

2018-2019

Currituck County Schools
A Beacon for Excellence in Education



**Student-Parent
Handbook of Policies
&
Procedures**



**This handbook can be viewed or downloaded by visiting our website,
www.currituck.k12.nc.us
and navigating to “Information for Parents”.**

This handbook provides a general overview of the policies and procedures established by the Currituck County Board of Education. It is not designed to be a complete nor comprehensive guide. All state and federal policies supersede any rule, policy, or procedure that may be printed in this handbook.

For a more detailed explanation, or to review the policy manual, you may call the Currituck County School’s Board of Education office (232-2223), contact the administrative office of your child’s school, or view the policy manuals on-line at www.currituck.k12.nc.us .

The Currituck County School District does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to treatment in, or employment in its programs and activities.

Parent Right-To-Know

Under the guidelines of The Elementary and Secondary Education Act (ESEA) parents may request, and the agency will provide the parents on request, information regarding the professional qualifications of the student's classroom teacher or teacher assistant, including State qualifications and licensing for the grade levels and subject areas in which the teacher or teacher assistant provides instruction.

In addition, a school that receives funds under ESA section 1111(h)(6) Parents Right to Know will provide parents information on the level of achievement of the parent's child in each of the State required academic assessments and timely notice in the event the child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

The Currituck County Schools' discipline and suspension policies for students with disabilities follow the North Carolina Procedures Governing Programs and Services for Children with Disabilities.



Existing Currituck County Board of Education policies that support information produced in this handbook, or policies being considered for adoption by the Currituck County Board of Education, can be obtained by contacting the Currituck County Schools Administrative Office at (252) 232-2223.

Policies can also be viewed or downloaded by visiting our website, www.currituck.k12.nc.us and clicking on the Board of Education.

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Currituck County Schools

A Beacon for Excellence in Education

Dear Students, Parents, and Guardians,

Welcome to the 2018-2019 school year! Please take a moment to read this Student-Parent Handbook of Policies and Procedures. The purpose of this handbook is to provide you with an overview of policies, school rules, and student achievement requirements. Mandates at the federal and state levels also affect local policy; therefore, the district's handbook is a working document and necessary revisions are made each year.

The policies and procedures implemented in our district allow Currituck County Schools to provide students and staff with an environment conducive to academic achievement. A positive, safe and caring environment is created when all of us adhere to the rules and regulations.

Currituck County Schools will continue to utilize the online student registration/data validation system powered by InfoSnap and found within PowerSchool's Parent Portal. The system is a secure and green process, which allows the district to collect and verify updated student information for your child at the start of school year without having to complete duplicate paperwork. The system significantly reduces the amount of paperwork your child brings home on the first day of school. Please see information on our district's homepage for assistance in signing up for the Parent Portal.

An electronic version of this handbook can be viewed within the Parent Portal. You will also find an electronic signature page acknowledging your receipt of the 2018-2019 Student-Parent Handbook of Policies and Procedures, Responsible Use of Electronic Devices/Resources, website publishing, and a child nutrition account form. We encourage parents to utilize the Parent Portal/InfoSnap to review and update important information; however, we realize some parents may prefer paper forms, while others may need to use paper forms due to the lack of internet service. For your information, schools will have computers available for parents to use to update information during open house events and throughout the start of school.

Upon request, hard copies of this handbook will be made available. The signature page and child nutrition account form are located in this handbook. The forms should be completed and returned to your child's school.

Again, welcome to a new school year! We look forward to helping your child achieve success.

Sincerely,

Mark J. Stefanik,
Superintendent

Currituck County Schools

Administrative Offices
2958 Caratoke Highway
Currituck, NC 27929
Phone: 252-232-2223

Mark J. Stefanik
Superintendent

Dr. Matt Lutz, Assistant Superintendent of Elementary Instruction

Renee Dowdy, Assistant Superintendent of Secondary Instruction

Board of Education

Dr. Bill Dobney, Chairman Dwan Craft, Vice-Chairman
Will Crodick Janet Rose Karen Etheridge

Currituck County High School

4203 Caratoke Highway
Barco, NC 27917
Phone: (252) 453-0014
Principal: Dr. Brian Matney

Currituck County Middle School

4263 Caratoke Highway
Barco, NC 27917
Phone: (252) 453-2171
Principal: Michelle Cowan

Moyock Middle School

216 Survey Road
Moyock, NC 27958
Phone: (252) 435-2566
Principal: Dr. Abram Davenport

Dr. W. T. Griggs Elementary School

261 Poplar Branch Road
Poplar Branch, NC 27965
Phone: (252) 453-2700
Principal: Angela Lasher

Central Elementary School

504 Shortcut Road
Barco, NC 27917
Phone: (252) 453-0010
Principal: Karrie Chappell

Knotts Island Elementary School

413 Woodleigh Road/P.O. Box 40
Knotts Island, NC 27950
Phone: (252) 429-3327
Principal: Deborah Gorza

The J. P. Knapp Early College

2966 Caratoke Highway
Currituck, NC 27929
Phone: (252) 232-3107
Principal: Steve Basnight

Moyock Elementary School

255 Tulls Creek Road/P.O. Box 160
Moyock, NC 27958
Phone: (252) 435-6521
Principal: Brandi Kelly

Jarvisburg Elementary School

110 Jarvisburg Road
Jarvisburg, NC 27947
Phone: (252) 491-2050
Principal: Kelly Flora

Shawboro Elementary School

370 Shawboro Road
Shawboro, NC 27973
Phone: (252) 232-2237
Principal: Greta Nelson

Inclement Weather in Currituck County (Snow, Fog, Torrential Rain/Nor'easter)

From time to time throughout the school year, inclement weather may affect the start or end times of the school day. The Currituck County Schools administration takes inclement weather conditions very seriously and works closely with the Currituck County Emergency Management Department to stay abreast of any possibility of severe weather.

When the threat of inclement weather has the potential to interfere with school, school system officials receive alerts from Emergency Management Communications Dispatch, who receive reports on road conditions from deputies on patrol throughout the county. Along with these alerts, officials consult with designated staff members across the county regarding conditions and reviews weather forecasts and/or current radar conditions from multiple outlets (NOAA, AccuWeather, Weather Underground, local weather stations) before making decisions to close or delay school. Alerts and the monitoring of conditions often begin in the very early morning hours to determine if a delay or closing needs to be made. In order to make a delay or closing call in adequate time for the bus drivers to receive notification not to start their routes, **decisions about weather delays must be made by approximately 4:30 a.m.** Automated phone messages announcing delays or closures will be launched as soon as possible, but not before 5:30 a.m. News stations, Currituck County Schools' Facebook page and website will post announcements as soon as a decision is made.

In many cases, weather can change drastically between 4:30 a.m. and the start of the school day, making it a difficult decision as to whether or not school should start on time. Also, geographically speaking, Currituck County faces issues that other neighboring counties do not. Because of Currituck's distance from one end of the county to the other, weather conditions may be vastly different from the northern tip to the southern end. When reports and forecasts are consistently predicting inclement weather, school officials may make the call for a delay or closure in advance of the weather's arrival. This is done out of consideration for parents who may need time to make arrangements for child care or with their employer in order to ensure children are not left unsupervised during a delay or closure.

It's always important to remember that as a parent, you know what is best for your child and your individual situation. If you feel that weather conditions in your area may jeopardize your ability to travel, we urge you to make the best decision in the interest of your children. We will excuse tardiness for these types of decisions. We just ask that you send a note with your child if his or her reason for tardiness is because of inclement weather.

Again, we encourage parents to visit Currituck County Schools' Facebook page and our district's website where emergency closing and delay announcements will be posted.

Automated Phone & Text Messaging (#5008)

Automatic telephone dialing systems ("autodialers") and short message service text messages ("text messages") can be used to communicate valuable information to students, parents, and the community regarding emergencies and other school-related matters .

School officials may call parents, guardians, or school personnel for non-emergency purposes when the call is closely related to the school's educational mission, such as to provide notification of official system-wide or school-specific events or activities.

Autodialed calls may not be made for any non-emergency purpose to an individual who has notified the school that he or she does not wish to receive such calls. Unintended recipients of automatic calls should contact the Administrative Office at (252) 232-2223 to have their number removed from the directory.

Student Attendance Policy (#4400)

Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

ATTENDANCE RECORDS

To be counted present, a student must be in attendance at least one-half of the school day, which may include attendance at official school activities at a place other than the school when approved by the principal. A student must be in his or her assigned area at the beginning of the school day and the beginning of each class or the student will be recorded as tardy. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

EXCUSED ABSENCES

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

1. personal illness or injury that makes the student physically unable to attend school.
2. isolation ordered by the State Board of Health.
3. death in the immediate family.
4. medical or dental appointment.
5. participation under subpoena as a witness in a court proceeding.
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with approval by the principal. The approval of an absence of more than two cumulative days may be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the student's educational program. The student will have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance.
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.
8. pregnancy and related conditions or parenting, when medically necessary.
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services 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.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 for the 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 policy 4351 Short-Term Suspension & 4110 Immunization and Health Requirements for School Admission). The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be subject to in-school disciplinary action.

In situations where excessive absence is having a negative impact on student performance, teachers will implement the MTSS (Multi-Tiered System of Supports) problem solving process after the student has accrued 5 consecutive absences or accumulated 10 absences, in order to identify strategies and interventions needed to improve both attendance and academic performance. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

A parent is responsible for remaining aware of the number of absences a student has accumulated. At the conclusion of each nine-week grading period, a student's report card will indicate the number of absences. However, the principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be subject to in-school disciplinary action for truancy.

Excessive absences may impact eligibility for participation in interscholastic athletics.

Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 through -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, 003, NCAC-6E.0104

Homeless Students (#4125)

As required by the North Carolina Constitution and North Carolina law, the Currituck County Board of Education is committed to providing a free public school education to all children who are legally entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age located within the area served by the school system, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced price school meals, services for English language learners, special education, career and technical education (CTE), academically or intellectually gifted (AIG) services, and before- and after-school care.

The provisions of this policy will supersede any and all conflicting provisions in board policies that address the areas discussed in this policy.

Determining whether a child/youth fits the definition is a case-by-case analysis. Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term “homeless student” will also be deemed to include the term “unaccompanied youth,” which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are as follows:

1. temporarily sharing the house of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
7. living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular and adequate nighttime residence.

Currituck County Schools’ district coordinates with school personnel to identify and provide services for eligible students.

The school system will implement an enrollment dispute resolution process that is consistent with the process required by the State Board of Education in the North Carolina Administrative Code, Section 6H .0112. Copies of this can be obtained from the Homeless Liaison or can be viewed online within Policy 4125.

Release of Students From School (#4210)

The safety of students is a paramount concern of the board and school system. The principal or designee shall make reasonable efforts to verify that any person appearing at a school and requesting permission to take a student from the school is properly identified as authorized to do so before the student is released to him or her.

Except in the most extreme circumstances, custody of a student shall not be relinquished to any person without the prior approval of the parent or guardian who has physical custody of the student. In this instance, the authorized parent or guardian is assumed to be the person who initially enrolled the student in school unless the school has been notified otherwise. If the parents are divorced or separated, the student may be released to either parent, unless the principal has been provided with a copy of a court order or agreement that specifies otherwise.

If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal shall contact law enforcement and/or the department of social services as appropriate.

The Currituck County Board of Education discourages allowing a high school student off-campus for the purposes of conducting school-related errands during the school day. In the event it becomes necessary for a student to leave school property for this reason, the principal must obtain advance consent from the student's parent or guardian.

Principals are encouraged to develop guidelines as necessary to implement this policy.

Legal References: G.S. 115C-47

Evaluating and Reporting Student Progress (#3400 & # 3400R)

The Currituck County School System believes that assessment and grading practices are directly tied to student achievement. As a result, grading practices must be designed to measure students' true attainment of knowledge and skills outlined in the standard course of study. Grading should be a way for teachers to effectively communicate progress to students and their families. This effective communication is best facilitated through regular updates of progress that enable both schools and families to implement intervention strategies when necessary to improve student performance.

Reporting systems in the Currituck County School System will involve regular communication through formal means of reporting (report cards and progress reports) and through informal means of reporting (teacher to parent and teacher to student contact through conferences, emails and telephone calls). The system will reflect consistency in grade spans at the elementary (K-2, 3-5) and secondary (7-12) levels. Elementary students will receive report cards on a nine (9) week schedule. Secondary students will also receive report cards on a nine (9) week schedule, unless enrolled in a college level course.

NOTE: Students taking online courses through NCVPS or through the community college may be provided with grading systems and guidelines specific to their course that do not align with guidelines for Currituck County School system employees. Students enrolled in community college courses will not receive an official progress report, but parents may access student grades through the student's Moodle account.

