

2020-21



# STUDENT & PARENT HANDBOOK



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PLEASE NOTE THAT THIS HANDBOOK WAS LAST UPDATED ON DECEMBER 15, 2020. FOR THE MOST CURRENT BOARD POLICIES, PLEASE GO TO OUR WEBSITE AT [WWW.GCSNC.COM](http://WWW.GCSNC.COM).

# MESSAGE FROM THE SUPERINTENDENT

Dear GCS students and families:

Welcome to the 2020-21 school year, one that we expect will be full of changes in how we interact with one another, whether in person or through remote learning. For the first time ever, our school year will contain at least five remote learning days, which are required by a recent state law. We don't know for sure what this school year will bring, but we know that learning will continue in new and exciting ways.

This handbook provides a selection of policies that are pertinent to all GCS students and parents. Please review the document as it may address questions you have about grades, field trips, student assignment, health, safety and discipline. Since remote learning is a new process, answers to some questions may not yet be specified in board policy. Please refer to our website at [www.gcsnc.com](http://www.gcsnc.com) for the most up-to-date policies and information.

Our mission is to prepare each student to be college- and career-ready, and we are proud of the many achievements made by our students and staff. Parents are a key part of that success, and I invite you to remain an active participant in your child's education. Together, we can soar to greatness.

In the interest of all children,

*Sharon L. Contreras*

Sharon L. Contreras, PhD

Superintendent

Guilford County Schools



STAY CONNECTED

GCS APP | [www.gcsnc.com](http://www.gcsnc.com) | GCSTV

# GUILFORD COUNTY BOARD OF EDUCATION



District 1  
T. Dianne Bellamy  
Small



District 2  
Anita Sharpe



District 3  
Pat Tillman



District 4  
Linda Welborn



District 5  
Deborah Napper



District 6  
Khem Irby



District 7  
Bettye Taylor Jenkins



District 8  
Deena A. Hayes



Winston McGregor  
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Dr. Sharon L. Contreras  
Superintendent

## CENTRAL OFFICE ADMINISTRATION

Dr. Nora Carr, Chief of Staff

Dr. Whitney Oakley, Chief Academic Officer

Angie Henry, Chief Financial and Chief Operations Officer

Dr. Denise Patterson, Interim Chief Student Support Officer

Dr. Shirley Morrison, Chief Human Resources Officer

Dr. Akisha Sarfo, Chief Performance Officer

Dr. Tony Watlington, Chief of Schools

Dr. Eboni Chillis, Interim Chief Innovation Officer

## STAY CONNECTED TO GCS!

Guilford County Schools wants to hear from you! Stay connected through our website, [www.gcsnc.com](http://www.gcsnc.com). There you'll find the latest news and information about what's going on in the district.

Share good news with the district's communication office by sending an email to [goodnews@gcsnc.com](mailto:goodnews@gcsnc.com).

Tune in to GCSTV, the Guilford County Schools television channel on Spectrum Cable, AT&T U-Verse and YouTube!

GCSTV is on Spectrum Cable channels 2 and 74-1 in Guilford County, on AT&T U-verse channel 99, and seen around the world on the GCSTV Livestream.

You can also find us on social media.

- Facebook.com/GCschoolsNC
- Twitter: GCschoolsNC
- YouTube: GCschoolsNC
- Instagram: GCschoolsNC
- Linked In: Guilford County Schools



Have a question? Use Let's Talk!, an innovative communication solution to help you reach district leaders anytime, from anywhere. Simply click the Let's Talk! button on the district website, [www.gcsnc.com](http://www.gcsnc.com), and choose your topic. We welcome questions and comments about what's on your mind! A response is guaranteed within 48 hours.

You can also connect with us using the GCS app, available for free on Google Play or the App store. Scan the code to link to the GCS app:

Sign up to receive flyers from Guilford County Schools and its partners! Go to [Peachjar.com](http://Peachjar.com) and register with your email. You will only receive flyers that have been approved through your child's school. You can also stay in the know through Guilford Parent Academy. Be the first to know about upcoming events and get timely tips through weekly emails. To learn more, contact Guilford Parent Academy at (336) 279-4924 or [parentacademy@gcsnc.com](mailto:parentacademy@gcsnc.com).

## INCLEMENT WEATHER

Guilford County Schools is dedicated to promoting the safety and wellbeing of students and staff. In the event of inclement weather, the district has procedures for determining if schools should be in session or if a delay, early dismissal or closure should be issued. While following these plans and evaluating local weather reports and road closures, we use our best judgment in the interest of student and staff safety.

Inclement weather closures will be announced via phone, email and text message through our mass notification system, through social media, on our district website and through the local media outlets. Please make sure your school data manager has updated contact information so you don't miss an important message.

## GUILFORD COUNTY SCHOOLS

### 2020-21 TRADITIONAL ACADEMIC CALENDAR

August 10	Optional Teacher Workday*
August 11	Optional Teacher Workday*
August 12	Mandated Workday
August 13	Mandated Workday
August 14	Schools/Offices Closed
August 17	FIRST DAY OF SCHOOL
August 17	Remote Instruction Begins
September 7	Holiday
September 28	Optional Teacher Workday *
October 16	First Grading Period Ends (GP 43)
October 19	Mandated Workday (RI-1)
October 20	In-person Instruction Begins **
November 3	Vacation
November 11	Holiday
November 25	Vacation
November 26-27	Holiday
December 23-January 4	WINTER BREAK FOR STUDENTS
December 23	Optional Teacher Workday* (RI-2)
December 24, 25, 28	Holiday
December 29, 30, 31	Vacation
January 1	Holiday
January 4	Mandated Workday
January 15	Second Grading Period Ends (GP 50)
January 18	Holiday
January 19	Mandated Workday
February 15	Optional Teacher Workday* (RI-3)
March 26	Third Grading Period Ends (GP 47)
March 29-April 5	SPRING BREAK FOR STUDENTS
March 29-April 1	Vacation
April 2	Holiday
April 5	Optional Teacher Workday*
May 31	Holiday
June 3	Fourth Grading Period Ends (GP 42)
June 3	LAST DAY FOR STUDENTS
June 4	Mandated Workday (RI-4)
June 7	Vacation

\*Annual leave may be taken on these days.

R = Remote Learning Day for Students.

\*\* Additional remote learning days may be added due to pandemic or inclement weather.

RI = Remote Inclement Weather Day (Will become remote learning student days if other days are missed due to inclement weather. Remote learning make-up days will be taken in the order indicated.)

## SCHOOL NUTRITION SERVICES

The Healthy, Hunger-Free Kids Act (HHFKA) of 2010 updated the requirements for the National School Lunch Program and School Breakfast Program. School Nutrition Services provides meals that offer whole grains, a variety of fruits and vegetables and lean proteins. As all food items on the breakfast and lunch menus offered at GCS meet the HHFKA guidelines, students are required to have the option to choose any of the components on a daily basis.

### FREE SCHOOL LUNCHES TO ALL DURING THE 2020-2021 SCHOOL YEAR

The USDA has made all lunches free to any child under 18 years of age during the 2020-21 school year. This unprecedented move will help ensure that all children have access to nutritious foods as the Country goes through the COVID-19 pandemic. Guilford County Schools has been and continues to be committed to providing meals through the USDA through funds that are being made available by Congress.

Meals this year will not be served within the Cafeteria due to COVID19 concerns. Instead, it will be provided classroom to classroom. Virtual students will be able to get their meals free of charge from Grab-N-Go site locations listed on the County Website. Also, until all schools are fully operational with students, School Nutrition will send Grab-N-Go meals to the neediest areas of the County for meal pickups.

No applications are necessary for the free meals. However, SNS is urging all parents to fill out a meal application and turn it in as Guilford County and the State uses information on the applications for other functions within the County such as for Summer Debit Cards and scholarships.

There will be no ala carte sales this year. All money that is on balance in our K12Payment Center will be carried over until the following school year. Refunds for Seniors can be requested to Debbie Wrenn, School Nutrition Finance Coordinator.

There are five (5) meal components offered at lunch. Students are required to take a minimum of three (3) of the five (5) components including at least one (1) fruit serving or one (1) vegetable serving to make a lunch meal.

The five (5) components offered daily at lunch to students in grades K-8 include a minimum of:

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1. Milk                 | 8 oz. of 1 %, skim or flavored skim |
| 2. Fruits               | 1 serving (1/2 cup each)            |
| 3. Vegetables           | 2 servings (1/2 cup each)           |
| 4. Meat/Meat Alternates | 1 oz. equivalent minimum            |
| 5. Bread/Grain          | 1 oz. equivalent minimum            |

## BREAKFAST

There are four (4) meal components offered at breakfast. Students are required to take a minimum of three (3) of the four (4) components including at least one (1) fruit serving (1/2 cup) to make a breakfast meal.

The four (4) components offered daily at breakfast to students in grades K-12 include a minimum of:

- |  |                                     |
|--|-------------------------------------|
| 1. Milk                                | 8 oz. of 1 %, skim or flavored skim |
| 2. Fruits                              | 2 servings (1/2 cup each)           |
| 3. Bread/Grain                         | 1 oz. equivalent minimum            |
| 4. Bread/Grain or Meat/Meat Alternates | 1 oz. equivalent minimum            |

## ONLINE PAYMENT

Because all school meals are free throughout the school year, School Nutrition will not be accepting prepayments thorough our K12 Pre-payment system this school year.

## MEAL CHARGE POLICY

All meals are free this school year so there will be no meal charges.

## NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAM

GCS School Nutrition continues to lead the way by providing the highest quality meals to our students every day. With the adoption of the 2010 Healthy Hunger-free Kids Act, the USDA has challenged school nutrition programs to raise the bar on nutrition. GCS School Nutrition continues to exceed the parameters set forth by the USDA. Students will see more fruit options at breakfast, along with yogurt and other healthy, nutritious entrees geared for kids on the go. GCS School Nutrition also makes every effort to accommodate students who need special dietary modifications for food allergies, diabetes and textural modifications.

**Board policies may be temporarily modified in response to the COVID-19 pandemic and its impact on schools. Please contact school administrators for the most current information.**

## SELECTED POLICIES AND PROCEDURES

THIS SECTION OF THE HANDBOOK CONTAINS EXCERPTS FROM ADMINISTRATIVE POLICIES, ADMINISTRATIVE PROCEDURE OR BOARD ADOPTED POLICIES. THE RESPECTIVE POLICIES AND PROCEDURES ARE LOCATED ON OUR WEB SITE ([www.gcsnc.com](http://www.gcsnc.com)) IN THEIR ENTIRETY.

### PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND BULLYING (1710/4021/7230)

The Guilford County Board of Education (the "Board") acknowledges the dignity and worth of all students and employees and strives to create a safe, positive and caring learning and working environment that facilitates student achievement. It is the policy of the Board to maintain an environment that is free from discrimination, harassment, and bullying in all of its educational programs and employment activities. This includes, but is not limited to discrimination, harassment, and bullying based on an individual's real or perceived race, color, creed, political belief, ancestry, national origin, religion, linguistic and language differences, sex, gender, sexual orientation, gender identity/expression, socioeconomic status, academic status, height, weight, physical characteristics, pregnancy, marital status, parental status, disability, or age.

The Board strictly prohibits and will not tolerate or condone discrimination, harassment, or bullying based upon any of those differences. The board similarly prohibits discrimination, harassment, and bullying, based on a student or employee's association with others. The Board will provide equal access to designated youth groups as required by law.

### A. PROHIBITED BEHAVIORS AND CONSEQUENCES

#### 1. Discrimination, Harassment, and Bullying

Students, school system employees and board members ("employees"),

volunteers, and visitors are expected to behave in a civil and respectful manner. It shall be a violation of this policy for any student, school system employee, volunteer, or visitor to harass, bully, or discriminate against any person based upon any of the differences listed above or upon any other characteristic or feature that becomes the focus of unwanted and unwelcome behavior as described below. It shall also be a violation of this policy for any school employee to tolerate such harassment, bullying, or discrimination of any person by a student or school employee, or by any third parties subject to the supervision and control of the Guilford County Schools.

## **2. Consequences**

Any violation of this policy is serious and school officials shall promptly take appropriate action.

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

Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). 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, reassignment or expulsion.

Incidents of misbehavior that do not rise to the level of discrimination, harassment, or bullying may violate acceptable standards of student behavior, including but not limited to the expectation that students will demonstrate civility and integrity in their interactions with others. See policy 4310, Integrity and Civility. The consequences for such behavior will be consistent with applicable board policy and the Student Code of Conduct. This policy shall not be construed to allow school officials to punish student expression or speech based on undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

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

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Nothing in this policy shall preclude the school system from taking disciplinary action against an employee when the evidence does not establish discrimination, harassment, or bullying, but the conduct otherwise violates board policy or expected standards of employee behavior.

### **c. Consequences for Others**

Board members who violate this policy will be subject to any process

established by the Board or law for addressing board member violations. 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. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements and suspension from school property or other disciplinary action.

## **3. Other Responses**

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the Superintendent to address the behavior. The actions taken in response to discrimination, harassment or bullying behavior shall be reasonably calculated to end the behavior, eliminate a hostile environment if one has been created, and prevent recurrence of the behavior.

## **4. Retaliation**

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

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

## **B. APPLICATION OF POLICY**

This policy prohibits discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

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.

## C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination
2. Discrimination for purposes of this policy 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 or on a personal characteristic listed in the opening paragraph of this policy. Harassment and Bullying
  - a. Harassment or bullying behavior is conduct intended to intimidate, discredit, injure, or disturb another person or a group of persons. Such conduct violates this policy when any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication:
    - 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
    - 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely affecting an employee's ability to function successfully in the work place.

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

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic such as those listed in the opening paragraph of this policy or motivated by an individual's association with a person who has or is perceived to have such a differentiating characteristic. Examples of behavior that may constitute bullying or harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement,

offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment and bullying may also occur through electronic means ("cyberbullying"), such as via the internet, emailing, or text messaging, or by use of personal web sites to support deliberate, repeated, and hostile behavior intended to cause harm to persons or groups. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

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

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

Sexually harassing conduct includes, but is not limited to, deliberate, unwanted, unwelcome, and uninvited touching that has sexual connotations or is of a sexual nature; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or



to describe an individual; sexual assault; sexual violence; or the display of sexually suggestive drawings, objects, pictures, or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

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 Guilford County Schools whether or not it is consensual. Such conduct is prohibited whether or not it constitutes sexual harassment.

- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature. This includes subjecting another person to demeaning sexual stereotypes, innuendoes, insults, or other conduct that is pervasively intimidating, offensive, or hostile, or that creates an environment that unreasonably interferes with a student's opportunity to learn or an employee's ability to function successfully in the work place.

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

Any person who believes that he or she may have been bullied, harassed, or discriminated against in violation of this policy by any student, employee, board member, visitor, or third-party subject to the supervision and control of the school system should inform a school official designated to receive such complaints, as described in administrative regulation 1710/4021/7230-R, Discrimination, Harassment, and Bullying Complaint Procedure.

Any employee who has witnessed or who has reliable information that a person has been subjected to bullying, harassment, or discrimination, has a duty to report such conduct in accordance with administrative regulation 1710/4021/7230-R. If an employee knowingly ignores, fails to report or take proper action, or knowingly provides false information in an incident of bullying, harassment, or discrimination, the employee will be subject to disciplinary action up to and including dismissal.

Students, parents, volunteers, visitors, and others are strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying of others in accordance with administrative regulation 1710/4021/7230-R. Reports may be made anonymously; however, anonymous reports cannot be the sole basis of student

or employee discipline and consequently signed reports are encouraged.

All reports and complaints shall be investigated in accordance with administrative regulation 1710/4021/7230-R.

#### **E. TRAINING AND PROGRAMS**

The Board directs the Superintendent to establish training and other programs for staff and students that are designed to prevent discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan and provided to all new employees during orientation. The Superintendent is responsible for maintaining records of the training.

As funds are available, the Board will provide additional training for students, employees, and volunteers who have significant contact with students regarding the Board's efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

#### **F. NOTICE**

The Superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in administrative regulation 1710/4021/7230-R, Discrimination, Harassment, and Bullying Complaint Procedure. The Superintendent must ensure that each school principal makes a copy of this policy and administrative regulation 1710/4021/7230-R available to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website and copies of the policies must be readily available at each school and work site. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

#### **G. COMPLIANCE OFFICER**

The Superintendent is directed to appoint a Compliance Officer to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints

communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The name and contact information for the Compliance Officer (s) shall be provided in an administrative procedure associated with this policy or otherwise publicized to the school community and shall be made available by contacting the Superintendent's office.

## **H. RECORDS AND REPORTING**

The Superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

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

## **I. EVALUATION**

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

The district provides a Harassment, Bullying or Discrimination Reporting Form to be used by those filing harassment complaints. See Appendix E.

## **THE HARASSMENT, BULLYING OR DISCRIMINATION REPORTING FORM**

Harassment, bullying or discrimination are serious and will not be tolerated. This is a form to report alleged harassment, bullying or discrimination that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school\*, at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. If you are a student victim, the parent/guardian of a student victim, an adult relative/friend of a student victim, a student witness/bystander or a school staff member and wish to report an incident of alleged harassment, bullying or discrimination, complete this form and return it to the principal, assistant principal, teacher or counselor at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment, bullying and discrimination are defined as conduct intended to intimidate, discredit, injure or disturb a student or groups of students to the extent that the behavior causes mental and/or physical harm to students and is sufficiently severe, persistent and pervasive so that it creates a learning environment that is intimidating, threatening or abusive. Harassment, bullying and discrimination can occur face to face, in writing or through use of electronic means such as the internet, emailing or text messaging. Cyberbullying can include the use of personal web sites to support deliberate, repeated and hostile behavior intended to cause harm to persons or groups.

# THE HARASSMENT, BULLYING OR DISCRIMINATION REPORTING FORM

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_ School: \_\_\_\_\_

Place an X in the appropriate box: ☐ Victim ☐ Student ☐ Parent/Guardian  
☐ Anonymous ☐ School Staff ☐ Other

## Person Reporting Incident

(Note: If this is an anonymous report, leave name and telephone number blank.)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

1. Name of student victim: \_\_\_\_\_ Grade level: \_\_\_\_\_

(Please print)

2. Name(s) of alleged offender(s) (if known): \_\_\_\_\_ Grade level: \_\_\_\_\_ School (if known): \_\_\_\_\_ Is he/she a student? \_\_\_\_\_

\_\_\_\_\_ ☐ Yes ☐ No

(Please print)

\_\_\_\_\_ ☐ Yes ☐ No

(Please print)

3. Were you an eyewitness to this behavior? ☐ Yes ☐ No

Name(s) of other witnesses (if known): \_\_\_\_\_ Grade level: \_\_\_\_\_ School (if known): \_\_\_\_\_ Is he/she a student? \_\_\_\_\_

\_\_\_\_\_ ☐ Yes ☐ No

(Please print)

\_\_\_\_\_ ☐ Yes ☐ No

(Please print)

4. On what date(s) did the incident happen?

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year Month Day Year Month Day Year

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- ☐ Any bullying, harassment, or intimidation that involves physical aggression
- ☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- ☐ Getting another person to hit or harm the student
- ☐ Making rude and/or threatening gestures
- ☐ Demeaning and making jokes about the victim
- ☐ Intimidating (bullying), extorting, or exploiting
- ☐ Excluding or rejecting the student
- ☐ Spreading harmful rumors or gossip
- ☐ Electronic Communication (specify)
- ☐ Other (specify)

6. Where did the incident happen (choose all that apply)?

- ☐ On school property ☐ At a school-sponsored activity or event off school property
- ☐ On a school bus ☐ On the way to/from school ☐ Other

7. What did the alleged offender(s) say or do?

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(Attach a separate sheet if necessary)

8. What factors contributed to the harassment, bullying or discrimination?

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(Attach a separate sheet if necessary)

9. How has the student been impacted by this incident?

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10. Has the climate of the school been impacted by this incident? ☐ Yes ☐ No

11. Was the student victim absent from school as a result of the incident? ☐ Yes ☐ No

If yes, how many days was the student victim absent from school as a result of the incident?

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12. Is there any additional information you would like to provide?

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(Attach a separate sheet if necessary)

I agree that all information on this form is accurate and true to the best of my knowledge.

Note: If this is an anonymous report, no signature is required.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Prohibition Against Discrimination, Harassment, and Bullying Policy 1710/4021/7230 for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Director of Social and Emotional Learning, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-8397.

# REGISTERED SEX OFFENDERS-STUDENTS (JBCD/ JBCD-P)

The Board is committed to the safety of students, employees and other persons on school property. In order to create and maintain a safe school environment, the Board directs the Superintendent to establish procedures consistent with the following principles for students who are registered sex offenders as defined by N.C.G.S. 14-208.18:

1. Each student who is a registered sex offender shall be presented to a Committee established by the Superintendent and made up of a representative from the Student Safety office, a principal from student's school, an Exceptional Children's administrator, a representative of the Student Services administration and such other representatives as the Superintendent deems appropriate.
2. The Committee shall consider whether the student should be recommended for an alternative education placement with additional supervision, or limited and supervised access to GCS campus premises, or expulsion from the Guilford County Schools pursuant to N.C.G.S. 115C-391 (d). In the event that the Committee determines that the student cannot enter the school campus regardless of the student's age, and the student is not recommended for expulsion, the Committee shall make recommendations for the student's alternative education.

## JBCD-P

This process shall govern and control the execution of policy JBCD – Registered Sex Offenders – Students. All principals, school supervisors and School Resource Officer (SRO) should familiarize themselves with this procedure.

## STUDENT SEX OFFENDERS

1. Principals will complete an online registration form that enables them to receive electronic alerts of registered student sex offenders who are over the age of 16 and who live within their school zones. New principals will complete this registration process as a part of their new principal orientation program 14 days after being appointed to their duties. The link is as follows: <http://sexoffender.ncdoj.gov>.
2. Immediately after being notified of a registered student sex offender, principals (or their assigned designees) will cross reference their student database to identify any enrolled sex offenders.
3. Principals will forward the offender's name and demographic information

(name, age, address, ID number, grade level, and transcript) to the Committee established by the Superintendent. During the interim period between the date that an enrolled student sex offender is identified and the date that the Committee provides a disposition, principals will treat this information as confidential with their staff, and students will receive an alternate placement (suspension, ISS, home placement with suspension).

4. The Committee will recommend of one of the following decisions:
  - a. Limited and supervised access to GCS premises, or
  - b. An alternative education placement, or
  - c. Expulsion, wherein normal discipline hearing procedures will be followed.
5. Principals will work collaboratively with their SRO and the District Office of Safety and School Security to ensure compliance.

An annual review will be conducted by the Committee to determine if the decision continues to be appropriate. The Committee will provide in writing the decision regarding the student's placement.

# DRUG AND ALCOHOL-FREE SCHOOL ENVIRONMENT (JCDAC)

It is the policy of the Guilford County Board of Education that a drug and alcohol free school environment shall be maintained. The Board prohibits the unlawful manufacture, sale, distribution, dispensing, possession or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other psychoactive or controlled substance or counterfeit substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C.812) and further defined by regulation at 21 CFR 1308.11 through 1308.15, or by the General Statutes of the State of North Carolina. This policy shall govern each student while on any property owned by or under the control of the Board and, in addition, shall apply at any school-sponsored event or activity, regardless of whether held during normal school hours.

The Guilford County Board of Education, recognizing that substance abuse and chemical dependency are problems that affect a student's academic performance, attendance, and relationships, as well as the total education process, directs the Superintendent to implement the following activities:

1. Provide specific education/prevention programs on substance abuse/chemical dependency for inclusion in the K-12 curriculum that is age

appropriate and sequential, in accordance with the Standard Course of Study.

2. Implement appropriate intervention procedures/programs in all schools.
3. Develop and implement a referral procedure for directing students into appropriate treatment programs within the school or the community.
4. Develop a re-entry procedure for students returning to school from non-school based treatment program.
5. Enforce the Student Code of Conduct as it applies to the possession, sale, distribution, manufacture, dispensing and/or use of illicit substances or any other unlawful or unauthorized chemical substance or drug paraphernalia. Acts prohibited by this code do not include the lawful and proper use of drugs prescribed by a doctor or over-the-counter medications.

**The Superintendent shall establish any needed administrative regulations, rules and procedures for the implementation of this policy.**

## ACCEPTABLE USE OF ELECTRONIC TRANSMISSION CAPABILITIES (EFE/EFE-P)

The Guilford County Board of Education recognizes that technology and the Internet offer students and staff the resources of thousands of computers all over the world and to millions of individual people. Students, teachers and staff may have access to: 1) electronic mail (email) communication with people all over the world; 2) information and news, some of which may include advertisements, from a variety of sources and research institutions; 3) discussion groups on a wide variety of topics; 4) access to many university libraries, the Library of Congress and other libraries around the world.

Guilford County Schools' Network and Internet connection have been established in the belief that the information and interaction made available are valuable additions to educational resources.

The intent of this policy is to ensure that all uses of the Guilford County Schools' technology and the Internet are consistent with the goals and educational philosophy of the school system. Basic tenets of the policy are:

- The use of technology resources and Internet access is to support research and education and to extend the resources of Guilford County Schools.

- All use of technology must be in support of education, research or enrichment and be consistent with the intended purposes.
- Technology Services is responsible for establishing and users are required to follow all standards, policies and procedures related to the use of technology in the Guilford County Schools.
- Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
- Transmission of any material in violation of any law or system policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, materials used for commercial activities by for-profit institutions and material used for product advertisement or political lobbying.
- Students, teachers and staff members will be informed of issues regarding network etiquette, security and vandalism with the understanding that any violation of the regulations is unethical and may constitute a criminal offense or violation of the "Student Code of Conduct" and require appropriate disciplinary action.
- Teachers and each school's Media Advisory Committee will monitor the use of the Internet and will take reasonable measures to ensure use is consistent with the purposes of the Guilford County Schools. This policy represents the standard for acceptable use of electronic media. The tenets of the standard are communicated to parents, guardians and students with additional notification of the policy by its inclusion in the student handbook. Schools also may develop individualized local regulations regarding use of technology, email and Internet access on school premises. Supervisors will likewise monitor staff use.
- Guilford County Schools does not endorse or authorize the use of any of its school names in any electronic medium, including websites, user groups and uniform resource locators (URLs), unless express written consent is granted by the Guilford County Schools.

**Board Policy EFE along with its Administrative Procedure EFE-P revises and replaces the former Administrative Policy EFE issued June 3, 2002.**

### EFE-P

**1. Network Etiquette:** The use of technology requires that you abide by accepted rules of etiquette, which include, but are not limited to, the following:

- a) **Courtesy:** Do not send or forward abusive messages to anyone.

