



Guilford County Board of Education

Policy Committee Meeting

September 11, 2:30 p.m.

Swann Room, GCS Central Administrative Offices

Committee Members: Winston McGregor, Chairperson Sharon L. Contreras, PhD, Staff Liaison
 T. Dianne Bellamy Small
 Byron Gladden
 Pat Tillman

AGENDA	
Welcome and Introductions	<i>Discussion Leader: Winston McGregor</i>
Review of Minutes for (August 13, 2019)	<i>Discussion Leader: Winston McGregor</i>
DC – Budgeting and Fiscal Management	<i>Discussion Leader: Sharon L. Contreras, PhD, and Angie Henry</i>
4201/7271 – Injury and Loss Prevention	<i>Discussion Leader: Sharon L. Contreras, PhD, and Angie Henry</i>
1510/4200/7270 – School Safety	<i>Discussion Leader: Sharon L. Contreras, PhD and Scott McCully</i>
3226/4205 – Internet Safety	<i>Discussion Leader: Sharon L. Contreras, PhD and Scott McCully</i>
4202/5029/7272 – Service Animals in Schools	<i>Discussion Leader: Sharon L. Contreras, PhD, and Ronda Sortino</i>
2019-2020 Meeting Schedule	<i>Discussion Leader: Winston McGregor</i>
Other Business	<i>Discussion Leader: Winston McGregor</i>
Next Meeting: October 16, 2019	
Adjournment	

Members Present: T. Dianne Bellamy Small, Byron Gladden

Members Absent: Winston McGregor, Pat Tillman

Staff: Sharon L. Contreras, PhD, Nora K. Carr, Ed.D., Angie Henry, Wanda Legrand, Margaret Winslow, Kim Hipp

Other: Khem Irby, Linda Welborn, Jill Wilson

Approval of Minutes

Minutes from the June 4, 2018 meeting were approved as written.

Policies Reviewed

- Policy JD – Student Discipline
The Committee approved staff to send Policy JD – Student Discipline to the Board for a First Reading at the September 10, 2019 meeting, with the following revisions incorporated:
 - Remove “In School Suspension/ISS” from last paragraph on page 6.
 - Include email as an option in the second item 3 on page 7.
 - Update Board panels to include two members (vs. three under previous organization) in the third paragraph on page 8.
 - Dr. Legrand will create a form letter pertaining to item 1 on page 10, and then share with Jill Wilson for review. Include verbiage regarding a student’s right to make up missed work.
 - Staff will follow up with the Committee regarding rules pertaining to removing a long-term suspension from a student’s record.

- Policy 4400 – Attendance
The Committee approved staff to send Policy 4400 – Attendance to the Board for a First Reading at the September 10, 2019 meeting, with the following revisions incorporated:
 - Update language to include email and other forms of communication in the first paragraph in item B on page 1.
 - Update to be more inclusive of alternative family structures in item B3 on page 1, if doing so does not conflict with state statutes.
 - Reword for accuracy item 6 on page 2.

- Policy DC – Budgeting and Fiscal Management
The Committee approved staff to send Policy DC – Budgeting and Fiscal Management, as proposed, to the Board for a First Reading at the September 10, 2019 meeting.

Proposed 2019-2020 Policy Committee Meeting Schedule

The Committee directed Kim Hipp to send an electronic version of the proposed 2019-2020 Policy Committee Meeting Schedule to Committee members for review and feedback.

Other

- Committee member Gladden requested it be noted in these minutes that Policy 6140, which was adopted by the Board on July 25, 2019, already contained verbiage requiring a member of the Board of Education serve on the Student Health Advisory Council.
- Committee directed staff to ensure that schools do not create and distribute their own code of conduct moving forward.

Next meeting

Wednesday, September 11, 2019

Submitted by:

Nora K. Carr, Ed.D.

