



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

Elizabeth Carter, Chair

Ed Dennison

Philip Holmes

**Friday, April 22, 2022 • 1:00 p.m. • Central Office Board Room
MINUTES**

The Moore County Board of Education’s Policy Committee met on April 22, 2022, with Committee Chair Elizabeth “Libby” Carter calling the meeting to order at 1:00 p.m. Also in attendance were committee members Ed Dennison and Philip Holmes, Board Attorney Jason Weber, Interim Chief Officer for Academics and Student Support Services Mike Metcalf and Committee Liaison Anita Alpenfels.

After the Pledge of Allegiance and the observation of a moment of silence, Mr. Dennison made a motion to approve the agenda. The agenda was approved unanimously. The Committee unanimously approved the minutes from the November 19, 2021, meeting (motion: Mr. Dennison).

The Committee discussed in detail the policies below. The Committee also provided feedback to Dr. Metcalf on the regulations to accompany Policy 5410 – Media and Technology Selection Procedures.

The Committee unanimously approved revisions to the policies below with any changes from the original agenda noted in yellow highlights (motion: Mr. Dennison). These policies will go before the full Board of Education for first reading at the Board’s May 2, 2022, work session.

- Policy 1200 – ~~Designated Duties of~~ Officers
- ~~Policy 1210 – Chairman~~
- ~~Policy 1211 – Vice Chairman~~
- ~~Policy 1212 – Secretary~~
- Policy 1326 – Public Address to the Board
- Policy 1411 – Public Records – Retention, Release and Disposition
- Policy 1420 – board member conflict of interest
- ~~Policy 2420 – School Properties Disposal~~
- Policy 2421 – Disposal of Personal Property
- Policy 2422 – Sale, Disposal and Lease of Board-owned Real Property

- Policy 2620 – Payroll Deductions
- Policy 3044/4044/7405 – Use of Unmanned Aircraft (Drones)
- Policy 3253/4253/5451 – Acceptable Use of Technology and Electronic Media
- Policy 3270 – Evaluations and Improvement Plans for Licensed Employees
- Policy 4110 – Evaluation of Classified Employees
- Policy 5010 – Accreditation
- Policy 5540 – Graduation Requirements
- Policy 6000 – Attendance
- Policy 6021 – Immunization and Health Requirements for School Admission
- Policy 6730 – Child Abuse and Related Threats to Child Safety
- Policy 7040 – Operation of School Nutrition Services
- Policy 7550 – Naming Facilities
- Policy 7800 – Police Officer Program
- Policy 8422 – Advertising in the Schools

The meeting adjourned at 3:00 p.m. (motion: Mr. Dennison and approved unanimously).

1. **Policy 1200 – DESIGNATED DUTIES OF OFFICERS** page 6
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 9
 - ~~Policy 1211 – Vice Chairman~~
 - ~~Policy 1212 – Secretary~~

2. **Policy 1326 – PUBLIC ADDRESS TO THE BOARD**page 10
This policy is included for review at the request of Mr. Holmes.

3. **Policy 1411 – PUBLIC RECORDS – RETENTION, RELEASE AND DISPOSITION**..... page 12
Records destruction information is updated to comply with new State guidance.

4. **Policy 1420 – BOARD MEMBER CONFLICT OF INTEREST**page 15
Revisions to this policy add new conflict of interest rules required by state law.

5. ~~Policy 2420 – SCHOOL PROPERTIES DISPOSAL~~..... page 18
This policy is recommended for deletion, because of its redundancy with Policy 2421 – Disposal of Personal Property.

6. **Policy 2421 – DISPOSAL OF PERSONAL PROPERTY** page 19
Changes to this policy incorporate language from Policy 2420, which is recommended for deletion.

7. **Policy 2422 – SALE, DISPOSAL AND LEASE OF BOARD-OWNED REAL PROPERTY** page 21
Revisions to this policy incorporate updates recommended by NCSBA.

8. **Policy 2620 – PAYROLL DEDUCTIONS**page 22
The option for 457 Plan deductions is added.

9. **Policy 3044/4044/7405 – USE OF UNMANNED AIRCRAFT (DRONES)**..... page 24
Revisions to this policy update some information based on FAA rules.

10. **Policy 3253/4253/5451 – ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC MEDIA**..... page 30
Revisions to this policy update language to reflect contemporary practice.
11. **Policy 3270 – EVALUATIONS AND IMPROVEMENT PLANS FOR LICENSED EMPLOYEES** page 49
An addition to this policy clarify that employment decisions may not be impaired by adherence to the evaluation process.
12. **Policy 4110 – EVALUATION OF CLASSIFIED EMPLOYEES**..... page 54
This policy is revised to align with NCSBA’s sample policy.
13. **Policy 5010 – ACCREDITATION** page 56
Revisions to this policy update language to reflect current practice.
14. **Policy 5410-R – MEDIA AND TECHNOLOGY SELECTION PROCEDURES**..... page 57
While it is not customary for the Policy Committee to determine policy regulations, input is sought for adjustments to this policy regulation.
15. **Policy 5540 – GRADUATION REQUIREMENTS**..... page 62
Revisions to this policy correct a hyperlink and incorporate the Board’s directive for honoring graduates who will be going into the military.
16. **Policy 6000 – ATTENDANCE** page 73
A legal requirement regarding absences due to isolation or quarantine is added.
17. **Policy 6021 – IMMUNIZATION AND HEALTH REQUIREMENTS FOR SCHOOL ADMISSION**..... page 79
Revisions to this policy add a requirement for the pneumococcal conjugate vaccine.
18. **Policy 6730– CHILD ABUSE AND RELATED THREATS TO CHILD SAFETY** page 83
Revisions to this policy reorder some content and add information about statutory requirement to provide information to middle and high school students.

19. **Policy 7040 – OPERATION OF SCHOOL NUTRITION SERVICES** page 88
Revisions to this policy update the required operating balance to assess indirect costs.

20. **Policy 7550 – NAMING FACILITIES**..... page 91
Added language to this policy would prohibit naming facilities for current employees.

21. **Policy 7800 – POLICE OFFICER PROGRAM**..... page 92
This policy is included for review at the request of Mr. Dennison.

22. **Policy 8422 – ADVERTISING IN THE SCHOOLS**..... page 97
This policy’s revisions clean up structure and clarify language in alignment with NCSBA’s sample policy.

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~~

At the request of Philip Holmes: I would like to adopt a policy where if a student, teacher, or other employee feels compelled to speak at our board meetings during public comment, that they would be given priority to speak first.

§ 115C-51. Public comment period during regular meetings.

The local board of education shall provide at least one period for public comment per month at a regular meeting of the board. The board may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The board is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 1.)

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 **citizen 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.

ed. 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 on in priority order, first for Moore County Schools' students and employees then for other members of the public.

56. 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.

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; January 17, 2017; June 12, 2017; July 13, 2020; May 10, 2021; December 13, 2021

1411 PUBLIC RECORDS - RETENTION, RELEASE AND DISPOSITION

The Board is committed to providing access to public records and public information. All employees shall comply with the public records law and this policy.