The lack of quarterly grades issued when a student is enrolled in community college courses makes it difficult to calculate Honor Roll accurately. Therefore, Honor Roll recognition will be calculated and distributed at the high school level at the end of each semester.

Grade Scales Effective in 2016-17 School Year

Elementary: Grades K-2

M-Mastery = Has the complete understanding of the concepts and objectives when assessed multiple times.

P-Progressing = Has a basic understanding of the concepts and objectives but needs more practice to obtain mastery.

LP-Limited Progress = Has started to grasp the concepts and objectives however is making minimal progress and will need more assistance.

NP-No Progress = Has been introduced the concepts and objectives however has not yet begun to grasp the concepts and objectives.

NA-Not Yet Attempted = The concepts and objectives have not yet been taught or assessed.

Elementary: Grades 3-5

Grades will be reported using an alpha scale aligned with the 10 point scale (including numeric conversions and/or rubric definitions) in all areas.

A = 90-100 OR Performance as described and provided in a rubric

B = 80-89 OR Performance as described and provided in a rubric

C = 70-79 OR Performance as described and provided in a rubric

D = 60-69 OR Performance as described and provided in a rubric

F = <59 OR Performance as described and provided in a rubric

Secondary: Grades 6 - 12

Pursuant to State Board Policy GCS-L-004 (Policy outlining standards to be incorporated into the electronically generated high school transcript) the 10 point scale will be used for grading.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = <59

NOTE: Students enrolled in community college courses receive only letter grades (A, B, C, D, F) as a final grade issued by the college. For GPA calculation purposes, letter grades will be converted to a numeric grade for entry into PowerSchool based on the following: A = 96; B= 89; C= 79; D = 69; F= 59. College transcripts will not be effected by this conversion.

Student Promotion and Accountability Policy (#3420)

Principals have the authority to promote or retain students based upon the standards established by the board and any applicable standards set by the State Board of Education. Parents have the right to appeal promotion decisions to the Superintendent following the process outlined in Policy 3420.

Teachers will be responsible for notifying the parent of any student who fails to satisfy any of these requirements. Teachers will also inform parents of re-assessment and remediation opportunities outlined in this policy.

Assistance to Students At Risk (#3405)

Schools will implement a multi-tiered system of support (MTSS) that uses data-driven problem-solving and research-based instructional practices for all students. The district and schools will establish processes and standards for addressing concerns about student performance and for documenting student responses to research-based instruction and interventions within the MTSS. Using information about the student's response to instruction and/or interventions and other student performance data, school personnel must identify students at risk of academic failure annually and as early as reasonably may be done, beginning in kindergarten. School administrators and teachers will address the needs of students identified as at risk of academic failure through the supports available in the MTSS and/or other processes established by the district. The parents or guardians of such students will be invited to be involved, through oral or written communication or other means, in the implementation and review of academic and/or behavioral interventions for their children.

Standards

Students must meet teaching standards demonstrate adequate mastery of grade level or course content for promotion in grades K-8 or to receive end-of-course (EOC) credit and meet graduation requirements, unless otherwise provided for under state or federal law or this policy. Additionally, students are subject to the

Read To Achieve requirements to be promoted to fourth grade.

K-12 Writing Assessments

Students in grades K-12 must demonstrate grade-level proficiency in writing as measured by state and local assessments and locally developed writing assessment plans. If a student does not demonstrate proficiency in writing, the student will receive focused remediation.

Grades K-8

A. Grades K-2

To be promoted to the next grade level, students in grades K-2 must demonstrate grade-level proficiency in reading and math as determined by performance on K-2 assessments, observations, grades, work samples, portfolios and/or other indicators.

B. Grades *3-8

Students in grades 3-8 must demonstrate grade-level proficiency as determined by grades, teacher-generated, locally-generated, and state-generated assessments, work samples, portfolios and/or other indicators to be promoted. NOTE: Read to Achieve Legislation sets specific pathways for 3rd graders to demonstrate reading proficiency necessary for promotion. *See Reading Camps.*

C. Reading Camps

The district will provide reading camp opportunities as required by law at no fee for students who have not yet demonstrated reading proficiency on a third grade level at the end of third grade and for first and second grade students whose demonstrated reading comprehension is below grade level.

To the extent resources permit, the district will offer fee-based reading camp opportunities to students who have successfully demonstrated reading proficiency appropriate for a third grade student and to first and second grade students who have demonstrated appropriate developmental abilities in reading comprehension. Annually, the district will establish criteria for priority enrollment in its fee-based reading camps and will set the attendance fee at an amount not to exceed the statutory limit. The schools will notify interested parents of the application procedure for the fee-based reading camps.

D. Additional Promotion Requirements for Grades 6-8

Students in grades 6-8 must earn a passing grade in a minimum of four yearlong or equivalent yearlong curricular classes, two of which should be language arts and mathematics. Students in grades 6-8 who enroll in a high school credit course will be held to the High School Test standards, where applicable.

High School End-of-Course Tests

EOC test results will count as 20 percent of the student's final grade for the course.

It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a). The principal shall consider the student's classroom work, grades, and the best educational interests of the student in making course credit decisions.

Career and Technical Education Test Requirements

Students enrolled in Career and Technical Education courses in grades 9-12 are required to take the state post assessment administered as a final exam for each course. This post assessment will count as 20 percent of the final grade for the course.

North Carolina Final Exams

NC final exams test results will count as 20 percent of the student's final grade for the course. It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a). The principal shall consider the student's classroom work, grades, and the best educational interests of the student in making course credit decisions.

Exceptional Children

Exceptional Children at the elementary and middle school level or who are enrolled in high school courses will be held to the same standards as all other students who are participating in End-of-Grade testing or enrolled for diploma course credit.

English Language Learners

English Language Learners (ELL) students enrolled in high school courses will be held to the same standards as all other students who are enrolled for diploma course credit.

Some ELL students in grades 3-8 are exempt from the End-of-Grade test based on their LEP status.

Acceleration

Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore subjects in greater detail or providing different types of educational experiences. To challenge a student sufficiently, the principal may reassign the student to a different class or level of study and/or may identify concurrent enrollment or other curriculum expansion options (see policy 3101, Concurrent Enrollment and Other Curriculum Expansions).

The principal, after consulting with the professional staff and the student's parents, may determine that skipping a grade level is appropriate.

Credit by Demonstrated Mastery

Beginning with the 2014-15 school year, the superintendent shall provide opportunities for students in grades 9 through 12 to earn course credit by demonstrating mastery of course material without first completing the regular period of classroom instruction in the course. Students in grades 6 through 8 may earn credit by demonstrated mastery for high school courses offered in middle school. To earn credit by demonstrated mastery, students must demonstrate a deep understanding of the content standards and application of knowledge through a multi-phase assessment, in accordance with standards established by the State Board of Education and any additional standards established by the superintendent. (*See website for details*)

Parental Responsibilities

Knowledge of the school system's expectations by parents is essential for student success. Therefore, by the end of the first month of school, parents will be invited to meet with each of their children's teachers to receive information on course content and requirements. At the conclusion of this meeting, parents will sign agreements making them partners in their children's success. All parents of children enrolled in the school system must become partners.

Children of Military Families (#4155)

As required by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and policy 4155, Assignment to Classes, school administrators have the authority to exercise flexibility in waiving course or program prerequisites or other preconditions for the placement of children of military families in courses or programs offered by the school system.

Notifications

When a student is to be retained, the principal shall provide the student's parents written notice of the retention and, if the student will be retained in accordance with G.S. 115C-83.7(a) for failure to demonstrate reading proficiency, (1) written notice of the reason the student is not eligible for a good cause exemption as provided in G.S. 115C-83.7(b) and (2) a description of proposed reading interventions that will be provided to the student to remediate identified areas of reading deficiency. Teachers shall provide parents of students retained under G.S. 115C-83.7(a) at least monthly written reports on student progress toward reading proficiency. The evaluation of a student's progress will be based upon the student's classroom work, observations, tests, assessments and other relevant information.

Overview of Graduation Requirements (#3460)

The Currituck County Board of Education recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be productive members of society.

In order to graduate from high school, students must meet the following requirements:

1. successful completion of all course unit requirements.
2. successful completion of cardiopulmonary resuscitation instruction; and
3. successful completion of all other requirements mandated by the board, as provided in this policy.

All students must fulfill the course unit requirements of the Future-Ready Core Course of Study, unless they are approved for the Future-Ready Occupational Course of Study. The table in subsection A.1 lists the course unit requirements for the Future-Ready Core Course of Study applicable to students who entered ninth grade for the first time during the 2013-14 school year or thereafter. Students who entered the ninth grade for the first time before the 2013-14 school year should consult their guidance counselor to determine applicable course unit requirements for graduation.

In accordance with policy 3101, Dual Enrollment, and State Board of Education requirements, students may earn high school credit for college courses completed. In addition, students may earn credit for certain high school courses in the Future-Ready Core Course of Study completed while in middle school, as authorized by the State Board of Education. Students also have the opportunity to meet course unit requirements without completing the regular period of classroom instruction by demonstrating mastery of the course material in accordance with policy 3420, Student Promotion and Accountability, and State Board of Education requirements. Please check with your child's guidance counselor to ensure you receive the most up-to-date requirements for graduation.

All awards of high school course credit must be consistent with State Board of Education requirements. Any inconsistency between board policy and State Board graduation requirements will be resolved by following the State Board requirements. While the board endeavors to keep its policy up to date with current State Board of Education graduation requirements, students should verify current requirements with their guidance counselors when planning course schedules or making other decisions based on graduation requirements.

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2012-2013 and After.

Courses Required*	State Requirements
English	4 sequential (English I, II, III and IV)
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math option chart.)***
Science	3 (a physical science course, Biology and earth/environmental science)
Social Studies	4 (including American History: Founding Principles, Civics & Economics; American History Parts I and II; and World History)****
Health/P.E.	1
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education or Second Language; 4 must be from one of the following: Career and Technical Education, R.O.T.C., Arts Education or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)*****
Total Credits	22

* Certain International Baccalaureate (IB), Advanced Placement (AP), and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE Policy GRAD-008.

** Students entering ninth grade for the first time prior to the 2014-15 school year have alternate math course options. See SBE Policy GRAD-004.

*** Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Algebra II as a prerequisite. The math options chart is available at <http://maccss.ncdpi.wikispaces.net/file/view/Math%20Options%20Chart%209.5.2014.pdf/522504358/Math%20Options%20Chart%209.5.2014.pdf>

**** American History: Founding Principles, Civics & Economics must follow the North Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by an AP/IB/CIE course, dual enrollment, or any other course that does not fully address the NCSCOS.

***** Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

2. Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP).

Courses Required	State Requirements
English	4 (including English I, II, III and IV)
Mathematics	3 (including Introduction to Math, Math 1, and Financial Management)
Science	2 (including Applied Science and Biology)
Social Studies	2 (including American History: Founding Principles, Civics and Economics; and American History I or American History II)
Health/P.E.	1
Career/Technical	4 (Career/Technical Education electives)
Foreign Language	0
Occupational Preparation	6 (including Occupational Preparation I, II, III and IV, which require 150 hours of school-based training, 225 hours of community-based training and 225 hours of paid employment)*
Electives	0
Other Requirements	Completion of IEP objectives Career Portfolio
Total Credits	22

*Paid employment is the expectation; however, when paid employment is not available, 225 hours of unpaid vocational training, unpaid internship experience, paid employment at community rehabilitation facilities, and volunteer and/or community service hours may substitute for 225 hours of paid employment

ADDITIONAL LOCAL REQUIREMENTS

Currituck County Schools has specified that the units for graduation will consistently add up to four units less than a student's maximum potential. Students who attend four years of high school under the block schedule must earn 28 credits of 32 potential credits. Additionally, Currituck County Schools has developed a Reduced Credit high school graduation program for at-risk students that will include the state requirements listed above.

The board may require that students successfully complete additional graduation requirements, such as a community service project as mentioned in policy 3530, Citizenship and Character Education, or other locally developed project.

The J.P. Knapp Early College High School students may be required to complete additional graduation requirements aligned to meet the design principles specific to the early college program.

Students will be notified of any requirement no later than the beginning of their sophomore year. Students whose

projects do not meet the expected standard must be given additional opportunities to successfully complete the project and additional assistance as needed with the project.

SPECIAL CIRCUMSTANCES

The board adopts the following policies with regard to graduation.

1. Honor Graduates

Honor graduates may be designated by principals on the basis of criteria established by the superintendent.

2. Reduced Credit Diploma

In an effort to meet the needs of a small population of students, this diploma is designed for students with an academic need, attendance or diagnosed psychological problems and meets the minimum CORE as outlined by the State Board of Education. The superintendent shall establish administrative regulations to implement this program.