**b) Appropriate Content:** Defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material is prohibited.

**c) Privacy:** All communication and information accessible via the network should be assumed to be copyrighted property. Transmission of data on the Internet cannot be guaranteed to be private or secure. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail and electronic transmissions. Electronic transmissions relating to or in support of illegal activities may be reported to the authorities. Do not reveal your or any individual's personal address, phone or credit card number.

## 2. Email

Limited personal use of email is permitted, however, personal use should not interfere with assigned duties and responsibilities. The use of email requires that you abide by accepted rules of etiquette, which include, but are not limited to, the following:

- a) SPAM, the sending of unwanted mail, is a significant problem for users and for the network. Do not send emails that are not directly business or school related to groups or persons within the system.
- b) Using GCS email directories or address books to send emails that are for personal gain or that promise personal gain are a violation of Administrative Policy GAG.
- c) Use of GCS email directories or address books to communicate views, solicit membership or raise funds for any non-school sponsored purpose, whether profit or non-profit, is prohibited.
- d) Network administrators will distribute virus warnings. If you feel you have information regarding a virus, please contact network administration immediately and do not forward such emails to users.
- e) Email is not private. Technicians who operate the system can access all mail. Access is usually limited to investigative or trouble-shooting purposes, however, the Chief of Human Resources, Chief Operations Officer or the Superintendent may at any time, and for any reason, allow the search of email or data stored on all district owned computers.

**3. Passwords:** Passwords are personal and should not be shared with anyone. Attempts to log in to the system as any other user will result in cancellation of user privileges and/or criminal prosecution.

**4. Copyright:** Information transmitted through the Internet, which is copyrighted, is subject to the same copyright laws as govern non-electronic data.

**5. Security:** Security on any computer system is high priority, especially when the

system involves many users. If you feel you can identify a security problem on the service provided you, notify a system administrator or teacher. Do not demonstrate the problem to other users.

**6. Plagiarism:** Data received through the Internet is subject to the same rules of documentation as traditional information. Give credit for all material used in research.

**7. Vandalism:** Vandalism will result in cancellation of your privileges. This includes, but is not limited to, altering web sites, intentionally damaging equipment or cabling, uploading or creation of a computer virus, and any other activity that corrupts individual programs, data or the network.

**8. Network resources:** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are: wastefully using resources such as file space, file sharing networks, circumventing safety configurations, modifying setup policies, modifying settings on machines, attaching unauthorized devices, modifying infrastructure, invading the privacy of individuals, gaining unauthorized access to resources or entities, using the network while access privileges are suspended or revoked.

**9. Unauthorized charges:** The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges and/or equipment or line costs.

**10. Warranties:** GCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. GCS will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or the users' errors, omissions or failure to properly back up their data and files.

**11. Emerging Technologies:** The tenets of Policy EFE are inclusive of emerging technologies in devices that provide wireless capabilities. Examples of these devices include, but are not limited to, mobile phones with cameras with Internet capabilities/connectivity. The following are not permitted uses of these devices by students on Guilford County Schools' campuses and school related activities:

- a) Connecting to unfiltered Internet information,
- b) Using such a device to capture images, transmit and manipulate media electronically.

One example of an inappropriate use is using a camera phone to take pictures, emailing the pictures, and posting the pictures on the web. Student use of these devices is not allowed without written permission from Guilford County Schools' administrative staff with expressed intent and purpose for use.

Teachers and staff members that have devices capable of these functions are guided by the tenets of policy EFE and are to ensure that no privacy rights are violated

regarding Family Education Rights Privacy Act (FERPA). The use of technology resources and Internet access is a privilege and not a right; inappropriate use will result in cancellation of those privileges. Do not use the network in any way that will disrupt the use of the network by others. Technology Services may make decisions regarding whether or not a user has violated standards, policies or procedures; and may deny, revoke or suspend at any time.

**12. Internet Safety and Children's Internet Protection Act (CIPA) and Guilford County Schools Student Email Accounts:** The Children's Internet Protection Act ("CIPA"), enacted December 21, 2000, require recipients (Guilford County Schools) of federal technology funds to comply with certain Internet filtering and policy requirements.

## ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical and feasible, technology protection measures (or "Internet filters") are used to block or filter Internet traffic, and other forms of electronic communications (student email). Access to inappropriate information as required by the Children's Internet Protection Act, will be filtered or blocked. This is applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

## INAPPROPRIATE NETWORK USAGE

To the extent practical and feasible technology and policies are used to promote the safety and security of users of the online computer networks when using electronic mail or other forms of direct electronic communications, inappropriate network usage includes, but is not limited to:

- (a) Unauthorized access, including so-called 'hacking,' and other unlawful activities;
- (b) Unauthorized disclosure, use and dissemination of personal identification information regarding students;
- (c) Using another student's user name and password to access network resources;
- (d) Transmitting obscene or pornographic visual imagery;
- (e) Harassing, menacing or any type of language that is deemed profane, cyber-bullying, threatening; any communication that indicates fear or intimidation to an individual or groups of individuals.

## SUPERVISION AND MONITORING

Technology Services for Guilford County Schools supervise and monitor usage of district resources, the network infrastructure and access to the Internet in

accordance with this policy and the Children's Internet Protection Act. Any use of an electronic medium connected to these resources (an example is but not limited to; student email accounts) is governed by this Policy.

Anyone found violating any Policy EFE, Internet Safety, and Children's Internet Protection Act (CIPA) and Guilford County Schools Student Email Accounts will have their access revoked and will be subject to the actions defined in the Student Code of Conduct.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Guilford County Schools Technology Services or designated representatives.

Board Policy EFE along with its Administrative Procedure EFE-P revises and replaces the former Administrative Policy EFE issued June 18, 2002.



*SPECIAL NOTE: Technology and student email accounts are provided as tools for educational purposes. Continued use of Technology and student email account requires student compliance with; a) The Children's Internet Protection Act ("CIPA") and b) Guilford County School Board Policy EFE and specific Internet Safety and electronic communication policy requirements.*

#### *Access to Inappropriate Material*

*Technology protection measures (or "Internet filters") are used to block or filter Internet traffic, and other forms of electronic communications (student email). Access to inappropriate information as required by the Children's Internet Protection Act, will be filtered or blocked. This is applied to visual depictions of material deemed obscene or to any material deemed harmful to minors.*

#### *Inappropriate Network Usage*

*Technology and policies are used to promote the safety and security of students and the online computer networks when using electronic mail, other forms of direct electronic communications inappropriate network usage includes, but is not limited to:*

- (a) Unauthorized access, including so-called 'hacking,' and other unlawful activities,*
- (b) Unauthorized disclosure, use, and dissemination of personal identification information regarding students,*
- (c) Using another student's user name and password to access network resources,*
- (d) Transmitting obscene or pornographic visual imagery,*
- (e) Harassing, menacing or any type of language that is deemed profane, "cyber-bullying", threatening; any communication that indicates fear or intimidation to an individual or groups of individuals,*
- (f) Using "chat rooms" or "social networking" sites.*

#### *Supervision and Monitoring*

*Technology Services for Guilford County Schools supervise and monitor usage of district resources, the network infrastructure, and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Any use of an electronic medium connected to these resources (an example is but not limited to; student email accounts) is governed by this Policy.*

*Students violating Policy EFE, Internet Safety, and Children's Internet Protection Act (CIPA) or Guilford County Schools Student Email Accounts provision will have their access revoked and will be subject to the actions defined in the Student Code of Conduct.*

## FIELD TRIPS (IFCB)

The Guilford County Board of Education recognizes the field trip as a valuable learning experience provided it is properly planned and carefully executed. Planning would include advance preparation, opportunities for students to assimilate the experience during the field trip, and integration of the experience into the regular classroom program at the conclusion of the trip. Planning would also direct attention to safety, transportation, school lunches, liability, supervision, time away from school and experiences. The principal shall approve field trips only when he/she is assured that these requirements have been fulfilled and that the field trip is an extension of the classroom instructional program.

**As an extension to the classroom instructional program, students shall not be denied participation in a field trip as a consequence for behavioral infractions.**

Usual and customary activities associated with athletics, competitive forensics, music and other similar experiences are not field trips within the meaning of this policy. However, field trips by school clubs must meet the same criteria and be approved in the same manner as all other school-approved field trips. All school-sponsored trips including co-curricular and extra-curricular trips (such as athletics, etc.) are subject to cancellation or postponement as outlined below under "Approval."

### CRITERIA FOR FIELD TRIPS

Teachers, principals and administrators shall consider the following criteria in planning and approving field trips. The field trip should:

- relate to a particular aspect of the on-going classroom instruction and the standard curriculum of the school system.
- afford a meaningful learning experience which cannot be provided in the school setting.
- provide activities suitable to the age level of the students.
- be reasonable in terms of length of trip, duration, distance traveled and cost.
- provide assurances that no student is denied the opportunity to participate because of an inability to pay expenses associated with the cost of the field trip.

### WRITTEN PERMISSION

Because the safety of the students is a primary consideration in the approval of and carrying out of field trips, students must have the written permission of their parents for their participation in each specific field trip.

## STUDENT CONDUCT

The policies, rules and regulations which the Guilford County Schools or any of its individual schools have adopted concerning student conduct are applicable while students are participating in field trips.

## APPROVAL

The sponsoring teacher must hold a preliminary conference with the building principal(s) and secure the principal(s)' tentative approval before conducting any discussions with students/parents regarding the proposed field trip.

- All field trips within the state must be approved by the school principal.
- Additionally, prior to any notice to students, parents or the community, overnight and/or out-of-state field trips must have the initial approval of the SSO or his/her designee. Final approval must be obtained from the SSO or his/her designee at least one month in advance of the date of the trip.
- All school trips are subject to cancellation or postponement by the SSO, when emergency or hazardous conditions exist. Such conditions include severe weather warnings. Staff, parents and students should be aware of this possibility as any trip is planned.

## ABSENCES AND MAKE-UP WORK

Participation in an approved field trip shall be considered an excused absence and the student shall be entitled to make up his/her work. Prior to any field trip, arrangements shall be made by the principal and the staff for students to make up any work missed in other classes. Additionally, no student's grade shall be lowered if the parents do not consent for the student to go on the field trip.

## CHILDREN WITH DISABILITIES/SPECIAL NEEDS

Consideration will be made for children with disabilities or special needs, prior to the field trips. If there are children with special needs the teacher will identify the special need(s) and notify the principal of the special need(s) at the time the field trip application is submitted to the principal. The principal, or his designee (hereafter termed principal), will make the necessary arrangement for the student with special needs. The principal will determine by telephone or letter during this time if the destination has the accommodations to satisfy the requirements for the student with disabilities/special needs. The principal should determine if specialized transportation is needed and arrange for specialized transportation. The specialized transportation should be confirmed a minimum of three weeks prior to the field trip.

## RESOURCES

If the destination that the teacher intends to travel does not accommodate the child with a disability/special need, the principal should consult in the Access North Carolina book or other such field trip resource references to identify a similar field trip that is accessible to all.

## MEDICATIONS

Medication taken by a student during the school day should also be administered in accordance with the North Carolina Board of Nursing's Nurse Practice Act. Whether and how delegation is appropriate is a determination that can be made only considering the activity involved, the related circumstances of the activity, the age and maturity and other relevant characteristics of the student and the available people who could perform the delegated service. The Nurse Practice Act does not allow delegation of medical procedures by the school nurse including administration of medication outside the state of North Carolina. Precautions must be taken to ensure that storage of the medication is secure and the appropriate dosage is given. A copy of the Medication Authorization form signed by the parent and the medical provider will be taken on the field trip. If the field trip extends to times of day when the student receives medication outside the school day and existing form, a special Medication Authorization form must be completed for that particular instance and trip. The principal will make the necessary arrangement(s) for the student requiring medical administration and/or medical procedures.

When taking an in-state field trip, the principal or designee shall work with the school nurse to make sure that all paperwork (from healthcare provider and parent) and training of staff, if necessary, has been completed at least two weeks prior to the field trip. Nurses may delegate the care of a student if their assessment validates that UAPs (unlicensed assistive personnel) can provide the needed care while on the in-state field trip.

## SUPERVISION

The principal must make certain that adequate supervision is provided for all field trips. At least two adults are required per class for a trip. In addition to teachers, parents can fulfill this minimum supervision requirement. The Superintendent shall develop procedures for the implementation of this policy.

# GRADING AND REPORTING STUDENT PROGRESS (IHA/IHA-P)

Guilford County Schools requires that all parents/guardians be informed at regular intervals on the academic progress of their children.

Grades are a reflection of the student's progress in meeting the state and local requirements. Grades shall be weighted only for Advanced Placement (AP), International Baccalaureate (IB), college courses, and designated honors courses. Students taking AP lab courses may opt to take the course as Pass/Fail, which does not affect the student's GPA, or for a non-weighted grade, which is included in calculating GPA.

A report card will be sent to the parents of each student at the end of each grading period. In addition to the regular report cards, interim progress reports will be issued to all students at the midpoint of the grading period to inform parents/guardians and to invite participation regarding student progress. Additional reports or contact will be made when it appears students are making unsatisfactory progress or have been absent from school an excessive number of days.

Teachers shall keep accurate records that reflect how they have determined each student's grades. Completing the progress report shall be the responsibility of the classroom teacher.

The scale to report student progress in grades K-2 shall be:

4 = Consistently exceeds grade level expectations

3 = Consistently meets grade level expectations independently

2 = Needs support to meet grade level expectations

1 = Below grade level expectations with support

The grade scale for grades 3-12 students in Guilford County Schools shall be:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and BELOW

I = INCOMPLETE

Pass/Fail (ONLY for students wishing to take the Lab portion of an AP Course as non-graded, which will not affect the student's GPA).

The Superintendent or his/her designee shall issue regulations to ensure that the grading system is uniform at all grade levels throughout the school system with the exception noted below:

After a review by the Board of Education, students attending magnet or option schools, students following the Adaptive Curriculum in non-public or alternative schools and students attending the four special public separate schools may receive report cards that reflect unique program goals. Adaptive Curriculum report cards allow for specific tasks analysis and relates specifically to the extended content standards.

**For freshman classes prior to the 2015-16 academic year, grades shall be weighted for AP, IB, college courses, and designated honors courses per chart below.**

	QUALITY POINTS		
FINAL GRADE	AP/IB	HONORS COURSES	ALL OTHER COURSES
A	6	5	4
B	5	4	3
C	4	3	2
D	3	2	1
F	0	0	0

**Effective with the freshman class of 2015-16, grades shall be weighted per chart below.**

	QUALITY POINTS		
FINAL GRADE	AP/IB	HONORS COURSES	ALL OTHER COURSES
A	5	4.5	4
B	4	3.5	3
C	3	2.5	2
D	2	1.5	1
F	0	0	0

# GRADUATION REQUIREMENTS (IHF/ IHF-P)

In their eighth grade year, all students will be advised of the requirements for graduation and requirements for special recognition that will be given by local, state, or national groups that require additional credits or specific courses.

In order for students to be eligible for graduation, Guilford County Schools requires the following:

- Students satisfy all state and local course requirements including the prerequisite units of study: 22 units of study for all students.
- Students completing the Future-Ready Occupational Course of Study satisfy all state and local course requirements including required work hours: 22 units of study for all students.
- Students receiving a diploma must pass CPR as a graduation requirement beginning with the graduating class of 2015.

In order for students to be eligible for graduation, Greensboro College Middle College, The Middle College at Bennett, The Middle College at GTCC Greensboro, The Middle College at GTCC High Point, The Middle College at GTCC Jamestown, The Middle College at NC A&T, The Middle College at UNCG, The Kearns Academy at Central, The Academy at Smith, STEM Early College at NC A&T, Early College at Guilford or Doris Henderson Newcomers School require the following:

- Students satisfy all state requirements including the prerequisite units of study: 22 units of study if entering the ninth grade for the first time in 2012/2013 and beyond.
- Students receiving a diploma must pass CPR as a graduation requirement beginning with the graduating class of 2015.

## GRADUATION PROJECT

The Graduation Project, or Senior Project, is a site-based decision for each high school in Guilford County Schools. For more information, contact the school counselor or principal.

## GRADUATION PROJECT COMPONENTS

The Graduation Project consists of four components:

- A paper demonstrating research and writing skills
- A product created through the use of knowledge and skills to accomplish a goal
- A portfolio, a learning record of the student's process and progress through

all the steps of the graduation project

- An oral presentation during which the student will present information on the chosen topic to a review panel

## EARLY GRADUATION

Conferences with the school counselor will assure a comprehensive analysis of post-secondary options available to early graduates. Students who have completed all graduation requirements including specific course and testing requirements, an appropriate course of study, and total number of graduation credits required, may request to graduate early, either at mid-year of their senior year or at the end of their junior year. The student's grade classification will be based on the GCS high school promotion standards. Diplomas are awarded only at the end of the school year.

**This policy may be temporarily modified in response to the COVID-19 pandemic and its impact on schools. Please contact school administrators for the most current information.**

## STUDENT ACCOUNTABILITY STANDARD, K-12 (IKEA/IKEA-P)

Student promotion and accountability standards within Guilford County Schools are guided by both state and local standards. The student accountability standards adopted for specific grade levels are based on the belief that all students must have the reading, writing, mathematics, technology and higher order thinking skills critical for successful participation in higher education and in the work force.

### STANDARDS FOR PROMOTION GRADES K-12

These standards recognize the statutory authority of the principal to make promotion decisions by taking these and other factors into consideration in assigning students to the grade level which provides the best opportunity for the student to progress and develop educationally.

A variety of factors should be considered and carefully evaluated before promotion and retention decisions are made: academic progress, social maturity, age, and emotional, psychological and physical needs. Students will be assigned, by the principal, to the grade level which provides the student the best opportunity to progress and develop educationally.

Alternatives to retention at the elementary and middle level shall include interventions such as extended learning opportunities, remediation/acceleration, and individualized instruction.

### HIGH SCHOOL GRADES 9 -12

Each academic year, students in grades 9-12 must meet the minimum culmination of units to be eligible for promotion.

- Grade 9 to 10 - A minimum of 5 units cumulative must be earned.
- Grade 10 to 11 - A minimum of 10 units cumulative must be earned.
- Grade 11 to 12 - A minimum of 16 units cumulative must be earned.
- Graduation - A minimum of 22 units and successful completion of any other state or local requirements must be earned.

### PROMOTION STANDARDS GRADES 9-12

High school students must meet the diploma pathways requirement of 22 credits to be eligible for graduation. Each year, students must meet minimum units to be eligible for graduation.

**Grade 9 to 10: 5 units**

**Grade 10 to 11: 10 units**

**Grade 11 to 12: 16 units**

### STUDENTS OF LIMITED ENGLISH PROFICIENCY

All students with Limited English Proficiency (LEP) shall participate in the Student Accountability Standards in grades 3-8 through End-of-Grade testing, and for grades 9-12 through End-of-Course testing in NC Math 1, English II and Biology. Procedures for promotion and intervention used with LEP students must be in accordance with established state procedures.

### REPORTING REQUIREMENTS FOR STUDENT ACCOUNTABILITY STANDARDS

The superintendent will provide an annual report on student performance and the progress made toward meeting the Student Accountability Standards.

The superintendent is instructed to develop and implement administrative procedures needed to carry out this policy.

### STUDENT ACCOUNTABILITY STANDARD IKEA-P

The goal of Guilford County Schools is to identify and support, as early as possible, students who are below grade level and not likely to meet State Accountability Standards. Those standards include End-of-Grade tests at grades 3-8 in reading and math, grades 5 and 8 in science, and at the secondary level, End-of-Course assessments in English II, NC Math 1 and Biology. To assist students in meeting Student Accountability Standards at the elementary (grades 3-8) and secondary level, GCS has developed interim assessments for these courses, as well as other interventions to support student academic growth.

### PROMOTION STANDARDS, GRADES K-2

To be promoted in grades K-2, principals should consider the following data points:

- Teachers should use relevant data to determine promotion including district and classroom-level assessments and tasks.
- Students will also demonstrate mastery of math concepts as determined by the K-2 NC Math Assessment.

## PROMOTION STANDARDS 3

Students will perform at or above Level III on the NC End-of-Grade Test of Reading or at or above Level III on the Read to Achieve Alternate Assessment in accordance with state guidelines.

Students meeting a Good Cause Exemption may be placed in the fourth grade based on principal discretion. A Good Cause Exemption indicates that students may be exempt from mandatory retention in third grade for good cause but shall continue to receive instructional supports and services and reading interventions appropriate for their age and reading level.

Good cause exemptions shall be limited to the following:

1. Limited English Proficient students with less than two years of instruction in an English as a Second Language program.
2. Students with disabilities, as defined in G.S. 115C-106.
3. Students who demonstrate reading proficiency appropriate for third grade students on an alternative assessment approved by the State Board of Education. Teachers may administer the alternative assessment following the administration of the State-approved standardized test of reading comprehension typically given to third grade students at the end of the school year, or after a student's participation in the local school administrative unit's summer reading camp.
4. Students who have (i) received reading intervention and (ii) previously been retained more than once in kindergarten, first, second, or third grades.

## PROMOTION STANDARDS GRADES 4-5

Principals will make promotion and retention decisions based on how students perform on interim assessments, grades in core subject areas, performance on End of Grade tests in reading, math and science (5th grade only) and any other data point deemed by the administrative team.

## PROMOTION STANDARDS GRADES 6-8

To be promoted in grades 6-8, principals should consider the following data points:

- meeting the local promotion standards for Guilford County Schools
- pass a minimum of five (5) subjects
- may not fail more than one of the core subjects (language arts, mathematics, science, social studies)
- review interim assessment data
- review student work portfolio
- review student growth from one year to the next

*NOTE: If a student fails the same core subject more than once during the middle school years, he/she must receive appropriate supplemental assistance in order to be promoted to high school.*

To ensure that parents are well informed, a progress report will be sent to the parents of each student at the end of each grading period. Teachers need to meet with parents of students who are experiencing learning difficulties.

If students are being considered for retention, parents shall be notified by the third quarter. The school shall convene a committee to review student performance and intervention strategies that have been implemented.

**The committee shall be comprised of the following:**

- 3 teachers (one of whom must be an EC teacher or an ESOL teacher, if student is EC or LEP respectively);
- One school administrator (principal or assistant principal) who functions as leader;
- Parent or guardian of any student being presented shall have the right to speak on behalf of his/her child.

The principal will consider all relevant information and will make the final decision regarding promotion or retention. Appeals will be heard if requested by a parent or teacher. According to state statute, it remains the principal's authority to make grade placement decisions.

## PROMOTION STANDARDS GRADES 9-12

Each academic year, students in grades 9-12 must meet the minimum culmination of units to be eligible for promotion.

### High Schools 9-12

- Grade 9 to 10 – A minimum of 5 units cumulative must be earned
- Grade 10 to 11 – A minimum of 10 units cumulative must be earned
- Grade 11 to 12 – A minimum of 16 units cumulative must be earned
- Graduation – A minimum of 22 units and successful completion of any other state standards must be earned

## ASSESSMENTS

Due to the critical factor of providing interventions as early and as focused as possible, Guilford County Schools will utilize interim assessments for the Student Accountability Standards. These assessments will be administered in grades 3-8 in reading and math, grades 5 and 8 in science and in EOC courses at the secondary level for NC Math 1, Biology, and, English II. The purpose of the interim assessments will be to guide teachers as they modify instruction and curriculum for students in danger of not meeting the current standards. The superintendent shall direct collaboration between central administration and each school to conduct and monitor the outcome of those interim assessments.