A. Public Record Defined

Any record, in any form, that is made or received by the Board or its employees in connection with the transaction of public business is a public record that must be made available to the public, unless such record is protected from disclosure by federal or state law or is otherwise exempted from the public records law.

Though the school improvement plan is a public record, the school safety components of the plan are not public records subject to public records law. Schematic diagrams, as described in G.S. 115C-105.53 and -105.54, and emergency response information, as described in G.S. 115C-105.54, are also not considered public records subject to public records law.

The official records of students are not public records subject to inspection and examination. (For additional information regarding the release of information about students, see policy 6300, Student Records.) Further, any written material containing the identifiable scores of individual students on any test taken pursuant to the state testing program described in Chapter 115C, Article 10A of the North Carolina General Statutes is not a public record. Any test that is developed, adopted, or provided as part of the state testing program is not a public record until the State Board of Education designates that the test is released.

Any report received from the Teachers' and State Employees' Retirement System pursuant to G.S. 135-8(f)(2)(f) is not a public record and will be treated as confidential.

Information in school system employee personnel files is protected from disclosure in accordance with G.S. 115C-319, except that the following employee information is public record:

1. Name.
2. Age.
3. The date of original employment or appointment.
4. The terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the Board has the written contract or a record of the oral contract in its possession.

5. Current position.
6. Title.
7. Current salary (includes pay, benefits, incentives, bonuses, deferred compensation, and all other forms of compensation paid to the employee).
8. The date and amount of each increase or decrease in salary with the Board.
9. The date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the Board.
10. The date and general description of the reasons for each promotion with the Board.
11. The date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Board. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Board setting forth the specific acts or omissions that are the basis of the dismissal.
12. The school or site to which the employee is currently assigned.

The identity of participants in the North Carolina Address Confidentiality Program is not a matter of public record.

Minutes and general accounts of closed sessions are confidential and will not be released to the public so long as public disclosure would frustrate the purpose of the closed session.

B. Requests for Public Records

All requests for examining or obtaining copies of public records should be made in writing or recorded in writing by school system personnel. The school system will respond as promptly as possible in light of the nature of each request.

Public records must be released in accordance with the law. Any denial of a public records request must be made in writing and must include the basis for the denial. The Superintendent or designee may issue additional guidelines consistent with this policy to further clarify the process for requesting public records.

C. Fees for Copies of Public Records

Persons requesting copies of public records may be charged 25 cents per page for paper copies and the actual cost, as determined by the Superintendent or

designee, for public records requested in any other format. In addition, the Superintendent or designee may assess a special service charge for any public record requests that require the extensive use of information technology resources or extensive clerical or supervisory assistance by school system personnel. Any such special service charge shall be reasonable and based on the actual costs incurred for such extensive use of information technology resources and/or the actual labor costs of the personnel providing the services, not including any costs associated with the redaction of privileged or confidential information. For purposes of this policy, the Board considers four (4) hours or more to be "extensive" clerical or supervisory assistance. The school system will provide an estimate off any such special service charge before making the records available and will give the requester the option of paying the charge or narrowing the scope of the request.

D. Destruction of Public Records

~~School personnel shall comply with the *Records Retention and Disposition Schedule for Local Education Agencies* adopted by the N.C. Department of Cultural Resources, Division of Archives and History, including any applicable amendments, unless otherwise required by statute, regulation, or other legal authority. The Superintendent may establish regulations for the destruction of records in accordance with the approved schedule. To the extent required by law, school personnel shall maintain public records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources.~~

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 14-113.8(6); 115C-3, -4, -47, -105.27(a2), -105.53, -105.54, -109.3, -174.13, -319 to -321, -402; 132-1 to -9; 135—(f)(2)(f); *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Cultural Resources, Division of Archives and History (~~1999~~2021), available at <http://www.ncdcr.gov/Portals/26/PDF/schedules/schoolschedulefinal.pdf> <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government>

Adopted: February 27, 1995

Revised: October 25, 2004; March 9, 2015; March 8, 2021; _____

1420 BOARD MEMBER CONFLICT OF INTEREST

The Board and each member of the Board recognize that they are subject to North Carolina's criminal laws related to conflicts of interest in public office and that a Board member may not use his or her office for personal benefit. The Board and each member of the Board further recognize that they are subject to the standards established by the federal government for recipients of federal grants as specified in Policy 2510, Federal Grant Administration. The Board and each member of the Board understand that violation of state and federal laws and regulations on conflicts of interest may result in conviction of a crime, may render a contract of the Board void, or may result in loss of federal funds. In keeping with the ethical duties specified in Policy 1419, Code of Ethics for School Board Members, Board members will not let any personal or business interest interfere with their duties as public officials.

All Board members will abide by the following conflict of interest rules.

1. A Board member will not solicit or receive personal financial gain from the school system by means of intimidation, undue influence or misuse of school system employees in violation of G.S. 14-234.2.

42. A Board member will not derive a personal benefit from a contract with the school system in violation of ~~state law~~ G.S. 14-234. Specifically, a Board member will not:

a. obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the Board, unless an exception is allowed pursuant to G.S. 14-234 or other law;

b. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the Board when the Board member will obtain a direct benefit from the contract; or

c. solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract.

For purposes of G.S. 14-234, a Board member is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. A Board member is involved in making a contract if he or she participates in the development of the specifications or terms of the contract or participates in the preparation or award of the contract. A Board member is also involved in making a contract if the Board takes action on the contract, even if the specific Board member did not actually participate in that action, unless the contract is approved under an exception to the law under which the Board member is allowed to benefit and is prohibited from voting.

A Board member derives a direct benefit from a contract if the Board member or his or her spouse, romantic partner or other immediate family member (parent, child, brother, sister, grandparent or grandchild, including step, half and in-law relationships) does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract. An exception is allowed for employment contracts between the Board and the spouse, romantic partner or other immediate family member as defined above of a Board member. However, the Board member involved will not (1) deliberate or vote on the employment contract; (2) attempt to influence any other person who is involved in making or administering the contract; or (3) participate in, deliberate on, vote on or attempt to influence any person with respect to any other matter pertaining to the Board member's spouse, romantic partner or other immediate family member's employment with the school system, including, but not limited to, hiring, contract renewal, transfer, promotion, demotion, suspension, discipline, performance evaluation or review or investigation of a complaint of any kind.

3. A Board member who is also a director, officer or governing board member of a nonprofit will not (1) knowingly vote on, participate in deliberations on or administer any contract with that nonprofit; (2) influence or attempt to influence the deliberation or vote of others on any such contract; or (3) solicit or receive any gift, reward or other benefit in exchange for recommending, influencing or attempting to influence the award of such contract in violation of G.S. 14-234.3. Once the Board member's recusal is recorded in the minutes of the Board, the Board may enter into or administer the contract.

24. A Board member will not deliberate on, vote on, or otherwise engage in the selection, award, or administration of a contract supported in whole or part by federal funds when he or she has a real or apparent conflict of interest under federal rules as provided in 2 C.F.R. 200.318(c)(1) and Policy 2510, Federal Grant Administration. For purposes of this paragraph, a conflict of interest arises when a Board member or his or her spouse, immediate family member, or partner, or the employer or pending employer of any of those persons, has a financial or other interest in or receives a tangible personal benefit from a firm considered for the contract. Any such conflict must be disclosed to the awarding agency.

