

Welcome to West McDowell Middle School (WMMS)

Welcome to WMMS, home of the Spartans! We look forward to a great 2016-2017 school year. It is our hope that each student has a positive learning experience.

This handbook explains our school's expectations and policies. Please make sure you read and understand it thoroughly. If you have questions, be sure to ask a teacher.

Our Vision: STEPS



Student Centered
Teacher Guided
Explored Learning
Parent Partnership
Successful Transition

Mission Statement: The mission of West McDowell Middle School is to offer relevant learning experiences that include communication, collaboration, critical thinking, and creativity which are student centered, developing the whole child through teacher guidance, parent partnership, and global exploration.

Our Beliefs:

West McDowell Middle School embraces the following as its core values and beliefs. Through all school operations and activities, WMMS will ...

... stress the importance of students learning, growing, and developing into knowledgeable, reflective, caring, ethical, and contributing citizens.

... use research-based programs based on the North Carolina Standard Course of Study (NCSCOS).

... engage in student centered learning that is relevant, integrative, challenging, and exploratory through the use of data and differentiated instruction based on individual learning needs .

...encourage students to thrive academically, socially, and emotionally in a collaborative learning environment where trust and respect are paramount and where family and community are actively involved.

...prepare students to face significant life choices and provide support in making wise and healthy decisions.

... ensure our educators are lifelong learners, committed to ongoing professional growth, and passionate about engaging the minds of our early adolescents.

Lockers: Each student will be assigned a school locker. School locks can be purchased at the beginning of the school year. Student's homeroom teacher will issue lockers. The student will be responsible for the locker and its contents. School lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers by not sharing lockers and combinations. School authorities may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

Valuables: Students are responsible for their possessions at school and are advised to bring only necessary items with them. When valuables are left unattended in classrooms, lockers, book bags, or dressing rooms and lost, or stolen, the school is not responsible for recovery of or restitution for those items lost or stolen.

Personal electronic and/or wireless communication devices, including cell phones, pagers, recording devices, MP3/iPods/iPads, ear buds, two way radios, devices with internet capability, etc., are not permitted during official school hours. These devices will be confiscated by teachers or administrators and will be returned at the discretion of the administration. If a student has more than one incidence of an item being confiscated, that item will be held for parent pickup and an office referral.

Guidelines for cell phone use:

- Cell phones must be turned off during school hours.
- Cell phones must not be used during school hours.
- Cell phones must not be visible
- For emergencies, the student should ask to use to call home from the office
- Students are personally and solely responsible for security of their personal cell phones and all other personal items.
- The school is not responsible for the theft, loss or damage of cell phones or other devices under any circumstances related to the misuse and/or confiscation of cell phone devices.

Please note: a student's cell phone, iPod, or other wireless device with texting/camera capability may be searched whenever an administrator has reasonable grounds for suspecting that the search will provide evidence that the

student has violated a law, board policy, the Code of Student Conduct or a school rule.

ACADEMICS

Grading Procedures: Each grade level will work to develop a plan for assigning grades. Students will receive marks on the basis of their individual performance as determined by teacher evaluation of student tests and daily work, completion of projects, and effort. Our marking system is as follows:

90-100 = A 89-80 = B 79-70 = C 69-60 = D 0-59 = F

Report cards are issued after each nine-week grading period. Attendance is included along and the numerical grade. Teachers will issue progress reports to all students every 4 1/2 weeks during the school year. This report will communicate to students and parents progress and give parents and students opportunity to assess gains or needs. Parents may inquire about a child's progress at any time by phoning or emailing teachers or counseling center.

Homework is an integral part of the student learning process. Parents and students should expect regular assignments.

ICU

A goal of WMMS is to reduce the number of missing student assignments. Students will be given time, support, and opportunity to complete all assignments, learn, and succeed. In order to accomplish this goal students with missing or incomplete assignments, we are following the philosophies found in the book, *The Power of the ICU*. ICU stands for "Intensive Care Unit." In this case, the student's academic grade is in need of intensive care to become academically healthy. One key component of this program is to create an ICU list. When a student has missing or incomplete assignments, his or her teacher will put him or her on the ICU list. Students will no longer receive a zero on an assignment. Instead they will receive an incomplete until the work is satisfactorily completed. Additionally, students who have multiple assignments missing may be excluded from attending after school functions and/or participating in extra-curricular activities until the student is taken off the ICU list by completing the missing work that is considered quality work by the teacher. Students will be given extra time to attend ICU either during his or her lunchtime, Spartan Time, or after school (3:00- 4:00). Families will be contacted and will need to arrange their own transportation if a student is required to attend ICU after school.