3. Students with Disabilities

Graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.

4. Children of Military Families

In order to facilitate the on-time graduation of children of military families, the board adopts the following policy provisions for students to whom the Interstate Compact on Educational Opportunity for Military Children applies. Please see online Policy 3460 for details.

Legal References: G.S. 115C-12(40), -47, -81.25(c)(10)(c), -81.45(d)(1), 174.11, -276, -288, -407.5; State Board of Education Policies CCRE-001, GRAD-004, GRAD-007, GRAD-008, GRAD-010, TEST-003

Technology Responsible Use (#3225)

The Currituck County Board of Education 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. All students and employees must receive a copy of this policy annually. At the beginning of each school year, 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 possible revocation of user privileges. Willful misuses 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 political or commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited during instructional hours. 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 unless the appropriate licenses have been secured.
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. All users must comply with policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying, in using technological resources.
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 must not post information that could be disruptive, cause damage or endanger students or staff.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. 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, except for designated directory information set forth in policy 4700, Student Records, and as permitted by the Family Educational Rights and Privacy Act (FERPA), without the written permission of a parent or guardian or an eligible student. Directory information will not be posted if a parent or eligible student has opted out of having this information disclosed. When student pictures or student work is posted only the student's first name shall be used. Users also may not forward or post per-

sonal communications without the author's prior consent.

10. Users are required to follow any board policies or procedures regarding maintenance or care of equipment. 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.

11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee. If such permission is obtained, the use of the software will also be subject to any restrictions imposed by the technology director or designee.

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

13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

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

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

16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

17. Teachers and administrators shall make reasonable efforts to supervise a student's use of the Internet during instructional time in a manner appropriate to the student's age and the circumstances of use.

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

19. Users may use personal computing devices (smartphones, tablets, laptops, etc.) on the school network with supervisor's or principal's permission. The school district is not responsible for damage, loss, or theft of personal computing devices. Users are subject to all aspects of this policy when using personal computing devices in the schools and on the school network. The technology department will not provide support for personal computing devices.

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 materials and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by 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 provide written 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 not controlled by the school district 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.

School system personnel will monitor on-line activities of individuals who access the Internet via a school-owned device.

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

G. Personal Websites

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

1. Students

Though school personnel generally do not monitor students Internet activity conducted on non-school system devices during non-school hours, when the student's on-line 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

All employees must use school system controlled resources, or other systems approved by the employee's supervisor as the primary means of communicating with students about any school related matters. Employees' personal websites are subject to policy 7320 -Technology Responsible Use and 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 on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

G. Waiver of Responsibility

The board makes no warranties of any kind, whether express or implied, for the technological services it provides. The board will not be responsible for any damage suffered by users, including loss of data resulting from delays, non-delivery, service interruptions or any other cause. Use of any information obtained from the Internet is at the user's risk. The board denies any responsibility for the accuracy or quality of information obtained through its Internet service. Users may be held responsible for any losses sustained by the board from a user's intentional misuse of the system's technological resources.

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), -390.2

The required signature page shown on the following page is available online during the enrollment process and when updating student information.

SIGNATURE PAGE FOR HANDBOOKS (REQUIRED) -

STUDENT SIGNATURE PAGE

Full Name of Student (Please Print) _____

Parent/Guardian Name (Please Print) _____

Please read the handbooks, sign below and return this page to school with the student. By my signature on this page I acknowledge receipt of the Currituck County Schools Student-Parent Handbook and my child's school-specific handbook.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

I have received a copy of the Student-Parent Handbook and my school handbook.

STUDENT SIGNATURE _____ DATE _____

Responsible Use of Electronic Resources - Student and Parent Agreement

I understand and will abide by Currituck County Board of Education's Technology Responsible Use Policy and understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

User's Full Name (Please Print) _____

User's Signature _____

PARENT OR GUARDIAN *(If student is under the age of 18 a parent or guardian must also read and sign this agreement)*

As the parent or guardian of this student, I have read the Technological Responsible Use Policy for the Currituck County Schools. I understand that this access, including access to the Internet and email, is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold the school system responsible for materials accessed on the network. I accept full responsibility for my child's compliance with the Technology Responsible Use Policy.

Parent/Guardian (Please Print) _____

Signature _____ Date _____

Website Publishing

School and district websites are public areas welcoming the outside world to catch a glimpse of our school community. The Currituck County Schools have established guidelines and policies for the display of material on our school and district websites. One of the requirements is that all student material posted on our district and school websites, and school related websites, must have parental/guardian approval. For works created by a student, student approval to post on a school website is required.

Please check the appropriate boxes and initial to authorize the acceptance or rejection of your child's information to be published on the Currituck County Schools website or school related website.

FOR STUDENT: Yes No Initials: ____ My original work may be published on school related websites.

FOR PARENT/ GUARDIAN: Yes No Initials: ____ My child's work may be published on school related websites.

Initials: ____ My child's first name only may be published on school related websites.

Initials: ____ My child's picture may be published on school related websites.

Optional Parental Control / Book Check Out Procedure

Currituck County Schools recognizes that parents and legal guardians play an important role in guiding their minor children in the voluntary selection of materials from the school library. There are optional procedures designed for that purpose. A school library contains books intended for students of different ages and maturity levels. For that reason not every book is appropriate for every student. Any concerns should be directed to the student's teacher(s).

If a parent desires to restrict book check out to ONLY the books approved by the parent, the parent should schedule an appointment with the school media specialist to discuss the optional procedure. More information is available on our website at <http://www.currituck.k12.nc.us/Page/4444>.

These procedures do not apply to instructional materials that are a part of the standard curriculum or assigned by a classroom teacher. Concerns about instructional materials may be addressed pursuant to Policy 3210 – Parental Inspection of and Objection to Instructional Materials.

Immunizations & Health Assessments (#4110)

Within 30 calendar days of the student's first enrollment date, each student must show evidence of immunization against tetanus, diphtheria, whooping cough, red measles, German measles (rubella), mumps, Hepatitis B, haemophilus influenza (Hib), poliomyelitis, varicella and any other disease as required by law or regulation.

For students entering the seventh grade, a booster dose of Tdap vaccine and one dose of meningococcal conjugate vaccine is required if they have not already received these vaccinations.

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

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

Exceptions to the immunization requirement must be requested in writing and will be made only for religious reasons or for medical reasons approved by a physician.

Information on these immunizations and vaccines can be found at <http://www.currituck.k12.nc.us/health/information.html> or by visiting <http://www.immunizenc.com/Schools.htm> . Vaccines are available from your child's pediatrician or at the local Health Department.

NOTE: There are immunization and vaccine requirements for kindergarten students and seventh grade students. Please visit <http://www.immunizenc.com/Schools.htm> for more specific information.

Health Assessment/Vision Screening

Within 30 calendar days of the first day of school entry, all students entering public schools for the first time, regardless of grade level, must furnish to the principal a form that meets the requirements of state law indicating that the student has received a health assessment pursuant to G.S. 130A-440. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented. Such absences will not be considered suspensions, and the student will be given an opportunity to

make up work missed during the absence as described below. The principal or designee shall, at the time of enrollment, notify the parent, guardian, or person standing in loco parentis that the completed health assessment form is needed on or before the child's first day of attendance. The date the student's health assessment form is received will be recorded in the student's official record, and the form will be maintained on file in the school.

School Bus Policies & Safety Laws (#6305)

Safety is of paramount concern in providing student transportation services. . The following policies serve as an aid in promoting appropriate conduct on the part of the students:

- A. Riding a school bus is a **privilege** granted to students and may be withdrawn by the principal for cause.
- B. Each student passenger is expected to fully cooperate with the principal, teacher, and bus driver.
- C. All students will receive training on school bus safety as required by law regardless of whether they regularly ride a school bus to and from school.
- D. Drivers of private vehicles are not to disrupt or interfere with the loading or unloading of buses on school grounds.
- E. Students will be assigned to buses by the principal in accordance with G.S. 115C-244.
- F. The following student behaviors create safety hazards and will result in disciplinary measures being taken against the students:
 - refusing to follow a driver's instructions
 - eating or smoking
 - using profanity
 - tampering with the bus
 - improper standing while the bus is moving
 - delaying the bus schedule
 - distracting the driver
 - boisterousness
 - boarding or exiting the bus improperly
 - throwing objects
 - use of alcohol or other illegal substances
 - fighting

Principals are authorized to suspend students from riding the bus where circumstances warrant. Students may appeal any bus suspension to the school principal.

- G. Currituck County school bus drivers will operate buses in accordance with all laws of the State of North Carolina and those regulations contained in the Handbook for School Bus Drivers.
- H. Students will load and/or unload at regularly designated stops except upon written permission of the parent(s) or guardian(s) and approval of the principal/transportation director.
- I. Only assigned passengers will be allowed to ride a bus unless permission is granted by the principal.
- J. Buses will operate on a regular schedule, except in emergencies. Students are expected to be at the bus stop on time. Buses will stop, but will not wait for students.
- K. Bus stops will be no closer than two-tenths mile. Exceptions will be made only in cases of physical hardship or danger to students.

Parents are reminded of G.S. 14-132.2 - Willfully trespassing upon, damaging, or impeding the progress of a public school bus.

- Any person who shall enter a public school bus or public school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or public school activity bus is assigned, shall be guilty of a Class 1 misdemeanor.
- Any occupant of a public school bus or public school activity bus who shall refuse the principal of the school to which said bus is assigned, shall be guilty of a Class 1 misdemeanor.
- Any person who shall unlawfully and willfully stop, impede, delay, or detain any public school bus or public school activity bus being operated for public school purposes shall be guilty of a Class 1 misdemeanor.

Reminder of Stop Arm Violation Law and Cameras:

To increase the safety of our students most CCS buses are equipped with stop arm cameras. Video of stop arm violations will be turned over to law enforcement. Failure to stop for a bus that is receiving or discharging students could result in a possible ticket that carries a Class I misdemeanor and a \$500.00 fine.

Knotts Island Ferry Regulations

The Knotts Island ferry is part of the transportation system. The following policies concern student use of the ferry:

- **Students suspended from riding the bus are not allowed to ride the ferry with a parent/guardian during their suspension without prior permission of the principal.**
- Students will be subject to all rules and regulations governing school buses.
- Students driving private vehicles to the high school are subject to all school and bus regulations while on the ferry. They may stay in their cars or go into the waiting room. Except for going to the restroom, students entering the waiting room must remain there until the bus is loaded to leave the ferry.
- Students riding the bus are not allowed to wait in private vehicles or to leave the ferry in a private vehicle.
- The bus driver has complete authority over students and the responsibility to maintain good order and conduct on the ferry.
- Students are not allowed to remain on the bus while it is parked on the ferry.
- Gambling is not allowed on the ferry.
- Smoking is prohibited on the bus and on the ferry.

Student Cafeteria Accounts

For your convenience, the School Nutrition office offers a student account system. All school cafeterias are equipped with computerized cash registers that allow students to have and maintain a prepaid account with the cafeteria. Students may prepay for their meals and/or supplemental sale items, such as snacks. A prepaid account is not a charge account, funds should be available prior to purchases.

Please note: It is the policy of School Nutrition Department to deposit all monies received into the student's account unless otherwise noted by the parent when money is received.

Payment Options:

1. Students may pay as they go through the line with cash.
2. Parents may pay by personal check. Parents, please identify your student by including their name and student number on the check and make the check payable to the school's cafeteria. One check may cover multiple students at multiple school sites. Please allocate how to split the money per student.
3. Parents may pay using Currituck County School's online system, K12Payment Center. Please visit the district's School Nutrition webpage or <http://www.K12PaymentCenter.com> for more information on benefits and applicable fees. This service can provide parents with the option to see purchase history and to receive low balance alerts. Please be aware it does take 24 to 48 hours for funds to post to your student's account – please plan accordingly.

Charge Procedures:

Currituck County Schools are not required to provide a meal for reduced priced or full priced students; however, a student should not go hungry. An account balance memo will be generated by the School Nutrition Department when a student's account reaches a low balance. This note will be sent home on Wednesdays of every week to notify parents/guardians that a deposit needs to be made into the student's account. The following procedures have been provided for all students within the district:

1. If the student has no funds to pay for a meal on their account:
 - a. They will be permitted to receive a reimbursable meal that will be charged to their account.

