

# FOREST HILLS MIDDLE SCHOOL



## STUDENT/PARENT HANDBOOK 2017-2018

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**252-399-7913**

August 2017

Dear Students, Parents, & Guardians:

On behalf of the Forest Hills Middle School staff, I welcome each of you to the 2017-2018 school year. Our staff is committed to providing the best education available for every student. Our school will continue to focus on these five non-negotiable core values:

1. Maintain a safe and orderly learning environment
2. Maintain a positive school culture
3. Focus on effective teaching and high student learning
4. Hold high expectations for all stakeholders
5. Consistency

As principal, I promise these core values will represent how we operate at Forest Hills Middle School. We will hold tight convictions to these values to ensure that all students are safe, growing as learners, striving to do their best, and treating all students with equality.

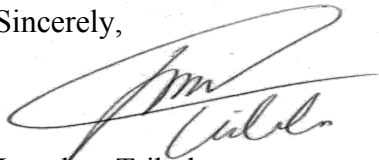
Our staff members are devoted to providing the best education available to each student. Regularly, our staff seeks out opportunities to grow as educators through various staff development activities, planning, and the use of new instructional strategies in the classroom.

To our students, we challenge each of you to take pride in your learning. We ask that each student comes to school every day eager to learn. At times, school will seem difficult, but our staff will help each of you to get through these tough times. However, for you to be successful, you must always do your best and never give up.

To our parents, we need you to be active in your child's learning. Every night, take time to review your child's homework, academic progress, and discuss their emotional well-being. Please communicate with your child's teacher on a consistent basis. There will be times that you have questions or concerns about your child's learning. When this happens, please remain patient and speak to your child's teacher to find out the whole situation and seek out opportunities to help your child grow.

Please take time to read this student/parent handbook. Information inside should answer most general questions that you may have about the 2017-2018 school year. If at any time during the year a question arises, please call the school at (252) 399-7913. We look forward to a successful school year at Forest Hills Middle School. Go Bucks!

Sincerely,



Jonathan Tribula  
Principal

# Mission and Vision Statements

## **Wilson County School's Mission Statement**

The mission of Wilson County Schools is to provide an educational environment which creates success for all students through the community working together.

## **Wilson County School's Vision Statement**

Wilson County Schools is a place where students participate in an educational environment in which they are engaged and empowered in their learning and graduate as responsible citizens prepared to compete in the global economy. Collectively, students, educators, families and community members commit to becoming lifelong learners and ensuring students are prepared for success and equipped with the skills to pursue their dreams.

## **Forest Hills Middle School's Vision Statement**

We envision a school dedicated to providing a quality education and creating productive citizens who can compete in a global society.

**We believe in:**

- rigorous instruction
- the meaningful use of technology
- celebrating diversity
- character development

## **Forest Hills Middle School's Vision Statement**

We strive to develop students in realizing their full potential as responsible and productive members of society.

## **Forest Hills Middle School's Core Values**

1. Maintain a safe and orderly learning environment
2. Maintain a positive school culture
3. Focus on effective teaching and high student learning
4. Hold high expectations for all stakeholders
5. Consistency

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## DAILY SCHEDULE

Students cannot be dropped off prior to 7:55. At 7:55, the building will open to all students.

Any student wanting to eat breakfast shall report to the cafeteria. Students not eating breakfast shall report to their designated area. 6<sup>th</sup> and 7<sup>th</sup> grade students will report to the gym; 8<sup>th</sup> grade students report to the auditorium. Once students get to their morning destination, they will remain there until the 8:20 bell to report to class.

7:55 AM	Student-Bus Drop Off / Breakfast Begins
8:20 AM	Breakfast Ends / Students Report to Class
8:30 AM	Tardy Bell (must be in class by 8:30)
8:30 AM – 3:30 PM	Various Schedule Depending on Grade
3:30 PM	Dismissal

**No child will be dismissed early from school after 3:15 pm.**

If you would like for your child to ride a different bus or get dropped off at a different location, an alternate stop form must be completed and approved by the transportation department. This process can take up to two weeks or more for approval. Students can only have one alternate bus stop at a time.

Any change in transportation from carpool to bus or vice versa, must be made by 2:30. Changes will not be made over the phone. Changes will only be made by note or fax and must have a date and parent/guardian signature on the note

## ATTENDANCE

All middle school students must be in attendance 90% of the school year. **A student who has more than 18 absences in a school year will not meet the Wilson County Board of Education attendance standard for promotion!**

Attendance in school is central to educational achievement and school success. Attendance and participation in class form an integral part of the teaching-learning process, and thereby may be part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and professional. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Students are expected and required by North Carolina State Law to attend school every day that school is in session, except on those occasions when the school has been notified that you are ill, have a family emergency, or your absence has been pre-arranged with school personnel.

In order to be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similarly approved activity.

Except as noted above, a student must be present for at least one-half of the school's instructional day in order to be recorded present for that day. If a student is not present for at least one-half of the instructional day, then the student is considered absent. When the reason for the absence is unknown or cannot be categorized as a lawfully excused absence, the student's absence must be recorded as an unlawfully unexcused absence.

### Lawful Absences:

- Illness or injury
- Quarantine
- Death in the immediate family (including, but is not limited to grandparents, parents, and siblings)
- Medical or dental appointments
- Court or administrative proceedings
- Religious observation
- Education opportunity with prior approval from principal.

### Unlawful Absences:

- Willful absence from school with or without the knowledge of the parent or guardian.
- Absence for any reason other than those listed under "Lawful Absences"
- Absence without a written explanation from the student's parent or guardian

### Pre-Arranged Absences

Teachers should be given notice from a parent/guardian, in writing, as far in advance as possible for absences involving religious observations, medical/dental appointments, or family trips.