Chief of Staff, Guilford County Schools

DRAFT

Policy Code: DC Budgeting and Fiscal Management

Descriptor Term:	Descriptor Code:	
BUDGETING AND FISCAL MANAGEMENT	DC	
Presented to the Board:	Adopted by the Board:	Revised by the Board:
January 13, 2004	March 9, 2004	

The Board of Education believes in sound financial planning to support the educational goals of the Board and the State and expects the Superintendent and the CFO to develop and maintain fiscal practices that are consistent with the Board's educational policies and goals, assure sound fiscal management and consider future fiscal impact. Financial planning for any fiscal year shall include multi-year planning and shall not deviate materially from the Board's stated goals and objectives or risk fiscal jeopardy.

It is the Superintendent's duty to present to the Board a recommended budget which:

1. Establishes priorities for the school district, recognizing that increasing student achievement is the Board's primary objective;
2. Is in a summary format understandable to the Board;
3. Adequately describes revenues and expenditures;
4. Shows the amount spent in each program or area for the most recently completed fiscal year, the amount budgeted for each program or area for the current fiscal year and the amount recommended for the next fiscal year;
5. Discloses budget planning assumptions;
6. Projects spending only those funds that are conservatively projected to be received during the year;
7. Preserves the District's fund balance to the extent practical;
8. Provides adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audits, Board and committee meetings, Board memberships and district legal fees;
9. Takes into consideration fiscal soundness in future years; and
10. Reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, performance increases and benefits, environmental influences and market conditions.

The Board expects the Superintendent to submit a calendar for budget adoption annually.

Fiscal operations of the school system shall be managed in a responsible manner, according to generally accepted accounting principles (GAAP), and considering the position trust and confidence the public places in the Board to manage public funds.

With respect to the actual, ongoing condition of the district's financial health, the Superintendent shall operate the district without materially deviating from the annual budget or budget policy adopted by the Board. All purchases of services, equipment, materials and supplies will be made in accordance with all applicable laws and regulations, including Chapter 143 Article 8 of the North Carolina General Statutes. Except as otherwise required by law, the Board delegates to the Superintendent the authority to award contracts for services and the purchase of equipment, material and supplies in any amount, as long as the purchase is within the remaining funds in the allocated budget for the current fiscal year. The Superintendent may seek Board approval for certain expenditures. The purchasing officer and any additional staff deemed appropriate by the Superintendent will review submissions of bids, proposals or quotes to determine if they are responsive to the district's specifications, and will make recommendations to the Superintendent. The Superintendent or designee will award the contract based upon such recommendations or will make a recommendation to the Board for award of the contract by the Board in accordance with this policy. The Superintendent is directed by the Board to operate the District in accordance with the following principles:

1. Spend funds only when revenues are available to meet expenses or when the Board has designated fund balance to be spent for that purpose;
2. Avoid incurring debt except as provided by law;
3. Settle payroll and debts in a timely manner;
4. In accordance with NCGS 143-129, Obtain the approval of the Board of Education for the purchase of all contracted services of \$150,000 or more, construction or repair contracts of \$300,500,000 or more, construction or repair project change orders of \$100,000 or more;
5. Make any purchase only after:
 - a. exercising reasonable precaution against conflict of interest,
 - b. having considered comparative prices based on items of similar quality, and
 - c. considering a balance between long-term quality and cost.
6. Purchase supplies, equipment and/or materials only in accordance with the conditions outlined in [NCGS 115C-522.1](#)(Purchasing Flexibility);
7. Contract for construction or repair work only in accordance with the conditions outlined in [NCGS 143-129](#)(Procedure for Letting of Public Contracts).
8. Prepare and file all required reports in a timely and accurate manner;
9. Arrange for an annual audit in accordance with state law;
10. Pursue all receivables of the district in a financially responsible manner;
11. Keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting;
and
12. Prepare and publish an annual report.

The Guilford County Board of Education (the “Board”) directs the Superintendent to implement a system-wide loss prevention/safety program with the goal of maintaining a safe working environment for employees and a safe learning environment for students. The program must be consistent with the requirements for school safety established in policy 1510/4200/7270, School Safety, and with applicable state and federal rules related to workplace safety and other safety issues in the school environment.

