



**Moore County Board of Education
Policy Committee Meeting**

Elizabeth Carter, Chair

Ed Dennison

Philip Holmes

Wednesday, June 22, 2022

2:00 p.m. – Central Office Conference Room

This is a business meeting of the Moore County Board of Education's Policy Committee. Members of the public are welcome to observe but may not offer comment or participate in the Committee's deliberations. Citizens wishing to offer comments or suggestions on policy issues may share their thoughts during the "public comment" period of the Board's regular monthly business meeting.

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. MOMENT OF SILENCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES FROM APRIL 22, 2022, MEETING (SEPARATE DOCUMENT)

VI. REPORTS, INFORMATION AND DISCUSSION

- A. Follow up from April 22, 2022, Policy Committee meeting with Bradley Garner on the question of maintenance professional licenses being used in the private sector
- B. Follow up from April 22, 2022, Policy Committee meeting with Lucinda Dedmond on child abuse and neglect information being provided to students

VII. PENDING ACTION AND DISCUSSION

VIII. BOARD COMMENTS

IX. ADJOURNMENT

1. **Policy 1200 – DESIGNATED DUTIES OF OFFICERS** page 4
This policy revised to align with the North Carolina School Boards Association (NCSBA) sample. It also consolidates the content of the following policies, which are recommended for deletion.
 - Policy 1210 – Chairman**.....page 7
 - Policy 1211 – Vice Chairman**
 - Policy 1212 – Secretary**

2. **Policy 1326 – PUBLIC ADDRESS TO THE BOARD** page 8
A recommended prohibition against recorded comments is added.

3. **Policy 5311 – COURSE LOADS**page 10
Replacement language is recommended from Academics and Student Support Services.

4. **Policy 5410-R – MEDIA AND TECHNOLOGY SELECTION PROCEDURES**page 11
Input is sought from the Committee for recommended adjustments to this policy regulation.

5. **Policy 6300 – STUDENT RECORDS** page 17
A legal reference is added.

6. **Policy 7800 – POLICE OFFICER PROGRAM**..... page 31
A legal reference to the law authorizing this program is added.

1200 ~~DESIGNATED DUTIES OF OFFICERS~~

The designated officers of the Board ~~shall will be the Chairman chairperson, and Vice Chairman vice-chairperson, chairperson pro tempore and secretary.~~

The officers shall be elected annually at the organizational meeting of the Board. ~~The officers of the Board will perform all duties and exercise the authority imposed or conferred upon them by the statutes of the State of North Carolina and by the State Board of Education In the event of the absence of both the Chairman and Vice Chairman, the Board may appoint one of its members temporary Chairman. The Superintendent shall be ex-officio Secretary to the Board.~~

A. Duties of the Chairperson

1. The chairperson has the following duties:

- a. preside at all meetings of the board;
- b. preserve order at all time;
- c. appoint committee members and chairpersons;
- d. serve as ex-officio member of all committees;
- e. call special meetings; and
- f. sign official system documents.

The chairperson will perform all duties required of the office by law and execute all documents on behalf of the Board.

2. In order to address the Board, a member must be recognized by the chairperson. The chairperson has the following powers:

- a. to rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
- b. to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks;
- c. to entertain and rule on questions of parliamentary procedure;
- d. to call a brief recess at any time;

e. to refer any item on the agenda or raised during the meeting to a committee, prior to Board consideration; and

f. to adjourn in an emergency.

3. The chairperson will have a vote on all matters for which a motion is made and will serve as spokesperson of the Board for communicating the Board's position to the public.

B. Duties of the Vice-Chairperson

In the absence of the chairperson, the vice-chairperson of the Board will assume all the rights and responsibilities of the chairperson and will perform other duties assigned by the chairperson.

C. Duties of the Chairperson Pro Tempore

In the absence of both the chairperson and vice-chairperson, the Board may elect a chairperson pro tempore for that meeting only, and the appointment of such temporary officer will be noted in the minutes. While so serving, a chairperson pro tempore performs the regular duties of the chairperson.

D. Duties of the Board Secretary

The Superintendent shall serve as ex-officio secretary to the Board. The Superintendent shall keep the minutes of the meetings of the Board but shall have no vote. In the event of a vacancy in the superintendency, or if the Superintendent is excluded for a closed session, the Board may elect one of its members to serve temporarily as secretary to the Board.