- b. The purchase of snacks will be prohibited until any accumulated charges are paid in full on their account.
2. Charges incurred should be paid in a timely manner by the parent and/or guardian.
3. Notices will be sent from your student's school cafeteria at least by Wednesday of each week.
4. Communication from your school administrator will begin once your charge balance reaches \$25.
5. If the meal charge balance exceed \$50, the school nutrition director will initiate contact with the parents. Letters with balances will be sent to parents via US Mail.
6. When charges reach \$75 or more, and request for payments have been unsuccessful (no payments received or no contact from parent/guardian to set up a payment plan), the accounts will be turned over to the profit recovery/collections company contracted by the board to recover meal charges.

You may wish to put spending restrictions or conditions on your child's account. The following are examples of how your student's account can be flagged with such instructions:

-No Account Restrictions -Snack Every Day -No Snacks - Snack only on certain days
A "snack" is anything other than a reimbursable meal. Example: Extra main dish, extra milk, extra sides, cookies, ice cream, etc.

Placing a restriction of no charging on your student's meal account will restrict the school from providing a meal for your child in case they forget money or their meal from home.

The form on the following page can be used to place restrictions or conditions on your child's account. This form is available for printing during the electronic enrollment process and when updating your child's information. By completing the Student Cafeteria Account information and returning it to your child's school cafeteria manager, you can assist the cafeteria staff in seeing that your child spends his/her account money as you intended.

Student Cafeteria Account

For your convenience, the School Nutrition office offers a student account system. All school cafeterias are equipped with computerized cash registers that allow students to have and maintain a **PREPAID** account with the cafeteria. Students may prepay for their meals and/or supplemental sale items (snacks, extra food items, etc.). The cafeteria will accept cash or checks made payable to the cafeteria. **This is not a charge account, but a prepay account only.** You may also visit www.K12PaymentCenter.com to pay online with your debit and/or credit card and view your student's account activity.

It is the procedure of School Nutrition to deposit all monies in excess of the cost of a reimbursable meal received into the student's account for elementary schools. Middle and high school students will receive change from their cash transaction, unless otherwise noted by the parent.

Currituck County Schools realizes there may be occasions when a student forgets his/her meal or money to purchase a meal. Although it is not required to provide a meal to full paid or reduced paid students, Currituck County Schools will not allow a student to go hungry. The following policy is set in place:

1. Students who accumulate a charge balance will be given notices stating the charge balance weekly by their cafeteria staff, communication by their school administrator, and/or notifications from the superintendent's office.
2. Any student who has a charge balance are prohibited from purchasing anything other than a reimbursable meal. No snacks or extra items may be purchased until the charge balance has been paid in full.
3. Charges remain on your student's meal account until paid in full.

Student Account Restriction

This form is available online during the enrollment process and when updating student information.

Accounts can be flagged with restrictions that will allow the cafeteria staff to help your child follow your instructions. Please complete this section and return to your child's school.

Student's Name: _____ Student ID# _____ School: _____

Parent's email: _____ Parent's Signature: _____

Instructions: (Please designate your choice)

No Account Restrictions Snack/Extra Items Every Day

Snack/Extra Items Only On :

Monday Tuesday Wednesday Thursday Friday

No more than Snack/extra items in one day

No Snacks/Extra items

No Breakfast

No Charging (Students must bring his/her own lunch if their student account has a balance due)

A note must be provided by parents allowing a temporary lift on account restrictions

Operation of School Nutrition Services (#6220)

As outlined in Currituck County Schools' Board of Education Policy 6220, parents of students who are required to pay for meals are expected to make payment in a timely manner. The board recognizes, however, that students occasionally may forget or lose their meal money. To safeguard the dignity and confidentiality of students in the serving line reasonable efforts will be made by staff to avoid calling attention to the student's inability to pay. Meal charges will be recorded on the student's account. The school nutrition director and principal will work collaboratively, following the procedural tiered approach to prevent meal charges from accumulating. Action will be taken to make every effort to collect all funds due to the school nutrition program on a regular basis and before the end of the school term. This includes the use of a third-party collection agency.

Student Wellness Policy (#6140)

Consistent with Federal Law, North Carolina statutes, and North Carolina State Board of Education policies; the Currituck County Board of Education recognizes that it is important for students to maintain their physical health and receive proper nutrition in order to take advantage of educational opportunities. The board further recognizes that student wellness and proper nutrition are related to a student's physical well-being, growth, development and readiness to learn. The Board is also concerned about the prevalence of childhood obesity and consequent health implications throughout student's lives. In the short-term, overweight children may exhibit compromised health, with effects on school attendance and academic performance. The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience.

The full Student Wellness Policy may be viewed online at www.currituck.k12.nc.us .

The Superintendent shall maintain procedures to carry out the goals of this policy as mandated by *Public Law 108-265, Section 204*, including a plan to evaluate the effectiveness of efforts to promote high-quality nutrition and physical activity programs.

Student Insurance Program (#4220)

Membership in a group accident insurance program will be made available to students each year. In arranging for this insurance, the Currituck County Board of Education will make every reasonable attempt to identify a company offering comprehensive insurance at economical rates. Scheduled or limited coverage may be offered as part of the insurance program to keep the premium cost feasible for a majority of students. The board will strive to choose an insurance company that provides knowledgeable representation to follow up on claims, answer questions concerning coverage and procedures, and generally expedite the claims process for all parties. Information on the plan will be made available through school publications. Purchase of this insurance constitutes an agreement between the student and/or parent and the insurance company. The school system is not a party to this agreement. The school system does not assume any contractual responsibility for expenses not covered by insurance.

Students who choose to participate in programs that may have a higher risk of physical injury than most school activities, including off-site internship programs, football and other interscholastic sports, are required to have accident insurance through the group plan or comparable coverage. The superintendent may designate other activities, including certain school trips, as requiring accident insurance.

Legal References: G.S. 115C-36

Student & Parent Grievance Procedure (#1740/4010)

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

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

PROCESS FOR GRIEVANCE

1. Filing a Grievance

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

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

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

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

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

2. Investigation

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

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

3. Response by Principal

a. The principal shall provide a written response to the written grievance within five days of the meeting. The

response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.

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

4. Response by Superintendent

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

b. The superintendent must review the written documents within five school days after receiving the appeal.

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

5. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant will have the right to appeal a final administrative decision to the board of education (see subsection E.5.a, Mandatory Appeals). If a grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion. Discretionary Appeals are described in Policy 1740/4010 subsection E.5.b.

Student Records, Review & Release (#4700)

In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, the Currituck County Board of Education requires its staff and administrators to protect the confidentiality of student information. For additional information, see Board Policy 4700 ("Student Records").

Students and Parents have the following rights:

- 1. The right to inspect and review the student's educational records.** Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights.** The request must be made in writing to the principal, who shall examine the record and determine whether the challenged document should be removed, altered or be kept in the student's file. The principal shall respond in writing to the person who challenges the item stating the reasons for his or her decision, and shall inform the parent or eligible student of the right to appeal the decision through the grievance process.
- 3. The right to provide written consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person service on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under direct control of the school with respect to the use and maintenance of personally identifiable information from education records,

such as an attorney, auditor, medical consultant, insurance carrier, or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Directory Information

Currituck County Schools may disclose appropriately designated “directory information” without written consent, unless the parent or eligible student has advised the District to the contrary in accordance with District procedures. Directory information is often used in school publications such as a yearbook, honor roll, or graduation program. Currituck County Schools has designated the following as directory information: student’s name; address; telephone listing; photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities or sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Directory information may also be disclosed to outside organizations without written consent, including institutions of higher learning, military recruiters, other institutions that have requested the information and in which the student seeks or intends to enroll, and certain contractors or vendors such as yearbook publishers. Parents and eligible students have the right to opt out of release of directory information generally and to opt out of the release of the student’s name, address, and phone number to military recruiters or institutions of higher learning that request such information. Parents or eligible students wishing to exercise their opt-out rights must do so in writing by September 30, 2018.

Driver’s Education

Driver’s Education is offered to eligible students at both Currituck County High School and the J.P. Knapp Early College High School. Students must be at least 14 ½ years of age to take the Driver’s Education Course. Upon completion of the 30 hour course, each student is also required to complete 6 hours of behind the wheel driving. Once the course and 6 hours of behind the wheel have been successfully completed the student will receive a Driver’s Education Certificate. This certificate is needed in order for the student to obtain a Learner’s Permit. Students who participate in the Driver’s Education course will be charged a \$25.00 fee. Families may apply for a waiver of fees if demonstrated a hardship.

Student Fees (#4600)

As the Currituck County Schools continues to address future budget concerns, the system may be forced to charge student fees. Fees may be charged for graduation, supplies for elective classes, field trips, or non-essential education related items. A computer insurance fee may be charged when students are issued a computer that can be taken home. Guidelines for establishing student fees can be found in Board policy 4600.

Returned Check Service

To process returned checks Currituck County Schools utilizes Envision Payment Solutions. Returned checks may be re-presented electronically. In presenting a check for payment, this authorizes service charges and processing fees to be debited from the same account should a check be dishonored. Fees may be debited as a paper draft or an electronic funds transfer. The service fee for returned checks is \$25 (*G.S. 25-3-506*). The fee structure will change according to any amendments made to NC law during the school year. Parents should contact Envision Payment Solutions in regards to returned checks, 1-877-290-5460.

Student Code of Conduct (#4310)

Currituck County students, parents and school personnel share the responsibility for maintaining a safe and orderly learning environment which employs a fair and consistent code of discipline and a comprehensive approach to behavior management throughout all functions and settings of the school system. Students, parents, and school personnel should treat each other with respect and dignity. It is the responsibility of family and school to provide the structure and knowledge to enable students to make correct choices. We believe that teachers and staff should use corrective, supportive, and preventive strategies (such as counseling, educational intervention, etc.) for achieving order and control in all educational settings. As such, Currituck County Schools is implementing Positive Behavior Interventions and Support, or PBIS, a North Carolina Department of Public Instruction initiative. PBIS provides a broad range of school-work and individualized strategies for achieving important social & learning outcomes, while preventing problem behaviors. We further believe that each student has the final responsibility for the consequences of his/her own behavior and, therefore, should be held accountable. Teachers, staff, parents, and other adults are expected to present themselves as positive role models for students.

The Currituck County Board of Education is dedicated to the philosophy that appropriate student conduct is necessary to the proper functioning of the school system. For this reason, the Board has adopted a number of rules which address the matter of student conduct.

School principals are required by law to report the following acts to law enforcement immediately after he/she becomes aware of them:

- ◆ assault resulting in serious personal injury
- ◆ sexual assault or sexual offense
- ◆ rape
- ◆ kidnapping
- ◆ indecent liberties with a minor
- ◆ assault involving the use of a weapon
- ◆ possession of a firearm or weapon in violation of the law
- ◆ possession of a controlled substance in violation of the law

This Code of Student Conduct applies to:

- (1) Any student in any school building or on any school premises before, during, or after school hours;
- (2) Any student on any bus or other vehicle on which the student is being transported as part of any school activity;
- (3) Any student during any school function, activity, or event;
- (4) Any student at any time when the student is subject to the authority of school personnel;
- (5) Any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the general health and welfare of members of the school community.

Violations of Board policies, rules, or regulations; the Code of Student Conduct; regulations issued by the individual school; or the North Carolina General Statutes may result in disciplinary action including suspension or expulsion of the student.

Integrity and Civility (#4310)

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

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

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. cursing or using vulgar, abusive or demeaning language toward another person; and
5. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

Disruptive Behavior (#4315)

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

1. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
2. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see policy [4316](#), Student Dress Code);
3. possessing or distributing literature or illustrations, in any format to include electronic or digital media, that significantly disrupt the educational process or that are obscene or unlawful;
4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
5. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
6. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

Students are expected to comply with all directions of all school personnel who are authorized to give direction during the time when students are subject to the authority of such personnel.

Assaults, Threats, and Harassment (#4331)

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

Assault

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

Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption. Bomb and terrorist threats are addressed in policy [4333](#), Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, and result in a report to Law enforcement which may lead to additional legal consequences.

Weapons and Threats to Safety (#4333)

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

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. (This section does not apply to board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student safety.)

Weapons include, but are not limited to, the following:

- loaded and unloaded firearms, including guns, pistols and rifles;
- ammunition for any firearm;
- destructive devices including explosives, such as dynamite cartridges, nitroglycerin, trinitrotoluene, blasting caps, bombs, grenades and mine, and detonators or fuse for destructive device;
- knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
- slingshots and slungshots;
- leaded canes;
- blackjacks;
- metal knuckles;
- BB guns and pellet guns;
- Air rifles and air pistols;
- Stun guns and other electric shock weapons, such as tasers;
- Mace, pepper spray and other personal defense sprays;
- Ice picks;
- Razors and razor blades (except those designed and used solely for personal shaving);
- Fireworks;
- Gun powder, ammunition, or bullets; and
- Any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

Students are prohibited from making, aiding and/or abetting in making a bomb/terrorist threat or perpetrating a bomb/terrorist threat hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property or at a school event.