The Superintendent shall establish a system-wide health and safety leadership team to oversee the school system’s injury and loss prevention efforts. These efforts will include (1) accident and injury prevention and investigation; (2) hazard investigation and control; and (3) promotion of safe practices and safety awareness in the school environment. The team shall be responsible for developing processes for accident investigation and for the identification, reporting, and correction of hazards and other unsafe conditions within the school environment, as described below. The Superintendent or designee shall lead the health and safety leadership team in carrying out its responsibilities.

A. ACCIDENT INVESTIGATION AND CORRECTION OF HAZARDS

The health and safety leadership team shall develop an accident investigation protocol, or improve existing protocols, for investigating all employee work-related injuries. The protocol may also address investigation of accidental injuries to students or visitors, as well as incidents of violence in the school environment.

The accident investigation protocol must include steps to identify in a timely manner the cause(s) of the accident and any underlying factors that may have contributed to it. It must also require the identification and implementation of actions to address unsafe conditions to prevent recurrence of the incident. Investigation steps may include, but are not limited to, interviews of the injured employee(s) and witnesses, examination of physical evidence, examination of the workplace, and data collection.

The protocol must provide for recording the findings of cause, recommendations for correction, and actions taken.

The health and safety leadership team shall develop additional protocols, or improve existing protocols, as necessary to investigate reports of hazards and other unsafe conditions within the school environment.

B. PREVENTATIVE MEASURES: IDENTIFICATION, EVALUATION, AND CONTROL OF HAZARDS

The health and safety leadership team shall establish or improve processes and strategies for the identification, investigation, and control of hazards and other unsafe conditions in

the school environment, including those arising from safety hazards (e.g., slippery floors, cluttered work areas, overloaded electrical outlets); chemical and biological hazards (e.g., solvents, pesticides, lab chemicals, bloodborne pathogens); other health hazards (e.g., allergens and other indoor air pollution, noise), and ergonomic risk factors (e.g., repetition, use of excessive force, awkward posture).

The processes for identification, investigation, and control may include periodic worksite inspections to identify potential or actual safety hazards; job task safety analysis; employee safety surveys; analysis of ergonomic risk factors; review of injury data, accident reports, and workers' compensation records; hazard control analysis; and/or other standard means of hazard identification and control that are consistent with the goal of improving safety in the school environment. The Superintendent or designee may appoint site-based safety teams to conduct these activities at each school system site that houses employees. If site-based teams are utilized, they shall report to the health and safety leadership team on a schedule to be established by the Superintendent or designee.

C. CORRECTION OF IDENTIFIED HAZARDS

The processes and strategies for improving safety in the school environment required by this policy must include a system for correcting identified hazards and must require the immediate removal of employees from an area where there is an imminent danger that cannot be immediately corrected (e.g., a chemical spill).

The system for correcting hazards must give priority to solutions that actually remove the hazard. If the hazard cannot be removed altogether, procedures that limit exposure to the hazard should be implemented when practicable. In addition, personal protective equipment may be provided to protect the individual(s) from direct exposure to a hazard that cannot be eliminated. A combination of these methods should be used if needed to address the hazardous condition.

D. REPORTING HAZARDS OR OTHER UNSAFE CONDITIONS

The health and safety leadership team shall establish or improve processes for employees and others to report hazards and other unsafe conditions to supervisory or administrative personnel without fear of reprisal.

E. DEVELOPMENT OF SAFE WORK PRACTICES

The health and safety leadership team shall assist the Superintendent or designee in the development of safety standards for facilities, equipment, machinery, tools, and work practices. The standards must be consistent with all applicable federal and state standards.

F. SAFETY EDUCATION AND TRAINING

The health and safety leadership team shall coordinate a system-wide safety education program to educate individuals in the school environment on safety practices. The program

of education and training must be documented and must include instruction on workplace-related safety practices, relevant job- or activity-specific safety practices, and site-specific safety and emergency procedures. It must also include instruction on measures for reporting any unsafe conditions, work practices, or injuries.

G. RECORDKEEPING

The health and safety leadership team shall establish uniform processes for recordkeeping that comply with the requirements of federal and state law.

H. EMPLOYEE RESPONSIBILITY FOR SAFETY

All employees are expected to follow safe work practices, use appropriate personal protective equipment as instructed by their supervisors, and attend safety education programs as assigned. Employees must report unsafe conditions or work practices, accidents, or injuries as soon as practicable, in accordance with established procedures.