For purposes of the previous paragraph, a "financial interest" means a financial interest which comprises more than five percent of the equity of the firm or business or more than five percent of the assets of the economic interest in indebtedness. It does not include an ownership interest held through a fiduciary, such as a mutual fund or blind trust, where the individual or individual's employer has no control over the selection of holdings.

35. A Board member will not solicit or accept trips, meals, gratuities, gifts, favors, or anything of monetary value from (i) current contractors, subcontractors, or

suppliers; (ii) any contractor, subcontractor or supplier that has performed under a contract with the Board within the past year; or (iii) any contractor, subcontractor, or supplier that foreseeably may bid on a contract in the future, unless the item is an unsolicited gift of nominal value (\$50 or less) and is one of the following: an advertising item or souvenir that is widely distributed; an honorarium for participating in a meeting; a meal provided at a banquet; or other item that is clearly permitted by state and federal law.

Multiple permitted items from a single contractor, subcontractor, or supplier may not exceed an aggregate value of \$100 in a twelve-month period.

46. A Board member will not solicit or accept any gifts from a current or potential provider of E-rate services or products in violation of applicable federal E-rate program gifting rules.

57. A Board member will not misuse information in violation of G.S. 14-234.1. Specifically, a Board member will not use knowledge of contemplated Board action, or information known to the member in his or her official capacity and not made public, to:

a. acquire a financial interest in any property, transaction, or enterprise or gain any financial benefit which may be affected by the information or contemplated action; or

b. intentionally aid another to acquire a financial interest or gain a financial benefit.

Legal References: 2 C.F.R. 200.112 and 200.318(c)(1); 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175; G.S. 14-234, -234.1, 133-32, Attorney General Opinion requested by L.W. Lamar regarding G.S. 133-32, the Applicability to Attorneys and Law Firms Providing Professional Services to Local Boards of Education, dated May 13, 1993

Adopted: July 30, 1990

Revised: May 11, 2009; January 7, 2010; April 11, 2011; September 8, 2014; November 5, 2018; August 5, 2019; March 8, 2021; _____

~~2420 SCHOOL PROPERTIES DISPOSAL~~

~~Property of the school system may be disposed of upon the approval of the Superintendent or his designee, in accordance with state law, after it has been determined whether the material involved has saleable value, in which case the Superintendent or his designee shall arrange for the sale of the material. In the event that the material does not have saleable value, the Superintendent or his designee shall determine the proper disposal of the material.~~

~~**2420.1** In all instances, records of disposal shall be maintained.~~

~~Legal Reference: G.S. 115C-518~~

~~Adopted: April 30, 1990~~

2421 DISPOSAL OF PERSONAL PROPERTY

~~Personal property owned by the Board of Education may be disposed of in accordance with state law following the procedures set forth below. Property of the school system may be disposed of upon the approval of the Superintendent or his designee, in accordance with state law, after it has been determined whether the material involved has saleable value, in which case the Superintendent or his designee shall arrange for the sale of the material. In the event that the material does not have saleable value, the Superintendent or his designee shall determine the proper disposal of the material.~~

2421.1 A. Property valued under \$500

The Superintendent or his designee is authorized to dispose of personal property owned by the Board of Education that is valued at less than \$500 for any one item or group of similar items, to set the property's fair market value and to convey title to the property for the Board of Education. Prior to disposition, the Superintendent/designee must make a finding that the property is no longer necessary or desirable for school use. The Superintendent/designee shall choose a method of disposal designed to obtain a fair market value for the property in the most efficient and economical manner possible. The disposal of the property may be achieved through public or private exchange or sale. No prior notice of the proposed sale or exchange is required.

On the first work day of February each year the Superintendent/designee shall report to the Board in writing on any property disposed of under this section from July 1 through December 31 of the previous year and shall make another such report on the first work day of August on property disposed of from January 1 through June 30 of that year. The report shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

2421.2 B. Property valued at more than \$500 but less than \$30,000 - Personal property valued at less than \$30,000 for any one item or group of similar items may be disposed of through private negotiation and sale or by any other method allowed by law. If the private negotiation and sale method of disposal is chosen, the Board of Education must first determine that the property is no longer necessary or desirable for school use. The Board must then at a regular Board meeting adopt a resolution or order authorizing a school official to dispose of the property by private sale at a negotiated price. The resolution or order must identify the property to be sold and may specify a minimum price. Notice of the resolution must be published at least ten days prior to completion of the private sale. Pursuant to G.S. 160A-270(c), the Board delegates to the Superintendent or his/her designee the authority to conduct electronic auctions of surplus property.

2421.3 C. Property valued at \$30,000 or more - Personal property valued at \$30,000 or more for any one item or group of similar items may not be sold by the methods

described in Policies 2421.1 and 2421.2. Such property may be disposed of by the Board of Education through advertisement for sealed bids; negotiated offer, advertisement, and upset bids; public auction; or exchanged as outlined in Chapter 160A, Article 12 of the North Carolina General Statutes. These same methods may be used for the disposition of property valued at less than \$5,000 in lieu of the methods outlined in Policies 2421.1 and 2421.2.

Legal Reference: G.S. 115C-518; 160A, art. 12; 160A-226

Adopted: April 30, 1990

Revised: May 22, 2006; _____

2422 SALE, DISPOSAL AND LEASE OF BOARD-OWNED REAL PROPERTY

The Board will consider the sale and disposal of Board-owned real property, including land and buildings, as authorized by law. The Board is guided in its decisions by its commitment to help students succeed by providing appropriate facilities and to use its resources in a fiscally and environmentally sound manner.

Any sale or disposal of real property, including school buildings, will be conducted in accordance with constitutional and statutory requirements. The Superintendent or designee should secure the services of consultants as necessary to conduct feasibility assessments and determine the fair market value.

~~When the The Board decides to may lease Board-owned real property to another entity, the lease will be at the fair market value, except that the Board may negotiate a lesser amount with another governmental unit in accordance with constitutional and statutory requirements. The Board will lease available Board-owned buildings and land to charter schools when required by law.~~

All contracts for the sale, disposal, or lease of real property must be consistent with G.S. 147, art. 6E and art. 6G.