No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above or make a bomb or terrorist threat or perpetrate a bomb or terrorist threat hoax. **A student who finds a weapon or weapon-like item, who witnesses another student**

or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item OR becomes aware of a student or other person who intends to make a bomb threat/terrorist threat or hoax must notify a teacher or the principal immediately.

An anonymous reporting link to the district website is maintained to allow for students, parents, and/or community members to report knowledge or suspicion of persons violating this policy. Use of this system is strongly encouraged.

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. (See Policy 4333 for a listing of examples of behavior that would be in violation of this section.)

Consequences Mandated by Law:

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

Gang Related Activity (#4328)

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

Prohibited Conduct:

- wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey membership or affiliation in a gang;
- communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
- tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (see policy [4330](#), Theft, Trespass and Damage to Property);
- requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity (see policy [4331](#), Assaults, Threats and Harassment);
- inciting others to intimidate or to act with physical violence upon any other person related to gang activity (see policy [4331](#));
- soliciting others for gang membership; and
- committing any other illegal act or other violation of school system policies in connection with gang-related activity.

The superintendent or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories and behaviors. This information is subject to change. Each principal shall maintain a list of current examples of gang-related activities provided by law enforcement to assist students, parents and teachers in identifying gang symbols and practices. The list shall be available in an easily accessible location in the main office of the school. Parents, students and school employees may, upon request, access the list, which shall include a warning that wearing or displaying clothing, hand signs or symbols identified in the list with the intent to convey membership or

affiliation in any gang may subject a student to discipline under this policy. Please visit www.currituck.k12.nc.us (Information for Parents) for additional information on gang related signs and activities.

Drugs and Alcohol (#4325)

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana or any other controlled substance, synthetic stimulants (“bath salts”) and synthetic cannabinoids (“Spice” “K2”), any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor, or chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Possession or use of prescription and over-the-counter drugs is not in violation of this policy **if such drugs are possessed and used in accordance with policy 6125, Administering Medicines to Students**. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

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

Theft, Trespass, and Damage to Property (#4330)

The Currituck County Board of Education will not tolerate theft, trespass or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

- Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.
- Students are prohibited from damaging or attempting to damage school or private property.
- Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:
 - ◊ the student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
 - ◊ the student is loitering at any school after the close of the school day without any specific need or supervision; or
 - ◊ the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

Student Dress Code (#4316)

The Currituck County Board of Education believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. The board prohibits any appearance or clothing that does the following:

- violates a reasonable dress code adopted and publicized by the school;
- is substantially disruptive -for information on gang-related attire, see policy 4328 Gang-Related Activity;

- is provocative or obscene; or
- endangers the health or safety of the student or others.

If there is a question as to whether an item of clothing is appropriate, do not wear it to school before consulting with an administrator. Before being punished, a student who is not in compliance with this policy or the school’s dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance.

Examples of prohibited dress or appearance include, but are not limited to;

- exposed undergarments;
- saggy pants;
- excessively short (applying the “finger tip” test for some schools) or tight garments;
- bare midriff shirts;
- strapless, spaghetti string strapped, or halter style shirts or tank tops;
- attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors;
- head covering of any kind;
- see-through clothing;
- attire that exposes cleavage;
- any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon;
- any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups; and/or
- any symbols, styles, or attire about which students at a particular school have been notified.

Individual schools may specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy. Any additional restrictions will be noted in the school’s student handbook.

Wireless Communication Devices (#4318)

The Currituck County Board of Education recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, if approved by the principal, students are permitted to possess such devices on school property so long as the devices are not activated, used or displayed during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices. Possession and use of other personal electronic devices is governed by each school’s rules and procedures.

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. This policy is in effect during after-school programs.

Consequences for Unauthorized Use:

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. When a device is confiscated it must be turned over with the battery installed. Parents may be required to come to the school to retrieve the confiscated device.

Search of Communication Devices:

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

reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

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

Repeated School Violations

A student shall not repeatedly fail to comply with the reasonable directions of teachers, student teachers, substitute teachers, teacher assistants, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel.

Consequences for Violations of the Student Code of Conduct

The Currituck County Schools believe that consequences should be related, reasonable, and respectful. Consequences should be given on an individual basis. Consequences can be fair without being equal. The age of the student, previous offenses, intent, and other factors should be taken into consideration when giving consequences. The consequence tables shall be used as a guide however; this does not restrict the Principal's authority to take required actions to maintain a safe and orderly environment.

Consequence Level	Options (not all inclusive)
Level 1	<ul style="list-style-type: none"> • Warning • Reprimand • Behavior improvement agreement
Level 2	<ul style="list-style-type: none"> • Timeout • Community service • In school suspension • Bus Suspension • After school or Saturday detention • Exclusion from extracurricular activities • Exclusion from graduation ceremonies • Loss of privileges
Level 3	<ul style="list-style-type: none"> • Out of school suspension up to 10 days and possible loss of student privileges upon returning
Level 4	<ul style="list-style-type: none"> • Long term suspension • Expulsion

Rule Violated	Range of Consequences
Integrity and Civility	Level 1 – Level 2
Disruptive Behavior	Level 1 – Level 4
Assaults, Threats, and Harassment	Level 1 – Level 4
Weapons and Threats to Safety	Level 2 – Level 4
Gang Related Activity	Level 1 – Level 4
Drugs and Alcohol	Level 3 – Level 4
Tobacco Products	Level 2 – Level 3
Theft, Trespass, and Damage to Property	Level 2 – Level 3
Student Dress Code	Level 1 – Level 2
Wireless Communication Devices	Level 1 – Level 2

Random Suspicionless Drug Testing Policy (#4326)

The Currituck County Board of Education strongly believes that drug and substance abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students' well-being that a random drug-testing program is initiated in the Currituck County Schools.

GOALS OF RANDOM DRUG TESTING PROGRAM

The random drug testing program is not intended to punish students, but to help them. Goals of the random drug testing program are:

- To educate students about the dangers and problems associated with drug use/abuse;
- To deter drug use/abuse by students;
- To identify students participating in extracurricular activities or driving to school who may be abusing drugs and to determine the identity of the drug(s);
- To provide information to parents so that parents can take appropriate steps at the family level;
- To motivate students to resist negative peer pressure;
- To provide opportunities for counseling and treatment for any student who is determined to be using/abusing drugs;
- To help ensure the safety of students who participate in athletics, extracurricular activities or driving privileges;
- To remove the stigma of drug use/abuse from those students who do not use drugs;
- To develop a drug-free program that produces students who can serve as role models and influence their peers to lead healthy and responsible lives; and
- To complement the school system's overall drug education program.

WHO IS SUBJECT TO RANDOM DRUG TESTING?

All students in grades 9-12 who desire to participate in interscholastic athletics, other voluntary

extracurricular activities and school sponsored clubs or wish to have the privilege of on campus parking, must agree to participate in the random drug testing program. Participation in the random drug testing program is NOT required as a condition of attending school or enrolling in any for-credit class.

Any parent of a student in grades 9-12 has the opportunity to consent to the student voluntarily participating in the random drug testing program, whether or not the student is a participant in any of the privileged activities listed above. The same procedures will apply, as outlined in this policy, for all students participating in random drug testing.

A Drug Testing Consent Form must be signed by the student and the student's parent/guardian prior to the fall athletic practice season or the beginning of the school year, whichever comes first. The consent will authorize random drug testing for the student's entire school career. The parent/guardian will be given a copy of the signed Consent Form and this random drug testing policy. The original Consent Form will be kept in the student's official file.

A signed Consent Form may be revoked by a signed Withdrawal of Drug Testing Consent Form. A student who withdraws will no longer be subject to random drug testing, but will also not be eligible for participation in the voluntary activities or privileges covered by this policy for a period of 365 days from the date of withdrawal.

WHO CONDUCTS THE TESTING?

The drug testing program will be implemented on behalf of the school district by a contracted test administrator, which shall be an independent agency or entity operating under contract with the Board of Education. The contracted test administrator will employ (or provide by subcontract) a licensed physician as a Medical Review Officer.

Currituck County Schools personnel shall not assist with the actual testing or physical collection of the samples, shall have no access to the test samples, and shall not select the students who will be randomly tested. These functions will be carried out by the contracted test administrator.

An employee of the school district, selected by the superintendent, will coordinate the district's drug testing program. The Coordinator will work with licensed substance abuse professionals to conduct all substance abuse assessment and counseling services.

Eligible students will be randomly selected for testing by the contracted Test Administrator using the following process:

- The Coordinator shall maintain a list of all eligible students who have signed Consent Forms. The list shall be updated prior to each testing date.
- Each eligible student on the list shall be assigned a number.
- The Coordinator provides the contracted test administrator with a list of the students' numbers (and matching names).
- Prior to each testing date, the Coordinator will notify the contracted test administrator as to what number or percentage of students will be tested.
- The contracted Test Administrator will randomly generate a list of student numbers representing students to be tested. Students who were absent on a testing date, after their previous selection under this random selection process, shall be added to the next randomly generated list. The list shall be provided to the Coordinator.
- The Coordinator will match the randomly generated student numbers with the students' names, and will notify the school which students are to be tested.
- Selected students will be pulled from class for testing on testing day. There will be no advance notification of which students will be tested.

A student who is absent on the day of a test will be excused from testing, but added to the sample to be

tested on the next testing date. However, a student who is present at school on the day of testing and avoids testing by leaving campus (or cutting class) without a valid excuse for that day will be considered as having refused to be tested. A refusal to be tested, or an attempt to alter, substitute, adulterate or otherwise tamper with a test sample, shall result in the same consequences as a positive test.

Random drug testing will be conducted by urine specimen, at least monthly during the academic year and occur at the high school. The dates of testing will not be publicized in advance.

Up to fifty percent (50%) of eligible students will be tested in the course of a year. The Superintendent shall determine what number or percentage of eligible students is tested each month.

All test results will be strictly confidential, including the maintenance of the sample throughout the collection and testing process. All reported results will be maintained by the Coordinator in a locked file cabinet. Disclosure of test results will be limited to those who have a need to know in order to implement this policy. When under this policy a student becomes ineligible to participate in any voluntary activity, the principal shall inform the particular coach or sponsor (or administrator for parking permits) that the student is ineligible.

WHAT SUBSTANCES ARE BEING TESTED?

Substances for which students will be tested include:

- marijuana (THC)
- cocaine phencyclidine (PCP)
- amphetamines/methamphetamine opiates (Oxycontin, Vicodin)
- alcohol
- barbiturates
- benzodiazepines (Valium)
- test adulterants
- methadone Propoxyphene (Darvon)

At the recommendation of the contracted Test Administrator and determination by the Superintendent, students may be tested for other or additional substances for which use by a minor is illegal.

WHAT ARE THE CONSEQUENCES OF POSITIVE TESTS?

First Positive Test

The student, student's parent, and superintendent's designee will be notified by the Medical Review Officer (MRO).

As a result of the first positive test, the student will be precluded from participation in all voluntary extracurricular and official school club activities subject to this program for the next 50 school days. If fewer than 50 school days remain in the school year, this loss of privileges will extend into the next school year. Student athletes will be suspended for 30% of the number of contests in the entire athletic season, not counting scrimmages. If there are not 30% of the total number of contests remaining in that school year, this loss of privileges will extend into the next athletic season. Despite being prohibited from participating in contests and from dressing out and traveling with their teams for such contests, student-athletes must attend practices and follow all other athletic requirements and guidelines to remain members of the team.

The MRO will provide the parents with a list of resources for substance abuse assessment and intervention in the Currituck County area. Upon receipt of documentation from a licensed substance abuse professional

that the student has completed a substance abuse assessment and is participating in any recommended or approved counseling or treatment program as described by Section H of this policy, the superintendent or designee will reduce the period of eligibility to a period equal to or no less than 35 school days (in the case of extracurricular and official school club activities) or 20% of the athletic contests in the entire athletic season as defined above (in the case of athletic activities). If there are not 35 schools days or 20% of the total contests remaining in that school year or season, the period of ineligibility will extend into the next school year or athletic season in which the student participates.

The student will be subject to a mandatory retest after 30 days but within 90 days of the first positive test. The student will be identified by the contracted test administrator for retesting on a regularly scheduled test date. School officials will not know whether the student is being retested as a mandatory retest or whether the student's number was randomly drawn.

Second Positive Test

Upon a second positive test at any time during the student's school career, the contracted MRO shall notify the student, the student's parents, and the superintendent's designee.

A conference will be scheduled between the school principal, the student, and the student's parent.