As secretary to the Board, the Superintendent shall:

1. record all proceedings of the Board;
2. issue all notices and orders that may be made by the Board;
3. ensure that the minutes of the meetings of the Board are promptly and accurately recorded in the minutes book, which must be kept in the office of the Superintendent and be open to public inspection during regular business hours;
4. manage all correspondence on behalf of the Board, unless the Board directs otherwise;
5. prepare and distribute copies of the agenda as required by law and Board policy;

6. maintain Board members' manuals of policies and administrative regulations in current status or, alternatively, ensure Board members have effective access to the current electronic versions of the manuals;

7. advise the Board of policies previously adopted that affect items on the agenda requiring policy consideration;

8. in the absence of the chairperson and vice-chairperson, call the Board meeting to order and conduct the election of a chairperson pro tempore; and

9. perform other duties as required by state law or Board policy.

Legal Reference: G.S. 115C-41(a), -276(b)

Adopted: August 29, 1988; _____

~~1210 CHAIRMAN~~

~~The Chairman of the Board shall preside at Board meetings, decide questions of order, appoint all committees and their chairmen, be an ex-officio member of all committees, call special meetings of the Board, sign official documents which require his signature, and perform all other duties prescribed by law or by action of the Board.~~

~~1210.1 The presiding officer shall vote on all motions before the Board in the same manner required of other Board members.~~

~~Legal Reference: G.S. 115C-36, 41~~

~~Adopted: August 29, 1988~~

~~Revised: November 29, 1990~~

~~1211 VICE CHAIRMAN~~

~~The Vice Chairman shall have the duties and powers of the Chairman in the absence or during the disability of the Chairman. The Vice Chairman shall have such other powers and duties as the Board may from time to time determine.~~

~~Legal Reference: G.S. 115C-36, 41~~

~~Adopted: August 29, 1988~~

~~1212 SECRETARY~~

~~The Superintendent serves as ex-officio Secretary to the Board and is responsible for developing the agenda for meetings, sending out notices of meetings, and preparing minutes of the proceedings of the Board. He is the custodian of the Board's records and documents and shall sign official documents that require the signature of the Secretary.~~

~~Legal Reference: G.S. 115C-41, 276~~

~~Adopted: August 29, 1988~~

1326 PUBLIC ADDRESS TO THE BOARD

The Board encourages communication with the public and cooperative school-community interactions, believing that an informed public and an informed Board will result in a better system of public education. Accordingly, the Board welcomes and encourages input from any interested person who desires to appear before the Board for the purpose of presenting information or raising matters relating to the public schools. In addition to other methods by which members of the public may bring concerns to the attention of the Board, the Board will provide an open forum as part of the Board's regular meeting schedule, during which up to thirty minutes will be set aside early on the agenda for the specific purpose of allowing members of the public to address the Board. If additional time for public address is needed, additional time may be included. In order to facilitate this communication and in order to plan and conduct orderly sessions that will ensure complete, high quality information is available regarding the subject of such appearances, it is necessary that certain guidelines contained in this policy be followed. These guidelines will also guide other public hearings as may be called by the Board.

1. Discussions regarding particular individual employees, student records, or other matters which may be required to be kept confidential may not be discussed in the open forum setting. This prohibition extends to comments about workplace complaints and grievances by or about a school system employee. The Chairman or designee will have the responsibility to determine matters of discussion that may be inappropriate and to rule the speaker out of order, if necessary.
2. Matters of concern will not be responded to by the Board at the time they are addressed. They may be referred to a Board committee, the administration, or held over for further discussion at a subsequent meeting, as appropriate.
3. Any person who desires to appear before the Board to address any other matter may sign up to do so at least five minutes prior to the Board meeting, and supply the following information:
 - a. The name of the person who desires to appear.
 - b. The subject to be presented for the Board's consideration.
 - c. Whether the person is a Moore County Schools' student or employee.
 - d. If a group is to appear along with the speaker, the approximate number of persons who will appear and the name of the spokesperson for the group.
4. Presentations will be limited to three minutes.

5. Speakers who sign up to address the Board will be called up in priority order, first for Moore County Schools' students and employees then for other members of the public.

6. To the extent that the technology can be deployed, comments may be made by telephone. The procedure shall be announced on the Board website along with the meeting publication, including the telephone number used to call in.

7. Recorded comments are not permitted.

All applicable guidelines in this policy shall apply to telephonic comments.