### **Compulsory Attendance - 6000.2 (Wilson County Schools Board Policy)**

Principals shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law.

The principal or his designee shall notify the parent, guardian, or custodian after the child has accumulated three (3) unexcused absences (as defined in Policy 6111) in a school year. After not more than six (6) unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under Policy 6110. Once the parents are notified, the school social worker shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared by the school social worker in accordance with N.C. Gen. Stat. § 115C-381 and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that parent, guardian, or custodian has not, he shall notify the district attorney. If he determines that parent, guardian, or custodian has, he may file a complaint with the juvenile intake counselor under N.C. Gen. Stat. § 7A-561 that the child is habitually absent from school without a valid excuse.

### **Make-Up Work**

After returning from an absence, the student has two days for each missed day to make-up all missed work. All make-up work must be completed in the nine-week period in which the student was absent. Students who have been absent are required to contact the teacher to find out what work was missed. Suspended students will be allowed to make-up work when they return. Work can be assigned to suspended students if requested by parents.

### **Arrival to School**

Students cannot be dropped off prior to 7:55. At 7:55, the building will open to all students. Any student wanting to eat breakfast shall report to the cafeteria. Students not eating breakfast shall report to their designated area. 6<sup>th</sup> and 7<sup>th</sup> grade students will report to the gym; 8<sup>th</sup> grade students report to the auditorium. At 8:20, a bell will ring for students to report to class.

### **Late Arrivals / Tardies**

All students must be in their 1<sup>st</sup> block class by 8:30. Any student who arrives to school late will need to be checked in by a parent/guardian in the front office. A tardy note will be given to the student to present to their 1<sup>st</sup> block teacher. All tardies will be unexcused unless a handwritten note or doctor's note is presented to the front office. If the parent/student forgets to bring a note, the tardy will be marked unexcused and the parent has 24-hours to present a note to the front office for the tardy to be changed from unexcused to excused.

Any student who was already at school and is late to class will need to report to the commons area. A staff member will be present to write tardy notes. All of these tardies will be unexcused.

**Students will be assigned one day of After-School Detention for their third unexcused tardy and for any unexcused tardy after that within each class. After-School Detention is from 3:35 to 5:00. Failure to attend after-school detention may lead to Out-of-School Suspension.**

**Departure from School**

All students will be dismissed at 3:30 for carpool or bus. Any student, who needs to be checked out of school early, must be checked out by a parent or guardian in the front office. Any other adult checking out a student must be approved **in writing** by parent/guardian. Approvals will not be made over the phone, in order to protect the safety of each student.

**No student will be checked out after 3:15.** Upon early check out, students will only be called to the office once the parent/guardian has arrived to the office. Please plan accordingly and provide enough time for appointments when checking students out.

**All checkouts will be counted as unexcused tardies**, which can lead to after-school detention on the third tardy. Early checkouts can be marked excused with proper documentation. Parents can provide appointment notifications at the time of check out or a note within 24 hours of the early check out.

**ACADEMICS**

**Grading Policy**

The North Carolina State Board of Education recently revised the weighting of course grades and the high school grading system. Effective with the 2015-2016 school year, the law requires all high schools to use a 10-point grading scale system. The WCS Administrators approved this same grading system for all students in grades 3-12.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

**Class Grading Weights**

Tests / Projects	50%
Classwork / Quizzes	45%
Homework	5%



## **Progress Reports / Report Card Schedule**

### **1<sup>st</sup> Nine Weeks**

**Progress Reports - September 18, 2017**

**Progress Reports - October 9, 2017**

**PARENT-TEACHER CONFERENCES: October 10th, 2017 from 4:30 – 6:30 pm**

Grading Period Ends: October 27, 2017

Report Cards Go Home: November 6, 2017

### **2<sup>nd</sup> Nine Weeks**

**Progress Reports - November 20, 2017**

**Progress Reports - December 18, 2017**

Grading Period Ends: January 18, 2018

Report Cards Go Home: January 29, 2018

### **3<sup>rd</sup> Nine Weeks**

**Progress Reports - February 12, 2018**

**Progress Reports - March 1, 2018**

Grading Period Ends: March 22, 2018

Report Cards Go Home: March 28, 2018

### **4<sup>th</sup> Nine Weeks**

**Progress Reports - April 20, 2018**

**Progress Reports - May 11, 2018**

Grading Period Ends: June 6, 2018

Report Cards Go Home: June 14, 2018

## **Homework**

The Board of Education believes that homework is an important part of the educational program. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' developmental levels. Homework should help students become responsible, self-directed learners, improve their academic achievement and provide reinforcement opportunities.

Because students complete assignments at varying paces, it is difficult to determine the actual length of time a student will need to complete a homework assignment. For this reason, the expectation of the Board is that teachers use sound judgment in determining the amount of homework assigned each night. The table below provides general guidelines for the amount of time a student should spend on homework nightly. The Board further recognizes that the level of rigor of some high school courses may periodically require additional time for homework over those listed. These courses might include, but are not limited to, Advanced Placement, International Baccalaureate, and other college level courses.

<b>Grade Span</b>	<b>Suggested Maximum Length of Nightly Homework</b>
Grades K - 2	30 Minutes
Grades 3-5	45 Minutes
Grades 6-8	60 Minutes
Grades 9-12	60 - 120 Minutes

Teachers should make every effort to give clear directions for homework assignments. They should also make sure that assignments are based on skills that have been taught previously in the classroom. Students should be able to use the particular skills, and should be familiar with the assignment that they are to complete using the skills. Students should be given an opportunity to ask questions about the assignment before going to another activity.