The student will be ineligible to participate in the voluntary activities covered by this policy for 365 calendar days unless the student regains eligibility earlier, as provided below, except that athletic coaches may, as a condition of the student remaining on the team, require the student to continue to participate in practices while sitting out of competitions during this time period.

The student may regain eligibility prior to 365 calendar days, but not before being ineligible for at least 50 school days (in the case of extracurricular and official school club activities) and 50% of the athletic contests in the entire athletic season as defined above (in the case of athletic activities). If there are not 50 schools days or 50% of the total contests remaining in that school year or season, the period of ineligibility will extend into the next school year or athletic season in which the student participates, upon compliance with all of the following requirements:

The student must satisfy the substance abuse assessment/counseling requirement set forth in this policy, as certified in writing by the substance abuse professional. For a second positive test, the student will be considered in compliance once he or she has completed the substance abuse assessment and is participating in any recommended or approved counseling or treatment program. A student must test negative on a retest prior to regaining eligibility. The student will be subject to a mandatory retest after 30 days but within 90 calendar days of the second positive test to confirm eligibility.

Third Positive Test

Upon a student's third positive test any time during the student's school career, the MRO shall notify the student, the student's parents, and superintendent's designee.

A conference will be scheduled between the student's parent, the student and the school principal.

The student will be ineligible to participate in the voluntary activities covered by this policy for the remainder of his/her high school career.

Tobacco Products & Vaporizers (#4320)

The Currituck County Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, the board adopts this 100 percent tobacco free policy and prohibits or restricts smoking and the use of tobacco products as follows. For the purposes of this policy, the term “tobacco product” means any product that contains, is made or derived from, or reasonably resembles tobacco or nicotine and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products. For purposes of this policy, the term “vaporizer” refers to any device that converts plant material or liquid into vapor for direct human inhalation, whether or not the vapor contains tobacco or nicotine.

1. All persons, including school district personnel, volunteers, contractors, other persons performing services or activities on behalf of the school district, students, and visitors, are prohibited from using any tobacco products at any time (1) in any school building, in any school facility, in any school vehicle, on school grounds, or on any school property, owned, leased, borrowed, or otherwise used by the school district for school purposes or (2) at any school-sponsored or school-related activity, including athletic events, on or off school grounds, except for the use of tobacco products for instructional or research purposes as provided below.
2. To help prevent fires, burns, and other health risks, the board also prohibits electronic cigarettes and other types of vaporizers, regardless of whether the vaporized material contains tobacco or nicotine.
3. In addition, school district employees, school volunteers, contractors, or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any other time while on duty and in the presence of students, either on or off school grounds.
4. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided such activity is conducted or supervised by a faculty member and the activity does not include smoking, chewing, or otherwise ingesting tobacco.
5. The administration will consult with the county health department and other appropriate organizations to provide employees with information and access to support systems and programs to encourage employees to abstain from the use of tobacco products. The school district may, from time to time, provide free non-smoking programs and services to be offered to employees in the schools, after the regular school day.
6. School personnel will be provided notice of this policy through personnel handbooks or other means identified by the principal. In addition, the principal will post signs in a manner and location that adequately notify staff, students, and visitors about the 100 percent tobacco-free schools policy.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 et seq.; 21 C.F.R. 1100 et seq.; G.S. 14-313; 115C-47, -288, -307, -390.2, -407

Discrimination, Harassment & Bullying Policy and Complaint Procedure (#1710 & 1720)

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access as required by law. This policy prohibits unlawful discrimination, harassment and bullying by students, employees, board members, volunteers, and visitors. “Visitors”

includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time from one or more persons to another person and he/she has difficulty defending him/her self.

There are 3 important components:

1. Bullying is aggressive behavior that involves unwanted negative action toward a person or their property.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Cyberbullying is through electronic media - email, texting, social networks, blogs, websites or digital messages or images sent to electronic devices.

Bullying is NOT a conflict. A conflict can be an aggressive (emotional and/or physical) behavior that involves unwanted action toward a person or their property. This behavior can be repeated over time, however; **There is NO Imbalance of Power or strength**, between those involved. Neither person sees themselves as a victim.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;
and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion. In addition, the violation may also be reported to law enforcement, as appropriate.

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

1. Discrimination:

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

2. Harassment and Bullying:

Harassment or bullying behavior is deliberate conduct intended to harm another person or group of persons. Such conduct violates this policy any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

1. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment and bullying may occur through electronic means ("cyberbullying"), such as through the Internet, emailing, or text messaging, or by use of personal websites to support deliberate and repeated behavior intended to cause harm to persons or groups.

Sexual harassment is a form of harassment that violates this policy. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
- submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of (a) unreasonably interfering with a student's educational performance, (b) limiting a student's ability to participate in or benefit from an educational program or environment, or (c) creating an abusive, intimidating, hostile or offensive work or educational environment.

As provided in policy 4040/7310, Staff-Student Relations, employees are strictly prohibited from engaging in a romantic or sexual relationship with any student enrolled in the school system, whether or not

the relationship is consensual. Such conduct is prohibited whether or not it constitutes sexual harassment.

Examples of sexually harassing conduct are included in detail in policy 17/10/4021/7230 Prohibition Against Discrimination, Harassment and Bullying.

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

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously (except mandatory reports by school employees), and all reports shall be investigated in accordance with the policy.

REPORTING (#1720)

Any employee who witnessed or who has reliable information or reason to believe that a student or other individual may have been discriminated against, harassed, or bullied in violation of policy 1710/4021/7230 or policy 1730/4022/7231 must report the offense immediately to the appropriate designated individual. Suspected violations of policy 4040/7310, Staff-Student Relations, should be reported directly to the superintendent or designee. An employee who does not promptly report possible discrimination, harassment, or bullying or violations of policy 4040/7310 shall be subject to disciplinary action.

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

School officials shall sufficiently investigate all reports of discrimination, harassment, or bullying, even if the alleged victim does not file a complaint or seek action by school officials, to understand what occurred and to determine whether further action under this policy or otherwise is necessary. School officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

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

- the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- an immediate supervisor if the individual making the complaint is an employee;
- the director of human resources if the alleged perpetrator or alleged victim is an employee of the school system, the assistant superintendent if the alleged perpetrator or alleged victim is at the level of director or principal, the superintendent if the assistant superintendent is the alleged perpetrator or the Board of Education if the alleged perpetrator is the superintendent;
- the Title IX coordinator for claims of sex discrimination or sexual harassment (see policy 1710/4021/7230 for contact information); or
- the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy 1710/4021/7230 for contact information).

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. Many complaints 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 informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

THE PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING IS DETAILED IN POLICY 1720/4015/7225.

At the conclusion of any investigation, parents will be notified of findings which apply to their children. Whenever possible, parents will be notified of the findings and consequences of any disciplinary incident found through the investigation in person or by telephone.

If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision following the procedures outlines in Policy 1720/4015/7225.

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 individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.

Policies 1710/4021/7230 and 1720/4015/7225 can be found in entirety in the Currituck County Schools online policy manual located on the system's website. Notice of the policies will be stated annually in the student and employee handbooks.

Student-Athlete Discipline Guidelines

The faculty and staff at CCHS encourage students to participate in athletics. Athletics is a privilege that offers many beneficial life-skills. Student-athletes represent their school, family, and community; therefore, it is essential that appropriate conduct be displayed. For the purpose of this policy, a student-athlete is defined as any student who engages in, is eligible to engage in, or may be eligible in the future to engage in any athletic competition.

The policies below are in effect in-season or out of season and on or off campus:

1. A student-athlete will not be allowed to participate or practice while he/she is serving Out of School Suspension (OSS). Additional consequences may be imposed by the coach.
2. Any student-athlete found to be in possession of any drug, drug paraphernalia or alcohol, under the influence of illegal drugs or alcohol, or to have received a positive test on a drug test pursuant to Board Policy 4326 will be subject to consequences in accordance with Policy 4326. Specifically:

a. 1st Offense:

The student athlete will be suspended for 30% of the number of contests in the entire athletic season, not counting scrimmages. If there are not 30% of the total number of contests remaining in that season, this loss of eligibility will extend into the next athletic season in which the athlete participates. Despite being prohibited from participating in contests and from dressing out and traveling with their teams for such

contests, student-athletes must attend practices and follow all other athletic requirements and guidelines to remain members of the team. In accordance with Board Policy 4326, the suspension may be reduced to 20% of the athletic contests in the entire athletic season upon receipt of documentation from a licensed substance abuse professional that the student has completed a substance abuse assessment and is participating in any recommended or approved counseling or treatment program as described in section H of the policy.

b. 2nd Offense:

The student will be ineligible to participate in athletic activities for 365 days. Athletic coaches may, as a condition of the student remaining on the team, require the student to continue to participate in practices while sitting out of competitions during this time period, unless the student regains eligibility earlier as outlined in Board Policy 4326, where the student may regain eligibility prior to 365 calendar days, but not before being ineligible for at least 50% of the athletic contests in the entire athletic season as defined above (in the case of athletic activities). If there are not 50% of the total contests remaining in that school year or season, the period of ineligibility will extend into the next school year or athletic season in which the student participates, upon compliance with all of the requirements outlined in Board Policy 4326.

c. 3rd Offense:

The student will be ineligible to participate in athletic activities for the remainder of his/her high school career.

3. Any student-athlete caught selling or transmitting drug paraphernalia and/or prohibited substances in any amount will be suspended from participation for one calendar year.

4. Any student-athlete found to be participating in an assault, theft, vandalism, or threat on or off campus will be subject to:

a. 1st Offense:

The student athlete will be suspended for 30% of the number of contests in the entire athletic season, not counting scrimmages. If there are not 30% of the total number of contests remaining in that season, this loss of eligibility will extend into the next athletic season in which the athlete participates. Despite being prohibited from participating in contests and from dressing out and traveling with their teams for such contests, student-athletes must attend practices and follow all other athletic requirements and guidelines to remain members of the team.

b. 2nd Offense:

The student athlete will be ineligible to participate in athletic activities for 365 days. Athletic coaches may, as a condition of the student remaining on the team, require the student to continue to participate in practices while sitting out of competitions during this time period.

c. 3rd Offense:

The student will be ineligible to participate in athletic activities for the remainder of his/her high school career.

5. A student-athlete convicted of any misdemeanor offense will be subject to:

a. 1st Offense:

The student athlete will be suspended for 30% of the number of contests in the entire athletic season, not counting scrimmages. If there are not 30% of the total number of contests remaining in that season, this loss of eligibility will extend into the next athletic season in which the athlete participates. Despite being prohibited from participating in contests and from dressing out and traveling with their teams for such contests, student-athletes must attend practices and follow all other athletic requirements and guidelines to remain members of the team.

b. 2nd Offense:

The student athlete will be ineligible to participate in athletic activities for 365 days. Athletic coaches may, as a condition of the student remaining on the team, require the student to continue to participate in practices while sitting out of competitions during this time period.

c. 3rd Offense:

The student will be ineligible to participate in athletic activities for the remainder of his/her high school career.

6. A student-athlete found to be in illegal possession of a weapon or firearm, on or off campus, will be subject to:

a. 1st Offense:

Athlete will be suspended from athletic participation for 180 school days.

b. 2nd Offense:

Exclusion from all interscholastic activities for the remainder of his/her high school career.

7. A student-athlete convicted of a felony will lose his/her eligibility for the remainder of his/her high school career. (NCHSAA Felony Policy)

a. A student-athlete who is facing felony charges will be subject to an immediate suspension until the student-athlete is adjudicated.

When the above consequences are enforced, the athletic director will determine the initial consequence. If an appeal of the decision is made, the consequence will be in effect during the appeal. A student-athlete may appeal the decision to the principal, who will recommend any changes to the athletic director. After this decision, the student-athlete may appeal to the superintendent.

Note: This policy will run consecutively for each year the student-athlete is enrolled in CCHS. (ie. a student-athlete receives a first offense consequence during his/her freshman year and commits another offense of any kind during a subsequent year- the student-athlete will receive the second offense consequences.)

At any time the percentage suspension results in a partial contest suspension, the total contests suspended will round up to the next full contest (i.e. If 20% of the maximum number of contests results in 2.2 contests suspended, the suspension will round up to 3 contests).

Student Suspensions and Expulsions/Due Process Procedures

During the period of a suspension/expulsion, a student may not ride a bus nor attend school or school sponsored functions and is prohibited from coming on or using any of the Currituck County Schools' facilities and grounds during regular school hours.

The Currituck County Board of Education recognizes that there may be occasions when it will be necessary to suspend a pupil for a period not to exceed ten (10) school days. A longer suspension, a suspension during the last ten (10) days of the school year, or an expulsion must be approved by the superintendent. A student shall not be suspended for more than ten (10) days or expelled except by the due process procedures contained below:

Short Term Suspension (#4351)

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

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed.