Legal References: 29 C.F.R. Part 1910; 13 N.C.A.C. 07F.0101; State Board of Education Policy INSR-003

Cross References: School Safety (policy 1510/4200/7270), Hazardous Materials (policy 6540), Occupational Exposure to Bloodborne Pathogens (policy 7260), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265)

Adopted:

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

A. SUPERVISION OF STUDENTS

Students must be reasonably supervised while in the care and custody of the school district. This supervision must occur throughout school hours, including during class, between classes, on the playground, and during recess or lunch periods; during authorized school field trips; and on school buses. Reasonable precautions should be taken to protect the safety of students on school grounds and on buses before, during and after school.

Students who are subject to policy 4260, Student Sex Offenders, and are receiving educational services on school property must be supervised by school personnel at all times.

B. SUPERVISION OF VISITORS

School administrators shall strictly enforce policies 5015, School Volunteers, and 5020, Visitors to the Schools.

C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS

The Superintendent or designee and each building principal shall comply with all duties set out for their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire hazards. The principal is required to inspect school buildings, playgrounds and equipment for health, fire and safety hazards on a regular basis, as required by law, and to notify the Superintendent or designee immediately of unsanitary conditions or repairs needed to meet safety standards.

Any employee who observes any potential hazards must notify the principal or the employee's supervisor immediately.

All warning systems must meet building and equipment codes required by law and must be properly maintained. When necessary, proper signs indicating potential hazards or recommended safety precautions must be posted.

D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND EMERGENCIES

1. Responding to Student Altercations and Other Threats to Safety

All school system employees have a duty to be alert at all times to situations that may pose a threat to the safety of students, employees or visitors on school property, at school events, or in other situations in which the students are under the authority of school employees. Even an employee who does not have responsibility for supervising students is expected to make an immediate report if the employee observes or has reason to suspect that a situation poses a threat to safety and no administrator, teacher, or other supervisory employee is present and aware of the potential threat.

Teachers, teacher assistants, coaches and other employees with responsibility for supervising students will use appropriate student behavior management techniques to maintain order and discipline on school property, at school events and anywhere that students are under the employees' authority. Such employees must enforce the Code of Student Conduct and address student behavior in accordance with the school plan for management of student behavior (see policy 4302, School Plan for Management of Student Behavior).

When employees with responsibility for supervising students have personal knowledge or actual notice of a student altercation or other situation that poses an immediate threat to safety, they shall use their professional judgment to determine how best to address the situation to protect the safety of everyone in the vicinity. Emergency procedures identified in a student's Behavior Intervention Plan shall be followed to the maximum extent possible under the circumstances. For minor threats or altercations or altercations involving young children, the employee shall intervene directly to end the fight or address the safety threat if the employee can do so safely. An employee who encounters a situation that cannot be managed safely and effectively by that employee immediately shall request assistance from other employees or administrative staff and shall take steps to remove bystanders from the area. Only the degree of force or physical control reasonably necessary shall be used to re-establish a safe environment.

Employees should take further action as appropriate in accordance with any response protocols established by the principal or Superintendent/designee. All employees are responsible for knowing and following such protocols to the fullest extent reasonable under the circumstances at the time.

2. Accident Prevention Protocols

The school safety office and risk management, in partnership with the principal or designee, will develop protocols to help prevent accidents in school buildings, on school buses and on school grounds.

3. Training for Staff and Students

Staff training must include detailed instruction on accident prevention and how to respond to a variety of emergency situations. In addition, staff should be able to

recognize and respond to behavior, information and related indicators that warn of impending problems. School personnel must teach and review with students (1) safety procedures, including fire safety procedures; (2) precautions for handling chemicals or potentially dangerous equipment; and, (3) appropriate responses to threats to school safety.

4. Safety Equipment

School employees shall provide students with safety equipment as required by law and shall enforce district and school protocols pertaining to wearing safety equipment. School employees shall wear and use appropriate safety equipment, and will follow district and school safety protocols, as required for the safe performance of their specific job assignments.