Attendance: McDowell County School Board Policy 4400

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

A. ATTENDANCE RECORDS

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. Teachers are responsible for maintaining accurate records of student absences and tardies for their classes. The student's report card is considered notification of absences. In accordance with North Carolina General Statute 115C-378 and McDowell County Board policies, notification will be given when a student has accumulated three (3), six (6), and ten (10) unexcused daily absences.

B. DEFINITION OF ATTENDANCE

A student in (Kindergarten through thirteenth grade) must be present at least seventy-five percent (75%) of the school's instructional day to be recorded present for that day. A student in ninth through thirteenth (9th-13th) grade must be present at least seventy-five percent (75%) of the class period to be recorded present for that class period.

C. TARDIES AND EARLY CHECKOUTS

Students are expected to arrive on time and remain in school the full day. A student is tardy if the student arrives anytime after the tardy bell. An early checkout occurs when a student leaves anytime before the dismissal bell. Tardiness and early checkouts are strongly discouraged because they result in students missing important information and instruction. Students who are tardy for school must sign in through the office and pick up a class admission slip. A tardy may be excused for the same reasons as an excused absence (see "D. Excused Absence"). Students on campus are expected to be in class. Students are not to leave the school premises without permission from the principal or designee. For a student to leave school early, a parent or legal guardian must sign him or her out in accordance with school rules. If a student who has left school early later returns to school, he or she must first report to the office. The school principal is expected to deal appropriately with those students who are chronically tardy or who leave school early.

D. EXCUSED ABSENCES

When a student fails to meet the attendance requirements under Paragraph B above (i.e. “the 75% rule”), a written excuse signed by a parent or legal guardian must be presented to the student’s teacher on the day the student returns to school or class after an absence. Generally, a parent or legal guardian may request that up to six (6) days of their child’s absences be excused for the reasons below without further review by the school. In addition, absences due to extended illnesses may also require a statement from a physician. Note: Total absences beyond six (6) in a semester, including any and all excused absences, are considered “excessive” which is addressed in Section F below. 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 or if the student is required to appear in court;
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 or legal guardian;
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.

When a child is found to have head lice, the parent or legal guardian shall be notified either by phone or in writing. A parent or legal guardian must treat the lice immediately with an appropriate product and make every effort to remove all nits. Students may return to school upon completion of treatment. The parent or legal guardian must make every effort to remove all nits and provide proof of treatment. Students will not be admitted to school with live lice. Other than the day the student is originally sent home, the student shall accumulate unexcused absences for days missed due to the occurrence of lice. If a student returns to school after being diagnosed with head lice and live lice are still present, the student shall be sent home and receive an unexcused absence. In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form with 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, ShortTerm Suspension.) 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.

E. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions. Assignments missed for these reasons are eligible for makeup by the student.

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

F. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two (2) days for such offenses.

The principal shall notify the parent or legal guardian and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two (2) days for truancy. Students with excused absences due to documented chronic health problems are exempt from this policy. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations. Kindergarten through Eighth (K-8th) Grade If a student is absent from school for six (6) or more days, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations: 1. the student will not receive a passing grade; 2. the student will receive the grade otherwise earned; 3.

the student will be given additional time to complete the missed work before a determination of the appropriate grade is made; or 4. the student will be given the opportunity to make up missed instructional time. Ninth through Thirteenth (9th-13th) Grade A student absent more than six (6) times in the same class period in a semester shall not receive credit for that class. However, the student must continue in the class with appropriate behavior and must complete required work. Students who lose credit for absences but who are passing the course(s) may make up the credit by attending the after school enrichment sessions or the summer school enrichment class. The parent or legal guardian shall receive a letter notifying them of the student's loss of credit. Within thirty (30) days of notice or prior to the end of the grading period whichever occurs first, the parent or legal guardian may make a final appeal regarding the loss of credit directly to the Principal who has the final legal authority to grade and classify the student.

PROCEDURE FOR CAMPUS ARRIVAL:

All students must be in the classroom by the designated school starting time. DOORS WILL OPEN AND ADULT SUPERVISION WILL BEGIN AT 7:30 AM. Upon arrival between 7:30 and 7:50 AM, students will report to the gym (if not eating breakfast), or the cafeteria (for those who eat breakfast) and sit in the designated areas. **NO STUDENT SHOULD ARRIVE ON CAMPUS BEFORE 7:30 AM.**

When students arrive on campus each day, they are to report directly to the gym or cafeteria, where they are to remain until the bell of dismissal to homeroom. Students are not allowed to travel through any other areas of the school buildings unless given prior permission by a faculty member. Students should not bring off-campus breakfast food onto campus.

