enforcement may be notified

** Law Enforcement shall be notified (Parental contact must occur on all offenses)

BUS CODE OF CONDUCT:

Level 1	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Weapons	1-365 day suspension	1-365 day suspension	1-365 day suspension	1-365 day suspension	1-365 day suspension
Level 2	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Physical Abuse	5 day bus suspension	15 day bus suspension	Suspension for the rest of school year	N/A	N/A
Refused to identify self	5 day bus suspension	15 day bus suspension	Suspension for the rest of school year	N/A	N/A
Bullying / Threats	5 day bus suspension	15 day bus suspension	Suspension for the rest of school year	N/A	N/A
Possession of drugs/alcohol	5 day bus suspension	15 day bus suspension	Suspension for the rest of school year	N/A	N/A
Vandalism	5 day bus suspension	15 day bus suspension	Suspension for the rest of school year	N/A	N/A

Opening Rear door while bus in motion	5 day bus suspension	15 day bus suspension	Suspension for the rest of school year	N/A	N/A
Level 3	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Disrespect / disruption / insubordination	Conference / Warning*	3 day bus suspension	5 day bus suspension	15 day bus suspension	Suspended for year
Moving about while bus is in motion	Conference / Warning*	3 day bus suspension	5 day bus suspension	15 day bus suspension	Suspended for year
Inappropriate language /profanity	Conference / Warning*	3 day bus suspension	5 day bus suspension	15 day bus suspension	Suspended for year
Throwing objects	Conference / Warning*	3 day bus suspension	5 day bus suspension	15 day bus suspension	Suspended for year
Eating/drinking	Conference / Warning*	3 day bus suspension	5 day bus suspension	15 day bus suspension	Suspended for year
Inappropriate use of Technology	Conference / Warning*	3 day bus suspension	5 day bus suspension	15 day bus suspension	Suspended for year
Parent Problem- no one home to receive child	Conference / Warning*	3 day bus suspension	5 day bus suspension	15 day bus suspension	Suspended for year

*conference will be with a parent or guardian

Policy Code: 3101 Dual Enrollment

In its effort to provide a rigorous expanded curriculum that will adequately prepare students for future educational and workplace endeavors, the board will support high school students who also wish to enroll in classes taught by a college, university, community college, or other approved entity in accordance with the requirements of this policy, state law, and State Board of Education policy.

A. CAREER AND COLLEGE PROMISE

The Career and College Promise program is designed to offer qualified high school students structured dual enrollment opportunities that provide both entry-level job skills as well as pathways leading to a certificate, diploma, or degree.

The board, in collaboration with local community colleges, may provide for dual enrollment of a qualified high

school student in community college courses through (1) a Career and Technical Education Pathway leading to a job credential, certificate, or diploma aligned with one or more high school Career Clusters or (2) a College Transfer Pathway leading to college transfer credits.

The board may also partner with institutions of higher education to establish cooperative innovative high school programs that enable a student to concurrently obtain a high school diploma and (1) begin or complete an associate degree program, (2) master a certificate or vocational program, or (3) earn up to two years of college credit within five years. Students are eligible for these programs beginning in ninth grade.

The superintendent shall develop procedures consistent with this policy, state law, and State Board policies.

B. OTHER COLLEGE COURSES

The superintendent shall develop procedures and requirements for awarding high school credit toward graduation upon request to students who self-enroll in courses taught by a college, university, community college, or other approved entity. Credit toward graduation will be granted only for courses that are consistent with the policies and standards of the school system and State Board requirements, including the requirements of State Board of Education Policy CCRE-001, which defines "Course for Credit."

The principal must approve the course in advance. Prior to granting approval, the principal shall determine whether the course is eligible for credit toward graduation in accordance with the procedures and requirements developed by the superintendent.

The parent or guardian of the student must give permission for the student to take the course, and the student must complete any forms required by the school system.

Enrollment of a student in a course is the responsibility of the student and the student's parent or guardian. Unless otherwise provided, all special fees and charges and any special transportation needs are the responsibility of the student and the student's parent or guardian.

For a student to receive credit toward high school graduation, the school at which the course is offered must provide such essential information as is generally included in official transcripts of school records. This information must include:

- (1) a description of the content and subject matter covered by the course;
- (2) the number of clock hours of instruction in the course; and
- (3) the student's achievement or performance level in the course.