In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the Board of Education unless it is appealable on some other basis.

PRE-SUSPENSION RIGHTS OF THE STUDENT

Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the principal or designee before a short-term suspension is imposed. The principal or designee may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges.

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

STUDENT RIGHTS DURING THE SUSPENSION

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

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

NOTICE TO PARENT OR GUARDIAN

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

parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

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

Long-Term Suspension (#4353)

A long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than 10 school days. Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education and that provides the student with the opportunity to make timely progress toward graduation and grade promotion is not a long-term suspension requiring the due process procedures set out in this policy, nor is an absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school).

Upon the recommendation of the principal, the superintendent may impose a long-term suspension on a student who willfully engages in a serious violation of board policy or the Code of Student Conduct and the violation either (1) threatens the safety of students, staff or school visitors, or (2) threatens to substantially disrupt the educational environment. The principal may recommend long-term suspension for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.

If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion must be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.

365-Day Suspension

A 365-day suspension is the disciplinary exclusion of a student from attending his or her assigned school for 365 calendar days. The superintendent may impose a 365-day suspension only for certain firearm and destructive device violations, as identified in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

Expulsion

An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the superintendent, the board may expel a student who is 14 years of age or older for certain types of misbehavior as provided in policy 4325, Drugs and Alcohol, policy 4330, Theft, Trespass and Damage to Property, policy 4331, Assaults, Threats and Harassment, and policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to policy 4260, Student Sex Offenders, may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system.

Superintendent's Decision and Hearings

The student or student's parent may request a hearing before the superintendent within four days of receiving notice from the principal of the recommendation for long-term suspension, 365-day suspension or expulsion. Any hearing held will follow the hearing procedures outlined in Section A of policy 4370, Student Discipline Hearing Procedures. A decision will be rendered before the long-term suspension is imposed.

If the student or parent makes a timely request for a hearing, the superintendent shall confirm that the charges against the student, if substantiated, could warrant the recommended disciplinary action and shall give the student and parent reasonable notice of the time and place of the hearing.

If neither the student nor the parent appears for a scheduled hearing after being given reasonable notice of the time and place of the hearing, the student and parent are deemed to have waived the right to a hearing.

If the student and parent fail to make a timely request for a hearing or if they waive the right to a hearing by failing to appear for a duly scheduled hearing, the superintendent shall review the circumstances of the recommended long-term suspension. Following this review, the superintendent (1) may impose the long-term or 365-day suspension if it is consistent with board policies and the Code of Student Conduct and appropriate under the circumstances, (2) may impose another appropriate penalty authorized by board policy or the Code of Student Conduct or (3) may decline to impose any penalty.

If the student or parent requests a postponement of the hearing, or if the request for the hearing is untimely, the hearing will be scheduled, but the student does not have the right to return to school pending the hearing.

Based on substantial evidence presented at the hearing, the superintendent shall decide whether to uphold, modify or reject the principal's recommendation. The superintendent shall immediately inform the principal of the decision regarding the recommended disciplinary penalty of a long-term or 365-day suspension and, when applicable, of any modifications to the penalty recommended by the principal.

The superintendent shall send notice of the decision via certified mail to the student and parent. The notice must include:

- the basis of the decision, with reference to any policies, provision of the Code of Student Conduct or rules that the student violated;
- notice of what information will be included in the student's official record pursuant to G.S. 115C-402;
- notice of the student's right to appeal the decision and the procedures for such appeal;
- if the decision is to suspend the student for 365 days, notice of the student's right to petition the board for readmission under G.S. 115C-390.12;
- if applicable, notice that the superintendent is recommending to the board that the student be expelled and any required notifications related to the expulsion if the student did not already receive such notice from the principal or designee; and
- if the student is to be suspended, notice of the superintendent's decision on whether to offer alternative education services to the student during the period of suspension, and, as applicable, a description of the services to be offered or the reason justifying the superintendent's decision to deny such services.

Following issuance of the decision, the superintendent shall implement the decision by authorizing the student's return to school upon the completion of any short-term suspension or by imposing the suspension reflected in the decision.

The superintendent shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the superintendent provides a significant or important reason for declining to offer such services. Alternative education services are part-time or full-time programs that provide direct or computer-based instruction to allow the student to progress in one or more core academic courses. Such services may include programs described in policy 3470/4305, Alternative Learning Programs/Schools.

The student may appeal to the board the superintendent's decision not to provide alternative education services, as permitted by G.S. 115C-45(c)(2). Any appeal to the board must be made in writing within five days of receiving the superintendent's decision. The superintendent shall inform the board chairperson of the request for an appeal and arrange in a timely manner a hearing before the board. In advance of the hearing, the superintendent shall provide to the student and parent and to the board a written explanation for the denial of services along with any documents or other information supporting the decision. The hearing will be conducted pursuant to policy 2500, Hearings Before the Board. The board will provide to the student and parent and to the superintendent written notice of its decision within 30 days of receiving the appeal.

If the superintendent determines that expulsion is appropriate, the superintendent shall submit to the board a recommendation and the basis for the recommendation along with any proposal for alternative education services.

Suspension of Exceptional Children

Suspension of exceptional children shall comply with state and federal law and regulation.

Removal From School During the School Day

1. Release to Parent or Guardian

When a student is suspended during the school day, the principal shall attempt to reach the student's parents/guardians to inform them of the school's actions and to request that they come to school or make arrangements for the student to leave the school. If the principal cannot reach the parent/guardian, the student must remain on school property until the close of the school day unless the safety of the student or others would be seriously jeopardized.

2. Mass Violation of School Rules

The principal may order students to leave the school premises immediately when he or she is faced with mass violations of school rules and it is not possible to keep the students on school grounds and restore or maintain order to protect school property or people on the school grounds.

Searches on School Property

Due process must prevail in all cases of search; however, school lockers are the property of the school and the student merely has the privilege of using them. School lockers and student cars parked on campus may be searched by school administrative personnel where there is reasonable suspicion or justifiable cause. The Currituck County Sheriff's Department may bring a "drug dog" on school campuses at unannounced times to search for illegal drugs and/or alcohol.

Other Policies and Procedures

Clubs

The Currituck County Board of Education recognizes the importance of student clubs in the schools and encourages such activities. Club activities are subject to approval by the principal and must adhere to the regulations outlined by Board Policy # 3620 & 3621.

Field Trips

Field trips are a **privilege** and have great potential in terms of enriching and extending educational experiences for students. Students must have the written permission of their parent(s) to accompany school personnel on field trips. The superintendent and director of transportation are to be advised of all planned field trips in advance.

Requests for overnight trips must be approved by the Board of Education.

Errands

The Board of Education discourages students being sent from school to run errands; however, when this becomes necessary, the Board requires that parental consent be obtained in advance.

Freedom of Religion

A student's religious beliefs are his/her own and should be respected; therefore, nothing shall permit the imposition of the religious beliefs and teachings of others on any subject.

Fund-Raising

It is the policy of the Currituck County Board of Education to limit fund-raising in the public schools. Fund-raising activities should be conducted after the school day and funds must be used to enhance school programs.

Constitutional Freedoms

Students shall have the right to exercise all constitutional guarantees; however, exercise of these rights shall not interfere with either the freedom of others or the educational process in the schools. Secret organizations and publications are specifically prohibited. Publications made or published at a school should identify the author, editor, or publisher.

Student meetings on school grounds shall be authorized by the school principal and adhere to policy.

Elementary and Middle School Promotion Ceremonies

Elementary and middle school promotion ceremonies are permitted under Board policy, but are not required. Principals will determine whether or not ceremonies are to be held. Where schools do hold promotion ceremonies, the emphasis will be on simplicity. Cost and time away from class will be kept to a minimum.

Credits Earned at Institutions of Higher Learning

It shall be the policy of the Board of Education to accept credits from institutions of higher learning earned by certain students identified as being exceptional or as having "special needs." These students will be permitted to enroll in such institutions upon the recommendation of the principal for the purposes of enrichment and/or to earn credits toward meeting high school graduation requirements. Any student entering the Adult High School Diploma Program or GED program must have the consent of the principal and superintendent.

Health Education Program

The Currituck County Schools System shall provide a comprehensive health education program that meets guidelines set by the state law and the State Board of Education. As required by law and beginning in seventh grade, reproductive health and safety education will include age-appropriate instruction on sexual abstinence until marriage, STDs, the human reproductive system, effective contraceptive methods for preventing pregnancy and awareness of sexual assault and sexual abuse. Parents will be informed of the health education program being presented and that they may withhold consent for their students to take part in the educa-

tion program by notifying the school principal in writing.

News Media Access

During the school year, students are likely to be exposed to various types of news media coverage (newspapers, television, etc.). If you do not wish for your child to be interviewed, photographed, and/or identified, **please contact the principal in writing expressing your child's restriction to the news media. Requests must be made annually.**

Parental Involvement Policy (#1310)

The Currituck County Board of Education believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers. Involvement by parents improves the educational achievement of children. The Currituck County Schools will strive to involve parents in activities throughout the school year.

All school staff will invite all parents or guardians to annual conferences or meetings. The purpose of these meetings will be to discuss the programs and activities provided by the school. School staffs will solicit input from parents and include parents as members of their School Improvement Team. While schools may include different opportunities, schools will have available to the public their plan for parental involvement.

The Currituck County staff will also consult with individual parents of students being served. Parents will be given the opportunity to confer with their child's teacher(s) at convenient times for both teachers and parents. Parents will be encouraged to visit classrooms and to volunteer in school activities.

Title I funded schools will offer parent workshops designed to help parents in understanding such topics as the State's academic content standards, State student academic achievement standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children. Please see online Policy 1320/3560 Title I Parent Involvement for details.

All schools will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language that parents can understand. Teacher websites will also be used to include information that will assist parents in staying informed.

The Currituck County Schools provide an array of services for academically and/or intellectually capable students (AIG students) through the gifted and general education programs. Referrals may be made by teachers, parents, and students.

All visitors must report to the school's main office upon arrival at the school.

Procedures for Reconsideration of Instructional Resources (#3210)

Occasional objections to some instructional or media resources may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting the resources. The term "instructional materials" does not include academic tests or assessments. The Currituck County Board of Education supports principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and the Students' Right to Read of the National Council of Teachers of English.

Complaints should be made to the building Principal. If the complaint is not resolved to the satisfaction of the complainant, the Principal will supply the complainant with a copy of Currituck County Board of Education Policy # 3210 and explain the process for initiating a written complaint.

Use of Seclusion and Restraint (#4308/7311)

It is the policy of the Currituck County Board of Education to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students while on school grounds, during transportation to and from school or school related activities, or at school functions for other agencies providing educational or related services to students.

Principals shall notify parents of any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G.S. 115C-391.1

Rules for Use of Seclusion and Restraint

The following rules will govern the use of seclusion and restraint by school personnel. The superintendent will develop administrative procedures and guidelines regarding training, use of such measures, and communication with parents when such measures occur. As used in this regulation, "school personnel" means employees of the Currituck County Board of Education and any persons working on school grounds or at a school function (1) under a contract or written agreement with the school system to provide educational or related services to students or (2) for another agency providing educational or related services to students. Violations of the standards established in this administrative regulation may result in disciplinary action, up to and including dismissal.

A. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical restraint is permissible only when used in the following circumstances:

1. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
2. as reasonably needed to maintain order or to prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. as reasonably needed to escort a student safely from one area to another;
7. if used as provided for in an IEP, Section 504 plan, or behavior intervention plan; or
8. as reasonably needed to prevent imminent destruction to school or another person's property.

Except as set forth above, physical restraint of students is prohibited. In addition, physical restraint is specifically prohibited when used solely as a disciplinary consequence.

B. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. when properly used as an assistive technology device included in the student's IEP, Section 504 plan, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
2. when using seat belts or other safety restraints to secure a student during transportation;
3. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
4. as reasonably needed for self-defense;
5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

Except as set forth above, mechanical restraint, including the tying, taping, or strapping down of a student is prohibited.

C. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving by locking hardware or other means or (b) incapable of leaving due to physical or intellectual capacity.

1. Seclusion of a student by school personnel may be used in the following circumstances:

- a. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
- b. as reasonably needed to maintain order or prevent or break up a fight;
- c. as reasonably needed for self-defense;
- d. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
- e. when used as specified in the student's IEP, Section 504 plan, or behavior intervention plan,

2. Seclusion may be used only if all of the following conditions are met:

- a. the student is monitored by an adult in close proximity who is able to see and hear the student at all times while the student is in seclusion;
- b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504 plan, or behavior intervention plan;
- c. the confining space has been approved for such use by the superintendent or designee;
- d. the space is appropriately lighted, ventilated, and heated or cooled; and
- e. the space is free from objects that unreasonably expose the student or others to harm.