Legal Reference: G.S. 115C-36, -47

Adopted: August 23, 1993

Revised: February 27, 1995; May 12, 2008; May 9, 2016; May 9, 2022;

5311 COURSE LOADS

~~In the high schools, a student shall have a minimum course load of five (5) units of credit per year and a maximum course load of six (6) units of credit per year, unless special permission is given to the student by the principal. Each student shall carry a course load equal to the number of instructional periods in the school day, unless special permission is provided to the student by the principal.~~

Legal Reference: G.S. 115C, Subchapter IV

Adopted: November 26, 1990

Revised: _____

5410R MEDIA AND TECHNOLOGY SELECTION PROCEDURES

A. RESPONSIBILITY FOR SELECTING MEDIA AND TECHNOLOGY

In accordance with ~~PUBLIC SCHOOL LAWS OF NORTH CAROLINA, General Statute G.S. 115C-98~~, the Moore County Schools Board of Education delegates the responsibility for coordinating the selection of instructional resources and recommendation for purchase to the professional library media specialists in the ~~administrative unit school district~~.

The Department of Public Instruction recommends that each school have a building-level Media and Technology Advisory Committee whose members are responsible for assisting the professional media specialist in the selection process and the building-level challenge of materials. This committee, appointed by the principal and chaired by the school media specialist consists of:

- Principal, or designee
- Representative from each grade level or department
- Representative from special areas
- Parent representative
- Student representative (at the middle and high school levels)

Under the leadership of professional media specialists, this group sets priorities for resources to be acquired based on school-wide objectives in the School Improvement Plan and on strengths and weaknesses in the existing collection. It is also the first level of response to any challenge of resources within the school system.

B. OBJECTIVES FOR SELECTING MEDIA AND TECHNOLOGY

The primary objective of each school's library media and technology program is to enrich and support the instructional program of the school and to ensure that students and staff are effective users of ideas and information. The media and technology program makes available, through the school's collections, a wide range of print, non-print, and technology on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers.

To this end, the Moore County Schools Board of Education in keeping with the ideas expressed in the Library Bill of Rights, asserts that the responsibility of the media program is as follows:

1. to provide ~~resources~~ a wide range of materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, socio-economic backgrounds, learning styles, and developmental levels of the students served-;
2. to provide ~~resources~~ materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards-;
3. to provide a background of information enabling that will enable students to comprehend their role as citizens in society and to make intelligent judgments in their daily lives-;
4. to provide resources ~~on opposing sides of~~ representing various points of view on controversial issues so that students as young citizens may develop, under guidance, the practice of critical thinking and of critical analysis of all media-;
5. to provide resources representative of the many religious, ethnic, and cultural groups in our nation and the contributions of these groups to our American heritage-; and
6. to place principle above personal opinion and reason above prejudice in selecting media-materials of the highest quality in order to ~~assure~~ ensure a comprehensive collection appropriate for all users.

C. PROCESS AND CRITERIA FOR SELECTING MEDIA AND TECHNOLOGY

In coordinating the selection of resources, the library media specialist, assisted by the Media and Technology Advisory Committee, should use reputable, unbiased selection tools prepared by professionals. Consideration also should be given to ~~In addition to~~ the goals of the School Improvement Plan, ~~consideration is given to~~ the objectives outlined above, individual teaching and learning styles, the curriculum, state, regional and national standards, and the existing collection in determining the needs for resources in individual schools.

~~After a careful needs assessment, When examining proposed~~ resources, ~~considered for purchase are judged on the basis of~~ the following criteria should be considered.

1. PURPOSE: ~~The material's~~ Overall purpose, educational significance and its direct relationship to instructional objectives/curriculum and to the interests of students
2. RELIABILITY: ~~The material's~~ reliability, including the extent to which it is Accurate, authentic, up-to-date, authoritative ~~treatment:~~ Clear, skillful, well-organized, unbiased, comprehensive; and well-balanced

3. TECHNICAL QUALITY: The material's technical quality, including the extent to which technical components are ~~R~~relevant to content, sound and visuals consistent with state-of-the-art capabilities

4. FORMAT: ~~Well organized, attractive, and appropriate~~ The material's artistic, literary, and physical quality and format, including its durability, manageability, clarity, appropriateness, skillfulness, organization and attractiveness

CONSTRUCTION: ~~Durable, manageable~~

5. POSSIBLE USES: The possible uses of the material, including suitability for individual, small group, large group, introduction, in-depth study, remediation, and enrichment

Gift items and classroom collection purchases made by teachers also should be considered pursuant to the selection criteria above.