5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

The Superintendent or designee, in coordination with local law enforcement and emergency management agencies, will adopt a school risk management plan relating to incidents of school violence for each school in the school system. The Superintendent or designee must provide the Department of Public Safety's Division of Emergency Management (Division) with emergency response information it requests for the school risk management plan and updated emergency response information when such updates are made.

The Superintendent or designee must also provide the Division and local law enforcement with schematic diagrams, including digital schematic diagrams, of all school facilities and updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. Schematic diagrams must meet any standards established by the Department of Public Instruction for the preparation and content of the diagrams.

In addition, the Superintendent or designee shall provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.

At least one school-wide tabletop exercise and drill that meets the requirements of state law and is based on the procedures documented in the school risk management plan will be held annually at each school. Principals shall also conduct fire drills as required by law.

6. Reporting Suspicious Behavior

Students should notify any staff member of any acts of violence, harassment, or

bullying or any other unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other impediments to students reporting potential problems.

Maintaining a safe school environment that is conducive to learning requires staff to be proactive in dealing with violence, harassment, and bullying. Staff members must report immediately to the principal any information regarding unusual or suspicious behavior or acts of violence, harassment, or bullying.

Every principal is required to investigate and act upon any report of such behavior, including, when appropriate, reporting criminal activities to law enforcement, the State Board, and the Superintendent or designee (see policies 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and 4335, Criminal Behavior).

7. Potential Threats of Registered Sex Offenders

The principal of each school shall register with the North Carolina Sex Offender and Public Protection Registry to receive e-mail notification when a registered sex offender moves within a one-mile radius of the school.

8. Student Behavior Standards

Students are expected to meet behavior standards set forth in Board policies.

Legal References: G.S. 14-208.18; 115C-36, -47, -81.4, -105.49, -105.53, -105.54, -166, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies SSCH-000, SCFC-005

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260), Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security of Facilities (policy 9220)

Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and Communities*, U.S. Department of Education Office of Safe and Drug-Free Schools (January 2007), available at <http://www2.ed.gov/admins/lead/safety/crisisplanning.html>

Adopted:

A. INTRODUCTION

It is the policy of the Guilford County Board of Education (the “Board”) to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) comply with the Children’s Internet Protection Act.

B. DEFINITIONS**1. Technology Protection Measure**

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are obscene, constitute child pornography, or harmful to minors.

2. Harmful to Minors

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

3. Child Pornography

The term “child pornography” means any visual depiction, including any photograph, film, video picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

- b. such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
 - c. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
4. Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

5. Minor

For purposes of this policy, the term “minor” means any individual who has not attained the age of 17 years.

C. ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or “Internet filters”) will be used to block or filter access to inappropriate information on the Internet and World Wide Web [and other forms of electronic communications, such as student email](#). Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. The Board has determined that audio or visual materials that depict violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The Superintendent, in conjunction with a school technology and media advisory committee (see policy 3200, Selection of Instructional Materials), shall determine what other matter or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

A student or employee must immediately notify the appropriate school official if the student or employee believes that a website or web content that is available to students through the school system’s Internet access is obscene, constitutes child pornography, is “harmful to minors” as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the school principal; employees must notify the Superintendent or designee.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or employee who believes that a website or web content has been improperly blocked by the school system’s filter should bring the website to the attention of the principal. The principal shall confer with the technology director to determine whether the site or content should be unblocked.

The principal shall notify the student or teacher promptly of the decision. The decision may be appealed through the school system's grievance ~~procedure~~ process. (See policies 1740/4010, Student and Parent Grievance ~~Procedure~~, and 1750/7220, ~~Grievance Procedure for Employees~~ Grievance, and related administrative procedures.)

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

D. INAPPROPRIATE NETWORK USAGE

All users of school system technological resources are expected to comply with the requirements established in policy 3225/4312/7320, Technology Responsible Use. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including "hacking" and engaging in other similar unlawful activities; ~~and~~ (b) engaging in the unauthorized disclosure, use, or dissemination of personal identifying information regarding minors; (c) using another student or employee's user name and password to access network resources; (d) transmitting obscene or pornographic visual imagery; and (e) harassing, menacing, using profanity, communicating threats or intimidation, or engaging in any form of cyberbullying. See policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying.