Legal References: G. S. 115C-72, -218.35, -518, -521; 160A art. 12; 147, art. 6E

Adopted: September 10, 2012

Revised: April 10, 2017; November 5, 2018; _____

2620 PAYROLL DEDUCTIONS

A. Voluntary Salary Deductions

The finance officer is authorized to make the following salary deductions in accordance with all applicable state and federal requirements:

1. federal income taxes (federal requirement);
2. state income taxes (state requirement);
3. federal social security taxes (state requirement);
4. North Carolina Retirement System contributions (required by G.S. 135-8);
5. ~~court-ordered~~ child support or other court-ordered payments;
6. federal, state and local government garnishments;
- ~~7. health insurance premiums authorized by state law (authorized by G.S. 115C-340);~~
- ~~8.~~ tax sheltered (deferred) annuities, 403(b) option offered by local boards of education (authorized by G.S. 115C-341) and/or 403(b) option offered through the North Carolina Public School Teachers' and Professional Educators' Investment Plan (authorized by G.S. 115C-341.2);
- ~~9.~~ Supplemental Retirement Income Plan of N.C., 401(k) (authorized by G.S. 135-93) ~~and/or 457 plans or plans specifically listed in Moore County Schools' 457 Plan Agreement;~~
- ~~9.~~ North Carolina 457 Plan (authorized by G.S. 143B-426.24);
- 10) flexible benefits plan (authorized by G.S. 115C-341.1);
- 11) North Carolina State Employees Credit Union deductions;
- 12) group ~~life~~ insurance premiums (authorized by G.S. 115C-340, -342);
- 13) ~~group dental insurance premiums (authorized by G.S. 115C-340, -342) a 12-month pay option for 10- and 11-month employees (authorized by G.S. 115C-302.1(b) and -316(a)(2));~~
- 14) United Way contributions;

15) dues ~~or contributions for to~~ employees' associations that meet the minimum membership requirements as described in G.S. 143B-426.40A(g);

16) ~~deductions to~~ recoupment of advancement or overpayment of wages; and

17) other deductions as may be required by law or approved by the Board.

B. Salary Deductions for Unpaid Absences

Salary deductions are permissible for any days not worked for which the employee does not have earned leave.

All new applications, cancellations, or allowable changes in deduction amounts must be filed with the Finance Officer no later than the last working day in the calendar month prior to the month in which the change is to become effective. Cancellations of voluntary deductions will be accepted anytime.

Salary deductions for tax-sheltered annuities will be allowed only for companies and products as specifically listed in Moore County Schools' 403b Plan Agreement.

The Board of Education prohibits solicitation of contracts on school property except prior to or at the end of the employee's work day, on a strictly voluntary basis, with the prior permission of the school principal. The Board of Education will not endorse any company.

Legal Reference: G.S. 14-238; 115C-339 through -342; -93; 135-8; 143B-426.40A(g), (i).

Adopted: April 30, 1990

Revised: October 26, 1992; May 22, 2006; January 12, 2009; February 8, 2010; March 12, 2012; July 13, 2020; _____

3044/4044/7405 USE OF UNMANNED AIRCRAFT (DRONES)

The Board supports and encourages the use of innovative and emerging technologies, including unmanned aircraft or drones, to further the goals and objectives of the educational program. However, the Board also must consider how the use of such technologies may impact the safety, security, and privacy of people and property. Therefore, the Board authorizes some use of unmanned aircraft on school property and at school-sponsored events in accordance with the requirements of this policy and to the extent that such use is not otherwise prohibited by federal, state, or local law or regulation.

This policy applies to all students, school system employees, contractors and vendors, school visitors, and other members of the general public on school property and at school-sponsored events.

A. Definitions

For purposes of this policy, the following definitions apply.

1. An “unmanned aircraft” or “drone” is an aircraft weighing less than 55 pounds that is operated without the possibility of direct human intervention from within or on the aircraft. The board strictly prohibits the use of an unmanned aircraft weighing more than 55 pounds on school property or at a school-sponsored event.
2. The “use” of an unmanned aircraft includes the launch, operation, and/or recovery of the unmanned aircraft.
3. “School property” includes any property that is owned, leased, or otherwise controlled by the board.
4. Use of an unmanned aircraft is for a “recreational” purpose if the use is solely for personal interests or enjoyment. Use for work or business purposes or for compensation or hire is not considered to be recreational.

B. Authorized Use of Unmanned Aircraft

The use of an unmanned aircraft on school property or at a school-sponsored event for any purpose must be approved in writing by the Superintendent or designee and must comply with the requirements of this policy and all other applicable Board policies, including the public use requirements of Policy 7401, Community Use of Facilities, when applicable. Such use also must comply with all federal, state, and local laws and regulations, including the most current registration, certification, permit, safety, and other requirements established by the

Federal Aviation Administration (FAA) and the North Carolina Department of Transportation (NCDOT).

The Superintendent or designee may grant approval for use on a case-by-case basis with any additional requirements or restrictions deemed appropriate, including, for example, to protect the safety, security, and privacy of people and property.

Prior to obtaining approval from the Superintendent or designee, the operator of any unmanned aircraft must provide proof of insurance in amounts acceptable to the District upon request, including adequate liability coverage for any claims arising out of the use of an unmanned aircraft, and proof of the registration, certification, permit, and/or waiver required by the FAA and/or NCDOT to operate the unmanned aircraft for the intended purpose(s).

An unmanned aircraft used on school property or at a school-sponsored event must be operated either by or under the direct supervision of an FAA-certified drone pilot in accordance with subsection B.1, below, or by a recreational flyer in accordance with subsection B.2, below.

Use by or under the Direct Supervision of an FAA-Certified Drone Pilot

An FAA-certified drone pilot, or an individual under the direct supervision of an FAA-certified drone pilot, may operate an unmanned aircraft for any commercial, educational, recreational, or other school system-related purpose as approved by the Superintendent or designee. To qualify as an FAA-certified drone pilot, an individual must obtain a Remote Pilot Certificate from the FAA and have the certificate easily accessible during all use.

An FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot must comply with all federal, state, and local laws and regulations, including all applicable requirements under 14 C.F.R. Part 107 ("Part 107"). In addition, if the use of an unmanned aircraft is not solely for hobby or recreational purposes, an FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot also must comply with the training and permit requirements of G.S. 63, art. 10, as applicable.

C. Unauthorized Use of Unmanned Aircraft

School system employees shall reasonably attempt to monitor school property and school-sponsored events for the unauthorized use of unmanned aircraft.

Employees must report any known or suspected unauthorized use of an unmanned aircraft as soon as practicable to the principal or other school official responsible for supervising the school property or school-sponsored event. If the unauthorized use poses a threat to the safety, security, or privacy of people or property, the

employee should attempt to intervene directly if it is possible to do so safely and effectively and ask the operator to discontinue the use. If the employee is unable to identify the individual operating the unmanned aircraft, or if the unmanned aircraft is grounded and unattended, the employee should immediately notify the principal or other school official responsible for supervising the school property or school-sponsored event.

A student or school system employee who uses an unmanned aircraft in violation of this policy will be subject to disciplinary action, up to and including suspension or expulsion for students and termination for employees. A contractor or vendor, school visitor, or other member of the general public who uses an unmanned aircraft in violation of this policy will be asked to discontinue the unauthorized use and/or asked to leave school property or the school-sponsored event in accordance with policy 5020, Visitors to the Schools.

School officials may also report the unauthorized use of an unmanned aircraft to local law enforcement and/or the FAA, as appropriate.

D. Guidelines for All Use of Unmanned Aircraft

1. FAA Safety Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the Superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event must comply with all applicable FAA safety guidelines, including, but not limited to, the following.

a. The unmanned aircraft must be registered with the FAA and marked with the registration number.

b. No later than September 16, 2023, the unmanned aircraft must be equipped with remote identification unless flying within an FAA-recognized identification area.