D. PROCEDURES FOR ~~SELECTING AND~~ MAINTAINING THE MEDIA AND TECHNOLOGY COLLECTION

~~In coordinating the selection of resources, the library media specialist, assisted by the Media and Technology Advisory Committee:~~

~~1. uses reputable, unbiased selection tools prepared by professionals.~~

~~2. judges gift items and classroom collection purchases by standard selection criteria.~~

~~3. weeds continuously and purchases replacements for worn, outdated, damaged, or missing resources basic to the collection.~~

To ensure that the school media collection remains relevant, the library media specialists, assisted by the Media and Technology Advisory Committee, shall review materials routinely to determine if any material is obsolete, outdated, irrelevant or no longer meets the criteria and/or objectives in this policy. The school Media and Technology Advisory Committee should remove materials no longer appropriate and replace lost, damaged and worn materials still of educational value. Materials may be removed only for legitimate educational reasons and subject to the limitations of the First Amendment.

E. PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Occasional objections to some ~~resources instructional materials~~ may be voiced by ~~the public a parent or guardian~~ despite the care taken in the selection process and despite the qualifications of persons selecting the ~~resources materials~~. If a ~~complaint is made~~

complainant has an objection to a specific material, the following procedures should be observed. ~~Each complaint will receive due process.~~

1. The complainant is directed to ~~discuss concerns with~~ contact the child's teacher, the school's media specialist, or other staff member responsible for the material and request a meeting providing the resource in an attempt to resolve the issue informally discuss the objection. The responsible individual should listen to the objection and provide explanations regarding the selection procedures and use of the material to address the complainant's concerns. At the end of the meeting, the responsible individual shall explain the process for filing a formal objection in Step 2 and give the parent a copy of this regulation. If the complainant's request is for the material to be removed from general school-wide use, the complainant must proceed to Step 2.

2. If the issue complainant's objection is not resolved, ~~inform the complainant of the selection procedures and request that~~ the complainant may file his/her objections in writing by completing the Request for the Reconsideration of Instructional Resources form (attached) and submitting it to the building-level media specialist principal. ~~If requested by the complainant, The~~ challenged material shall be removed from the use of the student in question, but not from ~~the general~~ use ~~of by~~ other students, during the review process.

3. The ~~school library media specialist~~ principal will present the complaint request for reconsideration to the building-level Media and Technology Advisory Committee, and they will follow this process:

- examine the item in its entirety, and the objection(s);
- survey reviews of the item in professional reviewing sources;
- determine the extent to which the item supports the curriculum; and
- weigh the merits against the alleged weaknesses, considering the whole item instead of isolated passages;
- ~~discuss the item and prepare a written report of the findings and recommendations of the committee~~
- ~~send copies of the report to the principal and the Moore County Schools Chief Officer for Academics and Student Support Services or Media Supervisor and the complainant. The Chief Officer for Academics and Student Support Services or Media Supervisor should discuss the report with the Superintendent, who may present it to the Board.~~

4. The committee shall then make a decision on the retention, removal or restriction of the material.
 - a. If the committee, in consultation with appropriate district staff, determines that the material violates a constitutional or other legal right of the student or parent, the committee shall decide to either remove the material from instructional use or accommodate the particular student and parent. Before any material is removed, the committee must ensure that the curriculum is still aligned with the current state instructional standards and articulated from grade to grade.
 - b. If an objection is not based upon constitutional or legal rights, the committee may decide to accommodate such objection, including, for example, by requiring parental permission for a student to check out materials, after considering the effect on the curriculum, any burden on the school, teacher or other students that the accommodation would create and any other relevant factors.

~~45. If the complainant is not satisfied, he/she may file a Citizen's Request for Review of Building Level Recommendation (attached) with the Moore County Schools' Board of Education. The Board will appoint a Community Media and Technology Advisory Committee. The Committee shall consist of:~~

- ~~• the superintendent or his/her designee~~
- ~~• the media supervisor or his/her designee~~
- ~~• a library media specialist and a teacher from each level of school within the system (i.e., elementary, middle, high school)~~
- ~~• a principal from each level of school within the system~~
- ~~• a parent/community member from each level of school within the system~~
- ~~• a parent from the school from which the challenge originates~~
- ~~• at least one high school student~~

~~Following the process outlined above, the community-level committee will re-examine all documentation from the original reconsideration decision. They will~~ The committee shall ~~prepare a written report of their~~ that includes any findings, determinations and the decision regarding what should be done with the material. ~~and recommendation and report directly to the Moore County Schools' Board of~~

Education. If the principal was not a member of the reviewing committee, the committee shall send a copy of the report to the principal.

6. The principal shall forward a copy of the report to the Chief Officer for Academics and Student Support Services who will discuss the report with the Superintendent, who may present it to the Board.