Teachers should minimize the use of homework assignments or projects, which will involve the expenditures of funds by a student.

Homework shall never be used as a method of punishment.

### **Internet Use**

All students must have a completed Internet Acceptable Use Agreement on file at the school before Internet use is allowed. This agreement covers appropriate use of the Internet in the regular classrooms and in the computer labs. Any inappropriate use of the Internet will be addressed according to the Wilson County Schools Student Conduct and Discipline policy.

### **Parent Conferences**

Appointments for parent conferences with teachers, the counselor, or the administration can be arranged by leaving a voicemail message or by e-mail through the school's website. No parent will be sent down to their child's classroom for any reason, unless the principal and teacher preapproved the visit. Every effort is made to maximize classroom instruction without interruptions.

### **Physical Education**

All students are required to take physical education. Each student will need permission from a physician to be excused from taking physical education. All students are required to dress out for this class.

### **Preparation for Class**

Students are expected to come to class with all necessary materials. Students need their binder or notebooks, paper, homework, pencils, pens and charged Chromebooks. Students should not make a habit of coming to class unprepared.

### **Promotions Standards**

In order to be promoted to the next grade level, every middle school student must:

- Attend school 90% of the school year. A student may have no more than 18 absences;
- Have a passing final grade in the subjects of Language Arts, Math, Science and Social Studies;
- Scoring at least a Level 3 on State Required End of Grade/Year Testing.

### **PBIS**

PBIS stands for Positive Behavior Interventions and Supports. This is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. PBIS sets guidelines for behavior in all areas of the school environment. Forrest Hill's PBIS motto is Be Positive, Be Respectful, Be Responsible! The PBIS matrix is included in your handbook. Students will receive recognition for positive behavior in the forms of various celebrations and rewards.

## **SAFE SCHOOL PROCESSES**

### **Carpool**

Arrival and dismissal from school are busy times of the day for our students. Safety is our top priority. Parents are expected to drop off and pick students up in the load/unload lane (the lanes turn into double lanes as indicated by the cones placed). We ask parents to pull their cars up to the end of the sidewalk to drop off and pick up their children. To ensure the safety of every child, students are to exit from the right hand side of the car onto the sidewalk. Students are to cross at the crosswalk.

Parents are encouraged to refrain from parking across the street and asking students to meet them. In order to ensure student safety, parents are strongly encouraged to use the car pickup line at all times. Students will not be allowed to be dropped off in the parking lot. It is important that parents follow traffic patterns that have been set up by the school.

No students are allowed on campus before 7:55 am unless enrolled in the Wilson County Schools Before-School Care Program. Students should be picked up by 3:30 promptly!

### **Drills**

Fire and tornado drills are required by law and are held periodically so that orderly evacuation of the campus may be accomplished. Each teacher will have evacuation instructions posted in the classroom. After the alarm, students are to

- Follow teacher instructions
- Walk quickly and quietly (no running or talking) to the designated area
- Remain together in a class group

At the sound of the all-clear notice, the teacher will escort students back to the classroom in the same orderly fashion.

## **Electronic Devices**

The Board of Education recognizes that the possession of wireless communication devices is a matter of convenience and safety for students and parents, but the use of these devices can also be a disruption of the instructional process. Through this policy, the BOE provides students the privilege of possession of wireless communication devices on school property, subject to the following provisions.

Students can use electronic devices from 7:55 am to 8:20 am in the morning and after 3:30 in the afternoon, except for students in after school detention or after school tutoring. Once the 8:20 am bell rings, electronic devices should be **OFF AND OUT OF SIGHT!** The following rules will apply for electronic devices from 8:20 am to 3:30 pm:

- No student shall use, display, transmit, or have in the “on” position on school property any wireless communication device, including, but not limited to cellular telephones, paging devices, two-way radios, or any similar device until after the conclusion of the instructional day.
- Exclusions to this policy include devices such as handheld computers issued by the school.
- The device must be in the “off” position and stored in the student’s bookbag or purse.
- The school will not be responsible for wireless communication devices that are lost or stolen.
- The school will not spend time looking for phones or any wireless communication devices that have been stolen or lost.

The consequences for possessing a wireless communication device in violation of this policy will be:

**First Offense:** A warning will be issued and the wireless communication device will be confiscated by school personnel and returned to the student at the end of the day at the front office.

**Second Offense:** The wireless communication device will be confiscated and held until a parent can pick up the device.

**Third and Subsequent Offense:** The wireless communication device will be confiscated and held until the end of the school year. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*.

## **Emergency Information**

Each student and parent should supply the school with information pertinent to emergencies. This would include unusual health problems, how to contact parents, preferred doctor or clinic, and a third party to call if parents cannot be contacted. Home and workplace telephone numbers are helpful if available on the student information card.

## **Guidance**

Guidance services are available for every student through our school counselor. These services include assistance with educational planning, interpretation of test scores, career information, study skills, help with home, school, and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor.

## **Hall Passes**

Students must have a hall pass when not with a teacher. Some areas are off limits to students: the teacher workroom, copier rooms, and the teacher's lounge. Passes are necessary for the media center, bathroom, office, guidance, gym, cafeteria, and any other part of the building when a student is not accompanied by an adult. It is the school's expectation that students do not leave the classroom without a pass/and teacher's permission.

## **Illness / Medications**

If a student becomes ill at school, he/she should notify the teacher and report to the main office where it will be decided what should be done. Students must not leave the building due to illness without authorization. If a student is not able to stay in class, a parent will be notified and the student will be sent home.

It is the responsibility of the parent/guardian to bring all medications to school if the student is required to take them during the school day. Medications must be in the original container with the prescribed dosage and the time it is to be taken.