~~b~~c. The unmanned aircraft must have a maximum groundspeed of 100 mph or less.

~~e~~d. The operator must fly the unmanned aircraft during daylight only and must keep the unmanned aircraft within his or her visual line of sight at all times.

~~e~~e. The operator must not fly the unmanned aircraft above 400 feet in uncontrolled airspace and must not fly the unmanned aircraft in controlled airspace (e.g., near airports) without FAA authorization. The

operator must comply with all other FAA airspace restrictions (e.g., near military bases).

ef. The operator must not fly the unmanned aircraft near other aircraft and must always yield the right of way to all other aircraft, especially manned aircraft.

fg. The operator must not fly the unmanned aircraft over people, groups of people, public events, or stadiums full of people, or near emergency response activities.

gh. The operator must not fly the unmanned aircraft under the influence of drugs or alcohol. In addition, the operator must not fly the unmanned aircraft if he or she knows or has reason to know of any other physical or mental condition that would interfere with the safe operation of the unmanned aircraft.

hi. The operator must not otherwise fly the unmanned aircraft in a careless or reckless manner.

2. Other Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the Superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event also must comply with the following guidelines established by the Board.

a. The operator of any unmanned aircraft on school property or at a school-sponsored event must provide appropriate documentation of approval from the Superintendent or designee immediately upon request by any school system employee.

b. Students are prohibited from operating an unmanned aircraft on school property or at a school-sponsored event without appropriate faculty or other adult supervision whether or not such supervision is required under federal regulations.

c. The Superintendent or designee, as well as the principal or other school official responsible for supervising school property or a school-sponsored event, may require the operator of an unmanned aircraft to temporarily or permanently suspend further use of the unmanned aircraft on school property or at a school-sponsored event at any time for any reason.

d. The use of an unmanned aircraft to photograph or to record audio and/or video of the following is prohibited without the express written approval of the Superintendent: (a) students, employees, visitors, or other individuals, (b) school- or school system-sponsored activities and other events, or (c) school buildings or other school system facilities. Any such photographs or other audio and/or video recordings obtained through the use of an unmanned aircraft may not be used for any marketing or other commercial purpose or otherwise distributed to a third party without the express written approval of the Superintendent.

e. Unmanned aircraft may not be flown over people or moving vehicles without the express written approval of the Superintendent or designee. As a recondition of receiving approval, the operator must provide the Superintendent information sufficient to determine that the flight will be conducted in compliance with applicable FAA regulations.

ef. Any data or other information collected through the use of an unmanned aircraft may not be sold for profit.

fg. The use of an unmanned aircraft inside any enclosed school or other building on school property (including any school or other building under construction) or indoors at a school-sponsored event off school property is prohibited without the express written approval of the Superintendent or designee.

gh. The use of unmanned aircraft within the physical confines of any stadium, field, arena, or other structure, including the playing area of the venue, during a North Carolina High School Athletic Association contest is prohibited.

hi. Any incident resulting in an injury to a person or damage to property caused by the use of an unmanned aircraft must be reported immediately or as soon as practicable thereafter to the principal or other school official responsible for supervising the school property or school-sponsored event where the incident occurred. This requirement applies whether or not the incident is also subject to the mandatory reporting requirements under federal regulations.

ij. Any unmanned aircraft owned by a school or the school system must be properly insured and must be scheduled (i.e., listed on the policy) and operated as required by the school system's liability coverage agreement.

The Superintendent or designee may develop any additional administrative procedures or other regulations necessary to implement the requirements of this policy or to further protect the safety, security, and privacy of people and property.

Legal References: FAA Reauthorization Act of 2018, P.L. 115-254; 49 U.S.C. 44801et seq.; 14 C.F.R. Part 107; Federal Aviation Administration, Advisory Circular 91-57B (May 31, 2019), available at https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_91-57B.pdf; Federal Aviation Administration, Advisory Circular 107-2 (June 21, 2016), available at https://www.faa.gov/uas/resources/policy_library/media/AC_107-2_AFS-1_Signed.pdf; G.S. 14-7.45, -280.3, -401.24, -401.25; G.S. 15A-300.1, -300.2, -300.3; G.S. 63, art. 10; G.S. 113-295; North Carolina High School Athletic Association, Policy 2.2.3(c) (~~2019-2020~~2021-2022), available at <https://www.nchsaa.org/sites/default/files/attachments/2.2.3%20Facilities.pdf>
<https://www.nchsaa.org/handbook>

Other Resources: Federal Aviation Administration, Unmanned Aircraft Systems (UAS) website, available at <https://www.faa.gov/uas/>; North Carolina Department of Transportation, Division of Aviation, Unmanned Aircraft Systems website, available at <https://www.ncdot.gov/divisions/aviation/uas/Pages/default.aspx>

Adopted: September 14, 2020

Revised: _____

3253/4253/5451 ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC MEDIA

The Board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning, appeal to different learning styles and improve communication within the school community and with the larger global community and achieve the educational goals established by the Board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including, but not limited to, computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

~~The Moore County Schools intranet and the Internet, hereafter referred to as "the network," and devices that connect to the network offers an abundance of educational material as well as opportunities for collaboration and the exchange of ideas and information. The Board of Education recognizes the educational value of the network and connected devices, and strongly encourages the responsible use of these resources by all students and staff. Successful operation requires that all users view the network as a shared resource, and work together to maintain its integrity by behaving in a responsible, conscientious manner.~~

This policy describes the acceptable use of Moore County Schools' intranet and the Internet, hereafter referred to as "the network" and devices capable of connecting to the network. The use of the network, any district-owned devices or equipment and any personally owned devices on school property is a privilege, not a right expected to be exercised in a responsible manner in accordance with these policies, and may be limited in order to ensure reliability and security of access for district staff and students.

Students and parents will be notified in advance of any fees that may be assessed in connection with the issuance of any technological devices owned by Moore County Schools. Failure to adhere strictly to this policy may result in loss of privileges and/or other disciplinary consequences.

3253/4253/5451.1 A. Definitions

A1. "User" is defined as any person who has been assigned a valid network logon by the network administrator. Such logons (or accounts) should be used only by the owner of the account in a legal and ethical fashion.

B2. “Educational purposes” is defined to include classroom activities, career development, in-class assignments, homework and other approved educational uses.

C3. “Device” is defined as any existing and emerging technology device that can take photographs, record audio or video, input text, upload and download media and/or transmit or receive messages or images. Examples of personally owned devices shall include, but are not limited to mP3 players, iPods, iPads, Nooks, Kindles, other table PCs, laptop and netbook computers, personal digital assistants (PDAs), mobile phones, and smart phones such as iPhone or Android, as well as any device with similar capabilities.

D4. “Personally owned device” is defined as any device owned by the user rather than by the school district.

E5. “Inappropriate communication” includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that can be reasonably expected to create a substantial and material disruption of school activities; personal attacks, harassment or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and/or communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

F6. “Obscenity” is generally defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value.