57. In accordance with ~~GS 115C-98(b)~~, "The local board, at all times, has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed." The principal shall implement the decision of the committee. The decision will be binding for two years from the date of its issuance at the school where the complaint was filed, and no substantially similar challenges will be permitted during the two-year period.

8. The decision of the committee may be appealed following the process outlined in Policy 6902 – Student Grievances.

Revised: February 13, 2012; May 30, 2017; _____

6300 STUDENT RECORDS

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of records retained at the school. For purposes of this policy, “student records” or “student education records” are those records, files, documents, and other materials that contain information directly related to the student that are maintained by the school system or by a party acting for the school system.

An employee’s failure to maintain the confidentiality of student records may result in disciplinary action, up to and including dismissal.

A. Annual Notification of Rights

The Superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student’s educational records and the procedure for exercising this right;
2. the right to request amendment of the student’s educational records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the student’s privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school

official discloses or intends to disclose personally identifiable information to school officials without consent;

8. notification if the school system uses contractors, consultants, volunteers, or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and

9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English.

B. Definition of Parent and Eligible Student

1. Parent

For purposes of this policy, the term “parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student’s records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes these rights. If a court order restricts either parent’s access to student records, it is the parents’ responsibility to provide a full, unedited copy to the school principal, who will place a copy in the student’s cumulative file and accommodate the terms of the order to the extent possible.

2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student’s records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

C. Classification and Maintenance of Records

The principal is the custodian of student records maintained at the school, including but not limited to a student's cumulative file.

Information about students that is collected and stored by school personnel may be separated into several categories, including, but not limited to, the following records.

1. Student Education Records

a. Cumulative Records

The cumulative record is the official record for each student. The cumulative record includes student identification information, such as the student's name, address (or a homeless student's living situation), sex, race, birthplace, and birth date; family data including the parents' names, addresses, work and home telephone numbers, and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

b. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and Policy 6220, Special Education Programs/Rights of Students with Disabilities. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

c. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school system in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these

circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school system's mandated educational responsibilities.

d. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with G.S. 7B-3100. These records also may include notice from the sheriff to the school system that a student has been required to register with the sheriff because the student has been found to be a danger to the community under G.S. Chapter 14, Part 4. Such documents must not be a part of a student's official records but must be maintained by the principal in a safe, locked storage area that is separate from the student's other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching, or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student's petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year, or is expelled, the principal shall return all documents not destroyed to the juvenile court counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

e. Other Student Records

School system personnel may also keep other student records but must review such records annually and destroy them in accordance with Section K of this policy.

2. Records Not Considered Education Records (Sole Possession, Employment, and Law Enforcement Records)

Student records do not include, and release of information under this policy does not apply to:

- a. records that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. However, a law enforcement record containing information that was obtained from the student's confidential file or other educational records must be treated as an education record and may be released only in accordance with this policy.

D. Records of Students Participating in the North Carolina Address Confidentiality Program

Students or parents enrolled in the North Carolina Address Confidentiality Program (NCACP) must provide a valid NCACP authorization card to the school principal if they wish to keep their home address confidential. The school system will maintain a confidential record of the actual home address for admission and assignment purposes only and will not release that address except as provided by law. With the exception of such specially-maintained records, student records will include only the substitute address provided by the NCACP and not the actual home address of any students or parents for whom a valid NCACP authorization card is on file.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the system, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

E. Records of Missing Children

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school system, the principal shall provide notice of the request to the Superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's record.

Any information received indicating that a student transferring into the system is a missing child must be reported promptly to the Superintendent and the North Carolina Center for Missing Persons.

F. Records of Military Children

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families, as defined by Policy 6024, Military Children Enrollment and Placement, are entitled to the following.

1. For Students Leaving the School System

In the event that official education records cannot be released to the parents of military children who are transferring away from the school system, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

2. For Students Enrolling in the School System

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

G. Review, Release of Records to Parent or Eligible Student

A parent or eligible student may access the student's records upon proper request. The principal or other authorized personnel of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete records only in the presence of the principal or designee competent to explain the records. School personnel shall not destroy any educational records if there is an outstanding request to inspect or review the records.

A parent or eligible student has the right under this policy to challenge an item in the student record believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, but not challenge a grade, opinion, or substantive decision. The principal shall examine a request to amend a student record item and respond in writing within ten (10) school days to the person who challenges the item. Subsequent steps, if necessary, will follow the student grievance procedures (outlined in the Student and Parent Grievance Procedure policy). If the final decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system.