PROCEDURE FOR CAMPUS DEPARTURE: School is dismissed at 3:00 pm each day. Students who are car riders need to be picked up by 3:30 pm unless they are involved in an extracurricular activity. Adult supervision will end at this time. **Students who are not picked up by 3:30 pm will be required to ride the bus.** Bus riders will be dismissed at 3:15 with buses departing campus by 3:25.

CHECK OUTS: A student who must leave school during the day, except for school-sponsored activities, must be signed out by the parent/guardian through the school office. **ONLY A PARENT/GUARDIAN OR PRE-APPROVED STUDENT CONTACT WILL BE PERMITTED TO CHECK STUDENTS OUT.**

BUS TRANSPORTATION: School bus transportation is a PRIVILEGE that may be withdrawn for inappropriate and unacceptable behavior. Students and parents will be notified of these behaviors before suspension/expulsion from the bus. Students are to be at their designated bus stop when the bus arrives in the morning. The driver cannot wait for the student to walk from the house to the stop.

THE BUS DRIVER IS IN COMPLETE CHARGE OF THE BUS AND ITS OCCUPANTS AT ALL TIMES. Students riding the bus MUST comply with the requests of the driver as stated in Public School Law 115C-245. Any student who is reported to the principal for unacceptable behavior may receive sanctions, including suspension from riding the bus.

BUS NOTES: ANY STUDENT WHO WISHES TO RIDE A DIFFERENT BUS OR GET OFF AT A DIFFERENT STOP, MUST HAVE A WRITTEN NOTE, SIGNED BY THE PARENT AND PRINCIPAL. NOTES MUST BE BROUGHT TO THE SCHOOL OFFICE BEFORE 1:00 PM IN ORDER TO ALLOW THE SCHOOL TIME TO CONFIRM THE NOTE PRIOR TO THE END OF THE SCHOOL DAY.

OTHER TRANSPORTATION CHANGES: Notification for all other changes in students' afternoon transportation must be given to the office by 2:00 PM on the day of the change.

STANDARDS OF EXPECTED STUDENT BEHAVIOR STUDENT BEHAVIOR POLICIES Policy Code: 4300

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

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

The following principles apply in managing student behavior.

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

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

- (1) the Code of Student Conduct;
- (2) any board policies related to behavior that are not part of the Code of Conduct;
- (3) any related administrative procedures;
- (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and
- (5) any other school rules.

This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

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

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

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

D. CONSEQUENCES FOR VIOLATIONS: Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's

behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

1. Minor Violations: Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm.

Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation. Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

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

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

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

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

AUTHORITY OF SCHOOL PERSONNEL Policy Code: 4301

The principal has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules that, if violated, could result in short-term or long-term suspension or expulsion. The teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his or her supervision. Teachers and teacher assistants are expected to implement the student behavior management plan, the local safe school plan and any other school standards or rules. The teacher may develop other standards or rules consistent with the direction provided by the board, superintendent and school principal. At the beginning of each school year, teachers shall review with students board policies regarding student behavior, the school's student behavior management plan, local school rules and regulations and the teacher's individual classroom rules. Teachers shall require students to sign a statement attesting that they have been shown and understand the policies, rules and regulations. Every teacher, student teacher, substitute teacher, voluntary teacher, teacher assistant or other school employee is required to report to the principal all acts of violence occurring in school, on school grounds or at any school-sponsored activity. Teachers and teacher assistants shall hold all students accountable for infractions of school system or local school rules. Teachers shall deal appropriately with students who engage in disruptive or disorderly conduct. Teachers and other school personnel have the authority to manage or remove disruptive or dangerous students from the classroom and other locations within the school building. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. to correct students;
2. to quell a disturbance threatening injury to others;
3. to obtain possession of a weapon or a dangerous object on the person, or within the control, of a student;
4. for self-defense;
5. for the protection of persons or property; or
6. to maintain order on school property, in the classroom, or at a school-related activity whether on or off school property.

Except as restricted by G.S. 115C-391.1, school personnel may use appropriate seclusion and restraint techniques reasonably needed in the circumstances described above as long as such use is consistent with state law and applicable board policies and procedures.

Students must comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who

are authorized to give such directions during any period of time when they are subject to the authority of such personnel.

INTEGRITY AND CIVILITY Policy Code: 4310

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

A. PROHIBITED BEHAVIOR: 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. falsifying, whether in writing or verbally, with the intent to defraud or for any other wrongful purpose;
4. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
5. cursing or using vulgar, abusive or demeaning language towards another person;
6. gambling, which includes student participation in any unauthorized event, action or statement which relies on chance for a monetary advantage of one participant at the expense of others; and
7. playing abusive or dangerous tricks or otherwise subjecting a student or employee to personal indignity.