## **School Closings**

In the event that the school is to be closed for reasons other than scheduled, Wilson County School – Central Office will notify the radio and television stations that broadcast such announcements. The Connect-Ed phone system will also be utilized. It is important that parent/guardian telephone numbers remain updated for this system to work properly.

## **Telephone Use**

Classroom/teacher/office telephones are for school business only. Students will not be allowed to use the phones at FHMS without permission. Permission is only granted in emergencies. Students will not be called to the telephone to speak to anyone. Nor, will parents be transferred to the teacher's classroom; all calls will be sent directly to voicemail during instructional time. Any emergency messages may be given to the secretary and will be forwarded to the student. Students must schedule transportation prior to coming to school.

## **Volunteers**

A new automated volunteer management program called Volunteer Tracker was implemented in Wilson County Schools the 2015-2016 school year. Volunteers are able to select schools where they wish to serve. Volunteers are also able to identify activities that they would like to participate in when volunteering. Even though you may have been volunteering for years in Wilson County Schools, we want you to register in the Wilson County Schools Volunteer Tracker! Let's get registered today! Volunteers can complete a volunteer application by following the link: <https://appgarden6.app-garden.com/VolTrackNC980.nsf>

## ATHLETICS

All students are encouraged to participate in athletics at Forest Hills. All students are eligible to play athletics, **except 6<sup>th</sup> graders cannot play football**. Athletic teams in past years have represented the school in a manner that has brought much praise and recognition to our school.

The following requirements are mandatory for each athlete:

- Students must receive a physical examination before being allowed to begin practices/tryouts.
- Students must meet academic promotion standards and grades must meet the eligibility requirements to participate.
- Students must maintain acceptable conduct.
- Students must have been in attendance for 85% of the previous semester. A student can miss no more than 13 days in a semester to be eligible.
- The principal must have evidence of the legal birth date of the student.
- Students must not have turned 15 years old on or before August 31 of the current year.
- Students must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy.
- Student must be in school the day of the contest/game.
- Eligibility lists shall be certified with the signature of the principal and filed with the local superintendent prior to the first game or contest in that sport and a copy will be on file in the office of the principal.
- Regardless of the school organization pattern, a student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirements for the first semester of the sixth grade.
- The student may participate only at the school to which the student is assigned by the LEA.
- A student transferred from one administrative unit to another by mutual agreement is immediately eligible for athletic participation in the receiving unit.
- **Student will not be allowed to leave early for a game if they are failing (below 60) a class they'll miss by leaving early. (Students can play, if the coach allows it, but they must get a ride to the game by a parent/guardian if the bus has left campus.)**

## **CHROMEBOOK DISCIPLINE POLICY**

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied.

### **Students are solely responsible for the Chromebooks issued to them, including loaner devices, and must adhere to the following:**

- Bring Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances.
- Comply with teacher instructions
- Stay on Task
- Only visit appropriate sites
  - Streaming Movie, TV, Video, and Music Sites are prohibited.
  - Viewing obscene/pornographic material is prohibited.
  - Video/Picture/Text Messaging Sites are prohibited
  - Non Educational Online Gaming Sites are prohibited.
- Interact in a positive manner using internet etiquette.
- "Cyberbullying" is prohibited. (Cyberbullying includes tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using a digital device.)
- Gaining access to other student's accounts, files, or password sharing is prohibited.
- Using device for the purpose of cheating is prohibited.
- Respect school property and the property of others.
- Sharing devices with others is prohibited. It is the owner of the device's responsibility for any damages occurred including theft or loss of the device.

### **Consequences:**

Failure to comply to the above expected behaviors will result in the following:

#### **Level 1:**

- Warning (verbal or written)

#### **Level 2:**

- Loss of device for a specific period of time or for the class period. Device may be confiscated by teachers/administration for violation of policies at anytime.

#### **Level 3:**

- Office Referral / Loss of laptop privileges for a length of time determined by the administration and the technology department. Suspension of laptop computer, and other consequences may occur as determined by the administration.

## WILSON COUNTY SCHOOL'S BOARD POLICIES

### **6400 Student Conduct and Discipline**

For a school to meet the needs of its students, there must be an environment conducive to serious study and respect for oneself, other people, and property. The purpose of this code is to provide in a single document those policies relating to the conduct of students in the Wilson County Public Schools judged to be necessary for the safe and effective operation of the Schools.

To implement this policy, definitions, procedures, regulations and a Code of Student Conduct are established in policies 6400 through 6602 of the Board Policy Manual. A copy of these policies and the procedures shall be published and made available at the beginning of each school year to each student and his/her parent/guardian.

All students shall comply with all rules and regulations governing behavior and conduct. This Code of Student Conduct shall apply to:

- (1) Any student in any school building or on any school premises before, during or after school hours;
- (2) Any student on any bus or other vehicle on which the student is being transported as part of any school activity as well as at any bus stop;
- (3) Any student during any school function, activity or event;
- (4) Any student at any time when he is subject to the authority of school personnel; or
- (5) Any student whose conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

The purpose of this Code of Student Conduct is to provide a learning environment where all students are able to obtain an education in a safe, orderly school. The development of well-disciplined students is the ultimate goal of these policies. Violation of Board policies, rules or regulations, the Code of Student Conduct, regulations issued by the individual school, or the North Carolina General Statutes will result in disciplinary action, which may include suspension of the student from the Wilson County Public School System pursuant to Board policies.

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 or she is prohibited from entering the grounds of any Wilson County Public School and from attending any school-related functions without express permission of his school principal. During any expulsion, the expelled student is not considered a student of the Wilson County Public Schools.