H. Release or Disclosure of Records to Others

Before releasing or disclosing records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release, and the party(ies) to whom they are to be released.

2. Release/Disclosure without Parental Consent

School system officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to

the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

Personally identifiable information from a student's record may be released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as specifically provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose the information to any other party without the prior consent of the parent or eligible student

The Superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those education records in which they have legitimate educational interests.

Information may be released in the following circumstances without prior written consent:

- a. To officials within the school system who have a legitimate educational need to review the student's records. A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school security, and school resource officers); a school board member; or a person or company with whom the school system has contracted to perform a special task that would otherwise be performed by an employee (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. To officials of other schools and school systems in which the student has enrolled or intends to enroll, provided that the parent or eligible student receive notice of the disclosure, either through the annual notice provided in the parent/student handbook or through specific individual notice. The school system shall give the parent or eligible student, upon request, (i) a copy of the record that was disclosed and/or (ii) an opportunity to challenge the contents of the record.
- c. To federal government representatives and state and local educational authorities, for the purposes of auditing, evaluating, enforcing or complying with federal or state-supported educational programs.

- d. In connection with a student's application for or receipt of financial aid, if the information is necessary to (i) determine eligibility for the aid; (ii) determine the amount of the aid; (iii) determine the conditions of the aid; or (iv) enforce the terms and conditions of the aid.
- e. To representatives of the juvenile justice system for students under juvenile court jurisdiction, prior to adjudication, when the release of records concerns the system's ability to effectively serve the student whose records are released.
- f. To organizations conducting educational studies, provided the purpose of the study is to develop, validate or administer predictive tests, to administer student aid programs, or to improve instruction. The study must be conducted in such a way that there is no personal identification of parents and students to individuals outside the organization conducting the study. In addition, student record information must be destroyed when no longer needed for purposes of the study.
- g. To accrediting organizations, to the extent necessary to allow them to carry out their accrediting functions.
- h. To parents of an eligible student, if the student is classified as a dependent of the parent for income tax purposes.
- i. To persons acting under a court order or lawfully-issued subpoena. Before releasing records under this provision, the principal should attempt to verify that the subpoena is lawful. The principal or his or her designee must make a reasonable effort to notify the parent or eligible student of the request for release prior to release of the records under this exception.
- j. To the court, without a court order or subpoena, when a parent or eligible student initiates legal action against the school system or when the school system initiates legal action against a parent or eligible student. In such circumstances, the school system may disclose to the court the student's education records that are relevant for the school system to proceed as a plaintiff or defend itself.
- k. To appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons.
- l. Directory information, in accordance with Section I.4.a, below.

m. To military recruiters and institutions of higher education, in accordance with Section I.4.e, below.

n. To a contractor, consultant, volunteer, or other party to whom the school system has outsourced institutional services or functions, but only to the extent authorized by law.

The Superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those educational records in which they have legitimate educational interests.

3. Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the Board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out (see Parent and Family Engagement Policy).

a. The Board designates the following student record information as directory information that may be disclosed without parental consent to (1) official representatives of law enforcement; (2) official representatives of Moore County Health and Human Services; and (3) authorized third parties for purposes of administering student award and honor programs:

(1) name;

(2) address;

(3) telephone listing;

(4) date and place of birth;

(5) dates of attendance (in years, semesters, or other academic periods);

(6) grade level;

(7) diplomas (including graduation awards and honors earned);
and

(8) most recent previous school or education institution attended by the student.

b. Board further designates the following student record information as directory information that may be disclosed without parental consent in official school or district-sponsored publications such as yearbooks; awards or honors programs; athletic, music, or drama programs; and team rosters for athletic teams and other competitive interscholastic clubs:

- (1) name;
- (2) photograph;
- (3) age (in years);
- (4) participation in officially recognized activities and sports;
- (5) height and weight of members of athletic teams;
- (6) official honors or awards received;
- (7) grade level; and
- (8) most recent previous school or education institution attended by the student.

c. The Board further designates the following information as directory information that may, at the discretion of the Communications Department, be released to the media in response to specific inquiries to confirm or deny facts that may be subject to public reporting when the Communications Department determines that release of such information is in the best interests of the school system and is not likely to compromise student safety or disrupt the educational environment:

- (1) name;
- (2) grade level; and
- (3) most recent previous school or education institution attended by the student.

d. Except as expressly provided by this policy, personally identifiable information about students contained in official student records shall not be considered directory information and shall be disclosed only as authorized or required by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and other applicable law.

e. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released except as required by law.

f. Information about a homeless student's living situation is not considered directory information and will not be released.

g. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. In addition, secondary school students' email addresses (which will be the email addresses provided by the school, if available) must be provided to military recruiters upon request. Students or their parents, however, may request that the student's name, address, email address and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.

h. All requests for directory information must be submitted to the Superintendent or designee for approval. The Superintendent is authorized to establish regulations regarding the release of directory information.

4. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

5. Disclosure of De-Identified Information

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates

I. Withholding Records

School system administrators shall not withhold records upon a valid request by a parent, eligible student, or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

J. Record of Access and Disclosure

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

K. Destruction of Student Records

To the extent required by law, school officials shall maintain student records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. Longitudinal Data System

School system administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

Legal Reference: Family Education Rights and Privacy Act, 20 U.S.C. § 1232g, h, 34 C.F.R. Part 99, Individuals with Disabilities Education Act, 20 U.S.C. 1411 et seq.; Elementary and Secondary Education Act, 20 U.S.C. 7908; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.; 10 U.S.C. 503(c)(1); G.S. 7B-302, -3100; -3101; 14-208.29; G.S. 115C-47(26), -109.3, -402, -403, -404; -407.5, 116E-6; *Program Records Schedule: Local Public School Units, N.C. Department of Natural and Cultural Resources (2021)*, available at [---

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[agencies/local-public-school-units; *General Records Schedule: Local Government Agencies*, N.C. Department of Natural and Cultural Resources \(2021\), available at https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government](https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government)

Adopted: November 29, 1990

Revised: May 20, 1996; June 12, 1998; August 26, 2002; May 12, 2008; February 8, 2010; February 10, 2014; August 5, 2019; July 13, 2020; November 8, 2021;

7800 POLICE OFFICER PROGRAM

In the interest of providing a safe and secure environment for students and school personnel, and consistent with the mandate of the Moore County Schools' Safe Schools Plan, the Moore County Board of Education maintains a Police Force, certified by the North Carolina Criminal Justice Training and Standards Commission. Commissioned Special Police Officers (SPOs) are placed in individual schools as needed.

Police Officers work in full cooperation with school administrators, faculty, staff, and students to: help maintain a safe and secure environment at the schools through the prevention of criminal activities and disturbances; respond to criminal conduct occurring on school campuses; help prevent juvenile delinquency; and serve as a resource for the dissemination of information regarding students' rights and responsibilities as citizens.

The following rules shall govern the Police Department.

A. Employment, Administration, and Control

1. The Moore County Board of Education shall have the power and authority to hire, discharge, and discipline officers.
2. The Superintendent shall designate a school system Chief of Police, who shall be responsible for administering the Department.
3. Officers shall be assigned to schools as directed by the Chief of Police or designee.
4. While working as officers in the school system, officers shall be subject to the direction of the Chief of Police and work with the principal or designee of the school to which they are assigned.
5. Investigations by officers are considered criminal investigations. To avoid confusion, non-criminal investigations regarding possible violations of school rules and regulations shall be conducted by school system personnel rather than by officers, except as may be expressly directed by the Chief of Police or designee.
6. All officers shall be provided a copy of this policy.

B. Basic Qualifications of Police Officers

An officer shall meet the following basic qualifications:

1. The officer shall be certified through the North Carolina Criminal Justice Training and Standards Commission with at least three years of law enforcement experience;
2. The officer shall possess sufficient knowledge of all applicable federal and state laws, including the Juvenile Code of North Carolina; County ordinances; and Board of Education policies and administrative regulations;
3. The officer shall be capable of conducting in-depth criminal investigations;
4. The officer shall possess an even temperament and set a good example for students; and
5. The officer shall possess good communication skills to enable the officer to function effectively within the school environment.

C. Duties of Police Officers

1. To protect lives and property in the school system;
2. To provide law enforcement services to the school system;
3. To investigate criminal activity committed on or adjacent to school property;
4. To help prevent juvenile delinquency through close contact with students and school personnel;
5. To counsel certain students, such as students suspected of engaging in criminal misconduct, when requested by the principal, the principal's designee, or the parents of the student;
7. To answer questions that students may have about North Carolina criminal or juvenile laws, and to make classroom presentations at the request of the principal or teachers, but not give legal advice;
8. To assist other law enforcement officers with outside investigations concerning students attending public school in Moore County;
9. To provide security and/or traffic control for special school events or functions, such as PTA meetings or athletic events; and

D. Search and Seizure

In investigating crimes and performing interrogations, searches, and arrests of students, officers shall at all times comply with applicable state and federal law.