In addition, a syllabus that includes course goals, course objectives, course activities, and grade requirements must be provided.

The student also must meet any other requirements established by the superintendent.

Legal References: G.S. 115C art. 16 pt. 9; 115C-36, -47; 115D-5(b), -20(4); S.L. 2011-145 sec. 7.1A(a), 7.1A(b), 7.1A(c), 7.1A(k); State Board of Education Policies CCRE-001, GRAD-004

Policy 4400 Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

A. Attendance Records

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Such records will be maintained by the classroom teacher, principal and Data Manager. Absences must be reported to the Data Manager. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. If truancy is suspected, the case must be investigated by school personnel and may be referred to the school social worker. Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.

B. Attendance Standard

A student must attend school 50 percent of the school day in order to be counted present for the entire day. Also, a student must attend a specific class a minimum of 50 percent of the period in order to be counted present for the class.

C. Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian or an on-line Student Absence Explanation Form, available on the school's home page, completed by the parent or guardian and must be presented within ten (10) school days. Absences due to extended illnesses will require a statement from a physician. If the student does not present a note, written or electronically, prior to the end of the grading period, the absence will be coded as unexcused.

The school will code absences and/or tardies in accordance with state guidelines, which provide that an absence may be coded "excused" for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. pregnancy (and related conditions) or parenting, when medically necessary;
6. participation under subpoena as a witness in a court proceeding;
7. a minimum of two days each academic year for observance of an event required or suggested by

the religion of the student or the student's parent(s) with written prior approval from the principal.

Out-of-school suspensions will be counted as a lawful absence for attendance record keeping purposes.

8. When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel, approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page;

9. Visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is active duty member of the uniformed services as

defined

by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or

has

immediately returned from deployment to a combat zone or combat support posting.

10. LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a

school

day.

The conditions under which the local schools may approve excused absences are:

- (1) The parent must submit the request for the absence in writing;
- (2) The absence is pre-approved by the principal;
- (3) Missed work should be completed and turned in. The student has one day for every day missed to complete missing work. Schools will have additional information in their student handbook.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be

permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The student is responsible for finding out what assignments are due and completing them within the specified time period.

After 10 days excused using notes from the parent or guardian, the principal shall require a note from a medical professional should the student be absent as a result of an illness or injury. A Child Family Support Team meeting shall also be scheduled to discuss the student's attendance.

D. School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. School-related activities must be approved in advance by the principal. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadowing and other work-based learning opportunities, (G.S. 115C-47 (34a));
3. school-initiated and scheduled activities;
4. athletic events requiring early dismissal from school;
5. CTE student organization activities approved in advance by the principal; and
6. in-school suspension.

Assignments missed for these reasons will be completed by students. The student is responsible for finding out what assignments are due and completing them within the specified time period.

E. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to arrive at school on time and be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be assigned in-school suspension at the discretion of school administration for up to two days for such offenses. Each school shall establish a school based attendance committee to review student attendance.

1. Compulsory Attendance Law Reporting

The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

a. After a student has accumulated three unexcused absences, the principal or his/her designee shall notify the parent/guardian of the child's excessive absences.

b. After not more than six unexcused absences, the principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the board of education. Once the parents are notified, the school social worker may work with the child and his/her family to analyze the causes of the absences and determine steps to eliminate the problem. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.

c. After 10 accumulated unexcused absences in a school year, the principal shall review any reports to or investigations produced by the school social worker pursuant to G.S. 115C-381. The principal shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law. If the principal determines that the parent/guardian has not met his/her obligations, the principal or designee may notify the district attorney. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences which cannot be justified under the board's established attendance policies shall constitute a prima facie case that the child's parent/guardian is responsible for the absences. If the principal determines that the parent has met his/her obligations, the principal may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.

Students with excused absences due to documented chronic health problems are exempt from this policy. In

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

A "medically fragile" student is a student who has provided information from a licensed medical doctor that documents the chronic illness and that it is so severe that it will affect the student's school attendance. A "medically fragile" student is one whose illness frequently places him/her in life threatening situations. The Medically Fragile document must be on file with the school nurse and renewed each school year. A student with this documentation will have absences excused in accordance with the documented condition.