When a school official learns or reasonably believes that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he shall determine whether it is necessary or appropriate to



report such violation to the proper law enforcement agency pursuant to Board Policy 6602. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

As required by N.C.G.S. § 115C-288(g), the principal shall immediately report to the appropriate local law enforcement agency when the principal has personal knowledge, a reasonable belief, or actual notice from school personnel that an act has occurred on school property involving:

1. Assault resulting in serious personal injury (defined in G.S. §14-32.4);
2. Assault involving the use of a weapon (defined in G.S. §14-32 through 14-34.9);
3. Sexual assault (defined in G.S. §14-27.5A and 14-33(c)(2));
4. Sexual offense (defined in G.S. §14-27.4 through 14-27.5 and 14-27.7A);
5. Rape (defined in G.S. §14-27.2 through 14-27.3 and 14-27.7A);
6. Kidnapping (defined in G.S. §14-39);
7. Indecent liberties with a minor (defined in G.S. §14-202.1, 14-202.2 and 14-202.4);
8. Possession of a firearm in violation of the law (defined in G.S. §14-269.2);
9. Possession of a weapon in violation of the law (defined in G.S. §14-269.2);
10. Possession of a controlled substance in violation of the law (defined in the North Carolina Controlled Substances Act in Article 5 of G.S. §90-86 through 90-113.8).

For the purposes of this section, school property; includes any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

Infractions of the Student Code of Conduct are grouped by classes of offense. Class of offense relates to the degree to which the behavior disrupts the orderly educational process in the school in terms of their effect on the behavior of others and the degree to which the behavior presents a potential for harm to others. For each rule, a range of consequences is provided as appropriate responses depending upon the judgment as to:

- the degree to which the behavior disrupts the orderly educational process in the school;
- the degree to which the behavior presents a potential for harm to others or property;
- the degree to which the behavior harms others or property;
- the student's unresponsiveness to reasonable available discipline alternatives and preventive measures prior to the referral to the principal or his/her designee;
- and previous violations of the same code of conduct provisions.

These factors may be deemed aggravating factors, which elevate a minor offense to a serious offense. In addition, any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than is recommended in the Code for violations of a single Code section.

Long-term suspension and expulsion should be restricted to serious violations of the Student Code of Conduct that either threaten the safety of students, staff, or school visitors, or threaten to substantially disrupt the educational environment. Principals may, however, in their discretion, determine that aggravating circumstances justify treating a minor violation as a serious violation.

The superintendent and principals shall have authority to consider the student's intent, disciplinary and academic history, potential benefits to the student of alternative student suspension, and other mitigating and aggravating factors, when deciding to recommend or impose long-term suspension.

**Level One Violations** - The following conduct is prohibited as outlined below:

**6400-1- 01 Inappropriate Dress** - Presenting a bodily appearance or the wearing of clothing which is deemed disruptive, provocative, indecent, vulgar, or obscene, or that endangers the health or safety of the student or others.

**6400-1- 02 Classroom Misconduct** – Exhibiting behavior that violates classroom and/or school rules resulting in the distraction and obstruction of the education process or that is discourteous, impolite, bad mannered and/or rude.

**6400-1- 03 Unauthorized Use of Electronic Device** – Unauthorized use of any personal electronic device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. This includes but is not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

**6400-1- 04 Inappropriate Peer Relations** - Engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting, or engaging in sexually harassing behavior toward another student. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment by a student when such conduct has the purpose or effect of unreasonably interfering with another student's educational performance or creating an intimidating, hostile, or offensive environment.

In the event that a student believes that he/she has been sexually harassed by another student, he/she should bring the matter to the attention of the principal. The principal or the principal's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. The principal shall maintain separate, appropriate documentation of such events. Any student reporting sexual harassment who is not satisfied with the principal's response or who continues to be sexually harassed may follow the student grievance procedures found in Policy 6902. However, student discipline records remain confidential and may not be revealed by the principal or other school personnel to the student reporting sexual harassment.

**6400-1- 05 Lack of Integrity** - Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action and/or academic penalty.

**6400-1- 06 Disruption** - Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

**6400-1- 07 Unexcused Tardies** – A student’s failure to be in the student’s place of instruction or activity at the assigned time and place without a valid excuse.

**6400-1- 08 Internet/Computer Misuse** – Violation of terms of acceptable use of internet by students and educators as defined in Board Policy 5451.

**Consequence** – A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, the first violation of any of the Level One offenses may result in short-term suspension for up to ten (10) days. Any subsequent violation of a Level One offense during a school year may result in long-term suspension. Exception: Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

**Level Two Violations** – The following conduct is prohibited as outlined below:

**6400-2- 01 Gambling** - Participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.

**6400-2- 02 Verbal Abuse/Disrespect** - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person’s race, religion, sex, national origin, disability or intellectual ability or using sexually offensive or degrading language, are specifically prohibited.

**6400-2- 03 Major Disruption** – Using noise, threat, fear, intimidation, coercion, force, violence, extreme passive resistance, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

**6400-2- 04 Insubordination** – Failing to follow a directive after being personally notified by any school employee.

**6400-2- 05 Hazing** - Requiring a fellow student to wear abnormal dress, playing abusive or ridiculous tricks on a fellow student, frightening, scolding, swearing, harassing, or subjecting a fellow student to personal indignity.

**6400-2- 06 Protests** - Engaging in any protest, march, picket, sit-in, or similar activity, on any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school.

**6400-2- 07 Boycotts** - Participating in any boycott or walk-out of any lawful school function at which attendance is required.

**6400-2- 08 Disruptive or Obscene Literature and Illustrations** - Possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process.