E. Enforcement of School Rules

Violations of school rules, as opposed to violations of the criminal law, should be handled at the school level by school personnel. Officers are available for advice, assistance, and consultation, but those matters that are the exclusive concern of the school administration and do not constitute suspected violations of the law should be handled by school personnel. Where student misconduct involves a suspected violation of both school rules and the criminal law, school personnel and officers shall consult together about the situation and their respective roles.

F. Officer Access to Education Records

1. School officials shall allow officers to inspect and copy any public records maintained by the school including student directory information such as yearbooks. Officers may not inspect and/or copy confidential student education records except in emergency situations, consistent with state and federal law.
2. If information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the officer that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety, the need for the information to meet the emergency situation, and the extent to which time is of the essence.
3. If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant, subpoena, or court order to produce the records, or upon consent of the parent or eligible student.

G. Maintenance of Officer Records

Any arrest records, citations, charges or other law enforcement documentation generated by officers in the course of their law enforcement duties shall be: a) maintained separately from education records; b) maintained solely for law enforcement purposes; and, c) disclosed only to other Moore County Schools Police officials.

H. Access to Officer Records

Any arrest records, citations, charges, or other law enforcement documentation generated by officers in the course of their law enforcement duties shall be

considered law enforcement records of the Moore County Schools' Police Department. Such records shall not be available to students, parents, school officials, or the general public, except as provided by law.

I. Dress Code

Officers shall wear uniforms as designated by the Board of Education or the Chief of Police.

J. Training

Officers shall be required to undergo appropriate in-service training as required under state law. In addition, as directed by the Board of Education or the Chief of Police, all officers will be required to engage in training tailored to the school system environment, such as the School Resource Officer basic and advanced training programs offered by the North Carolina Justice Academy and the workshops and training sessions conducted by the Center for the Prevention of School Violence.

K. Evaluation of Police Officers

Officers shall be evaluated annually in accordance with district requirements.

L. Special Separation Allowance

The Moore County Board of Education recognizes that sworn law enforcement officers who retire from a local sheriff's or local municipal police department are eligible for a "special separation allowance" if the officer meets certain criteria under N.C.G.S. 143-166.42. The Board supports payment of a similar benefit to officers who retire from service with the Moore County Schools if the officer meets the criteria outlined in this Policy.

1. Any officer employed by the Moore County Board of Education on or before April 7, 2014, is eligible to receive an annual Separation Allowance upon his or her retirement from the Moore County Schools, if:
 - a. The officer has 30 years or more of creditable service or the SPO is 55 years old or older with 5 years of creditable service. The term "creditable service" means service for which credit is allowed under the retirement system of which the officer is a member, provided that at least 50% of the service is as a sworn law enforcement officer;
 - b. The officer has at least 5 years of continuous service as a sworn law enforcement officer immediately before retirement; and

c. The officer is not already eligible for or drawing the special separation allowance benefit, pursuant to N.C.G.S. 143-166.42, from another employer.

The amount of the annual separation allowance payable pursuant to this Policy will be 0.85% of the officer's most recent base annual compensation. Payment of the annual separation allowance will end at the first of (1) the last day of the month in which the officer turns 62, (2) the first day of reemployment by a local government employer in any capacity, or (3) the death of the officer. The amount of the annual separation allowance payable pursuant to this Policy will be 0.85% of the officer's most recent base annual compensation. Payment of the annual separation allowance will end at the first of (1) the last day of the month in which the officer turns 62, (2) the first day of reemployment by a local government employer in any capacity, unless the officer is moving into a public safety position as a licensed police officer with the power of arrest in a capacity not requiring participation in the Local Government Employees' Retirement System (LGERS), or (3) the death of the officer.

2. For any officer beginning full time employment with the Moore County Board of Education after April 7, 2014, the officer is eligible for an annual separation allowance upon his or her retirement from the Moore County Schools if the officer meets the criteria in this Policy **and** has a minimum of 10 years of full-time service as a Moore County Schools' officer. The officer will be eligible to receive 50% of the benefit at 10 years of full-time service as an officer and 100% of the benefit at 20 years of full-time service as an officer.

Legal Reference: G.S. 74E-1 et seq. (the "Company Police Act"), and 12 N.C.A.C. 21; G.S. 115C-47, -402; Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and 34 C.F.R. Part 99; Special separation allowances for local officers, G.S. 143-166.42; 115C-47.2.

Adopted: June 28, 1999

Revised: February 28, 2000; January 12, 2009; September 14, 2015; August 5, 2019; May 9, 2022; _____