2. Grades K through 5

Recognizing that regular school attendance is the foundation for learning and that North Carolina Attendance Law requires attendance of students between the ages of seven (or younger if enrolled) and 16. A student absent more than 10 days shall be referred to the principal/designee for possible retention. Upon the 5th absence (excused or unexcused) the principal or designee will notify the parent of the school's concern and of interventions necessary for student success. Schools will offer ways for students to make up missed assignments to include before and after school learning labs, virtual learning opportunities, workdays, and summer school.

If the principal determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the principal's decision. Written documentation must be provided to the principal and must be based on appropriate reasons for the absences and completion of all make-up work. If summer school attendance is determined to be appropriate, a final decision regarding promotion will be made following the summer school session.

All tardies and early leaves will be addressed on a school-by-school basis. Attendance in school for all classes for the full time allotted for classes is essential for student success. However, at the tenth unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal or designee to determine a plan that allows the student to be on time and in school all day. A student who has been tardy or early leave 15 times may be referred to the School Based Attendance Committee.

3. Middle School

As a local promotion standard, a middle school student may not miss more than 10 days of school a year in middle school. The student must make up time for each day of absence over 10 days during the school year. When a student accumulates more than 5 absences, he/she may begin to attend make-up sessions/days as designated by the school. Makeup sessions/days could include before and after school learning labs, virtual summer school.

When a student has been absent for more than 10 days and has failed to make up the missed time, he/she will be referred to the principal/designee as a candidate for retention. The principal/designee will notify the parent of the school's concern and will inform the parent of the attendance requirements in regard to the local promotion standard. The decision to retain may be re-evaluated before the beginning of the fall term, based on the student's participation in opportunities for make-up time, such as summer school and/or virtual learning opportunities. If the student has fulfilled the make-up requirement, the decision may be made to promote him/her to the next grade level.

4. High School

1. Students absent from school and/or individual classes more than more than six (6) per semester (whether excused or unexcused) will receive a failing grade for the class for the specific nine-week period. For the failing grade to be removed, time and work must be made up by the time specified by the principal (in the student/parent handbook).

2. Students are required to turn in notes for absenteeism within ten (10) days of their return to school. After the 10th day, absences may be considered unexcused.

3. High school students must make up class time on an hour-for-hour basis. It is important for students to begin making up time immediately after each absence. Make-up classes are organized by the principal and

may be offered before school, after school, virtually or on Saturday morning. The school system may provide additional make-up opportunities during an extended day and/or a summer program. Make-up classes will be designed specific to student needs and/or to compensate for time missed due to absences.

4. If the student is unable to make up the time due to circumstances beyond their control, a request can be made to the school based attendance committee to waive the requirement. Waiver request forms can be obtained through the student's school counselor and must be completed at least five (5) days before the end of the 90-day term. The waiver period may be extended at the discretion of the principal. The school based attendance committee will review the waiver requests and determine if the student must make up missed time.

5. The total number of absences for a 90-day term cannot exceed six (6) unexcused. If a student is absent from school and/or individual classes more than six (6) times, he/she will not receive credit for the course(s) unless make-up classes are completed or the school attendance committee grants a waiver.

6. Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as caregivers or nighttime

Attendance at Middle School is for the purpose of obtaining an education. Tardies interrupt classes and are generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time. residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

F. Tardy Policy

Consequences for tardies will be identified in the school handbook. The Tardy Policy will start over at the beginning of each 9-week grading period.

G. Make-Up Work Opportunities

Grades K through 12

All students are required to make up missed work regardless of whether the absence is excused or unexcused or short-term out-of-school suspensions. (See also policy 4351 Short Term Suspension). The student is responsible for finding out what assignments are due and completing them within the specified time period.

The student has one day for every day missed to complete missing work. Schools will have additional information in their student handbook.