**6400-2- 09 Fighting** - Hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight.

**6400-2- 10 Theft** - Stealing, attempting to steal, or knowingly being in possession of stolen property.

**6400-2- 11 Damage to Property** - Intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction.

**6400-2- 12 Use of Tobacco Products** - No student shall possess or use any tobacco product in any school building or school vehicle at any time, or on the school grounds during the school day or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or activity. For the purposes of this policy, “tobacco product” is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, electronic cigarettes and any other items containing, made or derived from, or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

**6400-2- 13 Trespassing** - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended from school is trespassing if he or she appears on the property of any Wilson County school during the suspension period without the express permission of the principal.

**6400-2- 14 Misconduct on the School Bus** - Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.

**6400-2- 15 Skipping Class** – Being out of class without prior approval from school personnel during the instructional day after having arrived onto school grounds.

**6400-2- 16 Skipping School** - Leaving school grounds during the instructional day without prior approval from a site administrator.

**Consequence** - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first

violation of any Level Two provisions, a student may be short-term or long-term suspended. Any subsequent violation of a Level Two provision may result in long-term suspension.

Exception: Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

**Level Three Violations** - The following conduct is prohibited as outlined below:

**6400-3- 01 Fireworks or Ammunition** - Possessing, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.

**6400-3- 02 Assault on Another Student** - Assaulting or attacking, or causing or attempting to cause physical injury to another student or intentionally behaving in such a manner that could reasonably cause physical injury to any student.

**6400-3- 03 Assault on a School Employee** - Assaulting, causing or attempting to cause physical injury to a school employee or behaving in such a manner that could reasonably cause physical injury to any school employee.

**6400-3- 04 Possession of Weapons other than Firearms** – Possessing, handling, transferring, or bringing on school property any items including but not limited to knife, razor, BB gun, air rifle, air pistol, sling shot, blackjack, brass knuckles or facsimile or other item that could be considered a weapon or dangerous instrument.

**6400-3- 05 Fire Alarms** - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

**6400-3- 06 Threats** - Directing toward any person within the school context any language or act which constitutes a threat of force or violence. Statements of threats to kill or harm students or school personnel, regardless of actual intent, will be considered as violations of this policy.

**6400-3- 07 Harassment/Intimidation/Bullying** - Unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Attempting to extort money, personal property, or personal services. Repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (e.g. cyber-bullying) or emotional abuse or through attacks on the property of another.

**6400-3- 08 Possession of Drugs or Alcohol** - Knowingly possessing, using, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedrone (e.g., “bath salts”), synthetic cannabinoid (e.g., “Spice” or “K2”), marijuana, anabolic steroid, alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor or controlled substance, drug paraphernalia, or counterfeit

drugs, or inhaling or ingesting any chemicals or products with the intention of altering the student's mood or behavior. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution. (See 6400-4- 06)

Students suspended for possession or use of drugs or alcohol shall participate in the following interventions:

- a. Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services.
- b. The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension. This student's parent(s) is/are encouraged to attend the program as well.

**Consequence** - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first violation of any Level Three provision a student may be short-term or long-term suspended. Any subsequent violation of a Level Three provision may result in a long-term suspension.

**Level Four Violations** - The following conduct is prohibited as outlined below:

**6400-4- 01 Possession or Use of a Firearm** - Possessing, handling, using, transferring or bringing on school property a firearm.

For purposes of this rule, "firearm" is defined as:

1. 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;
2. The frame or receiver of any such weapon; or
3. Any firearm muffler or firearm silencer.

The term "firearm" shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol, and shall not include a weapon used solely for educational or school- sanctioned ceremonial purposes or in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the principal or Superintendent.

**6400-4- 02 Destructive Device** - Possessing or placing on school premises any destructive device. For purposes of this rule, “destructive device” is defined as an explosive, incendiary, or poison gas:

1. Bomb.
2. Grenade.
3. Rocket having a propellant charge of more than four ounces.
4. Missile having an explosive or incendiary charge of more than one- quarter ounce.
5. Mine.
6. Similar device.

**6400-4- 03 Arson** - Burning or attempting to burn any school building or property.

Possessing incendiary material (i.e., gasoline, kerosene, or other flammable liquid) for the purpose of burning or the attempted burning of school property.

**6400-4- 04 Bomb Threat** - Making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school premises. Statements of threats of mass destruction of school property, regardless of actual intent, will be considered as violations of this policy.

**6400-4- 05 Use of a Weapon** - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.

**6400-4- 06 Distribution of Drugs or Alcohol** - Transmitting, selling, receiving or conspiring or attempting to transmit, buy or sell, or receive any narcotic drug, hallucinogenic amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedron (e.g., “bath salts”), synthetic cannabinoid (e.g., “Spice” or “K2”), marijuana, anabolic steroid, alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor or controlled substance, chemicals or products with the intention of altering the student’s mood or behavior, drug paraphernalia, or counterfeit drugs. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution.

Students suspended for distribution of drugs or alcohol shall participate in the following interventions:

- Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services.
- The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension.
- This student’s parent(s) is/are encouraged to attend the program as well.

**Consequence** - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. For a violation of 6400-4- 01 (Firearms) and 6400-4- 02 (Destructive Devices), a student may be suspended for 365 calendar days in accordance with G.S. 115C-390.10. However, the superintendent shall not impose a 365-day suspension if the superintendent determines that the student:

1. Took or received the firearm or destructive device from another person on educational property or at a school-sponsored event off educational property or found the firearm or destructive device on educational property or at a school-sponsored event off educational property;
2. Delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee; and
3. Had no intent to use the firearm or destructive device in a harmful or threatening way.

For a violation of 6400-4- 03, 6400-4- 04, 6400-04- 05, and 6400-4- 06, a student may be long-term suspended.