Except as set forth above, the use of seclusion is prohibited. In addition, seclusion is specifically prohibited when used solely as a disciplinary consequence

D. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

Isolation is permitted as a behavior management technique provided that:

1. the isolation space is appropriately lighted, ventilated and heated or cooled;
2. the duration of the isolation is reasonable in light of the purpose for the isolation;

3. the student is reasonably monitored while in isolation; and
4. the isolation space is free from objects that unreasonably expose the student or others to harm.

E. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

F. AVERSIVE PROCEDURES

Aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability that causes or reasonably may be expected to cause one or more of the following:

1. significant physical harm, such as tissue damage, physical illness, or death;
2. serious and foreseeable long-term psychological impairment;
3. obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice.

Examples of aversive procedures are:

1. electric shock applied to the body;
2. extremely loud auditory stimuli;
3. forcible introduction of foul substances to the mouth, eyes, ears, nose or skin;
4. placement in a tub of cold water or shower;
5. slapping, pinching, hitting or pulling hair;
6. blindfolding or other forms of visual blocking;
7. unreasonable withholding of meals;
8. eating one's own vomit; or
9. denial of reasonable access to toileting facilities.

The use of aversive procedures in public schools is prohibited.

G. NOTICE, REPORTING AND DOCUMENTATION

1. School staff must promptly notify the principal or designee of any of the following:
 - a. any use of aversive procedures;
 - b. any prohibited use of mechanical restraint;
 - c. any use of physical restraint resulting in observable physical injury to a student;
 - d. any prohibited use of seclusion; or
 - e. any seclusion exceeding 10 minutes or beyond the amount of time specified on a student's behavior intervention plan.

2. Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed in subsection G.1 above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident. When reasonably possible, notification will occur by the end of the workday during which the incident occurred. If the same day notice is not reasonable under the circumstances, notification will be made no later than the end of the following workday. Such notice shall be provided in addition to the written incident report required in subsection G.3, below.

3. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after any incident involving the use of physical restraint, mechanical restraint, seclusion, isolation, or aversive procedures, the principal or designee shall provide the parent or guardian with a written incident report. This report must include the following:

- a. the date, time of day, location, duration, and description of the incident and interventions;
- b. the events or events that led up to the incident;
- c. the nature and extent of any injury to the student; and
- d. the name of a school employee the parent or guardian can contact regarding the incident.

4. Reporting to State Board

On behalf of the board, the superintendent will maintain a record of incidents reported under the procedure described in subsection G.3 above and will provide this information annually to the State Board of Education.

5. Non-Retaliation for Reporting

An employee making a report alleging a prohibited use of physical or mechanical restraint, seclusion or aversive procedure will NOT be discharged, threatened or retaliated against through compensation, terms, conditions, location or privilege of employment unless the employee knew or should have known that the report was false.

Communicable Diseases (#4230)

Eligible students found to have a communicable disease (hepatitis B, herpes virus, Acquired Immune Deficiency Syndrome - AIDS, etc.) shall have their illnesses reviewed on a case-by-case basis. The review shall be conducted by a panel jointly appointed by the chairman of the Board of Education and the superintendent of schools. The panel will consist of the following professional persons: a teacher assigned at the grade level appropriate for the child; a principal whose school houses a grade level appropriate to the child; a physician or public health representative; a district-level administrator; and a school counselor or social worker. The School Board attorney will advise the panel as requested, but will not serve as a member. The panel may review medical records and reports pertinent to the cases of individual students. The parents, attending physician, and appropriate public health officials may be interviewed by the panel on a consenting basis.

All information gathered by the panel (written or verbal form) which might identify a student who has a communicable disease will be confidential.

In those instances where the panel recommends placement of a student in the regular setting, the superintendent of schools and the school principal will determine which staff members are to be notified of the student's condition.

Upon making a determination as to the most appropriate educational services and setting for an individual student, the panel will make its recommendation to the superintendent of schools. The superintendent will, in turn, inform the Board.

HEAD LICE (4230 R)

Recognizing that head lice infestations are not a health hazard, a sign of un-cleanliness, or responsible for the spread of any disease, it is the practice of the Currituck County Schools to monitor and address nuisance health concerns in a manner consistent with the following objectives:

1. Protect the confidentiality of the student affected by the problem.
2. Protect the self-esteem and self-image of students.
3. Minimize absence due to unnecessary exclusion of students with head lice.

4. Reduce transmission of head lice.
5. Maximize the school nurse's ability to address more severe and/or significant health risks or concerns.

PREVENTION MEASURES

I. SCREENING

Any student suspected of having head lice (scratching scalp, reddened areas around hair line, etc.) should be referred to school nurse or designee for screening. Individual student screenings will be conducted upon request or at the discretion of the nurse. Screenings will be done in the privacy of the nurse's station.

II. EDUCATION

School nurses will be available to teachers and parents/guardians to provide information and instruction on prevention, detection, and treatment of head lice.

Training on prevention and treatment will be provided to staff annually.

Parent-friendly literature which includes information on prevention, detection, and treatment of lice will be distributed on a periodic basis during the school year.

PROCEDURES AND REPORTING

1. Students found to have live head lice will be sent home. Information for treatment will be given to parent/guardian at the time the student is picked up from school. If the parent/guardian is unable to pick the student up, written recommendations for treatment will be sent home with the student.
2. Students will be excluded from school until cleared by nurse or designee that no live lice are present. If it is determined that live lice or significantly large numbers of nits are still present, the student will be refused admittance to school.
3. If isolated nits alone are found in hair following appropriate treatment, during the return to school re-check process, the parent will be asked to remove them on site prior to the student returning to class. The parent/guardian will be advised to continue to check hair daily in order to identify and remove any remaining nits.
4. The school nurse or designee will provide follow-up screening checks (at least twice per week) for 2 weeks on students found to have nits alone during initial recheck, to insure that re-infestation has not occurred. Additional follow up screenings outside of this 2-week period may occur at the nurse's discretion.
5. If a case or cases of lice are found in a classroom, the principal will be informed. The entire class will be screened by the school nurse. Letters will be sent home to parents of students in the class where the case of lice has been confirmed. Information on prevention, detection, and treatment will be provided to parents of students involved in screenings in addition to or as part of the letter.
6. FERPA laws protect confidentiality for the student. Therefore, information regarding the student's condition and treatment will not be released to teachers, bus drivers, or other staff members.

Support for Students with Diabetes and Asthma

North Carolina General Statute 115C-375.3 requires the development and implementation of individualized care plans for students with diabetes in the Currituck County Schools. Additionally, 115C-375.2 and permits students with asthma or students subject to anaphylactic reactions or both to possess and self administer asthma medication.

Medication Policy (#6125)

The purpose of the policy is to assure that medication is administered in a safe and efficient manner. The primary responsibility for medical care and administration of medication rests with the student's parent or guardian.

To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible.

Pursuant to state law, school employees may administer medication prescribed by a doctor upon written request of the parents or guardians. Prescription medication administered during school hours by school personnel is discouraged.

Only school personnel, parents, or guardians will be allowed to administer medicine to the student. Students are prohibited from sharing medication with other students. Self-medication is allowed in accordance with the Currituck County Board of Education Policy #6125.

If a health care provider decides it is necessary for a student to receive a drug or medication during the school day:

- ◇ A Permission to Administer Drug or Medication form must be completed by both the health care provider and the parent or guardian and be filed with the school. This includes Tylenol and other over-the-counter medications.
- ◇ A copy of this policy and a form on which to record the necessary information will be provided to parents or guardians who request administration of a drug or medication during the school day.
- ◇ The parent(s) or guardian(s) must take responsibility for supplying the drug or medication to the school. The drug or medication must be in a container labeled by the pharmacist, and the first dose must be given at home to help prevent an allergic reaction at school.
- ◇ The school retains the right to reject a request for the administration of a drug or medication.
- ◇ The only responsibility or liability assumed by the school system or its personnel is to comply with the instructions forwarded by the student's parent(s) or guardian(s) and health care provider.
- ◇ Only the principal or his/her designee will administer drugs and medications. An emergency information plan should be kept in the student's folder if the drug or medication is to be administered in an emergency situation.
- ◇ The parent(s) or guardian(s) of the student must assume responsibility for informing the principal who, in turn, will inform the designee of any changes in the student's health or change in a drug or medication.
- ◇ Students may be responsible for taking his/her own drug or medication provided approval from the school nurse or his/her designee is obtained. Additionally, a Release and Authorization for Student Self-Administration of Medication form must be completed by both the health care provider and the parent or guardian and be filed with the school relieving the school of such responsibility. It is understood that the school bears no responsibility for safeguarding the drugs and medications. Students deemed capable of self medication must also sign a contract to be kept on file with the school.

EpiPen Notification

The Board recognizes that the emergency administration of epinephrine can save the life of a student suffering from anaphylaxis. In preparation for such emergencies, schools shall seek to maintain at least two epinephrine auto-injectors for use on any student suspected of suffering from anaphylaxis. Administration of epinephrine in cases of suspected anaphylaxis will adhere to specific guidelines in Policy #6125 Administer-

ing Medicines to Students.

This policy does not require emergency epinephrine auto-injector devices to be available at activities held off school grounds during or after the school day, including field trips or off-site athletic events, or during transportation to or from school, except as may be required pursuant to an individual student's IEP, Section 504 Plan, or health or emergency plan.

Information on Lawfully Abandoning a Newborn Baby

Under North Carolina law, we are required to give you information on the manner on which a parent may lawfully abandon a newborn baby with a responsible person.

The following people are *required by law* to take temporary custody of an infant under seven days of age voluntarily delivered by the infant's parent who does not express an intent to return for the infant:

- (1) A health care provider who is on duty or at a hospital or at a local church or district health department or at a nonprofit community health center;
- (2) A law enforcement officer who is on duty or at a police station or sheriff's department;
- (3) A social services worker who is on duty or at a local department of social services; or
- (4) A certified emergency medical service worker who is on duty or at a fire or emergency medical services station.

In addition, *any adult may, but is not required to*, take into temporary custody an infant under seven days of age voluntarily delivered by the infant's parent who does not express an intent to return for the infant.

In either case, the individual who takes the infant into custody *may* inquire as to the parents' identities and as to any relevant medical history, but the parent is *not* required to provide the information.

A parent who follows these procedures for safe surrender of a newborn infant cannot be prosecuted for misdemeanor child abuse or child abandonment.

Anyone who is struggling with these issues is encouraged to speak to a teacher, parent, administrator, guidance counselor, or other responsible adult.

Notification of Asbestos Inspections

In the Fall of 1988, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), we had inspections conducted in each of our school buildings for the purpose of identifying asbestos-containing building materials. The inspection findings and resulting asbestos Management Plans have been on file in each school administrative office since that time.

The EPA requires us to perform Periodic Surveillances of the asbestos materials every 6 months. No significant changes in the asbestos materials were noted during the 2017–2018 school year.

Our ten year state inspection took place in March of 2014, conducted by AHERA. Asbestos materials were found to be in satisfactory condition and it was determined that all schools were in compliance with AHERA regulations.

In addition to the ten year inspection, the EPA requires us to have the asbestos materials re-inspected by an accredited Asbestos Inspector or Management Planner every three years. The Management Planner then reviews the results of the re-inspection and recommends actions we should take to safely manage each of the identified asbestos materials in our buildings. The last inspection was conducted in December 2017.

The results of the Periodic Surveillances and Re-inspections are on file in the Management Plan in the School's administrative office. Everyone is welcome to view these anytime during normal school hours (Monday – Friday, 8:30 A.M. – 3:00 P.M.). The Asbestos Program is managed through our Maintenance Dept. Please feel free to call if you have any questions about asbestos in our buildings (252-232-2223).



Currituck County School System

Our Mission

Currituck County School's Vision:

"Our goal is to teach and assess skills students will need to be productive and successful learners, workers, and globally aware citizens."

Students will be:

- Growth minded and academically prepared;
- Effective communicators and collaborators; and
 - Critical thinkers and problem solvers.

Currituck County School's Beliefs:

Student learning and decisions will be:

- Student Centered;
 - Data Driven;
 - Personalized; and
 - Collaborative.

Our Vision

Inspiring Excellence in Every Student.

This handbook is a publication of the
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2958 Caratoke Highway, Currituck, North Carolina, 27929.
Additional copies can be obtained by visiting www.currituck.k12.nc.us,
or by calling the Superintendent's Office at 232-2223.

THE CURRITUCK COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, SEX, COLOR, RELIGION, CREED, NATIONAL ORIGIN, OR HANDICAPPING CONDITION