H. Homebound

All hospitalized/homebound students are to be included in the ADM (average daily membership) of the school to which the student is assigned. Even when the student is physically unable to attend school for the entire year, the student will be included in the ADM of the school that he/she would have normally attended. The student's name must be included on a homeroom roster. The homeroom teacher and regular classroom teacher(s) shall record the student as "PRESENT" for the duration of the hospitalized/homebound period.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq; G.S.115C-47, - 84.2, -288(a), -375.5, -378 to -383; -390.2(d), -390.5, -407.5; 16 N.C.A.C 6E.0102, .0103; State Board of Education Policies Number TCS- L-000, -002, -003

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

Revised: October 15, 2007; June 30, 2008; October 15, 2008; September 30, 2010; March 31, 2011; June 16, 2011; March 28, 2013; March 31, 2015; September 15, 2015, April 16, 2020

Policy 6125 Administering Medications to Students

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

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

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

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

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless (1) authorized by and administered by a caregiver in accordance with G.S. 90-94.1 and G.S. 90-113.101 for the treatment of intractable epilepsy, or (2) the CBD or THC product is available by prescription only and has been approved by the U.S. Food & Drug Administration (FDA); and all requirements of this policy are met.

A. Medication Administration by School Employees

1. Conditions for Administering Medication

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

- a. Parental/Guardian Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
- c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
- d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.
- e. Proper Administration: The employee must administer the medication pursuant to the healthcare practitioner's written instructions provided to the school by the student's parent/guardian, and in accordance with professional standards.

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

2. Procedures for Administering Medications

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

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

administration of medication.

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

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

d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, nor be under the influence of any drug in violation of that policy.

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

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

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

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

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

B. Emergency Medication

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

C. Student Self-Administering Medications,

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan.

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

1. Authorization to Self-Administer Medication

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

- a. written authorization from the student's parent/guardian for the student to possess and self administer the medication;
- b. a written statement from the student's health care practitioner verifying that: 1) the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;
2) the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school sponsored events; and
3) the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes and for medication use by the student;
- d. a statement provided by the school system and signed by the student's parent acknowledging that the board of education and its employees and agents are not liable for injury arising from the student's possession and self-administration of the medication; and
- e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any accompanying device.

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

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

2. Responsibilities of the Student

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

3. Consequences for Improper Use

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

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

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 90- 94.1, -113.101; 115C-36, -307(c), -375.1, -375.2, -375.2A, -375.3; Policies Governing Services for Children with Disabilities, State Board of Education Policy EXCP-000

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325), Emergency Epinephrine Auto-Injector Devices (policy 5024/6127/7266)

Other References: North Carolina School Health Program Manual (N.C. Dept. of Health and Human Services, Div. of Public Health, School Health Unit, 6th ed. 2014), available at <https://www2.ncdhhs.gov/dph/wch/lhd/manuals.htm>

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Policy 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. Failure 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.

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 occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.

2. 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, 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. 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.
11. 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.
12. 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.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
14. 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.
15. 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.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. 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 file server 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 the 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.

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

(applicable to non-career status teachers)

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

Policy 1745/4027

Sexual Harassment Complaint Procedure for Students

The board takes seriously all complaints of harassment or discrimination. The process provided in this policy is available for students who believe that they may have been sexually harassed. Students and parents also are encouraged to submit any complaints of harassment, bullying or discrimination on the basis of race, religion, national origin, disability or sex through the procedure established in this policy. For purposes of investigating complaints of non-sexual discrimination, harassment or bullying, the terms "discrimination," "harassment" or "bullying" should be substituted for the term "sexual harassment" as appropriate.

A. INFORMAL RESOLUTION

The board acknowledges that reports of harassment, including sexual harassment, may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the student-complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedure.

B. DEFINITIONS

1. Alleged Harasser

The alleged harasser is the employee, student, volunteer or visitor alleged to have harassed the complainant.

2. Complainant

The complainant is the student and/or parent reporting a complaint that the student was harassed. 3. Days
Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. After May 1, time limits will consist of all weekdays (Monday Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

4. Investigator

The investigator is the school official responsible for investigating and responding to the complaint (this official may be the principal, the assistant superintendent for human resources, the Title IX coordinator or another designated school official).

C. TIMELINESS OF PROCESS

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

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted. Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the

reason for the delay and the investigator has consented in writing to the delay.

D. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other student or employee on account of his or her filing a complaint or participating in an investigation of a complaint filed and decided pursuant to this policy, unless the complainant or participating student or employee knows or has reason to believe that the report is false or knowingly provides false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to respond to complainants individually.
4. The complainant may be represented by an advocate, including an attorney, at any meeting with school system officials.