FOR STUDENTS ENTERING GRADE 9 FOR THE FIRST TIME IN 2021-22.	FOR ELIGIBLE STUDENTS ENTERING GRADE 9 FOR THE FIRST TIME IN 2021-22.
Students following the <b>Future-Ready Core of Study</b> must pass the following 22 credits.	Students following the <b>Occupational Course of Study</b> must pass the following 22 credits plus any local requirements.
Four sequential English credits which shall be: <ul style="list-style-type: none"> <li>• Starting with English I</li> <li>• English II</li> <li>• English III</li> <li>• English IV</li> </ul>	These requirements will be determined early in the 2021 year and will include alignment of the Occupational Preparation Courses with the content areas of Mathematics, Science and Social Studies.
Four Mathematics credits which shall be either: <ul style="list-style-type: none"> <li>• NC Math 1, 2, and 3 and a fourth mathematics course to be aligned with the student's post high school plans</li> <li>• In the rare instance a principal exempts a student from the Future-Ready Core mathematics sequence, except as limited by N.C.G.S. §115C-81(b), the student will be required to pass: NC Math 1 and Math 2 plus two additional courses identified on the NC DPI Math options chart.</li> </ul> <p><b>Note:</b> Credit shall be awarded for Math I, II, III if taken prior to the 2016-17 school year.</p>	
Three Science credits which shall be: <ul style="list-style-type: none"> <li>• a physical science course</li> <li>• Biology</li> <li>• an earth/environmental science course</li> </ul>	

Four Social Studies credits which shall be: <ul style="list-style-type: none"> <li>• Founding Principles of the United States of America and North Carolina: Civic Literacy</li> <li>• Economics and Personal Finance</li> <li>• American History</li> <li>• World History</li> </ul>	
One Health and Physical Education credit <ul style="list-style-type: none"> <li>• Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation.</li> <li>• Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.</li> </ul>	
Two Elective credits of any combination from either: <ul style="list-style-type: none"> <li>• Career and Technical Education (CTE) or</li> <li>• Arts Education or</li> <li>• World Language</li> </ul> <p><b>Note:</b> For clarification, possible elective combinations may include 2 World Language credits; or 1 CTE credit and 1 Arts Education credit; or 2 CTE credits; or 1 Arts Education credit and 1 World Language credit; or other combinations from a, b and c.</p>	
Four Elective credits from the following (four-course concentration recommended): <ul style="list-style-type: none"> <li>• Career and Technical Education (CTE)</li> <li>• ROTC</li> <li>• Arts Education (e.g., dance, music, theater arts, visual arts)</li> <li>• Any other subject area or cross-disciplinary courses (e.g., mathematics, science, social studies, English and dual enrollment course</li> </ul>	



FOR STUDENTS ENTERING GRADE 9 FOR THE FIRST TIME IN 2020-21.	FOR STUDENTS ENTERING GRADE 9 FOR THE FIRST TIME IN 2020-21.
Students following the <b>Future-Ready Core of Study</b> must pass the following 22 credits.	Students following the <b>Occupational Course of Study</b> must pass the following 22 credits plus any local requirements:
Four sequential English credits which shall be: <ul style="list-style-type: none"> <li>Starting with English I</li> <li>English II</li> <li>English III</li> <li>English IV</li> </ul>	Four English credits that shall be: <ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>English IV</li> </ul>
Four Mathematics credits which shall be either <ul style="list-style-type: none"> <li>NC Math 1, 2, and 3 and a fourth mathematics course to be aligned with the student's post high school plans.</li> <li>In the rare instance a principal exempts a student from the Future-Ready Core mathematics sequence, except as limited by N.C.G.S. §115C-81(b), the student will be required to pass: NC Math 1 and Math 2 plus two additional courses identified on the NC DPI Math options chart.</li> </ul>	Three Mathematics credits that shall be: <ul style="list-style-type: none"> <li>Introduction to Mathematics</li> <li>NC Math I</li> <li>Financial Management</li> </ul>
Three Science credits which shall be: <ul style="list-style-type: none"> <li>a physical science course</li> <li>Biology</li> <li>an earth/environmental science course</li> </ul>	Two Science credits that shall be: <ul style="list-style-type: none"> <li>Applied Science</li> <li>Biology</li> </ul>

<p>Four Social Studies credits which shall be:</p> <ul style="list-style-type: none"> <li>a founding principles course which shall be either: <ol style="list-style-type: none"> <li>American History: Founding Principles, Civics and Economics</li> <li>Founding Principles of the United States of America and North Carolina: Civic Literacy</li> </ol> </li> <li>an American history course which shall be either: <ol style="list-style-type: none"> <li>American History I</li> <li>American History II</li> <li>American History</li> </ol> </li> <li>World History</li> <li>Economics and Personal Finance</li> </ul> <p><b>NOTE:</b> It is strongly recommended that these students take World History in the first year of their high school Social Studies course sequence due to the nature of the adoption of the new Social Studies Standard Course of Study effective in 2021-22. Economics and Personal Finance is strongly recommended to be offered later in the student's high school career.</p>	<p>Two Social Studies credits that shall be:</p> <ul style="list-style-type: none"> <li>Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy</li> <li>Economics and Personal Finance</li> </ul>
<p>One Health and Physical Education credit</p> <ul style="list-style-type: none"> <li>Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation.</li> <li>Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.</li> </ul>	<p>One Health and Physical Education credit</p> <ul style="list-style-type: none"> <li>Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation.</li> <li>Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.</li> </ul>

<p>Two Elective credits of any combination from either:</p> <ul style="list-style-type: none"> <li>• Career and Technical Education (CTE) or</li> <li>• Arts Education or</li> <li>• World Language</li> </ul> <p><b>NOTE:</b> For clarification, possible elective combinations may include 2 World Language credits; or 1 CTE credit and 1 Arts Education credit; or 2 CTE credits; or 1 Arts Education credit and 1 World Language credit; or other combinations from a, b and c.</p>	<p>Six Occupational Preparation Education credits, which shall be Occupational Preparation I, II, III, and IV (i.e. completion of 150 hours of school-based training with work activities and experiences that align with student's post school goals, 225 hours of community-based training, and 225 hours of paid employment or 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community services hours.</p>
<p>Four Elective credits from the following (four-course concentration recommended):</p> <ul style="list-style-type: none"> <li>• Career and Technical Education (CTE)</li> <li>• ROTC</li> <li>• Arts Education (e.g., dance, music, theater arts, visual arts)</li> <li>• Any other subject area or cross-disciplinary courses (e.g., mathematics, science, social studies, English and dual enrollment courses)</li> </ul>	<p>Four Career and Technical Education Elective credits</p> <ul style="list-style-type: none"> <li>• A career portfolio</li> <li>• Completion of the student's IEP objectives</li> </ul>

## FOR STUDENTS ENTERING GRADE 9 FOR THE FIRST TIME BETWEEN 2014-2015 AND 2019-20.

**Students following the Future-Ready Core of Study must pass the following 22 credits.**

Four sequential English credits which shall be:

- Starting with English I
- English II
- English III
- English IV

Four Mathematics credits which shall be either

- NC Math 1, 2, and 3 and a fourth mathematics course to be aligned with the student's post high school plans
- In the rare instance a principal exempts a student from the Future-Ready Core mathematics sequence, except as limited by N.C.G.S. §115C-81(b), the student will be required to pass: NC Math 1 and Math 2 plus two additional courses identified on the NC DPI Math options chart.

**NOTE:** Credit shall be awarded for Math I, II, III if taken prior to the 2016-17 school year.

Three Science credits which shall be:

- a physical science course
- Biology
- an earth/environmental science course

Four Social Studies credits which shall be:

**Effective 2020-21:**

- A. a founding principles course which shall be either:
1. American History: Founding Principles, Civics and Economics
  2. Founding Principles of the United States of America and North Carolina: Civic Literacy
- Note:** These courses must follow the NCSCOS in its entirety and may not be satisfied by any other courses.
- B. American history courses which shall be either:
1. American History I and American History II
  2. American History I or II and another Social Studies course
  3. American History and another Social Studies course
- C. World History
- D. American History: Founding Principles, Civics, and Economics
- Note:** This course must follow the NCSCOS in its entirety and may not be satisfied by any other courses.
- American History I
  - American History II
  - World History

Health and Physical Education credit

- Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation.
- Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.

Two Elective credits of any combination from either:

- Career and Technical Education (CTE) or
- Arts Education or
- World Language

**NOTE:** For clarification, possible elective combinations may include 2 World Language credits; or 1 CTE credit and 1 Arts Education credit; or 2 CTE credits; or 1 Arts Education credit and 1 World Language credit; or other combinations from a, b and c.

Four Elective credits from the following (four-course concentration recommended):

- Career and Technical Education (CTE)
- ROTC
- Arts Education (e.g., dance, music, theater arts, visual arts)
- Any other subject area or cross-disciplinary courses (e.g., mathematics, science, social studies, English and dual enrollment courses)

**FOR ELIGIBLE STUDENTS ENTERING GRADE 9 FOR THE FIRST TIME BETWEEN 2017-2018 AND 2019-20.**

**Students following the Occupational Course of Study must pass the following 22 credits plus any local requirements:**

Four English credits that shall be:

- English I
- English II
- English III
- English IV

Three Mathematics credits that shall be:

- Introduction to Mathematics
- NC Math I
- Financial Management

Two Science credits that shall be:

- Applied Science
- Biology

Two Social Studies credits that shall be:

- American History: Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy
- American History I or American History II or American History

**FOR ELIGIBLE STUDENTS ENTERING GRADE 9 FOR THE FIRST TIME IN 2014-2015.**

**Students following the Occupational Course of Study must pass the following 22 credits plus any local requirements:**

Four English credits that shall be:

- English I
- English II
- English III
- English IV

Three Mathematics credits that shall be:

- Introduction to Mathematics
- NC Math I
- Financial Management

Two Science credits that shall be:

- Applied Science
- Biology

Two Social Studies credits that shall be:

- American History I
- American History II

<p>One Health and Physical Education credit</p> <ul style="list-style-type: none"> <li>Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation.</li> <li>Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.</li> </ul>	<p>One Health and Physical Education credit</p> <ul style="list-style-type: none"> <li>Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation.</li> <li>Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.</li> </ul>
<p>Six Occupational Preparation Education credits, which shall be Occupational Preparation I, II, III, and IV (i.e., completion of 150 hours of school-based training with work activities and experiences that align with student's post school goals, 225 hours of community-based training, and 225 hours of paid employment or 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community services hours</p>	<p>Six Occupational Preparation Education credits, which shall be Occupational Preparation I, II, III, and IV (i.e., completion of 150 hours of school-based training with work activities and experiences that align with student's post school goals, 225 hours of community-based training, and 225 hours of paid employment or 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community services hours.</p>
<p>Four Career/Technical Education Elective credits</p> <ul style="list-style-type: none"> <li>A career portfolio</li> <li>Completion of the student's IEP objectives</li> </ul>	<p>Four Career and Technical Education Elective credits</p> <ul style="list-style-type: none"> <li>A career portfolio</li> <li>Completion of the student's IEP objectives</li> </ul>

## INTERVENTION FOR STUDENTS NOT MEETING STUDENT ACCOUNTABILITY STANDARDS

Intervention must be provided for any student who does not meet proficiency standards or graduation standards as established by the state and district LEA. Such interventions shall involve extended instructional opportunities which are specifically designed to improve students' performance. These interventions can include smaller class sizes, modified instructional programs, extended learning opportunities, tutorial sessions, assignments, and opportunities for parental involvement. For students performing at or below Level III in grades 3-12, extended sessions should be a component of the student's PEP.

## REPORTING REQUIREMENTS FOR STUDENT ACCOUNTABILITY STANDARDS

On an annual basis, the Superintendent will provide the Board with the following information for each school: Aggregate student performance scores on state tests;

- The numbers and percentages of all students according to proficiency for each grade level;
- System-wide and school-based intervention strategies being provided by the Guilford County Schools, and the status of these efforts toward increasing the number of students meeting the standards; and
- Student performance reported by gender and the following state identified subgroups: the school as a whole, White, Black, Hispanic, Asian, Native American, and Multiracial students, limited English proficient students, economically disadvantaged students, and students with disabilities.

## CREDIT BY DEMONSTRATED MASTERY (CDM)

"Credit by demonstrated mastery" is the process by which LEAs shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time.

The State Board of Education defines "mastery" as a student's command of course material at a level that demonstrates a deep understanding of the content standards and the ability to apply his or her knowledge of the material.

Beginning with the 2014-15 school year, to inform student placement for the 2015-16 school year, Credit by Demonstrated Mastery is available for all GCS students in grades 9-12 for high school courses and in grades 6-8 for high school courses taught in middle school.

## THE PROCESS

Students shall demonstrate mastery through a multi-phase assessment, consisting of (1) a standard examination, which shall be the EOC where applicable, or a final exam developed locally and (2) an artifact which requires the student to apply knowledge and skills relevant to the content standards. Phase 2 may have additional requirements, such as performance tasks, for some content areas.

For courses taught in a predetermined sequence, a student may only attempt to earn CDM for the next course in the sequence. For example, if a student has taken NC Math 1 and would like to attempt CDM for NC Math 3, s/he would need to first successfully earn credit for NC Math 2, either through CDM or traditional enrollment in the course.

### Excluded Courses

The following courses are excluded from CDM:

- Career and Technical Education (CTE) work-based learning courses (co-op, internship, apprenticeship)
- CTE courses that have a clinical setting as a requirement of the course, such as ProStart, Early Childhood Education I/II and Nursing Fundamentals
- CTE Advanced Studies courses
- English Language Learner (ELL) courses
- Healthful Living required courses
- AP/IB Courses

### Phase I qualifying scores

- For EOC courses, students must achieve a Level V exhibiting a superior understanding, to qualify for Phase II artifact development.
- For CTE courses, students must achieve a scale score of 93 to qualify for Phase II artifact development.
- For non-EOC courses, students must achieve a 90 or higher on the exam.

For EOC, CTE, and non-EOC courses, re-testing is not permitted. Students attempting CDM receive one opportunity per course to achieve the minimum standards to earn CDM.

Students shall not be penalized for an unsuccessful attempt and such attempts shall never, under any circumstances, affect the student's grades or transcript.

### Appeals Process

Families may appeal Phase II committee decisions regarding the decision of earning CDM. Students and their parents should submit appeals within ten days of receiving notification that an attempt was not successful and a subset of the various CDM teams will review and finalize appeal decisions within ten days of appeal submission. The decisions of appeals panels are final.

### Receiving Credit

Students who demonstrate mastery through the CDM process shall receive credit for the course toward graduation requirements.

Credit shall be indicated on a student's transcript and where applicable, the "passed EOC" indicator will be set to the level at which the student scored. The school shall not grant a numeric or letter grade for the course and shall not include the grade in the student's grade point average (GPA) calculation.

Students who demonstrate mastery through the CDM process shall receive credit for the course toward graduation requirements.

For students who successfully earn CDM for courses with an EOC, Phase I EOC scores for these students must be submitted through DPI Accountability Division's approved process, no later than the close of the accountability year (last working day of June) to ensure the scores are included in accountability reporting. Students must successfully complete Phase I and Phase II for their scores to be included in DPI's accountability reporting.

# ATTENDANCE POLICY K-12 (4400)

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

## A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. To be considered "in attendance," a student must be present in school for at least one-half of the school day (one-half of the class period for attendance in secondary schools). Students who are on an approved homebound placement based on medical recommendations will be considered in attendance.

## B. LAWFUL (EXCUSED) ABSENCES

Parents and guardians are requested to contact school officials immediately when unanticipated absences occur. When a student must miss school, an explanation of the absence must be communicated, by any method reasonably designed to achieve notice (e.g. written note or email) to the student's teacher or attendance office official as soon as possible and within three days of the student's return. Absences due to extended illnesses may also require a statement from a physician.

All anticipated periods of absence should be reported to school officials prior to the period of absence and must receive prior approval in advance from the school principal or designee in order to be considered an excused absence.

No student may leave school after arrival on campus except with the permission of a designated school official and in accordance with the school's established sign-out procedures.

**An absence may be lawful/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 local health officer or by the State Board of Health;
3. death in the immediate family (includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters);
4. medical or dental appointments;
5. participation as a party or under subpoena as a witness in a court or administrative tribunal proceeding, including a proceeding before the Guilford County Schools Board of Education;
6. for observance of an event required or suggested by the religion of the student or the student's parent(s), students are entitled to up to two days each academic year;
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. child care: illness or medical appointment during school hours of a child of whom the student is the custodial parent; or
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 lawful/excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The student is responsible for finding out what assignments are due and completing them within the specified time period.

## C. UNLAWFUL (UNEXCUSED) ABSENCES

All absences for reasons other than those identified under Section B, Lawful (Excused) Absences, will be deemed unlawful.

Out-of-school suspension or expulsion will not be considered unlawful absence for purposes of the compulsory attendance law described in Section D of this policy.

## D. 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 contests or other comp

## E. EXCESSIVE ABSENCES

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

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

## F. CHRONIC ABSENTEEISM

Guilford County Schools focuses on improving the academic success of every student, and that success begins with ensuring that students can attend school every day, ready and able to learn. Guilford County Schools defines chronic absenteeism as missing ten percent or more of school days due to absences for any reason, lawful/excused or unlawful/unexcused, for any student who is enrolled for at least 10 school days during the year. Students shall not be suspended for violating attendance policies.

# STUDENT DRESS CODE (JCDB/JCDB-P)

The Guilford County Board of Education respects a student's interest in self expression through his or her appearance. The Board also recognizes the importance of creating an orderly and respectful environment in which to learn. Balancing those interests and other legitimate pedagogical principles governing student learning, every student shall maintain an appearance that is clean and appropriate for the school setting. Each school shall publish its dress code prior to the beginning of each school year so that students and parents are aware of attire that would violate the school's dress code. A student whose appearance or apparel disrupts the educational environment or violates an individual school's dress code will be required to change his or her attire.

Principals will maintain written guidelines to assist students in determining appropriate dress for school, copies of which shall be made available to parents and students. Students, parents and staff should be involved in the formulation of the guidelines. All such guidelines are subject to the review of the Superintendent.

## STANDARD MODE OF DRESS (SMOD) OR SCHOOL UNIFORMS

With the approval of the Superintendent or designee, schools may initiate plans in which students are required to wear a standard mode of dress or a school uniform at school during the regular school day. In order to initiate plans for a uniform or standard mode of dress, schools must support their recommendation with pedagogical reasons. Such reasons could include, among others, achieving instructional objectives of the school, having a favorable impact on student attitudes and school spirit, reducing socio-economic pressures and divisions, as well as promoting a positive school climate, increasing school safety, and producing a safe and orderly instructional environment. Schools interested in pursuing a standard mode of dress or a school uniform must follow procedures established by the Superintendent. Once the dress code is approved by the Superintendent or designee and adopted by the school, the school must do the following:

1. Give adequate notice and provisions for purchasing the attire accepted by the school;
2. Provide a procedure for registering religious or medical objections, or other physical limitations or special needs requiring modification of the prescribed attire; and
3. Provide clear guidelines for the enforcement of the attire.

It is within the Superintendent's purview to recommend to the Board a standard mode of dress in any school within the Guilford County School district if circumstances at the school warrant the implementation of SMOD. The Board will consider his recommendation at the next meeting and will take action on the recommendation.



## JCDB-P

The Guilford County Schools Board of Education supports an environment that is conducive to teaching and learning. One strategy for promoting a positive learning environment is to implement a standard mode of dress. The implementation of that process should include broad-based support from the parents, students, faculty and staff.

### DEFINITION OF TERMS:

Standard Mode Of Dress (SMOD) has been implemented in several of the district's schools to help alleviate peer pressure associated with fashion, to address a positive learning environment, to promote a positive school climate, to increase school safety, and to produce a safe and orderly instructional environment. The SMOD varies for each school, but it typically consists of a collared or polo-type shirt paired with khaki, black or navy pants, shorts or skirts. The pants must be fitted in the waist, and skirts or shorts must be at least knee-length. The SMOD also calls for closed-toe shoes.

### PROCESS FOR APPROVAL

With the approval of the Superintendent, schools may implement plans in which students are required to wear a standard mode of dress or a school uniform at school during the regular school day. This approval is based on the recommendation from the School Based Leadership team and predicated on sound educational reasons that would benefit the school.

Schools interested in pursuing a standard mode of dress or a school uniform must solicit parent feedback. This process of parent and faculty engagement should assure adequate time for the school to receive feedback. Before any uniform or SMOD policy is implemented, the school must do all of the following:

1. The School Leadership Team will draft a school based SMOD plan (with data to support the request) and recommend adoption to the principal.
2. The principal will convene a minimum of two parent meetings to share information with parents, to receive feedback, and to administer a parent survey. To ensure the integrity of the voting process, ballots will be distributed at these parent meetings. Schools with large student populations may choose to hold more parent meetings.
3. If at least 50% of the school's parents complete a ballot and if at least 75% of parents vote yes, the principal may submit the SMOD plan to his/her supervisor for final review and approval. If less than 50% of total parents attend the parent meetings, schools may use Connect Ed to survey parents.
4. Once approved, the principal will notify parents with a copy of the school's approved SMOD plan by May 15th of the prior school year. Notice will include information regarding the purchase of attire. Notice will also include the procedure for registering religious objections for the wearing of the prescribed attire.

5. Each school will publish its dress code prior to the beginning to the school year.

If a parent cannot afford SMOD clothing, the principal will investigate available community resources and consult with the parent to develop a plan.

### IMPLEMENTATION GUIDELINES

There will be no "opt out" schools designated for students who do not wish to wear SMOD attire.

Schools will make efforts to implement SMOD in such manner that supports a goal of minimal disciplinary consequences for students. This may include and is not limited to making arrangements to provide students who arrive at school dressed in non SMOD clothing with replacement clothing (subject to availability) in lieu of disciplinary action when appropriate.

Schools will make efforts to ensure continuity in SMOD by limiting changes to the dress code to every three to four years (except in cases where schools choose to remove SMOD).

### PROCESS FOR REMOVING SMOD

Schools interested in removing SMOD will follow Steps 1-3 above. If parents vote to remove SMOD, the principal will notify parents by June 15th and provide them with copies of the dress code that will be followed for the upcoming school year.

# STUDENT AND PARENT GRIEVANCES (1740/4010-R)

## A. FORMAL GRIEVANCE PROCEDURE

The primary purpose of the formal grievance procedure is to secure an equitable resolution to the claim of parents and students, while resolving the claim at the lowest possible administrative level. During all grievance conferences and hearings, effort shall be focused on finding a resolution to the problem.

## B. DEFINITION

A grievance is a claim based on an event or condition that adversely affects a parent or his/her child, allegedly caused by a violation, misinterpretation, or inequitable application of Federal or State statutes and/or Board policies and administrative regulations. A grievance does not apply to:

1. any matter for which the method of review is prescribed by law;
2. any matter for which there is a more specific Board policy providing a process for addressing the concern;
3. any matter upon which the Board is without authority to act;
4. claims of discrimination, harassment, or bullying, which must be processed under policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and its accompanying administrative regulations, except that a complainant dissatisfied with the result of an investigation carried out under that policy may appeal the result using the grievance process;
5. appeals of long-term suspensions or expulsions under policy 4353, Long-Term Suspension, 365-Day Suspension, Expulsion;
6. complaints of matters related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA (Individuals with Disabilities Education Act). Such allegations may be raised through the procedures established under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities (for Section 504), or in accordance with the procedures described in the Parents Rights Handbook published by the NC Department of Public Instruction (for IDEA); or
7. complaints of matters related to student assignment, which may be addressed through the process described in policy 4150, Student Assignment.
8. complaints of matters related to Title IX, Patsy Mink Equal Opportunity in Education Act, which may be addressed through the process described in policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and its accompanying administrative regulation.

No coercion, discrimination, or other reprisals of any kind will be taken by the Board or by an employee of the school system against any student or student's parent, or against any other student or employee participant or witness because of his or her participation in a grievance filed and decided pursuant to this policy and its administrative regulation.

## C. RIGHT TO REPRESENTATION

Both Grievant and the person against whom the grievance is being filed may be represented at all stages of the formal grievance procedure by a third party representative whose role and type of participation shall be determined by the parties of interest.

## D. FILING A FORMAL GRIEVANCE

The following steps outline the formal grievance procedure for school-based matters that do not involve the principal. Only the parent, legal custodian, or person acting in loco parentis for a student may file a grievance using this procedure.

1. Within twenty (20) days following the event or condition that is the basis of the grievance, the individual may file a written grievance form, including all information requested on the form, at the Office of the Principal. See Exhibit 1740/4010-A, Formal Grievance Form.
2. The written statement of grievance shall include, at a minimum:
  - a. the name of the person against whom the grievance is being filed;
  - b. the specific nature of the grievance and a thorough description of the conduct, event, policy or regulation, or other matter to be considered;
  - c. the date, time, and place of the event or condition that caused the grievance;
  - d. the name and title of third party representative of the grievant, if applicable; and,
  - e. the signature of the grievant.
3. The Principal or designee will indicate receipt of the grievance within two (2) work days, and will begin investigating the grievance.
4. Within five work (5) days following the receipt of the written grievance, the Principal shall set a time and place for a meeting with the Grievant.
5. The Principal shall convene the meeting after investigation and hear from the Grievant and any other parties with information relevant to the grievance. The principal can consider the written statements of others in conducting the meeting.
6. The Principal shall then make written findings and conclusions within five (5) days of the meeting with the grievant.

7. The Principal shall also create a record of the evidence considered by the Principal in the determining the outcome of the grievance.
8. In the event that the Grievant is still not satisfied with the outcome of the grievance or a timely response is not received, he/she may file the Formal Grievance Appeal Form to the Principal's School Support Officer (SSO). (Please note: School Support Officers and addresses may be found on the GCS website staff directory, [www.gcsnc.com](http://www.gcsnc.com), or by calling the Chief of Schools' Office at 336-370-8106.)
9. The SSO will then follow steps three (3) through eight (8), and will adhere to the same timelines.
10. In the event that the Grievant is still not satisfied with the outcome of the grievance or a timely response is not received, he/she may file the Formal Grievance Appeal Form to the Chief of Schools, 712 N. Eugene Street, Greensboro, NC, 27401.
11. The Chief of Schools will then follow steps three (3) through eight (8), and adhere to the same timelines.
12. In the event that the grievant is still not satisfied with the outcome of the grievance or a timely response is not received, he/she may file the Formal Grievance Appeal Form to the Superintendent, 712 N. Eugene Street, Greensboro, NC, 27401.
13. The Superintendent will then follow steps three (3) through eight (8), adhere to the same timelines, and will render a Final Administrative Decision.
14. In the event that the grievant is still not satisfied with the outcome of the grievance or a timely response is not received, he/she may file the Formal Grievance Appeal Form to the Board of Education, 712 N. Eugene Street, Greensboro, NC, 27401.
15. Appeals to the Board of Education will follow the process outlined below, in Section E: Appeals from a Final Administrative Decision.

## **E. APPEALS FROM A FINAL ADMINISTRATIVE DECISION**

A matter that is properly appealed to the board in accordance with the grievance procedure established by the Superintendent shall be heard by a panel of two members of the Board of Education appointed by the Board Chair, or by the full Board, at its discretion. Reasonable efforts will be made to hear the appeal within 20 days after receipt of the appeal and upon at least five days' notice to the grievant.

All hearings will be conducted pursuant to policy 2500, Hearings Before the Board. The Superintendent may establish procedures for the exchange of materials prior to

the hearing and may establish the order of presentations and the time allotted to the respective parties at the hearing.

The Board or Board panel acting on behalf of the Board will provide a final written decision within five days of the hearing unless further investigation is necessary, or the hearing necessitates that more time be taken to respond. The Board will affirm, reverse, or modify the final administrative decision.

The Superintendent shall be responsible for maintaining the hearing record.

## **F. NOTICE**

The Superintendent or designee is responsible for providing effective notice to students, parents, and school system employees of the procedures for reporting and investigating grievances.

## **G. RECORDS**

The Superintendent or designee will maintain appropriate records in accordance with state and federal law.

**STUDENT AND PARENT FORMAL GRIEVANCE FORM**

Please Check:

\_\_\_\_\_ Employee \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Other

Do you wish to be represented by a third party? \_\_\_\_\_

If so, please provide the following information:

Name of person filing grievance: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Name of School Involved In This Grievance: \_\_\_\_\_

Specific Nature Of Grievance: \_\_\_\_\_

Date of incident that caused grievance: \_\_\_\_\_

Time of incident: \_\_\_\_\_ Place: \_\_\_\_\_

Name of person(s) involved in the incident: \_\_\_\_\_

Name of person(s) against whom grievance is filed: \_\_\_\_\_

Action requested (or expected) to resolve grievance: \_\_\_\_\_

Is a conference requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Date Filed: \_\_\_\_\_

Signature Of Person Filing Grievance

**ADMINISTRATION OF MEDICATIONS TO STUDENTS (JGCD/JGCD-P)**

The Guilford County Board of Education recognizes that under certain circumstances it will be necessary for students to take medication during school hours or after school hours while participating in extra-curricular activities or tutorials. The General Statutes permit public school employees, when given the authority by the Board, to administer medication prescribed by a doctor upon written request of the parent/guardian. The Board authorizes school system personnel to administer medications in the case of a student who has a chronic health problem, or a student with an unusual health problem where emergency measures may be required.

School staff may administer medication to students at school only if the health care provider deems it necessary for the medication to be given during the school hours and if a parent/guardian requests it in writing. Medication shall be administered in accordance with the health care provider's instructions and established procedures.