E. EDUCATION, SUPERVISION, AND MONITORING

To the extent practical, steps will be taken to promote the safety and security of users of the school system's online computer network, especially when they are using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The technology director or designated representatives shall provide age-appropriate training for students who use the school system's Internet services. The training provided will be designed to promote the school system's commitment to educating students in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in policy 3225/4312/7320, Technology Responsible Use;
2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and

3. compliance with the E-rate requirements of the Children’s Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of policy 3225/4312/7320, Technology Responsible Use.

[Violations of this policy or policy 3225/4312/7320 may result in disciplinary action, including loss of access privileges or other actions defined in Board policy or the Student Code of Conduct.](#)

The Superintendent shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children’s Internet Protection Act, 47 U.S.C. 254(h); Neighborhood Children’s Internet Protection Act, 47 U.S.C. 254(l); Protecting Children in the 21st Century Act, 47, U.S.C. 254(h)

Cross References: Professional and Staff Development (policy 1610/7800), Student and Parent Grievance ~~Procedure~~ (policy 1740/4010), ~~Grievance Procedure for Employees~~ Grievance (policy 1750/7220), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), School Improvement Plan (policy 3430), Use of Equipment, Materials, and Supplies (policy 6520), Network Security (policy 6524)

Adopted: _____ at a public meeting, following normal public notice

Replaces: [EFE-P \(in part\) \(issued October 30, 2003\)](#)

Adopted:

The Guilford County Board of Education (the “Board”) will make reasonable accommodations for qualified persons with disabilities in accordance with policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, and the requirements of state and federal law. An individual with a disability may be accompanied by his or her service animal on school property subject to the requirements of this policy. If necessary, the Superintendent may establish administrative regulations for the use of service animals on school property.

A. DEFINITION OF “SERVICE ANIMAL”

A “service animal” for purposes of this policy is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability or necessary to mitigate a disability. Federal regulation 28 C.F.R. 35.104 provides examples of types of work or tasks that would qualify. Service animals do not include any other species of animal, whether wild or domestic, trained or untrained, except that a miniature horse will be permitted for use as a service animal if reasonable modifications can be made after assessing the specific factors listed in 28 C.F.R. 35.136(i). Animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent, are not service animals for the purposes of this policy.

B. USE OF A SERVICE ANIMAL ON SCHOOL PROPERTY BY STUDENTS AND EMPLOYEES

1. Introduction of a Service Animal

School administrators shall facilitate the introduction of an eligible service animal into the school environment. To promote a successful integration of the service animal into the educational program and to minimize unnecessary disruption, an employee or student with a disability who intends to bring a service animal to school during the school day is encouraged to follow these guidelines.

- a. The employee, student, or student’s parent should notify the Superintendent and the principal of the applicable school in writing at least 10 work days prior to the date proposed to bring the service animal onto school property.
- b. The employee, student, or student’s parent should work with school personnel to create a plan addressing the presence of the service animal during the school day. A plan to integrate a service animal into the school environment should include the following:
 - 1) appropriate training for school personnel and students regarding interaction with the service animal;

- 2) arrangements for meeting the service animal's basic needs during the school day;
 - 3) any necessary modifications to the educational program so that the employee or student with a disability may be accompanied by the service animal; and
 - 4) when necessary, provisions for the presence of a handler other than the employee or student with the disability to control or care for the service animal.
- c. It is recommended, but not required, that the service animal wear identification to provide adequate notice to students, school personnel, and school visitors that the dog is a service animal.
 - d. The service animal should be free of parasites and otherwise in good health.
2. Presence of a Service Animal on School Property

An employee or student with a disability accompanied by a service animal must meet the following requirements for a service animal to be present on school property.