Expulsion may be imposed in accordance with Board Policy 6509

Legal References: G.S. 14-33, -60, -67, -69.1, -69.2, -132, -132.2, -269.2, -269.7, -288.4, -313, -315, -315.1, -316, -316.1; 115C-45, -47, -288, -307, -390.1 through -390.11, -392; 18B-301; Ch.90, Art.5; 18 U.S.C. § 921 et seq.; Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972.

### **6401 Student Dress and Appearance**

The Wilson County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her dress or appearance.

Student violations of this policy shall be handled by the principal or principal's designee. Violation of this policy shall be a Level One violation of Policy 6400 and the penalty shall be the same as any other Level One violation.

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students. Reasonable accommodations will be made by the school principal or principal's designee for



those students who, because of a sincerely held religious belief, cultural heritage or medical reason, request a waiver of a particular guideline for dress or appearance. The superintendent shall establish appropriate procedures and regulations for requests and disposition of waiver requests. Accommodations shall be made by the principal to accommodate students involved in special duties, vocational classes and projects, special events or other activities that would allow for nonconforming dress on a school campus.

- Clothing and appearance must be age appropriate, not disruptive to the teaching- learning process and cannot be provocative, indecent, vulgar or obscene.
- Hats, sweatbands, bandannas or sunglasses will not be worn inside the school buildings.
- Shorts must be of adequate length to reach the ends of one's fingertips when the student is standing and the arms are by one's sides.
- Skirts and dresses must be no higher than three (3) inches above the top of the knee.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, depicts violence, profanity, vulgarity or obscenity, is of a sexual nature or is of a disruptive nature.
- Shirts and blouses must cover the waist and midriff and go past the waistline. Tank tops or spaghetti-strap tops may not be worn as an outer garment.
- Footwear is required. Bedroom shoes are not allowed. Students in laboratory or shop environments must wear closed-toe shoes. Students in physical education classes must wear athletic shoes. Shoes that have laces must be laced and tied.
- Clothing is not to be sheer or mesh and cannot have excessive holes.
- Undergarments are not to be visible.
- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs or unfastened bibbed overalls, no sagging pants, belts must be buckled and worn at the waistline, etc.).
- Clothing will not be allowed that is intentionally shredded or torn.
- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants is not allowed.
- Students shall not wear clothing articles with the intent to convey membership or affiliation in a gang.

## **6402 GANGS AND GANG RELATED ACTIVITIES**

The Wilson County Board of Education does not support or condone gang membership or gang activity. The Superintendent shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information. Principals shall advise the Superintendent of any suspected gang activity in the schools. When principals have been given cause to suspect that a student may be involved in gang activity, the principal shall share his concerns with the student's parents and request the parents' assistance in addressing the student's involvement in gang activity.

No student shall commit any act that 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 one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols.

Conduct prohibited by this policy includes:

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

Acts of misconduct prohibited by this policy shall be addressed pursuant to Board of Education Policies 6400 and 6401. A student may receive a warning and be allowed to immediately cover gang-related tattoos or change or remove gang-related attire for a first offense of displaying the tattoo or wearing the attire (when not involved in any kind of altercation) before invoking further discipline.

Legal Reference(s): G.S. 115C-36, -47, -288, -307, -390, -391, -392

Adopted: July 18, 2005

Revised: August 22, 2011 - Revised: March 18, 2013

## **6411 OPTIONS FOR EFFECTIVE BEHAVIORAL INTERVENTIONS**

The Wilson County Board of Education recognizes that the most effective discipline is preventive and not punitive in nature. However, there are times when corrective actions become necessary. Such actions should be reasonable and aimed at improvement of behavior.

The following options are available to those authorized to discipline or control students. This list is not intended to restrict in any way the authority of teachers and principals to discipline students in a manner consistent with Board policies. Nothing stated herein shall inhibit anyone from taking whatever action may be necessary in a case of an attack on his person or in his own self-defense.

**6411.01** - School administrators are encouraged to seek positive, innovative and constructive methods of effective discipline and control of student behavior in an effort to avoid suspensions. The Superintendent is encouraged to consider, develop, and propose new and alternative discipline programs to the Board.

**6411.02** - School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. To correct students.
2. To restrain students. The use of restraint by school personnel shall be consistent with G.S. 115C-391.1. The superintendent shall provide copies of G.S. 115C-391.1 and this policy to school personnel and parents/guardians at the beginning of each school year.
3. To quell a disturbance threatening injury to others;
4. To obtain possession of weapons or other dangerous objects on the person, or within the control of, a student;
5. For self-defense;
6. For the protection of persons or property;
7. To maintain order on educational property, in the classroom, or at a school- related activity on or off educational property.

**6411.03** - Corporal Punishment (defined as all forms of physical punishment including, but not limited to, spanking, paddling or slapping) shall not be used in the Wilson County Schools.

**6411.04** - Isolation. Isolation may be a useful discipline tool; therefore, the Board of Education leaves such use to the discretion of the school principal but requires that when total student isolation is used it be limited to areas in which observation is available. The use of seclusion by school personnel shall be consistent with G.S. 115C-391.1. The superintendent shall provide

copies of G.S. 115C-391.1 and this policy to school personnel and parents/guardians at the beginning of each school year.

**6411.05 - In-School Suspension.** The Board recognizes and approves the implementation and use of in-school suspension programs in appropriate cases as a progressive disciplinary step and an acceptable alternative to more severe sanctions. The parent or guardian shall be notified when a child has been assigned to in-school suspension.

**6411.06 - Detention.** Detention may be offered after school or on Saturday morning. The student and parent/guardian are to be given at least 24 hours notice that the student is to report to a specific area at the end of the school day or for more serious offenses, on Saturday. Detention may be offered at the elementary, middle and high schools.