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

DISRUPTIVE BEHAVIOR Policy Code: 4315

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

A. PROHIBITED BEHAVIOR: 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:
 - violates a reasonable dress code adopted and publicized by the school;
 - is substantially disruptive;
 - is provocative or obscene; or
 - endangers the health or safety of the student or others (see policy 4316, Student Dress Code);
3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
4. engaging in behavior that is immoral, indecent, lewd, and 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.

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

TOBACCO PRODUCTS – STUDENTS Policy Code: 4320

The board is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any

other school property owned or operated by the school board. For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.

A. PROHIBITED BEHAVIOR: In support of the board’s commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips. Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco. **Stop**

B. CONSEQUENCES: The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy. In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

C. SERVICES FOR STUDENTS: The administration shall consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to its students.

D. NOTICE: Students will be provided with notice of the information in this policy through the Code of Student Conduct, student handbooks or other means identified by the principal. In addition, the principal shall post signs in a manner and at locations that adequately notify students, school personnel, and visitors about prohibitions against the use of tobacco products in all school facilities, on all school grounds, and at all school-sponsored events.

DRUGS AND ALCOHOL Policy Code: 4325

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

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

1. narcotic drugs;
2. hallucinogenic drugs;

3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance;
6. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Spice,” “K2”);
7. any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; or
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

B. CONSEQUENCES: As required by policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substances in violation of this policy. The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

GANG-RELATED ACTIVITY Policy Code: 4328

The board strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the schools. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school system. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Thus, the board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

A. PROHIBITED BEHAVIOR: Gang-related activity is strictly prohibited within the schools. For the purposes of this policy, “gang-related activity” means:

- any conduct that is prohibited by another board policy and is engaged in by a student on behalf of an identified gang or as a result of the student’s gang membership; or
- any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang. Conduct prohibited by this policy includes:

- 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.
- requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity.
- inciting others to intimidate or to act with physical violence upon any other person related to gang activity;
- soliciting others for gang membership; and
- committing any other illegal act or other violation of school system policies in connection with gang-related activity.

B. NOTICE: 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. Each principal shall maintain a list of current examples of gang-related activities 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. In addition, the Code of Student Conduct and all student handbooks (or such other similar materials distributed to parents and students in lieu of a student handbook) shall contain notice that

- (1) current information on gang-related activities is maintained in the main office at each school;
- (2) information on gang-related activities is subject to change and the principal should be consulted for updates; and
- (3) 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. The Code of Student Conduct and student handbook (or such other similar materials) also shall provide the addresses of websites that contain additional information identifying gang signs, symbols, clothing and other gang indicators. In providing this information for students and parents, the board acknowledges that not all potential gang indicators connote actual membership in a gang.

C. CONSEQUENCES: Before being punished for a violation of subsection A.1 or A.2, above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously

received notice that the specific item or conduct is prohibited. Disciplinary consequences for violations of subsections A.1, A.2 and A.6, above, shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of these subsections. Violations of subsections A.3, A.4, A.5 and A.7, above, are violations of both this policy and other board policies. Disciplinary consequences for such violations shall be consistent with Section D of policy 4300 and the specific range of consequences listed in the Code of Student Conduct for the other board policy violated. That the violation was gang-related shall be an aggravating factor when determining the appropriate consequences.

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal shall conduct an intervention involving the principal and/or assistant principal, the student and the student's parent. Such intervention also may include the school resource officer and others as appropriate. The purpose of an intervention is to discuss school officials' observations and concerns and to offer the student and his or her parents' information and an opportunity to ask questions or provide other information to the school officials. This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

THEFT, TRESPASS AND DAMAGE TO PROPERTY Policy Code: 4330

The board 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.

A. PROHIBITED BEHAVIOR:

1. Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

2. Damage to Property

Students are prohibited from damaging or attempting to damage school or private property.

3. Trespass

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:

- a. 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;
- b. the student is loitering at any school after the close of the school day without any specific need or supervision; or

- c. 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.

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

ASSAULTS, THREATS AND HARASSMENT Policy Code: 4331

The board 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.

A. PROHIBITED BEHAVIOR

1. Assault-Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.
2. Threatening Acts-Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption.
3. Harassment-Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyber bullying of students, employees or other individuals on school grounds, at school-related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy. A student who is long-term suspended or reassigned to alternative education services as a result of assaulting or injuring a teacher shall not return to that teacher's classroom without the teacher's consent. A student who is convicted under G.S. 14-458.2 of cyber-bullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber bullying. The superintendent may modify the required transfer of an individual

student on a case-by-case basis and shall provide a written statement of this modification in the student's record.