G7. “Child pornography” is defined as any visual depiction, including a photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of or visual depiction involves the use of a minor, someone under the age of 18, engaging in sexually explicit conduct; (b) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

H8. The phrase “harmful to minors” is defined as any picture, image, graphic image, file or other visual depiction that (a) taken as a whole and with respect to minors defined here as anyone under the age of 17, appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes or represents, in a patently offensive way with

respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

19. The phrase “matter/material inappropriate for minors” is defined in reference to local community standards and includes, but is not limited to, material that is obscene, pornographic or otherwise harmful to minors, including violence, nudity or graphic language that does not serve a legitimate pedagogical purpose.

3253/4253/5451.2 B. Privacy Rights and Security

Student and staff data files and electronic storage areas as well as all devices owned or issued by Moore County Schools to staff or students are considered the property of Moore County Schools and are subject at all times to control and inspection by Moore County Schools. The system administrator may access all such devices, files and communications to ensure system integrity and that users are complying with the requirements of this policy and any associated regulations. ~~Students, staff and visitors have no expectation of privacy when using Moore County Schools' network or devices owned and issued by Moore County Schools.~~

Students, employees, visitors and other users have no expectation of privacy in anything they create, store, send, delete, receive or display when using the school system's network, devices, Internet access, email system or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted or displayed using school system technological resources or stored on servers, or on the storage mediums of individual devices, or on school-managed cloud services will be private. Under certain circumstances, school officials may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the Board, in response to a public records request or as evidence of illegal activity in a criminal investigation.

The school system may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete or disclose the content of all user files, regardless of medium, the content of electronic mailboxes issued by the school system, and system outputs, such as printouts, at any time for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security or functionality, ensuring compliance with Board policy and applicable laws and regulations, protecting the school system from liability and complying with public records requests. School system personnel may monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, electronic devices, email system, devices or other technological resources, Individuals consent to have that use monitored by authorized school system personnel as described in this policy.

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide his or her password to another person. Users will immediately notify the network administrator if they have identified a possible security problem relating to misappropriated passwords.

3253/4253/5451.3 C. Acceptable Responsible Use

A1. Generally Expectations for Use of School Technological Resources

~~School system technology resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by Board policy or procedure.~~

~~Students and employees must comply with all applicable laws, Board policies and school rules while using school system technological resources.~~

The use of school system technological resources, including access to the Internet is expected to be exercised in an appropriate and responsible manner. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette.

General student and employee behavior standards, including those prescribed in applicable Board policies, the Code of Student Conduct and other regulations and school rules, apply to use of school technological resources, including access to the Internet.

2. Rules for Use of School Technological Resources

- a. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for personal or private gain, personal business or commercial advantage is prohibited. Student personal use of school system

technological resources for amusement or entertainment also is prohibited unless approved for special situations by the teacher or school administrator. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by Board policy or procedure.

- b. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.
- c. Users must comply with all applicable laws, Board policies, administrative regulations and school standards and rules, including those relating to copyrights and trademarks, confidential information and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
- d. Users must follow any software, application or subscription services terms and conditions of use.
- e. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
- f. Users must not circumvent fire walls. The use of anonymous proxies to circumvent content filtering is prohibited.
- g. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
- h. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- i. Users must respect the privacy of others.
 - i. Students must not reveal any personally identifying, private or confidential information about themselves or fellow students when using e-mail, chat rooms, blogs or other forms of electronic communication. Such information includes, for example, a person's home address or telephone number, credit or checking account information or social security number. For further information regarding what constitutes personal identifying information, see Policy 3024/4025/6404 – Confidentiality of Personal Identifying Information.

- ii. School employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or Policy 6300 – Student Records.
- iii. Users may not forward or post personal communications without the author’s prior consent.
- iv. Students may not use school system technological resources to capture audio, video or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such media in any way, without consent of the students and/or employees and the principal or designee. An exception will be made for settings where students and staff cannot be identified beyond the context of a sports performance or other public event or when otherwise approved by the principal.
- j. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, operating system, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance, including by streaming audio or video for non-instructional purposes. Users may not disable antivirus programs installed on school system-owned or issued devices.
- k. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
- l. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
- m. Users are prohibited from using another individual’s ID or password for any technological resource or account without explicit permission from the director of technology or designee.
- n. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.

- o. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time keeping software, etc.) for an unauthorized or improper purpose.
- p. If a user identifies or encounters an instance of unauthorized access or another security concern, he or she must immediately notify a teacher, school system administrator or the technology director or designee. Users must not share the problem with other users. Any user identified as a security risk will be denied access.
- q. Employees shall make reasonable efforts to supervise students' use of the Internet during instructional time.
- r. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the Superintendent or designee.
- s. Users who are issued school system-owned and –maintained devices for home use (such as laptops, Chromebooks, etc.) must adhere to any other reasonable rules or guidelines issued by the Superintendent or technology director for the use of such devices.
- t. Using Moore County Schools' technology resources to advocate, directly or indirectly, for or against a referendum, election or the selection of a particular candidate for office is prohibited.
- u. Using Moore County Schools' technology resources for illegal, harassing, vandalizing or inappropriate purposes or in support of such activities is prohibited.
- v. Prohibited illegal activities are any violations of federal, state or local laws and may include, but are not limited to, posting or publishing false or defamatory information about a person or organization; committing fraud; cyberstalking; cyberharassment; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing or embarrassing another person.
- w. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance; or (3) interfere with school operations. This includes distribution of unsolicited advertising, chain letters or email spamming (sending an annoying or unnecessary message to a large number of people) If a user is told by a person to stop sending that person messages, the use must stop.

- x. Users are prohibited from attempting to gain unauthorized access to the network, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files, attempting to obtain passwords or attempting to remove any existing network security functions. Users will not actively search for security vulnerabilities, because this will be construed as an illegal attempt to gain access.
- y. Only approved software and applications shall be installed on district devices. Examples of approved software/apps include the following: (1) software listed in the desktop management portal, (2) software made available through Mobile Device Management software catalogs or (3) software made available via the district Chrome Web Store.
- z. Users have access to temporary use of disk storage space on district devices and are responsible for keeping their disk usage below the maximum size allocated. Files left on the network for an extended period without relevant educational or work purpose may be removed at the discretion of the Director for Technology.

B3. E-mail

Network accounts, including e-mail, will be provided only to the Board and full-time employees appointed by the Board. Any exceptions must be authorized by the Technology Department and Human Resources.

Users will check their e-mail frequently. Users will comply with Board policy and state law governing public record retention.