The school will assume no liability for students who self-medicate or for the transportation of medication to and/or from school. The school and its personnel and the Board of Education will assume no liability for complications or side effects of medications when administered in accordance with the instructions provided by the parent/guardian and health care provider.

A student with asthma or a student subject to anaphylactic reactions, or both, may possess and self administer medication as prescribed for treatment during the school day, at school sponsored activities or while in transit. The student must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any device that is necessary to administer the medication. The student's parent or guardian must provide written authorization including medical verification as outlined in JGCD-P.

The Superintendent shall establish administrative procedures for the implementation of this policy.

**JGCD-P**

Medications administered during school hours by school personnel should be kept to a minimum. The child in need of medication to sustain his/her maintenance in school is the child with a chronic health problem, or a child with an unusual health problem where emergency measures are indicated. The policy and procedures are intended for this type of child in the school setting.

**I. IT IS THE PARENT OR GUARDIAN'S RESPONSIBILITY TO:**

- Provide to the school the medication in an appropriately labeled container which

includes the student's name, the name of the medication, the unit dosage to be given and the time and method of administration.

- Provide new containers with appropriate labeling when medication changes are made, and to remove medications from school premises when they are discontinued by the health care clinician. (Note: A health care clinician is defined as a licensed health care provider who can prescribe medication under North Carolina statute.)
- Ensure that the "Authorization of Medication for a Student at School" form is completed, signed by the health care clinician and parent/guardian and returned to school. (Note: The health care clinician may use another format [letter, computer printout, etc.] to authorize the administration of medication as long as all information requested in the "Authorization of Medication for a Student at School" form is provided.)
- Inform the school in writing if he/she wishes to withdraw authorization for medication to be given at school. The withdrawal of authorization is documented on the "Authorization of Medication for a Student at School" form.
- Remove medication from school premises at the end of the school year.

## **II. IT IS THE RESPONSIBILITY OF THE SCHOOL ADMINISTRATION TO:**

- Take reasonable measures to ensure that the medications are kept in a secure place.
- Ensure that one or more persons shall be designated the responsibility for security and/or administration of the medication. A backup person may be needed in the absence of the person designated to administer the medication. (Note: Administration of medication is defined as giving the medication directly to the student and observing the student taking the medication.)
- Maintain confidential records of the administration of the medication to the student and document any errors made in the administration of medication. See attached forms: "Medication Log", "Authorization of Medication for a Student at School" form, and "Documentation of Medication Error" form.
- Maintain a file for each student who is receiving medication during school hours, and review the file periodically with the school nurse to assure effective monitoring of the child's medication need.
- Maintain the "Authorization of Medication for a Student at School" forms as part of the student's medication files.
- Maintain "Medication Log" and "Authorization of Medication for a Student at School" forms under the supervision of the principal for three school years.

## **III. IT IS THE RESPONSIBILITY OF THE SCHOOL NURSE TO:**

- Monitor the administration of medication program under the direction of the principal.
- Serve as the primary resource for clarification of any questions arising from personnel administering medications. The nurse will contact the health care clinician involved for further instructions if in his/her judgment there is a problem.

## **IV. CHRONIC HEALTH PROBLEMS**

When students are subject to unusual health problems such as: allergic reactions to bee stings or specific foods; insulin reaction or diabetic coma; epileptic seizure, asthma, or other documented medical conditions it is the parent's/guardian's responsibility to assure that the school administration is aware of the situation and prepared to employ the emergency measures indicated. The school administration, parent/guardian and the school nurse will assure that an Emergency Care Plan is developed for the child, and that written permission is given by the parent or guardian to institute emergency or first aid procedures. It should include authorization for medication and written instructions from a health care clinician for the immediate care of the child; the after care of the child will be determined by the health care clinician who sees the child either in the office or in the emergency room. When an order for "as needed" medication is given, school personnel shall consult with the school nurse to develop a specific plan as authorized by the student's health care clinician.

## **V. STUDENT ADMINISTERED MEDICATION**

- If there is a child who may need an injection in an emergency situation for a severe allergic reaction, the school nurse shall train at least two (2) individuals at a school in the correct procedures to administer the injection.
- Students may possess and self administer certain emergency medications with a health care clinician's authorization. A student must demonstrate to the school nurse the skill level necessary to use the medication and devices, such as inhalers or epinephrine auto-injector, needed to administer the medication.

## AUTHORIZATION OF MEDICATION FOR A STUDENT AT SCHOOL

Check one: ☐ Prescription ☐ Non-Prescription

School \_\_\_\_\_

School Address \_\_\_\_\_

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

**IN ORDER TO KEEP THIS STUDENT IN OPTIMUM HEALTH AND TO HELP MAINTAIN MAXIMUM SCHOOL PERFORMANCE, IT IS NECESSARY THAT MEDICATION BE GIVEN DURING SCHOOL HOURS.**

**NOTE: Please Complete a Separate Form for each Medication**

PRESCRIBER INSTRUCTIONS:

Prescribing Health Care Clinician (print) \_\_\_\_\_ Phone \_\_\_\_\_

Medication \_\_\_\_\_ Diagnosis \_\_\_\_\_

Dosage, Time, and Method of Administration \_\_\_\_\_

Expected Dates for Administration \_\_\_\_\_

List Any Possible Adverse Reactions That Should Be Reported to Health Care Clinician: \_\_\_\_\_

☐ Check here if serious reaction can occur if medication is not given exactly as prescribed.

☐ Check here if serious reaction can occur even when medication is administered properly.

☐ Student has been instructed, understands and has demonstrated the skill to self administer his/her emergency medication.

Special handling instructions \_\_\_\_\_

**NOTE: The health care clinician may use another format (computer printout, letter, etc.) to authorize administration of the medication. However, ALL information requested above must be provided.**

Signature of Health Care Clinician \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

**PARENT'S PERMISSION** I hereby give my permission for my child (named above) to receive medication during school hours. This medication has been prescribed by a licensed physician or other health care clinician. I hereby release the Board of Education and their agents and employees from any and all liability that may result from my child taking the prescribed medication.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

(SCHOOL USE ONLY)

Name and title of person(s) designated by principal to administer medication: \_\_\_\_\_

☐ Student has demonstrated to the school nurse the skill to self administer his/her emergency medication.

Content reviewed by: \_\_\_\_\_

Signature of School Health Nurse \_\_\_\_\_

Date \_\_\_\_\_

Withdrawal of authorization was made in writing (attach note from parents) \_\_\_\_\_ Date \_\_\_\_\_

## SCHOOL NURSE

The School Health Nurse is a part of a team of nurses within the Guilford County Department of Health and Human Services-Public Health Division that provides students with primary and preventive nursing care. As the health services expert in your child's school, the School Health Nurse takes a lead role in detecting and addressing health problems, educating students and staff on health issues, and helping to manage the care of students with chronic illnesses and other special health care needs. The nurse supports student learning by working with the students, school staff, parents, healthcare providers and the community.

A nurse is assigned to each school. Parents can reach the nurse by calling their child's school or the Guilford County Department of Health and Human Services-Public Health Division at 641-3896 in Greensboro, or 641-7802 in High Point.

## DIABETES

Parents of students who have diabetes should notify the school staff of their child's health status. A Health Care Plan will be completed for each student to ensure appropriate care. The school nurse will consult with the parent, medical professionals and school staff to develop that plan.

## DENTAL AND VISION SCREENINGS

Dental and Vision screenings are provided to students in cooperation with the Guilford County Public Health Department and other trained individuals. Students receive vision screenings from Guilford County Public Health School Nurses and trained volunteers. Dental Screenings of students in Kindergarten are conducted by a Dental Hygienist from the Guilford County Public Health Department.

## SECRET SOCIETIES (JHCAA)

The Guilford County Board of Education prohibits the formation of secret societies and directs principals to take steps to disband any such groups already formed and to prevent their formation in the future.

## STUDENT RECORDS (JR/JR-P)

The Guilford County Board of Education shall maintain a cumulative record for each student attending its schools. Cumulative records shall be in the custody of the principal of the school which the student attends. If a student no longer attends a school within the district, the cumulative record shall be kept at a location designated by the Superintendent and the Superintendent (or his/her designee) shall be the custodian.

## DEFINITION OF OFFICIAL RECORD

Student records are defined to be all official records, files and data directly related to students, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system and specifically including but not necessarily limited to identifying data, academic work completed, level of achievement, grades, attendance data, standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Personal notes of teachers or of other professionals are not considered a part of the official record.

## DIRECTORY INFORMATION

The Guilford County School District has designated items to be included in directory information to include:

- student's name
- major course of study
- date and place of birth
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (date of enrollment through date of withdrawal or graduation)
- degrees and awards received
- date of graduation
- most recent previous educational agency or institution attended

The Guilford County Board of Education does not designate a student's home address, telephone number, email address or parents' names as directory information.

Parents/guardians or eligible students may refuse to permit the designation of any or

all of the categories of personally identifiable information with respect to that student as directory information. The parent/guardian or eligible student must inform the Guilford County School District in writing within thirty days of the opening of school each year that such personally identifiable information is not to be designated as directory information with respect to that student and should not be released without their prior consent. If a parent/guardian or eligible student waits until after this time period has elapsed, the Guilford County Schools will honor such requests for future disclosures.

Each year, Guilford County Schools will notify the student's parents or the eligible student him/herself what information will be included as directory information, what their rights are under FERPA, and that they have a right to complain about violations to the Department of Education. This information will be sent in writing to parents of currently enrolled students during the first week of school through the student handbook. If the parent or guardian does not notify the school otherwise, the following will be considered directory information:

The Board of Education directs the Superintendent to develop procedures consistent with State and Federal law to protect the confidentiality of student records and to allow access to student records as appropriate for educational and other designated purposes. Those procedures should include procedures for protecting the social security numbers of students and for challenging material in a student record, allowing access to student records, notifying parents and students about the right to protect directory information from disclosure and other procedures necessary for the administration of this policy.

## JR-P

### Right to Access

A parent/guardian or eligible student has the right to access the student's official record. An eligible student is defined as one who is 18 years of age or older. Parents/guardians have the right to see official records of their children from pre-school until the student has attained eighteen (18) years of age or is attending an institution of post-secondary education.

Parents/guardians or eligible students who wish to inspect and review the cumulative record shall submit a request in writing to the principal of the student's school. Upon receipt of the request for review of the records from a parent/guardian or an eligible student who has a right to inspect the records, the principal shall schedule a time and place for the review. The appointment date should be as early as possible but never later than 15 days after the request was made. The inspection and review shall be made in the office of the principal or at another place designated by the principal.



A school official competent in interpreting student records shall be present to explain the implications of the records that are examined.

## CHALLENGING THE RECORD

Parents/guardians of a student who has not yet reached the age of 18 and an eligible student have the right to challenge the content of records in the cumulative record of the student. The parent/guardian of an eligible student may not challenge a teacher's grade other than to question the accuracy of the record.

A parent/guardian or student who believes that information contained in the cumulative record is inaccurate, misleading or otherwise violates the rights of the student may request, in writing, that the records be amended by the principal of the school where the records are kept. This request must be made within ten days following the parent/guardian/student inspection of the record. Not later than five school days after receiving a request to amend, the principal shall schedule a meeting with the parent/guardian or eligible student to review the contested data. If the data are adjudged to be inaccurate, misleading or inappropriate, the principal shall delete or remove the contested data. If the principal finds that the challenge is not justified, the data shall remain in the student record and the person who made the request shall be informed of the right to request, in writing, a hearing before the Superintendent or the his/her designee. If a parent/guardian or eligible student requests a hearing, the hearing officer shall set a date for the hearing as soon as possible but no more than 10 school days after the request for the hearing was made and shall give the parent/guardian or the student at least two school days advance written notice of where and when the hearing will be held. At his/her own expense, the parent/guardian/student may be assisted at the hearing by an attorney or anyone else of his/her choice. The parent/guardian/student or counsel may present any relevant evidence at the hearing.

The hearing officer shall render a written decision within five school days after the hearing. The decision shall be based only on the evidence presented at the hearing and shall include a summary of this evidence and the reasons for the decision.

If the hearing officer decides that the information is not inaccurate or misleading or does not otherwise violate the rights of the student, the parent/guardian/student shall be notified of that decision. At the same time, the parent/guardian/student shall be informed of the right to submit to the principal of the school where the records are kept, a statement of reasonable length explaining the objections to the information contained in the records. This explanation submitted by the parent/guardian/student shall be placed in the cumulative record of the student to be disclosed by the school whenever the contested portion of the cumulative record is disclosed.

By mutual consent of the parties, any time limits set forth in this policy may be waived or extended.

## ACCESS WITHOUT CONSENT

The consent of the parent/guardian or eligible student is required prior to the release of records, except under the following conditions:

- a) School personnel employed by the Board who have legitimate educational interests in them and who are directly involved in working toward either the affective or cognitive goals of the system.
- b) School personnel from other local education agencies in which the student seeks or intends to enroll. Parents will be notified of the records released by board policy or individual contact.
- c) Certain authorized representatives of the state and federal governments as provided according to federal regulations including those affiliated with financial aid programs, accrediting organizations, and federal program auditors.
- d) When required by a judicial order upon condition that parents/guardians or eligible students are notified by the Guilford County Schools of all such orders in advance of the compliance. Parents/guardians or eligible students shall be afforded the opportunity to review and challenge the student's records prior to compliance of the school with the judicial order.
- e) When required by appropriate persons to protect the health and safety of the student or other persons in extreme emergencies.
- f) When the request is for directory information, directory information is defined as the student's name, place and date of birth, major course of student, participation in sports and other official school activities, height and weight of an athletic team member, date of graduation, dates of attendance (date of enrollment through date of withdrawal or graduation), degrees and awards. The administration will provide notice to parents/guardians of their right to maintain the confidentiality of directory information. Parents/guardians will be afforded a specified time in which to notify the administration in writing that they wish to maintain the confidentiality of directory information.
- g) Certain persons or organizations conducting studies for or on behalf of the Guilford County School District or another educational agency to develop or validate predictive tests, administer student aid programs, or improve instruction. Any report released on the basis of data collected under this paragraph may not include information that personally identifies students or their parents.

In all other instances, persons may gain access to a student's record only with the specified written consent of the parent/guardian or eligible student.

Recipients of student records should be cautioned that student information may not be released to third parties without the consent of the parent/guardian or eligible student.

## ACCESS AND MAINTENANCE

The official record of each student enrolled in the Guilford County School District shall be permanently maintained by the school district. Prior to graduation, student records will be housed at the school of enrollment; graduate records, inactive records, and withdrawals will be sent to the Student Records Office for processing when requested by the Student Records Office. These cumulative records will contain adequate identification data including date of birth, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological testing, interest inventory results, medical health records, and family background data.

The Family Educational Rights to Privacy Act (FERPA) gives parents/guardians of students under the age of eighteen the right of access to all educational records kept about their child. Once he/she becomes eighteen or attends an institution of post-secondary education, the student him/herself becomes eligible to see all of his/her educational records except financial records of his/her parents or confidential letters of recommendation placed in the file before January 1, 1975. Any letters of recommendation placed in the file after January 1, 1975, may be viewed unless the student has waived his/her right to see them. All schools will maintain a "checkout" and return of any records requested and reviewed. Records are not to be taken out of the records office.

## RECORDS NOT CONSIDERED A PART OF THE OFFICIAL SCHOOL RECORDS

Professionals (such as principals, teachers, school counselors, school psychologists, school social workers and school health personnel) working in the school may maintain personal and confidential notes or other memory aids for their own use in working with students. These notes are considered to be the personal property of the professional, are usually housed in his/her own file, and should be guarded by professional ethics. Privileges of confidentiality shall be protected and maintained in accordance with state and federal laws.

## DIRECTORY INFORMATION

The Guilford County School District has designated items to be included in directory information in the STUDENT RECORDS Policy JR. Parents/guardians or eligible students may refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. The parent/guardian or eligible student must inform the Guilford County School District in writing within thirty days of the opening of school each year that such personally identifiable information is not to be designated as directory information with respect to that student and should not be released without their prior

consent. If a parent/guardian or eligible student waits until after this time period has elapsed, the Guilford County Schools will honor such requests for future disclosures.

Each year, Guilford County Schools will notify the student's parents/guardians or the eligible student him/herself what information will be included as directory information, what their rights are under FERPA, and that they have a right to complain about violations to the Department of Education. This information will be sent in writing to parents of currently enrolled students during the first week of school through the student handbook. If the parent or guardian does not notify the school otherwise, the following will be considered directory information:

- student's name
- major course of study
- date and place of birth
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (date of enrollment through date of withdrawal or graduation)
- degrees and awards received
- date of graduation
- most recent previous educational agency or institution attended

The Guilford County Board of Education does not designate a student's home address, telephone number, email address or parents' names as directory information.

## RELEASE OF DIRECTORY INFORMATION AND OTHER STUDENT INFORMATION

Directory information on students may be utilized or released by the school or school district after proper notice and the opportunity to object has been given annually to the parent, guardian or eligible student. The Board does not consider and will not make public any non-directory information such as the student's address, telephone number, picture/likeness, social security number or parent/guardian's name or email address except for educational purposes to groups who foster the educational purpose of the district.

The notice of request for directory information should be made in writing directly to the school principal or student records department, whichever may be appropriate. The request should identify the specific student(s), or group(s) of students for which the directory information is being requested, along with the purpose and intended use of the information.

The requester (person, organization or institution requesting the information) should allow two to three weeks for the school district to approve (or disapprove)

the request, and to compile and provide the information requested. For in-depth, voluminous or “unusual” requests, more processing time may be required along with a nominal fee for gathering such information. The decision to impose a fee should reflect the estimated actual cost of gathering the information.

## **EDUCATIONAL SOURCE INFORMATION OF DIRECTORY AND OTHER STUDENT INFORMATION**

Student directory information may be provided to requesting post-secondary educational institutions that are accredited by a recognized accrediting agency or licensed by the state in which they are located, for the limited purpose of providing information to seniors about academic programs and requirements, tuition, scholarships, etc., as well as to nonprofit and/or business organizations or people for purposes that have been approved by the district. No directory or other personal student information will be collected or released for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) without the written consent of the student (if eligible to give such consent) or the student’s parent.

Similar lists and information may also be provided to various branches of the armed forces for the purpose of providing information to students about careers and educational opportunities in the military provided the parents of the student or the student, if emancipated, consent.

Directory information may also be provided to a person, group or organization responsible for promoting, or contacting past graduates in conjunction with class reunion or alumni activities through the respective school. No notice is required for the release of the names and addresses of students who have graduated from the school system. The requester (person, group, or organization requesting the information) should contact the respective high school for the information and allow a minimum of three to four weeks for the school to compile the information. In certain instances, the school may require additional time to compile the information.

## **ACCESS WITHOUT CONSENT**

The following individuals, institutions and/or agencies may access non-directory information without parental/guardian or eligible student consent for disclosure:

- a) school officials with legitimate educational interests in the records
- b) officials of a school to which the student is transferring
- c) federal/state educational officials
- d) educational institutions inquiring about the student’s application for financial aid

- e) state/local officials to whom disclosure is required by state law and in accordance with federal law
- f) organizations conducting studies for testing or improving instruction
- g) accrediting organizations
- h) parents of a dependent student

Information contained in a cumulative record is also shared without parental consent in response to health or safety emergencies.

## **RELEASE OF INFORMATION**

Written or electronic consent of the parent, guardian, or person standing in loco parentis, or eligible student must be presented for the release of the student’s record or any information therein to any individual, agency, or organization not included in the above [Access Without Consent](#) section.

## **ACCESS PURSUANT TO SUBPOENA OR COURT ORDER**

Information from a student’s record should be furnished without the parent’s or student’s consent when required by a judicial order or any lawfully issued subpoena upon condition that parents/students are notified by the Guilford County Schools of all such orders or subpoena in advance of the compliance. Parents/legal guardians or eligible students should be provided with the opportunity to review and challenge their child’s records prior to compliance of the school with the judicial order or subpoena.

## **ACCESS BY SCHOOL PERSONNEL**

The following school personnel have access to cumulative records and other student records when they have a legitimate responsibility related to the child’s education:

- Superintendent
- Chief of Staff
- Senior Staff and Cabinet Level Administrators
- Associate/Assistant Superintendents
- Executive Directors
- Directors
- Supervisors/Instructional and Program Specialists
- Principal
- Assistant Principal(s)
- School Counselor(s)
- School Psychologist
- School Social Worker
- School Nurse

- Speech Therapist
- School Based Committee Chairperson
- Teachers
- Other Designated School Staff

## SECURITY, MAINTENANCE, AND STORAGE

It is the responsibility of the principal or designee to ensure that student records are maintained and stored in a confidential manner in a secure location. The principal or designee has discretion to establish how records will be stored within the school office so as to best maintain confidentiality and accommodate the needs of staff to access records to perform professional responsibilities. A recommended method of protecting records is storing them in a designated records room with metal file cabinets.

It is recommended that schools designate a certified person to be responsible for record maintenance and access and for educating staff about maintenance and access policies. All school personnel having access to records should receive periodic training in security, with emphasis upon privacy rights of students and parents.

Social security numbers will not be reprinted for any purpose other than as required or permitted by law. No more than five digits of a student's social security number may be used for identification purposes. Records should be kept under lock and key at all times, under the supervision of the designated certified staff member.

## ACCESS PROCEDURES

Examination of a student's educational record will be subject to the following regulations:

1. Adequate proof of identity must be shown by the individual seeking access.
2. A request in writing is needed.
3. The contents of the educational records are to be examined only in the presence of a school official competent in interpreting student records.
4. A student's parent, guardian or person standing in loco parentis may request and schedule an appointment to examine the contents of the educational record at any reasonable time (within 15 days of the initial request) until the student reaches age eighteen (18) or is attending an institution of post-secondary education.
5. A student who has attained eighteen years of age or is attending an institution of post-secondary education may request and schedule an appointment to examine the contents of the educational record at any reasonable time (within 15 days of the initial request).
6. A student's parents who are separated/divorced follow the procedure as

described in 1,2,3 and 4 above, unless the parent who is the legal custodian provides legal documentation (divorce judgment/separation agreement that specifically denies access or court order that terminates parental rights) to close records to the non-custodial parent.

## DESTRUCTION OF STUDENT RECORDS

Schools should routinely purge student records to discard outdated information. Records may not be destroyed when a parent or student has asked to see them and has not yet done so. No statement disagreeing with a particular record may be destroyed unless the record it refers to is also destroyed.

## CONFIDENTIALITY REQUIREMENT OF THIRD PARTIES HAVING ACCESS

All personal information provided about any student to third parties by the school system must be on condition that the agency or person receiving the information will not permit any other party to have access to the information without written consent.

## RECORD ACCESS

The Family Educational Rights to Privacy Act (FERPA) requires that the school district keep a record (inspection log) of all non-school based persons who were granted access to students' records.

## FEES FOR COPYING STUDENT RECORDS

Former students/alumni can request their records for a fee. There is no fee for transcripts for current students. No student records, report card, diploma may be withheld because of non-payment of any fee or charge.

## EXCEPTIONAL CHILDREN'S RECORDS

The Guilford County School District will comply with Procedures Governing Programs and Services for Children With Special Needs. All procedures specifically outlined for the official school record will be maintained for exceptional children's records also. The following process should be followed with ECS records.

Within each ECS file, the following documents will be photocopied separately and cross-referenced through a database with the corresponding permanent school record:

- a) initial parental permission for screening and evaluation
- b) most current parental permission for screening and evaluation
- c) results of initial evaluation necessary for placement

- d) results of most current evaluation necessary for placement
- e) initial parental permission for placement or parent notification of removal
- f) most current parental permission for placement or parent notification of removal
- g) initial individualized education program
- h) most current individual education program
- i) status of referral if evaluation is not completed
- j) initial re-evaluation and most current re-evaluation of placement

Each sending school is responsible for placing the above documents at the front of the ECS record prior to transferring the record to the Student Records Office. These documents should be so organized for Graduated, Inactives, Withdrawals and Transfers outside of the Guilford County Schools.

## TRANSFER RECORDS OUTSIDE THE SCHOOL SYSTEM

A copy of the following data should be retained permanently by the local school district upon the transfer of the student:

- a) student's name and identifying information (including names and address of parents or guardian), verified birthdate, and birthplace
- b) dates of attendance
- c) name and address of the school to which student transferred or date of graduation
- d) date records were transferred
- e) student's grades and test information
- f) student's immunization and other health data
- g) an inspection log of all non-school based personnel

*Note: Notification of the parents' right to access a student's record is included in the student handbook published each year.*

Each school is responsible for forwarding the original Permanent School Record of any student (Grades K-12) transferring outside of the administrative unit to the Student Records Office at the Central Office at 120 Franklin Blvd., in Greensboro. These records can be sent through the local courier system. The Student Records Office will record these records on a database before microfilming the record and forwarding the original record to the requesting school within five working days (barring any unforeseen circumstances that would hinder this process). Written requests from the school to which the student transferred for school records will be required. A Transfer of Records Checklist will accompany each school record sent to the Student Records Office. This checklist shall be used to verify that each of the above documents is included in the Permanent School Record before sending the record to be microfilmed. All records should follow the uniform order on the Transfer

of Records Checklist. The receiving school will sign the Transfer of Records Checklist to verify that it received the entire record and return the yellow copy to the sending school.

## MILITARY RECRUITMENT

Under the No Child Left Behind legislation, the Department of Public Instruction will generate a list of secondary school students' names, addresses and telephone listings after day 30 of each districts school year for military recruiters. These are to be used for recruiting purposes and for informing young people of scholarship opportunities

The legislation does give secondary school students and parents the option of requesting that the student's name, address and telephone number not be shared with military recruiters. Parents and students who choose this option should inform the school in writing within 30 days of the opening of school each year that information on their students should not be given to military recruiters (GCS Military Opt-Out Request Form). If a parent/guardian or eligible student waits until after this time period has elapsed, the Guilford County Schools will honor such requests for future disclosures.

## SCHOOL HEALTH EDUCATION PROGRAM: REPRODUCTIVE HEALTH AND SAFETY EDUCATION

Health and Physical Education is required as part of the curriculum adopted by the State Board of Education. Health Education includes topics such as mental and emotional health, personal and consumer health, interpersonal communications and relationships, nutrition and physical activity, and alcohol, tobacco, and other drugs. Physical Education includes categories such as motor skill development, movement concepts, health related fitness, and personal/social responsibility.