**6411.07 - Out-of-School Suspensions or Expulsions.** Out-of-School suspensions or expulsions may be utilized in accordance with Board policies and procedures.

**6411.08 - Principals shall notify parents of any prohibited use of seclusion, restraint or aversive techniques and shall provide a written incident report to the Superintendent. The Superintendent shall annually provide a record of reported incidents to the State Board of Education.**

**6411.09 - No employee of Wilson County Schools shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, provided, however, an employee may be disciplined for making such a report if the employee knew or should have known that the report was false.**

Legal Reference: G.S. 115C-47; -288; -307; -390.1, -390.2, -390.3, -390.4

Adopted: August 4, 1995

Revised: July 17, 2006

Revised: August 22, 2011

Revised: March 18, 2013

### **6803 Concussion and Head Injury**

The board recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by G.S. 115C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies for middle and high schools. The superintendent or designee shall develop a plan consistent with state requirements and shall implement and monitor compliance with this policy. The superintendent is authorized to investigate the use of baseline testing for student-athletes and may require that student-athletes undergo such testing prior to their participation in any interscholastic athletic competition.

## **A. Definition of Concussion**

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness.

## **B. School Head Injury Information Sheet**

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices or competitions, he or she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity. The principal of each school shall ensure that a complete and accurate record of the returned signed sheets is maintained in accordance with law and State Board policy.

## **C. Removal From and Return to Play**

Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately. Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he or she has been evaluated and has received written clearance for participation that complies with the requirements of G.S. 115C-12(23) and any other applicable law or State Board policy. The written clearance must be signed by a licensed physician with training in concussion management, a licensed neuropsychologist with training in concussion management and working in consultation with a licensed physician, or a nurse practitioner.

## **D. Emergency Action Plans**

Each principal or designee shall develop a venue-specific emergency action plan to respond to serious medical injuries and acute medical conditions in which the condition of the injured student may deteriorate rapidly. All such plans must include a delineation of roles, methods of communication, available emergency equipment and a plan for emergency transport. The plans must be (1) in writing, (2) reviewed by an athletic trainer who is licensed in North Carolina, (3) approved by the principal if developed by a designee, (4) distributed, posted, reviewed and rehearsed in accordance with G.S. 115C-12(23), and (5) compliant with any other requirements of state law and State Board policy.

## **E. Record Keeping**

The superintendent shall require each principal to maintain complete and accurate records of actions taken in his or her school to comply with this policy and applicable legal authority.

Records shall include accounts of any education or training as may be required by law or State Board of Education policy.

The superintendent's annual report to the board on compliance with laws and policies related to student wellness shall include a report on the system's compliance with laws and policies related to concussions and head injuries. (See Policy 6760, Student Wellness.)

Legal References: G.S. 115C-12(23); S.L. 2011-147; State Board Policy HRS-D-003

## **3261 Emergency Epinephrine Auto-Injector Devices**

### **I. EMERGENCY EPINEPHRINE AUTO-INJECTOR DEVICES**

In accordance with G.S.115C-375.2A(b), an "epinephrine auto-injector" device is defined as a disposable drug delivery system with a spring-activated, concealed needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal anaphylactic reaction.

Epinephrine auto-injector devices provided by the Wilson County Schools are not intended, and should not be used, as the sole supply for students known to have medical conditions requiring the availability of an epinephrine auto-injector device. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order in accordance with Policy 3260, Administration of Medication. Students who meet the conditions established in Policy 3260 may possess and self-administer their own medication.

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

### **II. SEVERE REACTION**

Wilson County Schools recognizes that anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Many severe allergies are undiagnosed, and students or others may experience their first severe allergic reaction while at school. Epinephrine auto-injector devices can be used to administer epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal anaphylactic reaction. This policy addresses the use of emergency epinephrine auto-injector devices administered under a non-patient specific prescription. Student-specific orders for epinephrine auto-injector devices are addressed in Policy 3260, Administration of Medication.

### **III. DESIGNATED TRAINED SCHOOL PERSONNEL**

Wilson County Schools' designated trained school personnel are authorized to use emergency epinephrine auto-injector devices to deliver emergency medical aid to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. The superintendent shall ensure that at least two emergency epinephrine auto-injector devices are located at each school for this purpose and are stored in secure, but unlocked and easily accessible, locations.

Each school principal shall designate one or more school personnel, as part of the medical care program under G.S. 115C-375.1, to receive initial training and annual retraining from a school nurse or qualified representative of the local health department regarding the storage and emergency use of epinephrine auto-injector devices. Only such trained personnel are authorized to administer epinephrine to persons believed to be having an anaphylactic reaction. The principal shall make reasonable efforts to notify other school staff members as to which employee(s) has received this training in order to facilitate a prompt emergency response.

Each principal shall make reasonable efforts to notify school personnel responsible for students at activities off school grounds, or during transportation to or from school or school events or trips, that the emergency epinephrine auto-injector devices at the nearest Wilson County Schools facility or other public school facilities may be administered by the designated school personnel at that facility to any person suffering from an anaphylactic reaction.

The Superintendent shall, through the Transportation Director or otherwise, notify school bus drivers and other personnel responsible for the transportation of students that the emergency epinephrine auto-injector devices at the nearest Wilson County Schools facility or other public school facilities may be administered by the designated school personnel at that facility to any person suffering from an anaphylactic reaction.

The principal, in collaboration with appropriate school personnel, shall create an emergency action plan for the use of epinephrine auto-injector devices that complies with all state law requirements. Principals are encouraged to include in the plan school-wide employee training in recognizing symptoms of anaphylaxis.

Legal References: G.S. 115C-375.1, -375.2A

Cross References: Administration of Medication (Policy 3260)

Adopted: April 20, 2015