A. Commercial Use

~~Using Moore County Schools' technology resources for personal or private gain, personal business or commercial advantage is prohibited.~~

B. Political Use

~~Using Moore County Schools' technology resources to advocate, directly or indirectly, for or against a referendum, election or the selection of a particular candidate for office is prohibited.~~

C. Illegal or Destructive Activities

- ~~1. Using Moore County Schools' technology resources for illegal, harassing, vandalizing or inappropriate purposes or in support of such activities is prohibited.~~

~~2. Illegal activities are any violations of federal, state or local laws and may include, but are not limited to, copyright infringement and/or illegal file sharing; posting or publishing false or defamatory information about a person or organization; committing fraud; cyberstalking; cyberharassment; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing or embarrassing another person.~~

~~3. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks or verbal conduct relating to an individual that (a) have the purpose or effect of creating an intimidating, hostile or offensive environment; (b) have the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interfere with school operations.~~

~~4. Vandalism is any attempt to harm or destroy the operating system, hardware, application software or data.~~

~~5. Inappropriate use is any violation of this policy and includes, but is not limited to, using another person's ID or password; giving out one's user ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying or viewing inappropriate material as defined by this policy.~~

~~6. Users may not use the network or devices for any purpose that threatens the integrity of the network or individual devices. Prohibited activities include, but are not limited to:~~

~~a. Attempting to gain unauthorized access to the network, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files, attempting to obtain passwords, or attempting to remove any existing network security functions. Users will not actively search for security vulnerabilities, because this will be construed as an illegal attempt to gain access.~~

~~b. Intentionally developing or using programs to harass other users or to attempt to violate the security or alter software components of any other network, service or system. Examples of such activities include hacking, cracking into, monitoring or using systems without authorization, scanning ports, conducting denial-of-service attacks and distributing viruses or other harmful software.~~

~~c. Attempting to damage hardware, software or data belonging to the school or other users. This includes adding, altering or deleting files or programs on local or network storage and removing or damaging equipment.~~

~~d. Distributing licensed software or installing software in violation of software license agreements (piracy).~~

~~D. Inappropriate Material~~

~~Users will not use Moore County Schools' network or devices to access or distribute material that is obscene, pornographic, that advocates illegal acts or that advocates violence or discrimination toward other people or that would not be appropriate to share with minors in an educational setting. This includes but is not restricted to distribution through email, newsgroups or web pages. Exceptions may be made if the purpose of such access is to conduct research, if the teacher, school administration and the parent approve access. If a student user inadvertently accesses such information, the inadvertent access must be immediately disclosed to a teacher or the network administrator. If an adult user inadvertently accesses such information, the system administrator must be notified immediately.~~

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

~~Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or employee who believes that a website or web content has been improperly blocked by the school system's filter should bring the website to the attention of the principal. The principal shall confer with the technology director to determine whether the site or content should be unblocked. The principal shall notify the student or teacher promptly of the decision. The decision may be appealed through the school system's grievance procedure. (See policies 6902, Student Grievances, and 3900/4800, Grievance Procedure for Employees.)~~

~~E. Respect for Other Users~~

~~Moore County Schools expects all users to represent themselves as good digital citizens. When using Moore County Schools' devices or accounts, users must show respect for others as described hereafter.~~

~~Restrictions against inappropriate language or images apply to personal email, chat and instant messaging, newsgroup postings and material posted on web pages. Users will not use obscene, profane, vulgar, inflammatory, threatening or disrespectful language. Users will not post false, defamatory or derogatory information about a person or organization or information that, if acted upon, could cause damage to individuals or property.~~

~~Unless supervised by a school system employee, student users are prohibited from using Moore County Schools' network or devices to post pictures of students or staff members online. Employees may post pictures of students only in compliance with the Family Educational Rights and Privacy Act.~~

~~Users will not harass other persons through the network or connected devices. Such harassment includes, but is not limited to, distribution of unsolicited advertising, chain letters or email spamming (sending an annoying or unnecessary message to a large number of people). If a user is told by a person to stop sending that person messages, the user must stop. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc. Users will not forward messages sent to them privately without permission of the persons who sent the messages. Users must not send mail that does not accurately identify the sender, the sender's return email address and the email address of origin.~~

~~F. Resource Limits~~

~~No software shall be downloaded from the Internet or email on a device without prior permission from Technology personnel. Installation of software by any user other than Technology personnel is considered a violation of policy. If authorized, users will download files at a time when the network is not being heavily used and immediately remove the file from the network server to their device~~

~~Only approved software and applications shall be installed on district devices. Examples of approved software/apps include the following:~~

- ~~• Software listed in the desktop management portal~~
- ~~• Software made available through Mobile Device Management application catalogs~~
- ~~• Relevant educational apps available in a secure vendor App Store, for example, Apple iTunes or Google Play.~~

~~Users have a right to temporary use of disk storage space and are responsible for keeping their disk usage below the maximum size allocated. Extremely large files, if left on the network for an extended period, may be removed at the discretion of the Director for Technology.~~

~~G. Theft of Intellectual Property~~

~~Users must respect the legal protection provided by copyright law and license agreements related to content, text, music, computer software and any other protected materials. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If~~

~~a work contains language that specifies acceptable use of that work, the user shall follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Under no circumstances may software purchased by the school system be copied for personal use.~~

3253/4253/5451.4 D. Prohibited Uses Electronically Stored Information Retention

Public record-keeping requirements and federal and state law require that the school system properly manage its electronically stored information (“ESI”). To the extent required by law, school personnel shall maintain ESI in accordance with this policy and/or the applicable records retention and disposition schedule(s) (“Schedule”) issued by the North Carolina Department of Natural and Cultural Resources.

School business-related ESI sent and/or received by an employee using a personal technology device or account is subject to this policy.

5. System-wide E-mail Retention and Employee Responsibility for ESI

All e-mails produced and received using the school system e-mail system are the property of the school system and will automatically be retained by the school system for a minimum of three years. In some cases, business-related e-mails must be retained longer, according to the Schedule, and individual employees are required to review the Schedule and save such e-mails, in hard copy or electronic format, for the applicable time period. For ESI other than e-mail, each employee shall retain such records, in hard copy or electronic format, for the time period required by the Schedule.

Moore County Schools uses electronic means to ensure all e-mails sent and received using district e-mail accounts are retained according to the Schedule. For this reason, employees should make every effort not to conduct school business using personal e-mail accounts.

6. Litigation Holds for ESI

The school system will have employees identified as responsible for ESI. These employees will implement and monitor litigation holds, which are directives not to destroy ESI that might be relevant to a pending or imminent legal proceeding. In the event of a litigation hold, these employees shall, under guidance from district legal counsel, director of employees and the technology department, as necessary, to suspend the normal disposition procedure for all related records.

7. Inspection of ESI

Any requests for ESI records should be made in writing and will be reviewed by the records officer (see Policy 1411 – Public Records – Retention, Release and Disposition), in consultation with the school board attorney, if needed, and released in accordance with North Carolina public records laws.

8. Delegated Authority

The Board of Education delegates to the Superintendent or designee the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy.

3253/4253/5451.5 E. Personal Safety of Students

Before using Moore County Schools' network or devices, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyber bullying and interacting with others on social networking websites and in chat rooms.

In order to better protect Moore County students from offensive, obscene, or dangerous material, access to the Internet through the Moore County Schools' network, whether through a device supplied by Moore County Schools or a personally owned device, is subject to the following restrictions:

A1. Filtering.

Filtering software will be used to block minors' access to:

4a. Visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors; and

2b. Internet sites which, in the Board's determination, contain material that is "inappropriate for minors." (See item B below.)

Adult access to visual depictions that are obscene and/or child pornography also will be blocked. However, the Superintendent, Director for Technology or his/her designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.