The nature of Health Education often includes discussion of sensitive topics. In these situations teachers are trained in appropriate content, as well as proper teaching methods. In particular, parents/guardians are advised that (1) puberty is taught in the fourth, fifth, and sixth grade curricula and (2) sexual abstinence until marriage, risks of premarital sexual activity, the prevention of unintended pregnancy and sexually-transmitted diseases, sexual assault and abuse, sex trafficking prevention and awareness, methods of contraception, and reproductive health and safety are taught in the seventh through high school curriculum. Parents/guardians will be notified of specific times when the curriculum/instructional materials which will be used may be reviewed at their child's school.

# SUMMARY OF TESTING PROCEDURES BY TESTING PROGRAM

## END-OF-COURSE TESTING PROGRAM

### General Description

Students enrolled in courses that result in credit for Math 1, Math 3, Biology and English II, are required to participate in the EOC tests. Each student shall take the appropriate EOC assessment the first time the student takes the course even if the course is an honors or Advanced Placement course. Students may drop a course with an EOC assessment within the first 10 days of a block schedule or within the first 20 days of a traditional schedule. Students who are enrolled for credit after the 10/20 days must participate in the appropriate EOC.

### Purpose/Use

The EOC tests were developed by the NC Department of Public Instruction to: provide an accurate measurement of individual student knowledge and skills specified in the NC Standard Course of Study; and provide an accurate measurement of the knowledge and skills attained by groups of students for school, school system and state accountability. Results of these tests are reported as a final exam grade and are required by the state to count as at least 20% of the student's final grade. Middle school students taking EOC courses also have their exam count 20% of the final grade.

### When Administered

The test window for EOC tests is the last 5 days for semester courses and the last 10 days for traditional schedule.

### Make-up Administrations

Make-up testing is completed immediately following the regular administration of the EOC tests. Each school will establish a schedule indicating date and time for makeup testing.

### What if I miss make-ups?

After scoring is completed, there are no additional opportunities to take the tests.

### Can I take my EOC early?

Certain situations involving military deployment or medical issues will be considered for early testing or exclusion by the NCDPI on a case-by-case basis. Students who miss the regularly scheduled EOC are permitted to take the test during the makeup period.

## AMERICAN COLLEGE TESTING PROGRAM (ACT)

### General Description

North Carolina administers the ACT Suite of assessments which includes WorkKeys. The new school accountability model includes ACT scores for all eleventh grade students. The ACT test results from the state administration can also be used by students for college admission purposes. WorkKeys is administered as a career-readiness measure to students who are projected to graduate in the current school year and are identified as, or expected to be Career and Technical Education (CTE) Concentrators.

### Purpose/Use

The ACT test assesses high school students' general educational development and their ability to complete college-level work. The ACT has five subscores: four multiple-choice tests covering skill areas of English, mathematics, reading, and science; the Writing Test measuring skill in planning and writing a short essay.

### When Administered

The ACT is administered once during the school year to all students enrolled in grade 11. The ACT is also administered at selected sites nationally. For these national administrations, students must pay and register by mail several weeks prior to the test date. Registration information is available in the school counselors' office at each high school. In the U.S., the ACT is administered on seven national test dates: in September, October, December, February, April, June, and July. There is no charge for the state administration of the ACT and WorkKeys.

### Make-up Administrations

There is one additional date provided for students who miss the initial test day of the state administration of the ACT. Special regulations have been established by the American College Testing Program concerning test dates and sites. The school test coordinator will be glad to contact ACT concerning any special considerations about an administration.

### What if I miss make-ups?

There are no additional dates provided for the state administration of the ACT.

## PRELIMINARY SAT/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT)

### General Description

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT or more often simply called the PSAT) is aligned with the redesigned SAT. This test measures the skills and knowledge that are essential for college readiness and success through sections on evidence-based reading, writing and language, and math.



Reading and writing skills are assessed by multiple-choice questions which address vocabulary in context, command of evidence, analysis of informational texts, expression of ideas and standard English usage.

Math sections have both calculator active and inactive sections and employ multiple-choice and “grid-in responses” to measure how well students understand and apply mathematics to new situations and non-routine problems.

### **Purpose/Use**

The PSAT is used to help students practice for the SAT and to qualify for scholarships and recognition from such programs as the: National Merit Scholarships, National Achievement Scholarships for Outstanding Negro Students, National Hispanic Scholar Recognition Program, Student Search Service and some statewide and national industry scholarship competitions.

### **When Administered**

The PSAT will be administered nationally on Wednesday, October 14, 2020 and Saturday, October 17, 2020. All students in grades 10 and 11 will take the PSAT/NMSQT on October 14, 2020 during the school day at no cost to the student.

### **Make-up Administrations**

CEEB, which administers the PSAT, may be contacted about any consideration for another date/time.

## **SAT**

### **General Description**

The SAT is an optional test nationally administered by the College Entrance Examination Board (CEEB).

This redesigned SAT will measure the skills and knowledge that are essential for college readiness and success through sections on evidence-based reading, writing and language, math and an optional essay.

### **Students will be required to:**

- Analyze challenging literary and informational texts, including texts in science, history, and social studies.
- Revise and edit extended texts to improve the way ideas are developed, organized, and expressed using Standard Written English conventions.
- Show command of math skills and use them to solve problems in science, social studies, and career-related contexts.
- Make careful and considered use of evidence as they read and write.
- Analyze data, including data represented graphically, in reading, writing, and math contexts.
- Demonstrate an understanding of vocabulary in context and how word choice affects meaning and tone.

### **Purpose/Use**

The SAT is one of the admissions tests used by postsecondary institutions to assist in selecting students.

### **When Administered**

In the U.S., the SAT is administered at selected sites on seven national test dates: in August, October, November, December, March, May, and June. Students must pay and register online or by mail several weeks prior to the test date. Registration information is available in the school counselors' office at each high school.

### **Make-up Administrations**

Special regulations have been established by the College Board concerning test dates and sites. The school counselors will be glad to contact the College Board concerning any special considerations about an SAT administration.

### **What if I miss make-ups?**

Partial refunds are allowed. Consult the College Board Registration Bulletin or the SAT Program for further information.

## **ADVANCED PLACEMENT (AP)**

### **General Description**

The College Entrance Examination Board (CEEB) will coordinate the national administration of the Advanced Placement exams in the following areas:

Art History, Biology, Calculus AB & BC, Capstone Research, Capstone Seminar, Chemistry, Chinese Language and Culture, Computer Science A, Computer Science Principles, English Language and Composition, English Literature and Composition, Environmental Science, European History, French Language and Culture, German Language and Culture, Government and Politics: Comparative and United States, Human Geography, Japanese Language and Culture, Latin, Macroeconomics, Microeconomics, Music Theory, Physics I and II, Physics C, Psychology, Spanish Language and Culture, Spanish Literature and Culture Statistics, Studio Art: 2-D design, 3-D design and Drawing, United States History and World History.

### **Purpose/Use**

Postsecondary institutions use Advanced Placement test results to help place students in the correct course level and to award credit for knowledge students have already attained. Taking Advanced Placement courses shows a commitment to the highest academic level and makes students more attractive candidates for admission to colleges and universities.

The North Carolina Department of Public Instruction funds the cost of AP exams for all students enrolled in the corresponding AP course.



### **When Administered**

Tests are generally administered in the morning and afternoons during two weeks in May. A specific schedule of when each test is given will be provided to schools during the fall of the year.

### **Make-up Administrations**

Special procedures have been established by the College Board concerning the administration of AP exams. The school counselors will be glad to contact the College Board concerning any special considerations about an AP administration. Additional fees may be charged in some circumstances.

### **What if I miss make-ups?**

Some refunds are allowed and some exams may be administered later. Consult the school counselor, who has copies of Advanced Placement Program regulations and procedures.

## **INTERNATIONAL BACCALAUREATE (IB)**

### **General Description**

International Baccalaureate (IB) is a highly disciplined academic option available at four Guilford County High Schools: Grimsley, Smith, High Point Central and Page. Students not enrolled at these schools but who wish to attend should apply and will be considered for transfer, under GCS Student Assignment guidelines. IB students begin the Diploma Program courses in the 11th grade, though they are encouraged to attend an IB school beginning in 9th grade. A student who withdraws from an IB program at a school they would not normally attend will be reassigned to their sender school. Each school has an on-campus IB Coordinator to assist and counsel students.

### **Purpose/Use**

Involvement in International Baccalaureate courses shows a commitment to the highest academic level and makes the students more attractive candidates for admission to colleges and universities. Postsecondary institutions use International Baccalaureate test results to help place students in the correct course level and to award credit (in some cases) for knowledge students have already attained.

The North Carolina Department of Public Instruction funds the cost of IB exams for all students enrolled in the corresponding IB course.

### **When Administered**

Tests will be administered in May. A specific schedule of when each test is given has been established. Students traditionally take one exam their Junior year and five their Senior year to achieve IB Diploma status.

### **Make-up Administrations**

Students who miss or are unable to take a test will have the option of registering for a subsequent session, where additional fees are applicable. The school counselors or IB Coordinators will be glad to contact IB Americas concerning any special considerations about an IB administration.

### **What if I miss make-ups?**

There are no refunds for IB testing. If you have questions, please consult the IB Coordinator at your school or your school counselor.

## **STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (JH)**

The Guilford County Board of Education believes that students who participate in extracurricular activities at their school, including athletics, benefit from their participation in numerous ways. The goals of the Board of Education, in encouraging participation in extracurricular activities, are to:

1. **Promote a sense of accomplishment;**
2. **Provide leadership opportunities;**
3. **Promote good sportsmanship;**
4. **Encourage self-discipline and individual responsibility;**
5. **Encourage cooperation and concepts of team building; and**
6. **Provide healthy outlets for competition and physical fitness.**

Each school is expected to have an athletic director, coaches and sponsors who are familiar with the expectations of the Board of Education and any outside governing body (for example, National Honor Society). Where the NCHSAA is applicable, coaches and athletic directors are responsible for complying with the rules established for participation and with disseminating the rules to each student participant.

### **CONDUCT**

Participation in extracurricular activities, including athletics, is a privilege, not a right. The Guilford County Board of Education expects all students who represent their school through participation in extracurricular activities to be good representatives of their school community. Students should dress, act and conduct themselves in a way that reflects positively on their school. Each student is expected to display good citizenship at all times. Taunting is expressly prohibited. Taunting includes actions or comments which are intended to bait, anger, embarrass, ridicule or demean others, whether or not deeds or words are vulgar or racist. Any student who fails to conduct himself or herself appropriately may have the privilege of participation limited or revoked.

## ATHLETICS

Participation in sports is a privilege, not a right. Extracurricular sports are generally governed by the rules established by the North Carolina State Board of Education and the North Carolina High School Athletic Association. In addition to the rules established by NCHSAA, each Coach may have rules and expectations for the members of the team which shall be distributed to all players and parents at the beginning of the season. The Guilford County Schools Code of Conduct applies to all student athletes on and off the field of play. All students who participate in athletics are subject to disciplinary consequences imposed by coaches.

## ELIGIBILITY TO PARTICIPATE

A student may participate in school or district sponsored extracurricular activities only if the student is regularly enrolled in Guilford County Schools.

A student who is suspended from school is not eligible to practice, play or attend any meeting during the time of suspension. If the suspension includes the last day of school before a vacation or weekend, the student becomes eligible the next calendar day after the last day of the suspension.

A student who is absent from school will not be allowed to practice or attend any meeting of the team or group on the day of the absence. Exceptions such as funerals, field trips, college visitations must be approved by the principal in advance.

## TRAVEL

All students will be required to travel to and from events with the coach or sponsor and the team unless the coach or sponsor receives information directly from the parent or guardian that the student has permission to travel by other means. The Superintendent shall develop procedures for the implementation of this policy.

## ATHLETIC ELIGIBILITY RULES AND REGULATIONS

Guilford County high schools abide by the North Carolina High School Athletic Association (NCHSAA) eligibility rules and regulations governing all sports and athletic activities including cheerleading. These rules and regulations can be found in the NCHSAA Handbook. Guilford County middle schools abide by the State Department of Public Instruction (SDPI) eligibility rules and regulations governing all sports and athletic activities including cheerleading. These rules and regulations can be found in the SDPI Handbook for middle/junior high athletics. Students are responsible for having knowledge of and meeting these rules and regulations. Coaches and school athletic directors can provide complete information regarding these rules and regulations.

The NCHSAA Handbook and SDPI Athletic Handbook may be accessed online at the following website: [www.nchsaa.org](http://www.nchsaa.org) for complete information on eligibility

requirements. State regulations concerning eligibility to participate in athletics pertain to age, physical examinations, enrollment in school, attendance, academics, promotion to the next grade level and residence requirements.

A brief overview of the eligibility requirements follows.

### High School Athletic Eligibility Requirements:

- **Age:** A student may not participate in any sports if his or her 19th birth date comes on or before August 31st of the present school year.
- **Eight Semester Rule:** A student may not participate at the high school level for a period lasting longer than 8 consecutive semesters, beginning with the student's first entry into the 9th grade.
- **Medical Examination:** A student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner or physician's assistant.
- **Enrollment:** A student must be enrolled within the first 15 days of school.
- **Attendance:** A student must have been in daily attendance 85% of the previous semester. Daily absences, excused or unexcused, cannot be made up for purposes of athletic eligibility. (All absences, regardless of reason, count in determining athletic eligibility.)
- **Academics:** A student in a 4 x 4 block schedule must pass 3 courses for the semester immediately prior to the semester of participation. A student on a traditional schedule must have passed 5 courses in the prior semester.
- **Promotion Standards:** A student must meet local promotion standards set by the Guilford County Schools. A set number of total units earned must be met in order to be promoted to the next grade level. Board Policy IKE - Continuous Academic Progress of Students is found in this handbook.
- **Residence Requirements:** A student is eligible to participate in athletics at the school to which he or she is assigned by the Board of Education. Transfers within the Guilford County Schools administrative district are governed by local Board of Education Policy.
- **Middle and Early College Programs:** If a high school does not have an athletic program, a student may participate in athletics at their home district school as long as they meet all other eligibility requirements.

### Middle School Athletic Eligibility Requirements:

- **Age:** A student may not participate on a middle school team if his or her 15th birth date comes on or before August 31st of the current school year.
- **Medical Examination:** A student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner or physician's assistant.

- **Attendance:** A student must have been in daily attendance 85% of the previous semester. Daily absences cannot be made up under any circumstances for athletic eligibility purposes, even if a student attends Saturday classes, extra help sessions or any other means to make up academic work. (All absences count, regardless of reason, in determining athletic eligibility.)
- **Academics:** For athletic participation in grades 6 through 8 a student must pass at least one less course than the number of required core courses as well as pass five courses the previous semester.
- **Promotion:** For athletic participation in grades 6 through 8 a student must meet state and local promotion standards each semester. This includes the academic requirement listed above.
- **Residence Requirement:** A student is eligible to participate at the school to which they are assigned by the Board of Education. Transfers within the Guilford County Schools are governed by Board of Education policy.

## STUDENT ATHLETIC FEES

The Guilford County Board of Education approved an athletic fee for middle and high school athletes.

# STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS (JI)

The Guilford County Board of Education endorses athletic activities that support students' attainment of high academic achievement. The Board believes that student participation in interscholastic athletics should be contingent on student successes in school as measured by grade point average, attendance and conduct. Subject to law, local rules adopted by GCS and rules established by the North Carolina High School Athletic Association (NCHSAA) and the North Carolina Department of Public Instruction (NCDPI), high school students are eligible to participate in interscholastic athletics. Eligibility of students in the programs for exceptional children will be in accordance with local, state and federal guidelines. The Guilford County Board of Education has established standards for student eligibility and developed forms and assurances for students, parents, coaches and assistant coaches.

Violations of any standards established for athletic participation by students or their parents or guardians and/or any misrepresentation of any information submitted for athletic participation may result in the loss of the student's eligibility to participate in athletics in Guilford County Schools, and, potentially, in any school sanctioned by the NCHSAA. Additionally, staff members who exercise direct or indirect influence upon prospective athletes in an attempt to influence an athlete's choice of school assignment for the purpose of athletics or who otherwise violate any part of the rules regarding athletic eligibility will be subject to disciplinary action, up to and including termination of employment.

## GRADE POINT AVERAGE AND ELIGIBILITY TO PARTICIPATE IN ATHLETIC ACTIVITIES

To be eligible to participate in interscholastic athletics, students participating in athletics must pass a minimum load as established by NCHSAA during the preceding semester and must meet GCS and State promotion standards. In addition to existing academic requirements, all students are required to earn a weighted GPA of 2.0 each semester. First semester eligibility is determined by the GPA earned during the preceding spring semester and second semester eligibility is determined using the GPA in the first semester of the same school year. First year freshmen are required to earn a weighted 1.50 GPA for the first semester in order to be eligible during the second semester. Beyond their first semester as freshmen, all students will be required to have a weighted 2.0 GPA. If the GPA for the spring semester falls below a weighted 2.0, but the GPA for both semesters combined is at or above a weighted 2.0, the student will be eligible for participation during the first semester. Freshmen upon first entering the 9th grade are academically eligible to participate in athletic activities.

## PROMOTION

In addition to meeting the grade point academic eligibility required by GCS described above, the State and GCS require students to be promoted from the previous grade in order to remain academically eligible to participate in athletics. Each school has established promotion standards based on that school's academic program consistent with the requirements of the State of North Carolina.

## ATTENDANCE

GCS believes that regular attendance is a fundamental component of a successful educational experience and expects student athletes to meet attendance eligibility standards established for participation in interscholastic sports. Students must be present in school at least 85% of the school days each semester in order to remain eligible for the following school semester's sports. The attendance rules apply regardless of whether the absences are excused or unexcused.

## SUMMER SCHOOL

Courses taken during the formal July summer school program under guidelines established by GCS may be used to recover credit affecting athletic eligibility for the fall semester. Per NCHSAA guidelines, credits earned during summer school may be applied to the immediately preceding spring semester for athletic eligibility purposes.

## HARDSHIP WAIVER OF ACADEMIC ELIGIBILITY REQUIREMENTS

Occasionally a student faces circumstances that are unforeseeable, unavoidable or out of the control of the student or his parent or guardian and that have the direct effect of rendering a student academically ineligible for participation in athletics. Additionally, although students with disabilities ordinarily can and will meet all eligibility criteria, occasionally students with disabilities may have circumstances that prevent them from meeting eligibility criteria. If their ineligibility has a direct relationship to the student's disability, the school may apply for a waiver.

GCS will consider whether it is appropriate to grant a waiver of the attendance or academic requirements for the semester at issue only. Hardship waivers will be considered at the request of the school administration of the school where the student is enrolled at the time of the request. The school administration shall follow the procedures established for consideration of a hardship waiver and will only be considered during the Hardship Waiver Period designated by the GCS Director of Athletics.

In order to be considered a hardship, the cause of the student's ineligibility must be directly and materially as a result of causes outside the control of the student and his family such as a serious illness or family emergency or other unforeseeable and uncontrollable condition or, if a student has a disability that the student believes directly and substantially caused the student's ineligibility, that may also be

considered a hardship. The mere fact that a student has a disability, absent a direct relationship between the disability and the failure to meet the eligibility criteria, is not sufficient to establish a hardship. Consideration shall also be given to the potential effect of the commitment of time and effort required for athletic participation on the academic achievement of students for whom waivers are requested.

## STUDENTS ASSIGNED A BASE SCHOOL

The Board believes that students should not be allowed to transfer from school to school for the purpose of participating in athletics. To that end, students will be assigned a "base" school for the purposes of athletic participation. The "base" school will be the student's school of assignment according to the student's domicile or administrative assignment as determined by GCS in their ninth-grade year or whenever they first enter GCS schools in high school.

Students who attend schools other than their base schools after the beginning of ninth grade and whose transfers were consistent with administrative procedures (JI-P), will not have a 365-day waiting period from the date of enrollment at the non-base school before they are eligible to participate in interscholastic athletics. Students who attend schools other than their base schools after the beginning of ninth grade and whose transfers are not consistent with administrative procedures (JI-P) will have a 365-day waiting period from the date of enrollment at the non-base school before they are eligible to participate in interscholastic athletics.

## PROOF OF DOMICILE

Annually, prior to participation in a sport for the current school year, parents and students are required to complete a residence verification form and provide at least two documents as proof of domicile. Parents and students should be aware that they may have only one domicile at any one time. In order to establish domicile, they must be able to show that they reside at the address full time and permanently, that they have abandoned any previous domicile, and that they intend to indefinitely continue to reside at the domicile. Temporary or part-time residences will not be considered domiciles for purposes of school assignment or athletic eligibility.

Cases of alleged impropriety related to residence will be investigated by the Athletic Eligibility Committee, to be established by the District Athletic Director. If the Committee determines that the student was improperly enrolled, the student will lose athletic eligibility for a period up to 365 days and will be required to enroll in the appropriate school.

Students who apply for enrollment at any school using false information shall be prohibited from participating in any extracurricular activities, including sports, for 365 days. Students and parents who fail to timely update their domicile information may also be subject to a period of ineligibility up to and including 365 days.

## SCHOOLS WITH NO ATHLETIC PROGRAMS

Several GCS high schools, including early colleges, middle colleges and Weaver Academy, among others, have no athletic programs. Students enrolled in these schools are permitted to participate in athletics at their base school without a waiting period.

## STUDENT CONDUCT

A student who is suspended from school is not eligible to practice, play, dress out, travel or attend any meeting during the time of suspension. If the suspension includes the last day of school before a vacation or weekend, the student becomes eligible at their base school the next calendar day after the last day of the suspension. Students who transfer in lieu of completing or in the midst of serving a long-term suspension at their base school are not eligible to participate in athletics at their new school for 365-days.

A student who is absent from school will not be allowed to practice, play, dress out, travel or attend any meeting of the team or group on the day of the absence. Exceptions such as funerals, field trips and college visitations must be approved by the principal in advance.

**The Superintendent shall develop procedures for the implementation of this policy.**

## VISITORS AT SCHOOL SPONSORED ACTIVITIES (KM)

The Guilford County Board of Education values the participation of parents and community in the activities of the schools and encourages adults to serve as role models for students. The Board welcomes visitors to the campuses of the schools and provides for opportunities to observe and learn about the educational programs, to use the facilities in compliance with policies designed for community use of our facilities, and to attend public events, including sporting events, musical and dramatic presentations offered to the public.

While visitors are welcome on campus, the paramount concern of the board is to provide a safe and orderly educational atmosphere in which disruptions and distractions are minimized. The Superintendent and each building supervisor may establish and enforce reasonable rules to address these concerns. In addition, the following requirements apply:

- All school visitors must report immediately to the administrative office at the school for permission to be in the school. Each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.

- Any personnel who see[s] an individual in a school who has not received permission must either direct the individual to the office or notify the principal depending on the circumstances.
- Students shall notify a staff member of any unusual or suspicious behavior that may endanger safety. Staff must report immediately to the principal any student's information or their own observation of such behavior.
- Visitors will not be allowed to distract the teacher from instruction or interrupt the instructional process.
- Spectators at events open to the public are expected to conduct themselves so as to model good sportsmanship and citizenship. This applies to student spectators as well as adult spectators. Spectators shall not:
  - Harass, degrade or heckle players, participants or referees:
  - Throw anything on the playing surface; and
  - Approach the coach of either team before, during or after the game unless invited by the coach to do so.
  - Student spectators who violate this policy are also in violation of the Code of Conduct and will be disciplined accordingly.

Any visitor to a school or school event who violates this policy will be asked to leave and may lose the privilege of coming on campus and/or attending school events in the future.

## STUDENTS WITH DISABILITIES

All students with disabilities in grades 3-12 shall participate in the Student Accountability Standards to the extent possible. Students with disabilities may take an alternative assessment as outlined by the Individualized Education Plan (IEP) Team in accordance with established state procedures.

# STUDENT ASSIGNMENT

The Guilford County Board of Education will adopt attendance zones for the schools within the district. School attendance zones shall be recommended by the Superintendent and adopted by the Board of Education, incorporating the guiding principles as noted in Section III.

## I. STUDENT ASSIGNMENT AND TRANSFER WITHIN THE SCHOOL SYSTEM

### A. Assignment

1. It is the intent of the Board that all students who qualify for admission to its schools shall be assigned to the schools in the attendance zone of their domicile. However, students may be assigned to schools based on administrative or programmatic issues such as specialized programs or classrooms, handicap accessibility, student safety, discipline or issues deemed in the best interest of the student and/or effective administration of the schools. An out-of-district student who has been accepted for admission shall be assigned to a school within a reasonable proximity to the student's domicile that meets the best interest of the student and the orderly and efficient administration of the public schools. The district is under no obligation to furnish school transportation for students living outside the district.
2. Students whose parents, legal guardian, or legal custodian change their domicile within the school district during a school year may be permitted to complete the remainder of the school year in their initial school, provided they submit necessary request forms to the Student Assignment Office, have no attendance or behavior problems and furnish their own transportation.
3. Students whose parents, legal guardian or legal custodian change their domicile to outside the county during the school year may be permitted to complete the remainder of the year in their present school location provided they meet the requirements stated in SCHOOL ADMISSION POLICY: JBC, furnish their own transportation, and pay tuition when applicable.

### B. Transfers/Assignments within the School System

The Superintendent or his/her designee (Director of Student Assignment) shall have the authority to approve or deny requests for transfers/assignments based upon the following factors:

1. The best interest of the child includes but is not limited to:
  - a. documentation of extreme and unusual hardship which affects the student's achievement and/or behavior;
  - b. sibling preference. In cases where a child in a family has been granted a transfer/assignment, preference will be considered for a sibling

whenever possible; for high school student reassignments granted for a particular course of study, or high school option placements granted in accordance with Policy IEM and IEM-P, sibling preference will not be applicable.