- a. A student or employee who elects to be accompanied by a service animal will be expected to care for and supervise the animal. If a student is not capable of providing adequate care and supervision, the parent will be responsible for providing such care and supervision.
- b. If a student requires assistance from a parent or handler to control and care for the service animal while on school property, that individual must submit to a background screening, which may include a criminal history check in accordance with state law and any procedures established by the Superintendent.
- c. The service animal must be on a leash or other mechanical restraint at all times. If mechanical restraint is not feasible due to a student's disability, the animal must be under other sufficient means of control.
- d. The service animal must be housebroken, under the control of its handler, and have received all necessary vaccinations as required by state law.

The principal or designee shall notify all security personnel of the existence and possible locations of any service animals on school property.

C. USE OF A SERVICE ANIMAL ON SCHOOL PROPERTY BY SCHOOL VISITORS

A school visitor who is an individual with a disability may be accompanied by a service animal in accordance with all applicable state and federal laws and regulations and with policy 5020, Visitors to the Schools. A service animal that is accompanying a school visitor may be properly excluded from school property for a reason(s) set forth in section E of this policy.

D. LIABILITY

The Board may hold the owner or handler of a service animal liable for any property damage caused by the animal to the same extent required by other Board policy or administrative rules that impose liability for property damage. In addition, either the owner or handler, or both, may be liable for personal injury caused by the animal or related to the presence of the animal on school property.

E. EXCLUSION OF A SERVICE ANIMAL FROM SCHOOL PROPERTY

School personnel shall not ask an individual with a disability about the nature or extent of his or her disability or for proof of a service animal's training as a condition of allowing the animal onto school property. However, when not readily apparent to school personnel, a principal or designee may inquire as to whether the animal is required because of a disability and what work or task the animal has been trained to perform. Such inquiries may be made to confirm that the dog is a service animal and is rightfully present on school property.

A principal or designee may exclude a service animal from school property for the following reasons:

1. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.
2. The animal is out of control and the animal's handler does not take effective action to control it.
3. The animal is not housebroken.
4. The presence or behavior of the animal fundamentally alters the service, program, or activity of the school system.

If a principal or designee excludes a service animal from school property, the principal or designee must document the reasons for the exclusion and notify the Superintendent. The Superintendent or designee will make a determination on whether the service animal will be allowed to return to the school and, if reasonably possible, notify the individual with the disability in writing of the decision within five work days of the initial exclusion.

If the Superintendent determines that an animal does not meet the definition of a service

animal or that a service animal should be excluded for one or more of the reasons described in this section, the student's Section 504 or IEP Team shall meet to consider and document whether the animal's presence is necessary for the child to receive an appropriate education or to have equal access to the educational program and, if not, whether the child needs other aids and services or accommodations.

If a service animal is excluded, an individual with a disability will be provided the opportunity to participate in educational services, programs or activities as required by law without having the service animal on the premises.

F. APPEAL OF AN EXCLUSION OF A SERVICE ANIMAL FROM SCHOOL PROPERTY

The Superintendent's decision regarding exclusion of a service animal from school property in accordance with this policy may be appealed consistent with [the procedure established by the Superintendent under policy ~~1720/4015/7225~~1710/4021/7230, \[Prohibition Against\]\(#\) Discrimination, Harassment, and Bullying, ~~Complaint Procedure~~](#), and any other procedure established by the Superintendent under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 130A-185, 168 art. 1, 168A-3 through -7

Cross References: [Prohibition Against](#) Discrimination, Harassment, and Bullying [Compliant Procedure](#) (policy ~~1720/4015/7225~~1710/2021/7230), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), School Volunteers (policy 5015), Visitors to the Schools (policy 5020)

Adopted:

Committee Members

Winston McGregor, Chairperson

T. Dianne Bellamy Small

Byron Gladden

Pat Tillman

Sharon L. Contreras, PhD, Staff Liaison

2019-2020 Meeting Schedule

Wednesday, August 13

Wednesday, September 11

Wednesday, October 16

Wednesday, November 6

Thursday, December 12

Proposing Wednesday, January 15

Proposing Thursday, February 20

Proposing Wednesday, March 11

Proposing Wednesday, April 15

Proposing Wednesday, May 13

Proposing Wednesday, June 17

Meeting time: 2:30 p.m., unless otherwise noted
Meeting location: Swann Room, GCS Administrative Offices