WEAPONS, BOMB THREATS, TERRORIST THREATS AND CLEAR THREATS TO SAFETY Policy Code: 4333

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

A. PROHIBITED BEHAVIOR

1. Weapons and Weapon-Like Items

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

- loaded and unloaded firearms, including guns, pistols and rifles;
- destructive devices as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines;
- knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
- slingshots and slungshots;
- leaded canes;
- blackjacks;
- metal knuckles;
- BB guns;
- air rifles and air pistols;
- stun guns and other electric shock weapons, such as Tasers;
- icepicks;
- 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 objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

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. 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 must notify a teacher or the principal immediately. This section does not apply to

board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student safety.

2. Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb 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 make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

3. Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property. No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

4. Clear Threats to Student and Employee Safety: Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- a. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- b. the intentional and malicious burning of any structure or personal property, including any vehicle;
- c. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- d. an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- e. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- f. any intentional, highly reckless or negligent act that results in the death of another person;
- g. confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the

- purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- h. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless
 - i. taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
 - j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
 - k. the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
 - l. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and
 - m. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

B. CONSEQUENCES

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

2. Specific 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 a 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.

For the purpose of this subsection, a firearm is

- (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive,
- (2) the frame or receiver of any such weapon or
- (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol.

For the purposes of this subsection, a destructive device is an explosive, incendiary or poison gas

- (1) bomb,
- (2) grenade,

- (3) rocket having a propellant charge of more than four ounces,
- (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
- (5) mine or
- (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

STUDENT DRESS CODE Policy Code: 4316

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

- (1) violates the guidelines in this policy;
- (2) is substantially disruptive;
- (3) is provocative or obscene; or
- (4) endangers the health or safety of the student or others.

All students must observe the following guidelines:

1. For safety reasons, pants must be worn at or above the hip line and should not extend below the bottom of the shoes.
2. Shirts, blouses and dresses shall cover the abdomen back and both shoulders. See-through clothing is prohibited. Shirts and tops must meet the waistband of pants, shorts or skirts at all times with no midriff, cleavage or underwear visible at any time. Leggings may not be worn as pants. Leggings must be covered to the length of 3 inches above the knee with skirt or shorts. Skirts and shorts must be 3 inches above the knee.
3. Footwear is required and must be safe and appropriate for classroom activities. With the exception of medically prescribed footwear, soles and heels are not to exceed a total height of three inches.
4. Any clothing, jewelry, accessories or book bags that depict, advertise or promote gangs or illegal drug, alcohol or tobacco use or that convey sexually explicit or vulgar language or images are prohibited. Each principal shall, in consultation with the local police department, compile a list of current gang symbols. The items on this list shall be considered to depict gang affiliation and shall be prohibited. This list shall be updated frequently and publicized to the students whenever changes are made.
5. Trench coats are prohibited.
6. Jewelry and accessories that could be used as weapons are prohibited.
7. No head covering of any sort shall be worn in the classroom unless required for religious reasons.

The principal may allow exceptions to this dress code only on special occasions, such as holidays, pep rallies and special performances. The principal may further

prescribe additional dress requirements appropriate to certain classes, such as physical education, career and technical education (vocational) and science classes.

Before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

TECHNOLOGY RESPONSIBLE USE Policy Code: 3225/4312/7320

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources. In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4206, Internet Safety. All students and employees must be informed annually of this policy and the methods by which they may obtain a copy of this policy. Before using school

system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements shall result in disciplinary action, including revocation of user privileges. Willful misuses shall result in disciplinary action and/or criminal prosecution under applicable state and federal law.

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 teacher. Use of school system technological resources for commercial gain or profit is prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all laws, including those relating to and trademarks, confidential information and public records. Any use that violates state or federal laws is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information or information that is, private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding who constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In

addition, school employees shall not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

9. Users shall not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs or any foreign program onto any school system computer, electronic device or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users shall not demonstrate the problem to other users. Any user identified as a security risk shall be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

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)

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

PRIVACY: No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. Messages relating to or in support of illegal activities may be reported to authorities. The school system will monitor on-line activities of minors who access the Internet via a school-owned computer.

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 the school system generally does not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the

- student may be disciplined in accordance with board policy (see the Student Behavior Policies in the 4300s).
2. Employees-Employees' personal websites are subject to policy 7335, Employee Use of Social Media.
 3. Volunteers-Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing any 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 the students.