- c. weighing factors such as: capacity of the school, capacity of the given grade level, a continuance of the family's need that allowed the other child's transfer/assignment to be granted, and continued enrollment of the other child at the requested school;
  - d. documented child care situations;
2. The orderly and efficient administration of the public schools includes but is not limited to:
    - a. Change of domicile during the school year. Students whose domicile changes from one school attendance zone to another within the district during the same school year may choose to complete that school year in the same school or attend school in the zone to which they have moved. If they elect to remain in the first school in order to complete that year, they shall be required to attend the school according to the zone in which they live at the beginning of the next school year. A student who is moving from one school and is a rising 5th, 8th, 10th, 11th or 12th grader, may choose either to complete his/her elementary, middle or high school education in the school he or she is currently attending or to attend school in the new attendance zone. Students whose domicile has changed but who choose to complete the school year at their first school shall be responsible for their own transportation to and from school; and
    - b. When the Board of Education adopts new attendance zones, the district will give students who will be in the 5th, 8th, 10th, 11th and 12th grades for the year that their schools' attendance zones are scheduled to be implemented the option to remain in their previously assigned school or to attend their newly-assigned school. The District will not provide transportation to students who exercise the option to remain at their previously assigned school;
  3. The proper administration of the school to which reassignment is requested includes but not limited to:
    - a. school enrollment capacity; students will not be reassigned to schools that are identified as already exceeding core facility capacity or where appropriate class size will be jeopardized; and
    - b. employee hardship. Employees of the school system may request a transfer for their children in order to facilitate the performance of their work and parental responsibilities. Employee-requested transfers may be



granted after considering the convenience to the employee, the program and/or facility availability, and the concerns of the employee's supervisor;

4. The instruction, health and safety of all students includes but not limited to:

- a. documented severe medical reasons;
- b. program availability (each case will be reviewed based on the educational intent for the student);
- c. safety issues as a result of past or threatened conduct or other documented concerns;

**C. Procedure for Requesting Transfer includes but is not limited to:**

1. Requests for transfers for the upcoming year must be made in writing to the Superintendent or the Superintendent's designee (Director of Student Assignment) by the parent, legal guardian or legal custodian between May 1 and July 1;
2. Any documentation that the parent, legal guardian or legal custodian wishes to present to support the request for reassignment must be presented at the time of the original request. The Board of Education may, at its discretion, consider additional documentation regarding the request for reassignment;
3. The Superintendent or Director of Student Assignment shall notify the parents, legal guardian, or legal custodian of the decision in writing. If the request for transfer is disapproved, the notice shall be given to the applicant by certified or registered mail;
4. Transfers granted by the Superintendent or Director of Student Assignment only cover one school year. Applicants for a transfer must reapply each year; and
5. Except for changes of domicile during the year as noted in Section I.B.2.a., once reassigned by the Superintendent, Director of Student Assignment or the Board, it is the intent to allow the student to remain in that school assignment through its highest grade in so long as the reason for the legitimate reassignment exists each successive year and is predicated on good attendance and behavior and on space availability. These items will be reviewed when the request form is submitted each year.

**D. Appeal to the Board**

If the application for reassignment or transfer is denied, the applicant may, within five (5) days after receiving notice of the denial, apply in writing to the Director of Student Assignment for a hearing with a Board of Education panel and shall be entitled to a prompt and fair hearing on the question of the reassignment or transfer of the child to a different school. The Board of Education panel may, at its discretion, consider additional documentation regarding the request for reassignment. The hearing officer

shall have responsibility for scheduling Board panel hearings. At the hearing, the panel shall consider the applicants written documentation as previously provided in Section I.C.2. and the applicant will be given ten (10) minutes to provide oral presentation to the panel citing why the initial decision was in error of supporting the reassignment request. Five (5) minutes will be allotted for the panel to pose questions. The applicant will then be excused and the panel will deliberate after receiving instructions and advice from designated counsel. The panel decision will be forwarded to the Board. The applicant will be advised of the decision following a meeting of the Board. Persons wishing to appeal their assignment requests to the Board shall be granted the opportunity to appeal each decision one (1) time during the school year.

To facilitate the efficient and effective administration of education to students, generally students will not be reassigned during the school year.

In unusual circumstances such as medical emergency or extreme safety risk the Superintendent's designee may assign a student to a school other than the original school of assignment for that school year. No appeal shall lie from a request for special assignment made outside the stated application period in Section I.C.1.

## **II. RELEASES TO OTHER SCHOOL SYSTEMS**

**A. The Superintendent or his/her designee (Director of Student Assignment) shall have authority to approve or deny requests for releases based upon the following factors:**

- documented medical reasons;
- documented evidence of extreme and unusual hardship which affects the student's achievement and/or behavior;
- change of domicile during the school year; and
- program availability.

**B. Students whose parents, legal guardian, or legal custodian establish their domicile within the school district during a school year may be granted a release to complete the remainder of the school year in their present school location provided they pay any fees required by that school, and furnish their own transportation.**

**C. Students released to other school systems must meet financial obligations required by their new school systems and provide their own transportation.**

**D. Procedure for requesting release:**

1. Except in emergency circumstances affecting the health, safety or welfare of the child, applications for releases must be made to the Superintendent or his/her designee (Director of Student Assignment) by the parent, legal guardian or legal custodian between May 1 and July 1; and
2. The Superintendent or his/her designee (Director of Student Assignment) shall



notify the parents, legal guardian or legal custodian and the other school system of the decision in writing. If the request for a release is disapproved, the notice shall be given to the applicant by certified or registered mail.

#### **E. Appeal to the Board**

If the application for release is denied, the applicant may, within five (5) days after receiving notice of the denial, apply to the Director of Student Assignment for a hearing with a Board of Education panel in writing on the question of the release of the child to a different school district.

### **III. ATTENDANCE ZONE CONSIDERATIONS**

**A. The school attendance plan for Guilford County Schools is designed to foster the mission of public education, to include promotion of higher levels of academic achievement and good citizenship development, by:**

1. Recognizing and valuing diversity;
2. Using clearly defined boundaries, where practical;
3. Working toward common feeder patterns throughout the district;
4. Organizing schools in a K-5, K-8, 6-8 and 9-12 pattern generally;
5. Seeking to avoid changing an attendance zone more often than every four (4) years; and
6. Encouraging participation by all citizens in our schools.

**B. The plan should serve the economic interest of taxpayers by:**

1. efficiently utilizing transportation dollars;
2. anticipating needs for additional schools or additions to existing facilities in areas of high growth and communicating to the public these needs in a timely way;
3. anticipating and communicating to the public the need to have all facilities meet approved health, safety, environmental and educational standards applicable to public schools; and
4. seeking to utilize school facilities fully and efficiently.

LEGAL REFERENCE: G.S. 115C-367-369

*NOTE: This Board Policy revises and replaces the previous Administrative Policy JBCC issued by the Superintendent 4-15-02.*

## **STUDENTS IN TRANSITION**

Students' families may experience housing emergencies and crises. Support services are available for students in these transitional situations and who lack fixed, regular and adequate overnight lodging. These transitional situations are defined as:

- Living with a friend, relative or someone else because loss of housing
- Staying in a hotel, motel or campground due to lack of adequate alternative accommodations
- Living in an emergency shelter, transitional shelter or a domestic violence shelter
- Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Unaccompanied youth living with a friend, relative or someone else due to being a runaway, being told to leave home or have been abandoned by parents/legal guardian

These services are provided under the McKinney-Vento Assistance Act, also known as Title X, Part C, of the No Child Left Behind Act. This is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness. It provides grants and legal protections so children and youth in homeless situations can enroll in, attend, and succeed in school and preschool programs.

In compliance with the McKinney-Vento Homeless Assistance Act, special outreach services are provided to students from homeless families who attend GCS schools. The program addresses the needs of K-12 students experiencing homelessness, focusing on academic challenges and family issues affecting

academic performance. These children and youth have specific education rights which can be obtained from the Homeless and Transition Services office.

Students must be identified if they are to receive the full protection of the McKinney-Vento Act, including the help they need to enroll, attend and succeed in school. The law, therefore, requires all school districts, led by the local liaison and in coordination with school staff and other agencies, to identify students in homeless situations. Identifying students in homeless situations is also an important way to create greater awareness of homelessness in the school district and community.

A homeless student who is currently found in Guilford County must be enrolled immediately, even if the student is not accompanied by an adult and cannot provide proof of residency, school and immunization records, birth certificates or other documents.

Please contact the social worker, counselor or other school staff member at your child's school for information regarding support available for your child. You may also contact the Greensboro Housing Coalition at 336-691-9521 for information on services available for families experiencing homelessness.

# INTRODUCTION TO THE CODE OF CONDUCT

Guilford County Schools (GCS) is committed to maintaining effective discipline in order to establish positive learning environments that ensure that every student has the maximum opportunity to receive appropriate education. GCS recognizes that establishing order and maintaining discipline in the school setting can be achieved only through the cooperative efforts of school personnel, students and parents/guardians.

State law addresses the responsibilities of teachers and principals as follows:

“It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools.” (G.S. 115C-307)

“The principal shall have the authority to exercise discipline over the pupils of the school under policies adopted by the local board of education in accordance with G.S. 115C-390.1 through G.S. 115C-390.12.” (G.S. 115C-288)

## DISCIPLINE: A COOPERATIVE EFFORT

In addition to meeting the requirements of the law, the district expects all school personnel to promote effective instruction and discipline through fair and non-discriminatory treatment of all students, to display an attitude of respect for all students, to initiate cooperative working relationships with all students and parents/guardians, and to seek parental/guardian input in planning and implementing discipline plans. It is the responsibility of all school personnel to consistently and impartially enforce the rules and regulations of the school and classroom while protecting the constitutional due process rights of the students.

Students are encouraged and expected to conduct themselves in a manner that is conducive to effective learning and that respects the personal, civil, and property rights of all members of the school community. Students are expected to know and to follow the rules and regulations of the school and each classroom teacher. If a student has a complaint or concern, he/she is encouraged to discuss the problem with school personnel and parents/guardians and to seek changes in an orderly, responsible manner.

Parents/guardians are encouraged to maintain regular communication with school personnel concerning their child's academic progress and conduct, to attend conferences scheduled at a time mutually convenient for all concerned, and to bring to the attention of school personnel any concern or problem that affects the education of their child. Parents/guardians are also expected to know and to encourage their child

to follow the rules and regulations of the school and each classroom teacher.

To facilitate and promote cooperation between students, parents, and school personnel, the administration has established system-wide standards for the proper conduct and behavior of students in the Guilford County Schools.

The Handbook also sets out procedures for enforcing the Code and rights and responsibilities of students and parents in the event a disciplinary issue arises. This Code will be published annually in the Student Handbook. From time to time the practices and procedures change during the year. The Handbook is a guide. Updates to the Handbook and Code should be available at school sites and the administrative offices, in addition to our policy website.

GCS has broad jurisdiction over students enrolled in the system. Therefore, the Code shall apply to all facets of student behavior in the system before, during and after school hours while a student is at school in any school building and on any school premises. It shall apply: when students attend school-sponsored activities and while students are on or about any school-owned or operated vehicle and school-system contracted vehicles; while students are at designated bus stops; while students are off school property at any school-sponsored or school-approved activities or functions including, but not limited to, dances, field trips, and athletic events; during any period of time when students are subject to the authority of school personnel; and at any time when a student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

The Code is not intended to restrict, in any way, the authority of principals or teachers to make rules, consistent with the Code, as they are authorized by law to make for the operation of their respective schools and classrooms. The classroom teacher has the first level of responsibility in matters of student discipline and most matters should be handled by the teacher at that level. Prevention is always preferred over intervention.

Any student who refuses to comply with reasonable rules, regulations or directives imposed by any principal, teacher, or authorized school employee shall be held in violation of the Code. It shall be the responsibility of the principal, or designee, to investigate fully the cases of students appropriately referred to his or her office for misbehavior and to determine what, if any, disciplinary action is warranted.

The Code uses a system of consequences and “ranges of consequences.” In the event that a principal finds that mitigating or aggravating circumstances justify a different punishment, he or she shall so specify the circumstances in his/her Memorandum of Disciplinary Action (See Appendix C). Repeated violations of the Code of Conduct shall be considered an aggravating factor supporting consequences beyond the recommended measure. With the aforementioned circumstances, the principal is granted the authority to exercise his/her good judgment to apply a greater or lesser consequence than that specified herein.

## **PREVENTIVE MEASURES**

School administrators may use specifically trained canines to sniff school and students' personal property at any time in an effort to detect the suspected presence of prohibited substances. When it is recognized that a student is behaving in a manner that indicates potential disciplinary problems, school personnel shall make reasonable efforts to initiate preventive measures.

Possible preventive intervention procedures may include, but are not limited to:

- conferences with the student;
- conferences with the parents/guardians;
- periodic follow-up reports to parents/guardians; and
- referral to appropriate support personnel.

School personnel shall actively seek effective, positive methods and strategies to help each student learn to behave in a manner that is conducive to effective learning and that respects the rights of others. Each school principal shall systematically identify potential problem areas within his/her school that may contribute to discipline problems and shall work to maintain a positive school environment to minimize discipline problems.

## **CORPORAL PUNISHMENT, USE OF REASONABLE FORCE, SECLUSION AND RESTRAINT.**

The district believes that a well-disciplined school system can be maintained without the use of corporal punishment. Therefore, the district prohibits the use of corporal punishment by principals, assistant principals, teachers, substitute teachers and any other school system personnel, student teachers or volunteers.

While the district prohibits the use of corporal punishment as a means of discipline, school personnel may use reasonable force to control behavior or to remove a person from the scene in the following situations pursuant to G.S. 115C-390.3:

- to correct students;
- to quell a disturbance threatening injury to others;
- to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- for self-defense;
- for the protection of persons or property; and
- to maintain order on educational property, in the classroom, or at a school-related activity on or off educational property.

Schools shall not use seclusion or restraint as a means of discipline except as provided by law. The Superintendent is directed to develop procedures regarding the use of seclusion, restraint and isolation.

## **SUSPENSION AND EXPULSION**

While the teacher has the major responsibility for classroom discipline, some disruptive behavior may require the attention of the principal or his/her designee. State law assigns the principal the authority to suspend for 10 days or less, or with prior approval of the Superintendent, for more than 10 days (G.S. 115C-390.1 through 390.12). Special statutory provisions apply in the event that a student enrolled in an exceptional children's program exhibits behavior which might result in suspension or expulsion (G.S. 115C-112). The Board expects the principal to treat any suspension or expulsion as a very serious matter and in such instances the principal should utilize resources at his/her disposal in an effort to affect another solution. In the event that a student must be suspended or excluded, the Board expects such action will be in full compliance with the provisions of the law and with the administrative policies and/or procedures.

# DEFINITIONS

**Aggravating Factors** – Aggravating factors suggesting consequences beyond the recommended penalty include, but are not limited to; repeated violations, imminent danger to self or others, failing or refusing to follow the directives of school personnel while they are attempting to investigate or control behavior during a potential Code violation, and other extreme circumstances within the discretion of the principal.

**Alternative Setting** – Educational services provided by the system or another provider in a setting other than the student's school assignment.

**Board** – The Guilford County Board of Education.

**Classroom** – Locations where designated learning experiences take place and where school officials have supervisory responsibility.

**Consequences** – Consequences for violations of the Code of Conduct include, but are not limited to; conferences with parents, confiscation of property which disrupts the learning environment, detention, isolation, restitution, in-school suspension, suspension from school activities and events, suspension of bus privileges, after-school detention, out-of-school suspension and expulsion (See also the section titled Disciplinary Measures).

**Day or Days** – School days excluding teacher workdays, holidays, vacation days, weekends and days when school is cancelled due to inclement weather or other emergencies.

**Expulsion** – Permanent exclusion of a student from entering the school, school grounds or riding on a school-owned or operated vehicle and prohibiting a student from enrolling in a Guilford County School.

**In-School Suspension** – The in-school suspension program is an alternative to students being suspended out-of-school. The purpose is to provide a form of consequence that result in improved behaviors without the removal of students from the school environment and supervision.

**Long-Term Suspension** – An out-of-school suspension for any designated period of more than 10 days, but not in excess of the maximum time allowed by law (N.C.G.S. 115C-390.7).

**Memorandum of Disciplinary Action** – The written summation by the principal or his/her designee of the charges against the student, the principal's findings and the disciplinary action assigned by the principal as a consequence of the action.

**Mitigating Factors** – Mitigating factors include, but are not limited to self-defense, provocation, former record of the student, and other factors in the discretion of the principal and Superintendent.

**Out-of-School Suspension** – The removal of the student from school, school activities and school grounds for a designated period of time as prescribed by law.

**Parent** – The natural parent, legal guardian, legal custodian or person serving in loco parentis having charge or control of any student enrolled in the Guilford County Schools.

**Principal** – The school principal or any school professional to whom the principal may officially delegate authority.

**School Support Officer (SSO)** – The individual responsible for assisting in management of discipline concerns. This individual works directly with the principal to create a positive, disciplined learning environment.

**Restitution** – To make whole, by replacement or restoration of property to its original condition, or payment of money sufficient to compensate for damage to property.

**Student** – Any person enrolled or attending any of the schools within the Guilford County School district.

**Tardy** – Late for a class or other school period as defined by the schools and North Carolina laws and regulations.

**Teacher** – The professional entrusted by the Board and the Superintendent with the responsibility pursuant to law for the education, health and well-being of students under his/her direction.

**Teacher Assistant** – The paraprofessional hired by the Board to provide classroom support and assistance to teachers.

**Year-Long Suspension** – Students who bring or possess firearms or a destructive device on educational property, or to a school-sponsored event off of educational property shall be suspended for 365 days or placed in an alternative setting if the criteria set out in N.C.G.S. 115C-390.10(f) are met.

# GENERAL PROVISIONS

All students shall comply with all rules and regulations governing behavior and conduct. Violation of Board or Administrative Policies or Procedures, the Student Code of Conduct of the Guilford County School Administrative Unit, regulations issued by the individual school, rules designed by teachers to govern student behavior, or the North Carolina General Statutes may result in disciplinary action including suspension of the student from the Guilford County School Administrative Unit pursuant to the Due Process Procedures for Administrative Disciplinary Action of the Guilford County School Administrative Unit.

Students shall be informed by local school rules or local school authorities of any infractions not listed in this Code of Conduct that may result in short-term or long-term suspension or expulsion. During the period that a student is suspended, he/she is prohibited from entering the grounds of any school of the Guilford County School Administrative Unit and from attending any school-related functions without express permission of the building principal. Further, a student suspended from riding school-provided transportation should not enter a school bus or contract vehicle for the purpose of being transported from home to school or from school to home during the period of suspension.

Pursuant to North Carolina General Statute 115C-288, law enforcement authorities will be notified if the principal has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law. Law enforcement will be called in other instances if the principal has reason to believe a crime may have been committed and may be called if the involvement of law enforcement would advance the principal's efforts to determine whether a crime has been committed, to quell a disturbance or to maintain order. School officials shall cooperate at all times with the efforts of law enforcement; however, school disciplinary measures will proceed independently of any criminal or juvenile investigation or prosecution.

Lockers, desks, and other school property remain at all times the property of the Board and shall be subject to search at the discretion of the Superintendent or his designee. Lockers, desks, parking lots, and any other property of the Guilford County Schools may not be used for any unlawful purpose, and any unlawful or disruptive or dangerous material found in or on school premises may be confiscated. School administrators may use specifically trained canines to sniff school and students' personal property at any time in an effort to detect the suspected presence of prohibited substances. School administrators may use specifically trained canines to sniff school and students' personal property at any time in an effort to detect the suspected presence of prohibited substances.

# IMPLEMENTATION

In order to assure that all Guilford County Schools students and their parents are aware of the Student Code of Conduct and the consequences for its violation and all rights and responsibilities following an allegation of a Code violation, teachers will distribute the Code to all students and verify, in writing, the Code's distribution and discussion of the Code. Additionally, each student will be required to provide a copy of the Code of Conduct to his or her parent and every student and parent will sign a verification form that they have read and reviewed the Code and understand the expected behavior and consequences resulting from unacceptable behavior. This verification will take place at the beginning of the school year, or, in the case of students enrolling after the beginning of school, at the time of enrollment. Forms for the verifications by teachers, students, and parents are found in Appendix A and B of this document.

## PROCEDURE FOR DISCIPLINARY ACTIONS AND APPEALS

### OUT-OF-SCHOOL SUSPENSIONS/OSS FOR 10 DAYS OR LESS

The following procedure, pursuant to **North Carolina General Statute 115C-390.6**, will be utilized when a student is recommended for Out-of-School Suspensions/OSS for 10 days or less by the principal:

1. No short-term suspension will be imposed upon a student without first providing the student an opportunity for a conference with a school level administrator. The notice to the student of the violation of the code of conduct may be oral or written, and the conference may be held immediately after the notice is given. The student has the right to be present, to be informed of the violation of the code of conduct and the basis for the accusations, and to make statements in defense or mitigation of the violation.
2. The school must make a reasonable attempt to contact the parent or guardian at once by phone. The school must also provide a written notice of suspension in the primary language of the parent/guardian when the appropriate foreign language resources are readily available. Both the oral and written notices must inform the parent/guardian that the student has been suspended, and must include a description of the alleged student conduct upon which the suspension is based, the period for the suspension, and also state that make-up work will be provided during the period of suspension. Finally, the notice must indicate that the student has the right to appeal the suspension and how to do so. The notice

shall be given by certified mail, e-mail, or any other written method reasonably designed to achieve actual notice. In the interest of student safety, no student will be sent home before the end of the school day unless the school has established contact with the student's parents/guardian/legal custodian and provided at least oral notice of suspension.

3. The principal may impose a short-term suspension without providing the student an opportunity for a conference if the presence of the student creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the notice of conference shall occur as soon as practicable. The school will, however, make a reasonable attempt to contact the parent or guardian at once by phone to provide notice of the violation of the violation of the code of conduct. The notice of the violation along with an offer to schedule a time and place for the parent/guardian to meet with the principal or designee to review the suspension will be mailed home within 24 hours.
4. If English is the second language of the parent, the notice will be provided in the parent's primary language, when the appropriate foreign language resources are readily available, and in English, and both versions shall be in plain language and will be easily understandable.

#### **APPEAL OF A SHORT-TERM SUSPENSION:**

- Short-term suspensions may be appealed by a student, parent, guardian or legal custodian under the following circumstances:
  1. A student did not actually do what s/he was alleged to have done;
  2. The suspension was issued based on unsubstantiated conclusion.
  3. The suspension was issued in violation of the student's rights under IDEA.
  4. The suspension was issued in violation of or inconsistent with the Board of Education's Student Code of Conduct.
- Appeals should be made in writing or by completing the Parent Appeal to Short-Term Suspension Form and hand delivered, mailed, or submitted online to the principal or the principal's supervisor within five days after the suspension or disciplinary action. If a parent/guardian/student needs help writing a letter of appeal, he or she may contact the Department of Student Services.
- A student, parent, guardian or legal custodian may request that the student stay in school during the appeal of a suspension. A student determined by the principal to be a danger to others or who is highly likely to be so destructive or disruptive that the education of other students cannot continue in a safe and orderly manner will not be allowed to attend school during the appeal process. If the appeal is denied by the school principal, the second level of appeal can be

made to the principal's supervisor. At the conclusion of the appeal, the principal's supervisor will determine whether the principal's recommendation for short-term suspension should be upheld.

- If a suspension is overturned upon appeal and the student did not attend school during the appeal process, the absence(s) will be coded as Local Board Policy (LBP) and the absence will not affect a student's eligibility for participation in athletics or other cocurricular or extracurricular activities.
- The parent or student may request that the decision of the principal's supervisor be further reviewed.

#### **Review of the Principal's Supervisor's Decision:**

- If the parent/student wishes to pursue further review, the written request must be received by the Chief of Schools' or Superintendent's Office within two school days of the principal's supervisor's decision by written note, e-mail, or any other written method reasonably designed to achieve actual notice.
- At the conclusion of the conference the Superintendent's designee will determine whether the principal's supervisor's recommendation for short-term suspension should be upheld. This decision is final.

## **MAINTENANCE OF DISCIPLINE RECORDS (EXPUNGEMENT)**

1. When notice is given to parents, guardians or students of a suspension of more than ten (10) days or an expulsion, the notice shall inform them that records of such suspensions and expulsions shall be included in the student's official school record and will give them information as to the procedure for expungement or removal of this information under N.C.G.S. 115C-402.
2. The record shall include the term of the suspension or expulsion, a description of the violation(s) for which the student was suspended or expelled, and any supporting documentation.
3. The student's parent, legal guardian or custodian or the student, if the student is age 16 or older or emancipated, may submit a request for removal of records of long-term suspensions or expulsions to the Superintendent or the Superintendent's designee. The request may be made using the Expungement of Disciplinary Records form. A copy of the form is in the Appendix D of this handbook.
4. The parent, guardian or eligible student may make the request based on the following criteria:



- a) The student has either graduated from high school or has not been expelled or suspended again during the two-year period beginning on the date of the student's return to school after the suspension or expulsion;
  - b) The Superintendent or the Superintendent's designee determines the record of the long-term suspension or expulsion is no longer needed to maintain safe and orderly schools; and
  - c) The Superintendent or the Superintendent's designee determines the record of the long-term suspension or expulsion is no longer needed to adequately serve the student.
5. The Superintendent or the Superintendent's designee will review the expungement request and any supporting documentation as well as other appropriate information including, but not limited to, the student's disciplinary, attendance and academic records.
  6. The Superintendent or the Superintendent's designee shall expunge the record of long-term suspension or expulsion if the above criteria in subsection 4 are met.
  7. If the Superintendent or the Superintendent's designee determines that the record of the long-term suspension or expulsion should not be removed from the student's record based upon the criteria in subsection 4, the student's parent or guardian or the eligible student has a right to submit to the Superintendent or the Superintendent's designee a statement of reasonable length explaining the objections to the suspension or expulsion notice contained in the records. This explanation submitted by the parent/guardian/student shall be placed in the student's permanent record to be disclosed by the school whenever the contested portion of the cumulative record is disclosed.
  8. The Superintendent or his designee will render a written decision to the parent, guardian, or eligible student within seven (7) to ten (10) school days of receiving the request for expungement.
  9. The Superintendent or the Superintendent's designee may expunge any record of a long-term suspension or expulsion provided that all other criteria under subsection 4 outlined above are met even if the eligible student or the student's parent or guardian does not request that the record be removed.