E. PROCESS FOR COMPLAINT

1. Reporting Complaint

a. A student or his or her parent should report complaints of harassment to any of the following individuals:

- 1) principal or assistant principal of the school attended by the student;
- 2) the assistant superintendent for human resources; or
- 3) the Title IX coordinator. (See policy 1710/4021/7230, Prohibition against Discrimination, Harassment and Bullying, regarding coordinators for further information.)

b. A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30 day period will be investigated; however, students and parents should recognize that delays in reporting may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

2. Responding to Incidents of Alleged or Suspected Harassment

a. A suspected incident of harassment does not have to be reported by a student to trigger an investigation if a school official knows or, in the exercise of reasonable care, should have known about the incident. Any employee who has reason to believe that a student may have been harassed, including any employee who has witnessed possible harassment or has received reports from an alleged victim or other individual, shall notify the principal immediately unless the principal is the alleged harasser, in which case the employee shall notify the superintendent. An employee who fails to report possible harassment of a student may be subject to disciplinary action.

b. If the alleged harasser is a student, volunteer or visitor, the principal shall respond to the complaint and investigate. If the alleged harasser is an employee, the principal shall notify the superintendent immediately of the complaint, and the superintendent shall respond to the complaint and investigate. Written documentation of all reports and complaints, as well as the response taken, will be maintained in accordance with policy 1710/4021/7230.

c. The person responsible for investigating the complaint shall notify the Title IX coordinator immediately of the complaint.

d. The investigator shall explain the process of investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

3. Investigation

a. The investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the student who is the victim of the alleged harassment (2) the alleged harasser; and (3) any other individuals, including other possible victims of harassment, who may have relevant information.

b. Information will be shared only with individuals who need the information in order to appropriately investigate and address the complaint. Any requests by the complainant for confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality will be recorded in accordance with policy 1710/4021/7230.

c. In assessing whether the conduct complained of was sexual harassment, the investigator shall consider all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant, and other relevant circumstances. If the alleged harasser is a student, the investigator also shall consider the age and maturity of the alleged harasser.

4. Investigator's Report

a. The investigator shall make a written report of the findings of the investigation. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The report will specify:

1) whether the complaint was substantiated; and

2) whether the alleged offender violated relevant law or board policy by his or her actions (regardless of whether the complaint as submitted is substantiated).

b. If the investigator determines that sexual harassment has occurred, the investigator also shall specify:

1) reasonable, timely, age-appropriate effective corrective action intended to end the harassment and prevent it from recurring;

2) as needed, reasonable steps to address the effects of the harassment on the complainant; and

3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

c. Information regarding disciplinary action imposed on the alleged harasser will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the student harasser not to have contact with the complainant).

d. The investigator shall submit the full report and investigative findings to the Title IX coordinator and the superintendent.

e. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent also shall be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

f. The alleged harasser will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged harasser violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the alleged harasser in accordance with board policy. The alleged harasser may appeal any disciplinary action or consequences in accordance with board policy and law.

However, an appeal by the alleged harasser of disciplinary action will not preclude school officials from taking appropriate action to address the alleged harassment.

Appeal of Investigator's Report

a. If the complainant is not satisfied with the results of the investigation, the complainant may appeal the matter to the Title IX coordinator within five days of receiving the investigator's response. The Title IX coordinator shall review the investigation, undertake any further investigation necessary and provide a written response to the complainant within 10 days, unless additional time is necessary to complete an investigation. If the corrective steps involve actions outside the scope of the Title IX coordinator's authority, the superintendent also will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

b. If the complainant is dissatisfied with the Title IX coordinator's response, he or she may appeal the decision to the superintendent. The appeal must be in writing within five days of receiving the Title IX coordinator's response. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is necessary.

c. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board may review the documents, direct any further investigation to be conducted before making a determination, or take any other steps the board determines to be appropriate in order to respond to the complaint. The board will hold a hearing pursuant to policy 2500, Hearings Before the Board, upon request of the complainant. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. RECORDS

Records will be maintained as required by policy 1710/4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U.S. Department of Education, Office for Civil Rights (2001); Gebser v. Lago Vista Independent School District, 524 U.S. 274, (1998); Davis v. Monroe County Board of Education, 526 U.S. 629 (1999); State Board of Education Policy HRS-A-007

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Sexual Harassment Defined (policy 1736/4026/7236), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)