## DISCIPLINARY MEASURES

The Board shall delegate to the Superintendent and his staff the responsibility for establishing and enforcing necessary regulations and procedures not in conflict with state or federal law so as to govern and control the conduct of students. The Board of Education expects school administrators to provide for and maintain an environment suitable for an orderly learning process. These disciplinary measures are consequences of violating the Student Code of Conduct and may include, but are not limited to the following:

- **Conference with Parents** - Parents are encouraged to set up an appointment with any teacher, counselor or administrator to discuss their student's progress or problems. School officials may also request such a conference;
- **Confiscation** - Any student's property which disrupts the learning environment will be removed from that student's possession;
- **Court Referral** - In case of a drug offense, assault or other violations of the North Carolina Statutes, a student may be taken to court;
- **Detention** - Any teacher or principal may have a student serve detention before or after regular school hours;
- **Expulsion** - Permanent exclusion from the school system requires the recommendation of the principal and Superintendent and Board action;
- **In-School Suspension** - A student is excluded from attending regular classes but not from attending school and is required to do assignments developed by his/her regular teachers. Credit is given for this work. A student will not be allowed to participate in any extra-curricular activities during the period of in-school suspension. Principals shall notify parents when a student is assigned to in-school suspension;
- **Isolation** - Any student may be removed from regular class activities for any portion of a school day as long as he/she is placed under the supervision of an adult;
- **Involvement of Law Enforcement Agencies** - In cases of violations of North Carolina General Statutes or as provided for by law, law enforcement agencies may be contacted;
- **Loss of Privileges** - Principals, teachers, and/or their designees may withdraw specific school privileges from students who exhibit inappropriate behaviors;
- **Out-of-School Suspension** - A student may be suspended from attendance at school for violations of the Student Code of Conduct;
- **Short-term suspension** - A suspension for 10 or less consecutive school days;



- **Long-term suspension** – A suspension for more than 10 consecutive school days;
- **365 Day Suspension** – A suspension for 365 consecutive calendar days;
- **Parent Contact** - Teachers, counselors, and school administrators may contact parents by telephone or letter in an effort to inform them of student misconduct and to gain their support in altering that behavior;
- **Referral to the Intervention Support Team (IST)** - Students who have been referred to the principal for discipline two or more times may be referred by the teacher to a school-based committee, and the committee may recommend that the principal provide additional advice to the teacher, transfer the student to another classroom, assign the student to an alternative setting, refer the student to the multi-disciplinary committee, or provide other services;
- **Removal from School-Provided Transportation** - Students exhibiting inappropriate behavior may be prohibited from riding the bus or other school-provided transportation for periods of time specified in the Code's bus transportation rule or for any period of time up to the remainder of the school year should the misconduct warrant a longer suspension;
- **Removal from the Classroom** - The removal of a student from class by a classroom teacher or other school official for the remainder of a class period or school day and placement at some other place on the school premises shall not be considered a short-term suspension and shall not come under the rules and procedures governing suspensions;
- **Restitution** - The replacement of or payment for property taken, damaged, or destroyed will be required;
- **Suspension from Extra-curricular Activities** - A student may be suspended from participating in any or all extra-curricular activities, including graduation exercises. The Superintendent will establish a Code of Conduct and Rules for violations of the Code of Conduct that will be contained in a Student Handbook distributed to parents and students at the beginning of each school year. The Superintendent will also propose alternative learning opportunities for students who are disruptive to the learning environment or negatively impact the safety and welfare of students and staff in the regular education setting.

# EXPULSION OF A GUILFORD COUNTY STUDENT

The Board of Education, in accordance with State statute, will expel a student only for the most serious and severe behavior. Expulsion is considered a total and final separation from the school district and its services. The Superintendent is directed to establish appropriate procedures which shall include a thorough review by the Superintendent or his designee prior to a recommendation to the Board for expulsion.

## I. STANDARD FOR EXPULSION

### TWO-TIERED TEST:

- Did the student commit the act that forms the basis for the recommendation for expulsion?
- Is the student's continued presence a clear threat to the safety of other students or and employees sufficient to justify expulsion from all school programs?

## II. STRUCTURE OF PROCESS

N.C.G.S. §115C-390.11 provides that a student can be expelled from the Guilford County Schools if the Principal and Superintendent recommend expulsion to the Guilford County Board of Education and the Board finds, based on clear and convincing evidence, that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Therefore, the Principal and Superintendent or designee (anytime in this procedure the term Superintendent is used, it is understood to include "or designee") need to conduct an investigation and hearing to finalize their recommendation to the Board. Then a panel of the Board shall convene and determine whether to expel the student. The procedure for the decision-making process is as follows:

### A. Administrative Level

The Principal determines if the conduct warrants recommendation for long-term suspension. The Principal shall:

- Gather all documentary evidence, including written statements, photos, weapons, police reports, student discipline record for current year and any evidence of long-term suspensions from previous years, etc. and take such this information to his/her SSO for a review and discussion;
- Put the recommendation in writing and forward it to the Superintendent's designee, with a copy of the recommendation to the parent or guardian, if the SSO and Principal concur that evidence supports expulsion by clear and convincing standards. Upon receipt of the recommendation, the

Superintendent's designee shall set a time, date and place for a hearing and send notice of the hearing to the student and his or her parent or guardian. The notice should include;

- a) The details of the behavior which forms the basis for the principal's recommendation,
- b) A statement that before expulsion can be invoked, the student has a right to a hearing before the Board of Education or a panel thereof as provided in N.C.G.S. §115C-45(c),
- c) The fact that if the Board of Education upholds the Superintendent's recommendation, the student will be excluded from school and all related services and activities for an indefinite period of time,
- d) A date, time and place for the hearing before the Superintendent's designee,
- e) A statement that the student has the right to be represented at the hearing by legal counsel; provided, however, that if the student intends to be represented, he/she must notify the Superintendent's designee for the Guilford County Schools system thereof prior to the date set for the hearing, and
- f) A summary of the evidence which the Principal has available at the time the notice is sent and which will be introduced at the hearing, a copy of Student Code of Conduct, and a copy of the expulsion procedures.

**A form shall be attached to the notice by which the student may waive his right to a hearing before the Superintendent's designee;**

3. The hearing before the Superintendent's designee shall be scheduled as soon as practical following the receipt of the notice described above. The hearing shall be held prior to the expiration of the 10-day period for short-term suspensions when feasible;
4. The hearing shall be for the purpose of finding the facts as a basis for serious discipline. In those instances where the administration is recommending both long-term suspension and expulsion, the evidence and facts that form the basis of the recommendations can be heard simultaneously; and
5. The Principal shall present the evidence for the administration and the student and/or his parent or guardian shall present the evidence on the student's behalf. At the conclusion of the hearing, the Superintendent's designee shall determine whether there is sufficient evidence to recommend expulsion to the Board of Education.

#### **B. Board of Education Level**

If the Superintendent's designee determines that the conduct warrants recommendation for expulsion, he or she should:

1. Determine who will serve on behalf of the administration to present the case to the Board of Education. The Superintendent's designee has the right in the event that the student is represented by counsel to request that the administration also be represented by counsel;
2. Send notice to the student and his or her parent or guardian, including;
  - a) The details of the behavior which forms the basis for the Superintendent's recommendation,
  - b) A statement that before expulsion can be invoked, the student has a right to a hearing before the Board of Education or a panel thereof as provided in N.C.G.S. §115C-45(c),
  - c) The fact that if the Board of Education upholds the Superintendent's recommendation, the student will be excluded from school and all related services and activities for an indefinite period of time,
  - d) A date, time and place for the hearing before the Board,
  - e) A statement that the student has the right to be represented at the hearing by legal counsel; provided, however, that if the student intends to be represented, he/she must notify the Superintendent for the Guilford County Schools system thereof prior to the date set for the hearing, and
  - f) A summary of the evidence which the administration has available at the time notice is sent and which will be introduced at the hearing, a copy of Student Code of Conduct, and a copy of the expulsion procedures.

**A form shall be attached to the notice by which the student may waive his/her right to a hearing before the Board;**

3. The hearing before the Board shall be scheduled at the next available scheduled hearing date following the receipt of the notice described above. (Typically, the Board hears student matters every two weeks on Thursday afternoons, although the schedule is subject to some variance. Approximately every third hearing date is scheduled at night.);
4. The Superintendent's designee acts as district representative to prepare and present evidence to the Board supporting expulsion. He/she should be prepared with at least FIVE COPIES (one for each panel member, the student, and the Board attorney), student's discipline record, criminal record if appropriate, and all documentation supporting expulsion. The Board Panel Chairperson's copy will be considered the file copy;
5. The Board Panel shall;
  - a) Consist of at least three members,
  - b) Record the hearing and keep a permanent file of all proceedings and all written documentation reviewed at the hearing,

- c) Consider the student's age and maturity when determining its findings relative to the guidelines for expulsion,
- d) As Trier of fact, make findings based on the standard of CLEAR AND CONVINCING EVIDENCE as follows:
  - i. Did the conduct at issue occur?
  - ii. Is the conduct, considered with other pertinent data, evidence that the student is a threat to the safety of others in the regular education program?
  - iii. Is there an alternative placement within the school system or in the community?
  - iv. Should the student be removed from enrollment in Guilford County Schools?
- e) Send written notice by certified mail of its decision regarding expulsion. The letter should contain a thorough description of expulsion, describe the findings of the Board Panel in summary fashion, forbid the student from entering the property of Guilford County Schools without written authorization from the building supervisor, and described the findings of the Board Panel in summary fashion, and
- f) Maintain records of expulsion hearings at least until the student reaches age twenty-one (21).

## WAIVING THE RIGHT TO A HEARING IN EXPULSION

A student may waive his right to a hearing in an expulsion at the administrative level and/or at the Board level; provided, however, that the student's parents and/or his legal counsel, if any, must acquiesce to such waiver. The waiver may be effected by the student, his parents and/or his legal counsel, if any, affixing their signatures to the waiver form sent to the student with the notice described in Section B.2. hereinabove and returning such form to the offices of the Guilford County School System, 712 N. Eugene Street, P. O. Box 880, Greensboro, North Carolina 27402, prior to the date set for the hearing.

## CLOSED HEARING

The hearings before the Administration and Board Panel are considered confidential student matters and can be attended only by the panel of the Board of Education, the Superintendent and/or the Superintendent's designee, the Principal and other administrative staff who were involved in the student's matter, the Guilford County Schools Board of Education's attorney, the student, the student's parents, and/or the student's legal counsel, if any. Others who will testify should be present only when they are giving information to the Board Panel. The student may be excluded at the

discretion of the Board Panel with the concurrence of the student's parents.

## RECORD OF THE HEARING

The Administration and Board Panel shall provide for the recording of any information orally presented to it at a hearing. The record of the hearing, statements and other written matter presented shall be kept on file by the Superintendent of Guilford County Schools until such time as the student reaches the age of twenty-one (21).

## PRESENTATION OF CASE

Rules of evidence shall not apply to a hearing conducted under this policy, and the Board Panel may give probative effect to evidence that is the kind commonly relied on by reasonably prudent persons in the conduct of serious affairs.

All records, statements and evidence submitted to the Board Panel shall be confidential, and shall not be released except to reviewing authorities upon appeal.

## USE OF WITNESSES

The hearing before the Board Panel shall consist of the oral examination, under oath, of witnesses presented to the Board Panel by a representative of the administration and the student, his/her parents or legal counsel, as well as a review of school records and other documentary evidence.

## EXAMINATION OF WITNESSES

Members of the Board Panel, the designee for the administration, the student, his/ or her parents or legal counsel, if any, may question witnesses about any matters relevant to the charge against the student and the proper disposition of the matter.

## ROLE OF THE PARENTS

The parents of the student may be present at the hearing and shall have an opportunity to make a statement to the Board Panel and to answer questions, as well as advise the student during the hearing.

## ADULT REPRESENTATION IN ADDITION TO PARENTS

If the parents cannot be present or if the student or his/her parents think his/her interests can better be protected by the presence at the hearing of another adult in addition to or in place of the parents or guardian, such an adult may act as a representative in the defense of the student, with the right to present the student's case.

## COMPELLING THE APPEARANCE OF WITNESSES IN EXPULSION

If the Superintendent or the Superintendent's designee determines that the testimony of a witness is necessary for a proper investigation of the misconduct and if the witness refuses to attend the hearing after being requested to do so, he or she shall request the Guilford County Board of Education to use the subpoena power granted to it by the NORTH CAROLINA GENERAL STATUTE N.C.G.S. §115C-45 to compel his/her attendance.

The Guilford County Board of Education may also exercise the powers of contempt granted by the foregoing law if necessary in the opinion of a majority of the Board Panel.

## DISPOSITION IN EXPULSION

The student and his/her parents shall be notified in writing by the Chairman of the Board of Education of the Board Panel's disciplinary decision within a reasonable period of time.

## APPEAL IN EXPULSION

The student is entitled to judicial review of any decision made by the Guilford County Board of Education adverse to him/her pursuant to NORTH CAROLINA GENERAL STATUTE §115C-45(c)(1) and/or as otherwise allowed by law.

## NORTH CAROLINA STATE BOARD OF EDUCATION

**Priority:** Healthy Responsible Students

**Category:** Safe Schools Program Guidelines

**Policy ID Number:** HRS-A-000

**Policy Title:** Acts of School Violence Reported Annually to the State Board of Education

**Current Policy Date:** 3/4/2010, 01/10/2001

**Other Historical Information:** Previous board dates: 12/02/1993, 12/07/1995, 08/07/1996, 12/05/1996, 02/05/1998, 01/13/1999, 01/10/2001.

Statutory Reference: G.S. 115C-12(21); G.S. 115C-288(g); G.S. 115C-307(a)

**Administrative Procedures Act (APA) Reference Number and Category:**

- (a) Principals who have personal knowledge or actual notice that any criminal offenses have occurred on school property shall report those offenses to law enforcement.
- (b) Pursuant to G.S. § 11 5C-12(21), principals shall report annually the following

crimes to the State Board of Education via the Department of Public Instruction's approved discipline reporting system in conformity with the State's Uniform Education Reporting System:

- (1) Assault resulting in serious personal injury as defined in G.S. 14-32.4;
- (2) Sexual Assault as defined in G.S. 14-27.5A and 14-33(c)(2);
- (3) Sexual offense as defined in G.S. 14-27.4 through 14-27.5 and 14-27.7A;
- (4) Rape as defined in G.S. 14-27.2 through 14-27.3 and 14-27.7A;
- (5) Kidnapping as defined in G.S. 14-39;
- (6) Indecent liberties with a minor as defined in G.S. §14-202.1, 14-202.2 and 14-202.4;
- (7) Assault involving the use of a weapon as defined in G.S. § 14-32 through 14-34.9;
- (8) Possession of a firearm in violation of the law as defined in G.S. § 14-269.2;
- (9) Possession of a weapon in violation of the law as defined in G.S. § 14-269.2;
- (10) Possession of a controlled substance in violation of the law as defined in the North Carolina Controlled Substance Act as defined in Article 5 of G.S. §90-86 through 90-113.8;
- (11) Assault on school officials, employees and volunteers as defined in G.S. §14-33(c)(6);
- (12) Homicide as defined in G.S. §14-17
- (13) Robbery with a dangerous weapon as defined in G.S. §14-87;
- (14) Unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages as defined in G.S. §18B-302;
- (15) Making bomb threats or engaging in bomb hoaxes as defined in G.S. §14-69.2; and
- (16) Willfully burning a school building as defined in G.S. §14-60.

# VIOLATIONS OF THE CODE OF CONDUCT

The following rules for conduct apply to all students, and the violation of the rules will result in consequences as described below. In appropriate circumstances the principal is granted the authority to exercise his/her good judgment and apply a greater or lesser consequence than those stated here. Principals must consult their School Support Officer (SSO) prior to suspending a student out of school for more than five (5) consecutive days. Aggravating circumstances may result in more severe consequences than listed for the specific rule violation.

## RULE 1. TRESPASSING

Students shall not willfully enter or remain in any school structure, conveyance or property without having been authorized by school personnel. No student shall be on the campus of another school other than his or her assigned school without the knowledge and consent of the officials of the school he or she is visiting. No student shall refuse to depart from the property of the Guilford County Schools after being requested to do so.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 1 day OSS.	In-school disciplinary action up to 3 days OSS. Law enforcement may be called.	In-school disciplinary action up to 3 days OSS. Law enforcement may be called.

## RULE 2. ATTENDANCE

Students shall follow State and local attendance guidelines and attend classes in a timely and regular fashion.

- a) Skipping (not coming to school) school in whole or in part - Students shall come to school and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or they have an absence that is excused pursuant to State guidelines and Board policy for attendance.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action including Saturday or before/after-school detention.	In-school disciplinary action, including Saturday or before/after-school detention up to ISS.	In-school disciplinary action, including Saturday or before/after-school detention up to ISS.

- b) Skipping (leaving school once present) school in whole or in part -- Students shall come to school, remain at school once they have arrived and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to do otherwise by the principal or his/her designee.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action.	In-school disciplinary action up to 1 day OSS.	In-school disciplinary action up to 2 days OSS.

- c) Unexcused Tardies in Homeroom, A/A Period and/or Assigned Classes – Students shall not be tardy to homeroom, A/A and/or assigned classes.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action.	In-school disciplinary action up to ISS.	In-school disciplinary action up to ISS.

## RULE 3. CHEATING

Students shall not engage in any act of deception or falsification of work product. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and a verbal or written statement of untruth.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 1 day OSS. Zero on assignment. May be allowed opportunity to redo assignment.	In-school disciplinary action up to 2 days OSS. Zero on assignment. May be allowed opportunity to redo assignment.	In-school disciplinary action up to 3 days OSS. Zero on assignment. May be allowed opportunity to redo assignment.

## RULE 4. INAPPROPRIATE OR LEWD INTERPERSONAL BEHAVIOR

Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the principal will not be allowed. Lewd, illegal or sexual gestures or acts, even if consensual, will result in serious consequences.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to long-term suspension. Law enforcement may be notified.	ISS up to long-term suspension. Law enforcement may be notified.	ISS up to long-term suspension. Law enforcement may be notified.

## RULE 5. USE OF TOBACCO PRODUCTS

Students shall not use or possess tobacco products, including e cigarettes, on any school property at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and/or protecting the safety and welfare of students and staff.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 1 day OSS.	Referral to Tobacco Education Program for first offense. Up to 3 days OSS for students refusing to participate in the program and for subsequent violations.	Referral to Tobacco Education Program for first offense. Up to 3 days OSS for students refusing to participate in the program and for subsequent violations.

## RULE 6. NONCOMPLIANCE WITH DIRECTIVES FROM PRINCIPALS, TEACHERS AND OTHER SCHOOL PERSONNEL

Students shall comply with the directions of all principals, assistant principals, teachers, substitute teachers, counselors, media specialists, teacher assistants, student teachers, coaches, advisors, bus drivers, bus supervisors and any other authorized school personnel at all times while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and/or protecting the safety and welfare of students and staff.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action measures for most infractions and up to 1 day OSS for repeated or serious infractions.	In school disciplinary action up to 3 days OSS. Long term suspension may result if aggravating circumstances are present.	In school disciplinary action up to 3 days OSS. Long term suspension may result if aggravating circumstances are present.

## RULE 7. BUS MISBEHAVIOR

Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or bus contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges; delaying the bus schedule, fighting, smoking, inappropriate behavior of a lewd or offensive nature, using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, departing the bus via the emergency door or windows without being told to do so by the driver, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, standing or moving around the bus while the vehicle is in motion, failure to wear seat belt on buses so equipped, throwing objects from the bus windows or doors, failing to observe and obey safety regulations, failing to sit in an assigned seat if applicable, willfully trespassing on a school-owned or operated vehicle, or violating any other Code of Conduct rule while on the school bus. If a violation of this Code also violates other rules, consequences in addition to those listed below may be implemented.

## Consequences

Elementary	Middle School	High School
In-school discipline action up to 5 days suspension from transportation.	In-school discipline action up to 10 days suspension from transportation and repeated or serious offenses may result in out-of-school suspension.	In-school discipline action up to 10 days suspension from transportation and repeated or serious offenses may result in out-of-school suspension.

## RULE 8. INSULTING, ABUSIVE, HARASSING, PROFANE, OBSCENE OR SERIOUSLY DISRESPECTFUL WORDS, ACTS OF TOUCHING, GESTURES, SIGNS, VERBAL THREATS, ACTS OF BULLYING OR INTIMIDATION, OR OTHER ACTS

Students shall respect other students, visitors, school employees and other persons by utilizing appropriate language and behaviors at all times. Any action which is insulting, abusive, harassing, profane, obscene, bullying, intimidating or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person based on his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status or disability is specifically prohibited. Students who believe they have been subjected to bullying, harassment or discrimination should inform a teacher, counselor or school administrator.

## Consequences

Elementary	Middle School	High School
In-school disciplinary action. Repeated or serious violations up to 3 days OSS.	In-school disciplinary action up to 5 days OSS. Long term suspension may result if aggravating circumstances are present.	In-school disciplinary action up to 5 days OSS. Long term suspension may result if aggravating circumstances are present.

## RULE 9. GAMBLING

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

## Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 1 day OSS. Law enforcement may be notified.	In-school disciplinary action up to 3 days OSS. Law enforcement may be notified.	In-school disciplinary action up to 5 days OSS. Law enforcement may be notified.

## RULE 10. FORGING NOTES/DOCUMENTS

Students shall not provide false information to school officials and/or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business.

## Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 3 days OSS.	In-school disciplinary action up to 5 days OSS.	In-school disciplinary action up to 5 days OSS.

## RULE 11. OPEN LUNCH COMPLIANCE

Students shall comply with the rules relating to open lunch for seniors. Students in any other grade and any senior not having parental permission to participate in open lunch are forbidden from leaving campus for lunch, and seniors are forbidden from aiding, inducing or transporting an underclassman not authorized to participate in open lunch.

## Consequences

Elementary	Middle School	High School
N/A	N/A	In-school disciplinary action up to 3 days OSS.



## RULE 12. UNLAWFULLY SETTING A FIRE OR MAKING OR POSSESSING DESTRUCTIVE DEVICES, EXPLODING FIRECRACKERS OR IGNITING SIMILAR DEVICES, CAUSING A FIRE OR COMMITTING ARSON

a) Setting Fire or Burning – Students shall not cause any fire whether or not there is an intent to commit arson or other crimes involving fire or explosion at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. Students shall not set fire to anything unless directed to do so under the supervision of a teacher or administrator for educational purposes.

### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement shall be called. Restitution may be required.	OSS up to long-term suspension. Law enforcement shall be called. Restitution may be required.	OSS up to long-term suspension. Law enforcement shall be called. Restitution may be required.

b) Willfully Burning a School Building - A student shall not wantonly or willfully set fire to, burn, causes to be burned, or aid, counsel, or procure the burning of any schoolhouse or building owned, leased, or used by any public school, college, or educational institution (GS 14-60).

### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement will be called. Restitution will be required.	OSS up long-term suspension. Law enforcement will be called. Restitution will be required.	OSS up to long-term suspension. Law enforcement will be called. Restitution will be required.

c) Making or Possessing Exploding Firecrackers or Similar Igniting Devices - Students shall not make or possess firecrackers or smoke-creating devices or materials or facsimiles thereof, including matches or lighters. In the event that a device is discovered, it shall be confiscated and not returned to the student.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action or OSS up to long-term suspension. Confiscate device. Law enforcement may be called. Restitution may be required.	In-school disciplinary action or OSS up to long-term suspension. Confiscate device. Law enforcement may be called. Restitution may be required.	In-school disciplinary action or OSS up to long-term suspension. Confiscate device. Law enforcement may be called. Restitution may be required.

d) Bringing or Possessing Destructive Devices on Educational Property - Students shall not bring or possess any destructive device. A destructive device is defined as an explosive, incendiary, or poison gas; including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other similar device.

### Consequences

Elementary	Middle School	High School
365 day suspension. Law enforcement will be called. Restitution may be required.	365 day suspension. Confiscate device. Law enforcement will be called. Restitution may be required.	365 day suspension. Confiscate device. Law enforcement will be called. Restitution may be required.

## RULE 13. UNJUSTIFIED ACTIVATION OF A FIRE OR OTHER ALARM SYSTEM

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

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 10 days OSS. Law enforcement and fire department will be called.	10 days OSS up to long-term suspension. Law enforcement and fire department will be called.	10 days OSS up to long-term suspension. Law enforcement and fire department will be called.

## RULE 14. FIGHTING AMONG STUDENTS

Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. If a student is a victim of a violent attack, he or she may defend themselves only as it is necessary so long as to protect oneself from harm or place oneself under the protection of a school official or the School Resource Officer.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 10 days OSS. Law enforcement may be called.	3 days OSS up to long-term suspension. Law enforcement may be called.	5 days OSS up to long-term suspension. Law enforcement may be called.

## RULE 15. EXTORTION

Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 10 days OSS. Law enforcement may be called.	3 days OSS up to long-term suspension. Law enforcement may be called.	5 days OSS up to long-term suspension. Law enforcement may be called.

## RULE 16. THEFT OR DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY

Students shall not steal or attempt to steal, knowingly be in possession of stolen property, or intentionally damage or attempt to damage any school or private property while under school jurisdiction. Students shall not vandalize damage, steal or attempt to damage property belonging to others.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 10 days OSS. Law enforcement may be called. Restitution may be required.	In-school disciplinary action or OSS up to and including long-term suspension. Law enforcement may be called. Restitution may be required.	In-school disciplinary action or OSS up to and including long-term suspension. Law enforcement may be called. Restitution may be required.

## RULE 17. ROBBERY, BURGLARY, TAKING OR DESTROYING PROPERTY, USING VIOLENCE OR THREAT OF VIOLENCE

Students shall not steal or attempt to steal, damage or destroy property of others using violence or threats of bodily harm.

### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement may be called. Restitution may be required.	OSS up to long-term suspension. Law enforcement will be called. Restitution may be required.	OSS up to long-term suspension. Law enforcement will be called. Restitution may be required.

## RULE 18. INCIDENTS OF AGGRESSIVE PHYSICAL ACTION

Students shall not engage in minor incidents of hitting, biting, shoving, kicking, spitting, throwing objects or other similar offenses towards a student or an adult.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 3 days OSS.	In-school disciplinary action up to 3 days OSS. OSS up to and including long-term suspension for repeated incidents.	In-school disciplinary action up to 3 days OSS. OSS up to and including long-term suspension for repeated incidents.

## RULE 19. THREATS OR ACTIONS OF ASSAULT AGAINST ADULTS

a) Physical Assault or Physical Harm to School Employees and Other Adults – Students shall not cause or attempt to cause physical or bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents.

### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement will be called.	10 days OSS up to long-term suspension. Law enforcement will be called.	10 days OSS up to long-term suspension. Law enforcement will be called.

b) Written or Verbal Assault to School Employees and Other Adults – Students shall not, through written or oral communication, threaten to cause, cause or attempt to cause harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

### Consequences

Elementary	Middle School	High School
In-school discipline action to 10 days OSS. Law enforcement will be called.	OSS up to long-term suspension. Law enforcement may be called.	OSS up to long-term suspension. Law enforcement may be called.

## RULE 20. PHYSICAL ASSAULT UPON A STUDENT

a) Physical Assault Upon a Student – Students shall not cause, attempt to cause or threaten to cause (whether orally or in writing) injury of any kind to a student while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

### Consequences

Elementary	Middle School	High School
OSS up to 10 days. Law enforcement will be called if required by law, and may be called in other circumstances.	OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances.	OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances.

b) Violent Physical Assault Upon a Student Resulting in Injury –Students shall not physically attack any other student causing severe or aggravated bodily injury involving, but not limited to, broken bones, loss of teeth, possible internal injuries, severe lacerations and bleeding or loss of consciousness, and/or requiring emergency medical services by trained school personnel or other health professionals (e.g., EMS) and/or hospitalization.

### Consequences

Elementary	Middle School	High School
10 days OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances.	10 days OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances.	10 days OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances.

## RULE 21. POSSESSION OF A FIREARM, OTHER TYPES OF GUNS, OR OTHER "LOOK-ALIKE" FIREARMS

Students shall not possess or conceal or transport any gun, air gun, BB gun, pellet gun, firearm, stun-gun, starter pistol, paintball gun, zip gun or any similar weapon that is capable of or causing serious bodily injury or any gun facsimile (an exact or close reproduction or imitation of an actual or real gun) or incidental items relating to firearms use, such as bullets, magazine clips, or other projectile items at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

a) Possession of a Firearm – Students shall not possess a firearm which is any of the following: a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver or any such weapon; any firearm muffler or firearm silencer; the term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

### Consequences

Elementary	Middle School	High School
365 day suspension. Confiscate weapon. Law enforcement will be called.	365 day suspension. Confiscate weapon. Law enforcement will be called.	365 day suspension. Confiscate weapon. Law enforcement will be called.

b) Possession of Other Types of Guns – Students shall not possess or conceal or transport or use any air gun, BB gun, pellet gun, stun-gun, taser, zip gun or any other weapon capable of firing a projectile or any gun facsimile (an exact or close reproduction or imitation of a gun reasonably perceived by a person to be an actual or real gun).

### Consequences

Elementary	Middle School	High School
In-school discipline up to a long-term suspension. Confiscate weapon. Law enforcement will be called.	In-school discipline up to a long-term suspension. Confiscate weapon. Law enforcement will be called.	In-school discipline up to a long-term suspension. Confiscate weapon. Law enforcement will be called.

c) Possession of Other "Look-alike" Firearms or Incidental items relating to firearms – Students shall not possess any other "look-alike" gun such as a plastic gun, rubber gun, candy gun or water pistol, paintball guns, or incidental items relating to firearms use, such as bullets, magazine clips, or other projectile items.

### Consequences

Elementary	Middle School	High School
In school discipline up to 3 days of OSS and conference with parent for first offense. Confiscate "look-alike" weapon. Repeated offenses will result in longer OSS terms.	In school discipline up to 3 days of OSS and conference with parent for first offense. Confiscate "look-alike" weapon. Repeated offenses will result in longer OSS terms.	In school discipline up to 3 days of OSS and conference with parent for first offense. Confiscate "look-alike" weapon. Repeated offenses will result in longer OSS terms.

## RULE 22. POSSESSION OF A DANGEROUS WEAPON OR OTHER INSTRUMENT

Students shall not possess or conceal or transport any weapon, chemical agent or other instrument that could cause or that is intended to cause bodily injury or other harm to another or misuse otherwise acceptable objects in a manner intended to cause harm to others at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 10 days OSS. Confiscate weapon. Law enforcement will be called. Repeated offenses may result in long-term suspension.	OSS up to long-term suspension. Confiscate weapon. Law enforcement will be called.	OSS up to long-term suspension. Confiscate weapon. Law enforcement will be called.

## RULE 23. DISRUPTION OF SCHOOL

a) Communicating a False Bomb Report or Perpetrating a Bomb Hoax – Students shall not communicate a false bomb report that there is located on any school property or at any school-sponsored event on or off school property any device designed to cause damage by explosion, blasting or burning. Students shall not perpetrate a bomb hoax by any means, including the concealment, placement or display of any device, machine, or artifact to cause a person to reasonably believe the item is a bomb.

### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement will be called.	10 days OSS up to long-term suspension. Law enforcement will be called.	10 days OSS up to long-term suspension Law enforcement will be called.

b) Communicating a Terroristic Threat or Perpetrating a Terroristic Hoax – Students shall not communicate a false report by any means that there is located on school property or at any school-sponsored activity off school property any device, substance or material designed to cause harmful or life-threatening illness or injury to others. Students shall not perpetrate a hoax by concealing, placing, disseminating or displaying on school property or at school-sponsored activity off school property any device, machine, instrument, artifact, letter, package, material or substance to cause a person to reasonably believe the item is capable of causing harmful or life-threatening illness or injury. Students shall not threaten to commit an act of terror with the intent of causing a serious disruption to or causing an actual significant disruption of the instructional day or school-sponsored activity while a student is on any school property or at school-sponsored activity on or off school property. Students shall not communicate a false report that a terroristic act likely to cause serious injury or death is about to occur or is occurring on any school property or at any school-sponsored event off school property, with the intent of causing a significant disruption or actually causing an actual significant disruption of the instructional day or school-sponsored activity.

### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement will be called.	OSS up to long-term suspension. Law enforcement will be called.	OSS up to long-term suspension. Law enforcement will be called.

c) Inciting or Participating in Student Disorder – Students shall not lead or participate in any activity that has as its purpose the disruption of school business or which significantly affects the educational process. In the event that the disruption does not abate immediately or if the principal deems it appropriate, law enforcement will be called.

### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement will be called.	OSS up to long-term suspension. Law enforcement will be called.	OSS up to long-term suspension. Law enforcement will be called.

## RULE 24. POSSESSION, USE, SALE, DELIVERY OR DISTRIBUTION OF MARIJUANA, NARCOTICS, STIMULANTS, ALCOHOLIC BEVERAGES AND ANY OTHER UNAUTHORIZED OR ILLEGAL SUBSTANCES OR DRUG PARAPHERNALIA

Students shall not possess, use, sell, transmit, deliver or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled or unauthorized or illegal substances or drug paraphernalia or any substance which impairs or otherwise mimics the hallucinatory, euphoric, depressive and/or intoxicating effects of illegal substances at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. In all cases the substance will be confiscated.

### Consequences

Elementary	Middle School	High School
OSS up to 10 days. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required.	OSS up to long-term suspension. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required.	OSS up to long-term suspension. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required.

## RULE 25. GANG ACTIVITY OR GANG-RELATED ACTIVITY

No students shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as its primary activities the commission of criminal acts and having a common name, identifying sign, colors or symbols. Conduct prohibited by this policy includes:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or bring in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or with the purpose of promoting gang affiliation;
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
- Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership; and
- Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that related to gang activity.

This rule will only apply when the behavior does not meet the standards of any other violation. If gang-related activity is associated with another act of misconduct, evidence of gang activities shall be considered an aggravating factor.

Before being suspended for the first offense of wearing gang-related attire (when not involved in any other kind of gang related activity or behavior), a student shall receive a warning and be allowed to immediately change or remove the attire that is in violation of this policy, unless the student has been specifically notified of a prohibited item of attire.

#### Consequences

Elementary	Middle School	High School
In-school disciplinary action up to OSS. Up to 3 days OSS for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting.	OSS up to 10 days for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting.	OSS up to 10 days for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting.

## RULE 26. VIOLATIONS OF NORTH CAROLINA CRIMINAL STATUTES

Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously

covered elsewhere in these rules at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

#### Consequences

Elementary	Middle School	High School
OSS up to long-term suspension. Law enforcement will be called.	OSS up to long-term suspension. Law enforcement will be called.	OSS up to long-term suspension. Law enforcement will be called.

## RULE 27. PROHIBITIONS ON THE USE OF CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

a) Inappropriate Use of Electronic Devices – Students may not use Electronic Devices, examples of which include but are not limited to cellular phones, laptops, school computers and iPods, in any way that either compromises educational integrity, disrupts the educational environment, or any other lewd, inappropriate or otherwise disruptive manner.

#### Consequences

Elementary	Middle School	High School
Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian.	Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian. Repeated or serious violations may result in ISS up to 3 days OSS.	Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. Confiscation of the Portable Electronic Device for up to 10 school days with the device to be returned only to an authorized parent or guardian or to the student in the event the child is 18 years of age or older. Repeated or serious violations may result in ISS up to 3 days OSS.



b) Use of any Portable Electronic Device for elementary and middle school students, examples of which include but are not limited to cellular phones and iPods, during the school day, meaning from five minutes prior to the first tardy bell to five minutes after the dismissal bell, is strictly prohibited. Exceptions include a laptop/notebook computer, calculator or other similar item either furnished by Guilford County Schools for the purpose of educational instruction or similar personal items with the express permission of the principal for the purpose of educational instruction.

**Consequences**

Elementary	Middle School
Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian.	Confiscation of the Portable Electronic Device for up to 10 school days with the device to be returned only to an authorized parent or guardian. Repeated violations may result in ISS up to 3 days OSS.

c) Prohibition of the Use of Portable Electronic Devices for High School Students – High school students shall comply with the policies and procedures of their own individual high school regarding cell phones and other portable electronic devices.

**Consequences**

High School
Consequence may be up to but shall not exceed confiscation of the Portable Electronic Device and/or ISS up to 10 days OSS.

**RULE 28. STUDENT DRESS**

A student will maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing. Please see the dress code or Standard Mode of Dress (SMOD) policy at your school.

Before being disciplined for the first offense, a student shall receive a warning and be allowed to immediately change or remove the attire that is in violation of this rule and his/her parent(s) or guardian(s) will be contacted.

**Consequences:**

Elementary	Middle School	High School
In-school disciplinary action (and parent contact).	In-school disciplinary action (and parent contact) for the first three offenses that occur on different school days during a grading period.	In-school disciplinary action (and parent contact) for the first three offenses that occur on different school days during a grading period.

# OTHER IMPORTANT INFORMATION

## STUDENT INSURANCE

The Guilford County Board of Education offers voluntary student accident insurance to each student each year. All enrollment information can be found on the GCS website. Several options are offered and a student may enroll throughout the school year. Enrollment forms can be requested from the schools for parents/guardians who do not have access for on-line enrollment. Parents are encouraged to review the voluntary accident insurance plans each year.

Athletic accident insurance is provided at no cost to students or parents for each student participating on a school-sponsored team. This coverage is only effective when participating in practice, an event, or traveling directly to and from an event. No accident coverage is provided for any accident outside the school-sponsored team. Physical education classes and recess are not covered.

## DROPOUT PREVENTION/DRIVER'S LICENSE LEGISLATION

North Carolina has legislation reflecting a coordinated statewide effort to motivate and encourage students to complete their high school education. The law requires the revocation of the student's driving permit or license if the student does not maintain adequate academic progress or drops out of school. Adequate academic progress is defined as passing 70% of your subjects each semester. This would normally be five (5) subjects under a traditional schedule (6 or 7 period day) or 3 out of 4 classes in a block schedule school. The law became effective August 1, 1998. This law applies to all North Carolina students under the age of 18 who are eligible for a driving permit or license.

The legislation requires a student to present a Driving Eligibility Certificate, issued by the school and good for 30 days only, to the Department of Motor Vehicles to obtain a permit or license. In addition, students must also present a birth certificate, social security card and Driver Education Completion Certificate.

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

## LOSE CONTROL, LOSE YOUR LICENSE LEGISLATION

Effective July 1, 2000 students given an expulsion/suspension for more than 10 consecutive days for one of the three reasons listed below are subject to having their permit/license suspended for up to one calendar year.

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

Students who are at least 14 years old or who are rising eighth graders are subject to this law. This law applies to all students, even to those exempted under Dropout Prevention/Driver's License Legislation. Unlike the Dropout Prevention/Driver's License Legislation law that ends when a student turns 18 years old, the "Lose Control" law does not stop at age 18 nor does it stop when the student graduates.

Students who lose their permit/license under this legislation may be eligible to regain the permit/license after a six-month period by displaying exemplary behavior in an alternative educational setting or having successfully completed a school district approved drug or alcohol treatment counseling program.

APPENDIX A: STUDENT VERIFICATION OF REVIEW AND UNDERSTANDING

GUILFORD COUNTY SCHOOLS  
Student Handbook and Code of Conduct  
Administrative Policy JD

TEACHER'S SECTION

This is to certify that I have been assigned as the teacher of the students whose names are affixed below, that I have distributed a copy of the Student Handbook (Student Code of Conduct) to these students, and that these procedures have been discussed with the students in my assigned class.

Date \_\_\_\_\_ Signature of Teacher \_\_\_\_\_  
School \_\_\_\_\_ Class \_\_\_\_\_

STUDENTS' SECTION

My signature being affixed below certifies that I have received the information mentioned above and that I had an opportunity to ask questions about this Code. I have also received a copy of the Student Handbook and understand my responsibility to read and understand it.

Date \_\_\_\_\_ School \_\_\_\_\_

STUDENT SIGNATURES

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

- 11. \_\_\_\_\_
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- 34. \_\_\_\_\_
- 35. \_\_\_\_\_
- 36. \_\_\_\_\_
- 37. \_\_\_\_\_

## APPENDIX B: PARENT/GUARDIAN VERIFICATION OF RECEIPT AND REVIEW

GUILFORD COUNTY SCHOOLS

### STUDENT HANDBOOK AND CODE OF CONDUCT ADMINISTRATIVE POLICY JD

#### PARENT/GUARDIAN VERIFICATION:

This is to certify that I have received and reviewed Administrative Policy JD (Student Discipline and Code of Conduct) and understand that this document governs the standards of behavior for students in the Guilford County School District. I have also reviewed the remainder of the Student Handbook including the section entitled "School Health Education Program: Reproductive Health and Safety Education" and understand that I may view materials in advance for their use based on the schedule set at my child's school. I understand that these standards of student behavior apply to school sites, off-site school sponsored activities and on any form of transportation provided by the Guilford County School. I understand policies may be revised and updated throughout the year and may also be found on the district's website ([www.gcsnc.com](http://www.gcsnc.com)).

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

(Please Print) \_\_\_\_\_

Student's Name \_\_\_\_\_

**Please return this form to your assigned teacher as soon as possible.**

## APPENDIX C: MEMORANDUM OF DISCIPLINARY ACTION FORM

GUILFORD COUNTY SCHOOLS

### STUDENT DEMOGRAPHIC INFORMATION

School Name _____	EC Student?: _____
Student Name _____	EC Classification: _____
Address: _____	Parent/Guardian Name: _____
Grade _____	Phone (Home): _____
ID #: _____	Phone (Work): _____
Age: _____	Phone (Other): _____
DOB: _____	
Race: _____	
Gender: _____	

### STAFF INCIDENT INFORMATION

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident:

<input type="checkbox"/> Assembly	<input type="checkbox"/> Classroom	<input type="checkbox"/> Media Center	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Field Trip	<input type="checkbox"/> Specialist Room	<input type="checkbox"/> Playground
<input type="checkbox"/> Bus	<input type="checkbox"/> Gym	<input type="checkbox"/> Off-campus	<input type="checkbox"/> Stadium
<input type="checkbox"/> Bus Stop	<input type="checkbox"/> Hallway/Breezeway	<input type="checkbox"/> Office/Grounds	<input type="checkbox"/> Stairway
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Locker Room	<input type="checkbox"/> Other Location	

Brief Description of Incident: \_\_\_\_\_

Brief Description of Previous Action(s) Taken by Referring Staff: \_\_\_\_\_

Signature of Referring Staff: \_\_\_\_\_ Date: \_\_\_\_\_

### ADMINISTRATOR CONSEQUENCES

Code of Conduct Rule(s) Violated: \_\_\_\_\_

Victim Name(s): \_\_\_\_\_

☐ None ☐ Non-Student/Staff ☐ Staff ☐ Parent/Caregiver ☐ Student  
☐ Student @ Other School ☐ Unidentified

Weapon:

☐ None ☐ Boxcutter ☐ Handgun ☐ Rifle ☐ Shotgun ☐ Knife ☐ Razor

☐ Pocket Knife Other: \_\_\_\_\_

Consequences:

<input type="checkbox"/> Admin Conference w/Parent/ Guardian	<input type="checkbox"/> Suspension- 10 days or less (pending hearing)
<input type="checkbox"/> Admin Conference w/Student	<input type="checkbox"/> Suspension- 11-364 days
<input type="checkbox"/> After School Detention	<input type="checkbox"/> Suspension- 365 days
<input type="checkbox"/> Alt. Learning School (SCALE)	<input type="checkbox"/> Expulsion
<input type="checkbox"/> Before School Detention	<input type="checkbox"/> Referral to CSW
<input type="checkbox"/> Behavior Contract/BIP	<input type="checkbox"/> Referral to Counselor
<input type="checkbox"/> Community based ALP	<input type="checkbox"/> Referral to Lifestyles
<input type="checkbox"/> Hearing Held (no change in placement) EC only	<input type="checkbox"/> Referral to IST
<input type="checkbox"/> Hearing Held (change in placement) EC only	<input type="checkbox"/> Referral to Mediation
<input type="checkbox"/> Homebound	<input type="checkbox"/> Referral to Social Worker
<input type="checkbox"/> Home Visit	<input type="checkbox"/> Report to Law Enforcement
<input type="checkbox"/> Referral to IST	<input type="checkbox"/> Restitution
<input type="checkbox"/> ISS Partial Day	<input type="checkbox"/> Send Home Early
<input type="checkbox"/> Loss of Privilege	<input type="checkbox"/> Tobacco Awareness Class
<input type="checkbox"/> Suspension-Bus	<input type="checkbox"/> Unilateral Change in Placement (EC only)
<input type="checkbox"/> Suspension (ISS)	<input type="checkbox"/> Warning
<input type="checkbox"/> Suspension- 10 days or less	<input type="checkbox"/> Other: _____

Suspension Information: \_\_\_\_\_

Long Term Suspension: \_\_\_\_\_

Number of Days Suspended \_\_\_\_\_

Incident Recorded in Discipline Data System (Y/N)? \_\_\_\_\_

Recorded By \_\_\_\_\_

**First Day of Suspension** \_\_\_\_\_

Incident Reported to Law Enforcement (Y/N)? \_\_\_\_\_

Recorded By \_\_\_\_\_

**Last Day of Suspension** \_\_\_\_\_

Incident Reported to Parent? \_\_\_\_\_

Reported By \_\_\_\_\_

**Date Student Returns to Bus or School** \_\_\_\_\_

Via ☐ phone ☐ conference ☐ US mail ☐ email ☐ none

Contact Date \_\_\_\_\_

Number of Cumulative Suspensions \_\_\_\_\_

## APPENDIX D: EXPUNGEMENT OF LONG-TERM SUSPENSIONS OR EXPULSIONS

GUILFORD COUNTY SCHOOLS

Person submitting the request:

\_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Guardian \_\_\_\_\_ Custodian

Name of Person Submitting the Request: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_

Name of Student's Current School or School Last Attended

Name of School(s) from which the Student Was Suspended or Expelled

School Year(s) for which the Student was Suspended or Expelled

(Example: long-term suspension 2003-2004): \_\_\_\_\_

Reason(s) for the Request

Please attach additional sheets if necessary. You may attach also any written documentation in support of your request.

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return the completed form to the Hearing Office at Guilford County Schools, 120 Franklin Boulevard, Greensboro, NC 27401 or by fax at 336-370-2354.**

## APPENDIX E: HARASSMENT, BULLYING OR DISCRIMINATION REPORTING FORM

**Directions:** Harassment, bullying or discrimination are serious and will not be tolerated. This is a form to report alleged harassment, bullying or discrimination that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school\*, at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. If you are a student victim, the parent/guardian of a student victim, an adult relative/friend of a student victim, a student witness/bystander or a school staff member and wish to report an incident of alleged harassment, bullying or discrimination, complete this form and return it to the principal, assistant principal, teacher or counselor at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment, bullying and discrimination are defined as conduct intended to intimidate, discredit, injure or disturb a student or groups of students to the extent that the behavior causes mental and/or physical harm to students and is sufficiently severe, persistent and pervasive so that it creates a learning environment that is intimidating, threatening or abusive. Harassment, bullying and discrimination can occur face to face, in writing or through use of electronic means such as the internet, emailing or text messaging. Cyberbullying can include the use of personal web sites to support deliberate, repeated and hostile behavior intended to cause harm to persons or groups.

Today's date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ School: \_\_\_\_\_

Place an X in the appropriate box: ☐Victim ☐Student ☐Parent / Guardian

☐ Anonymous ☐ School Staff ☐ Other \_\_\_\_\_

### PERSON REPORTING INCIDENT

(Note: If this is an anonymous report, leave name and phone # blank.)

Name: \_\_\_\_\_ Telephone : (\_\_\_\_) \_\_\_\_\_

1. Name of student victim: \_\_\_\_\_ Grade Level: \_\_\_\_\_

(Please print)

2. Name(s) of alleged offender(s) (If known): Grade Level School (if known) Is he/she a student?

\_\_\_\_\_  
☐Yes ☐No (Please print)

\_\_\_\_\_  
☐Yes ☐No (Please print)

3. Were you an eyewitness to this behavior? ☐Yes ☐No

Name(s) of other witnesses (If known): Grade Level School (if known) Is he/she a student?

\_\_\_\_\_  
☐Yes ☐No (Please print)

\_\_\_\_\_  
☐Yes ☐No (Please print)

## PARENT CONSENT AND PHOTO RELEASE FORM

Please sign and return this consent form to your child's teacher. There are three different items that require your signature – photo, directory information and military recruitment. For each item, please sign consent or no consent. Please return this form to your child's teacher. Thank you for your assistance.

At various times during the school year, school representatives, Guilford County Schools (GCS), partners/vendors of GCS and a variety of media outlets request permission to film, video tape and photograph in our schools. They subsequently publish, broadcast or use these materials, which often include images and depictions of students, as well as student work products.

If you consent and grant permission for your child's likeness or work products to be used/featured by your school, GCS/its partners or electronic/ social media, please sign in the appropriate space below.

**1) PHOTO CONSENT:** I do consent and allow my child to be filmed, videotaped and/or photographed for use by my school, GCS/its partners and the media. I also allow my child's work product to be featured by GCS (this will include the school yearbook and social media).

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**NO PHOTO CONSENT:** I do NOT consent nor allow my child to be filmed, videotaped and/or photographed for use by my school, GCS/its partners and the media (this will include the school yearbook and social media).

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**2) DIRECTORY INFORMATION CONSENT:** I do consent and allow the district to release directory information on my child. Directory information includes the student's name, place and date of birth, major course of study, participation in sports and other official school activities, height and weight if an athletic team member, date of graduation, dates of attendance (date of enrollment through date of withdrawal or graduation), degrees and awards.



---

 Child's Name

---

 Parent's Signature

---

 Date

**NO DIRECTORY INFORMATION CONSENT:** I do NOT consent nor allow the district to release directory information on my child.

---



---

 Child's Name

---

 Parent's Signature

---

 Date

**3) MILITARY RECRUITMENT:** Under the No Child Left Behind legislation, public schools are required to provide military recruiters with lists of secondary school students' names, addresses and telephone listings. These are to be used for recruiting purposes and for informing young people of scholarship opportunities.

**MILITARY RECRUITMENT CONSENT:** I do consent and allow the district to release my child's name, address and telephone listing to military recruiters.

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---

 Child's Name

---

 Parent's Signature

---

 Date

**NO MILITARY RECRUITMENT CONSENT:** I do NOT consent nor allow the district to release my child's name, address and telephone number to military recruiters.

---



---

 Child's Name

---

 Parent's Signature

---

 Date

## STUDENT CERTIFICATION OF REVIEW AND AGREEMENT GRADES K - 5

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**TEACHERS WILL READ THIS AGREEMENT TO THEIR CLASS. STUDENTS MUST ACCEPT THIS AGREEMENT DIGITALLY BEFORE THEY CAN LOG ON TO A GCS COMPUTER THAT IS CONNECTED TO THE INTERNET THROUGH THE GCS NETWORK.**

---

I understand that access to technology and connectivity are essential to the process of teaching and learning, which includes both face-to-face or virtual learning environments. This agreement acknowledges my understanding of the rules and consequences as outlined in the Student Handbook and GCS Code of Student Conduct.

☐ **I AGREE TO FOLLOW ALL THE RULES FOR USING COMPUTERS AND THE INTERNET AT SCHOOL.**

### STUDENTS/PARENTS MUST COMPLETE THE FOLLOWING INFORMATION:

Student's Full Name (printed):

Last: \_\_\_\_\_

First: \_\_\_\_\_

Student Signature:

---

Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_

GUILFORD COUNTY SCHOOLS

## STUDENT CERTIFICATION OF REVIEW AND AGREEMENT GRADES 6 - 12

**STUDENTS MUST ACCEPT THIS AGREEMENT BEFORE THEY CAN LOG ON TO A GCS COMPUTER THAT IS CONNECTED TO THE INTERNET THROUGH THE GCS NETWORK.**

This agreement applies to student use of district owned technologies and network connectivity whether face-to-face or virtual learning environments.

- I will use the Internet for educational purposes, research, or career development.
- I understand that I do not own any material I may create or post on the Internet at school. Any information I create, transmit, or store may be inspected by an authorized GCS staff person for any reason without my permission or knowledge.
- Anything that I do on the Internet while at school may be monitored by a teacher or other staff member.
- I understand that access to technology and connectivity are essential to the process of teaching and learning, which includes both face-to-face or virtual learning environments. This agreement acknowledges my understanding of the rules and consequences as outlined in the Student Handbook and GCS Code of Student Conduct.
- If I do not follow the Digital Citizenship Rules or if I engage in any of the Unacceptable Uses, I may lose Internet access at school and my computer may be taken away from me. There may also be disciplinary actions taken against me under the GCS Code of Student Conduct, which could include a suspension or expulsion from school. I may also be violating the laws of North Carolina or of the United States.
- I will pack, transport, and store the device safely.

- I will report to the school any damage, loss or theft as soon as reasonably possible.

- ☐ I HAVE READ ALL THE INFORMATION WRITTEN ABOVE AND UNDERSTAND IT. I AGREE TO FOLLOW ALL GCS STUDENT INTERNET USE POLICIES.
- ☐ I AGREE TO FOLLOW ALL THE RULES FOR USING COMPUTERS AND THE INTERNET AT SCHOOL AND HOME.

### STUDENTS/PARENTS MUST COMPLETE THE FOLLOWING INFORMATION:

Student's Full Name (printed):

Last: \_\_\_\_\_

First: \_\_\_\_\_

Student Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_

FOR UP-TO-DATE INFORMATION ON  
REOPENING SCHOOLS, VISIT  
**[WWW.GCSNC.COM/REOPENING](http://WWW.GCSNC.COM/REOPENING)**.



In compliance with federal law, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Guilford County Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-8154.

All Guilford County Schools facilities, both educational and athletic, are tobacco-free learning environments.

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