Internet filtering will be accomplished through use of software and or hardware based technology. Management of this filtering will be conducted by the Technology Department in cooperation with Administration and Staff. No filtering system is 100% effective at blocking access to inappropriate material. Moore County Schools is not liable for any student's exposure to inappropriate material.

Any attempt to circumvent content filtering, such as using anonymous proxies, is a violation of this policy.

B2. Matter Inappropriate for Minors.

The Board may supplement the definition of “matter/material inappropriate for minors” contained in this policy from time to time. Any such determinations will be based on local community standards.

C3. Safety of Minors When Using Direct Electronic Communications.

In using Moore County Schools’ network or devices, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names or any other information that might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone he/she "meets" on the computer network or Internet without his/her parent's permission.

D4. Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors.

Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the Moore County Schools' web page or otherwise) except in accordance with Board Policy 6300 (Student Records). If a student is 18 or over, the permission must come from the student himself/herself.

E5. Regulations and Dissemination.

The Superintendent may develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and any associated regulations to school personnel and students.

F6. Safety and Security.

The safety and security of minors when using electronic communications will be accomplished through filtering of inappropriate Internet content when possible, use of education-focused and secure online resources and archiving of student electronic e-mails. Students will be subject to having their online “footprint” (in Moore County Schools’ devices and online resources) examined at any time, and all correspondence using Moore County Schools’ technology and network resources will be subject to filtering and examination.

3253/4253/5451-6 F. Malware Protection

To maintain a secure and reliable computing environment within Moore County Schools the Board of Education requires all computers connected to the network or that could be connected to the network to have a reliable and updated anti-Malware scan program.

This program must be updated and scans performed on a regular basis. Network-level anti-Malware protection shall be maintained by the Technology Department.

~~3253/4253/5451.7~~ G. Security Awareness

To maintain a secure and reliable computing environment within Moore County Schools, the Board of Education requires all persons to be informed of best practices and procedural requirements related to network and computer security. All employees who have access to computers, email, or other forms of electronic data must acknowledge that they have read and agree to comply with all Moore County School Board Policies and network security procedures adopted by the Technology Department.

~~3253/4253/5451.8~~ H. Username and Password

The Moore County Board of Education requires all employees be properly identified and authenticated before being allowed to access district or state electronic information systems and adopts the policy standard of the IMRC and the State Information Technology Standard as described in the following statement:

The combination of a unique user-identification (username) and a valid password is the minimum requirement for granting access to an information system when usernames and passwords are selected as the method of performing identification and authentication. A unique username must be assigned for each user so that individual accountability can be established for all system activities. Management approval is required for each username creation and a process must be in place to remove, suspend or reassign inactive username arising from employee movements. The authentication system shall limit unsuccessful logon attempts. Information must be maintained on all logon attempts to facilitate intrusion detection. Password management capabilities and procedures shall be established to ensure secrecy of passwords and prevent exploitations of easily guessed passwords or weaknesses arising from long-life passwords. This policy area specifies the minimum requirements for identification and authentication using usernames and passwords. Depending on the operating environment and associated exposures, additional or more stringent security practices may be required. Each department must evaluate its needs and the associated risks for its information systems in conjunction with identification and authentication requirements. When usernames and passwords are selected as the method of performing identification and authentication, departments are encouraged to select and use the appropriate standards and best practices.

Staff who access the state student information and instructional improvement system applications are required to comply with its security requirements.

Nothing in this policy shall preclude the use of other methods and/or means for performing identification, authentication and authorization. In order to facilitate this process, guidelines may be provided by the Technology Department.

3253/4253/5451.9 I. Network Security

The Board of Education of Moore County Schools recognizes that as an agency that connects to the state network, through participation in data collection procedures such as the state student information and instructional improvement system applications and CECAS, the Moore County Schools network must comply with network security standards. The security measures applied must conform to enterprise network standards, architecture, and procedures recognized as best practices by the field.

Anyone wishing to access non-standard ports on the Internet must make this request through submission of a form supplied by Moore County Schools.

Any and all actions that jeopardize the integrity and stability of the network by violating the network security standards outlined in the Acceptable Use Policy or other Board policy as approved by Moore County Schools' Board of Education is subject to disciplinary action commensurate to the level of risk or damage incurred.

3253/4253/5451.10 J. Access

The Moore County Board of Education recognizes the need to protect against unauthorized or malicious access to the computing network that may result in a loss of service or loss of data security. Employees who are given written authorization may connect to the Moore County Schools computing network for employment-related activities through a wired or wireless connection after demonstrating compliance with security procedures established by the Technology Department.

This policy prohibits wired or wireless connections of privately owned computing devices to the Moore County Schools network from school or office sites located within the school district, except as expressly authorized in advance by the Superintendent or Superintendent's designee.

Remote Access

"Remote access" refers to connection to the district's or state's computing network from outside of the MCS network, such as from an employee's home.

Moore County Schools adopts the NC IMRC Policy on Remote Access as quoted below:

"The computer systems, networks and data repositories of the state's network are critical resources and must be protected against unauthorized access, malicious access and disruption of service. Authorized users of the state's (and/or school district's) computer systems, networks and data repositories may be permitted to remotely connect to those systems, networks and data repositories for the conduct of state related business only through secure, authenticated and carefully managed access methods. "

"As custodians of public records, agencies are responsible for establishing information technology security programs that protect data and provide an audit trail for accountability."

3253/4253/5451.11 K. Technology Hardware and Software Procurement

To maintain high levels of reliability, cost effectiveness, and interoperability of the communications and data technology within the district, the Moore County Board of Education requires all technology purchases to be approved by the Technology Department. All hardware and software that is nonstandard in nature must be approved through the Technology Department.

Purchases of software must be approved through the Technology Department.

3253/4253/5451.12 L. Bring Your Own Device (BYOD)

A1. General

Students, staff and visitors are permitted to utilize their own devices on Moore County Schools' network in accordance with the requirements of this section and associated administrative regulations. Personally owned devices used on school property and on Moore County Schools' network are subject to all Board policies and school rules. Moore County Schools is not responsible for providing technology support or troubleshooting for personally owned devices. Moore County Schools is not responsible for any loss, theft or damage to devices while on school property.

Use of personally owned devices on school property is a privilege, not a right. Moore County Schools reserves the right to restrict the use of personally owned devices on school property. Users have no expectation of privacy in the use of Moore County Schools' network, including internet access, websites visited and other uses, even when accessing the network through a personally owned device. Moore County Schools reserves the right to monitor or inspect personal devices at any time to ensure network security.

All approved use of personally owned devices must be through the network credentials of the device owner. Use of any other credentials, such as another user's username and password or system credentials, is a violation of acceptable use and subject to disciplinary procedures. The Technology Department reserves the right to permanently ban devices used in violation of the district's Acceptable Use Policy.

B2. Student Use of Personally Owned Devices

~~Student use of personally owned devices~~ In cases where student use of personally owned devices is approved by the Director for Technology or designee, this use is

permitted during the school day only for educational purposes in approved locations. All student use of personally owned devices is subject to this Acceptable Use of Technology and Electronic Media Policy, the Student Code of Conduct and all applicable Board policies and school rules. Moore County Schools reserves the right to restrict access of personally-owned devices to the network in order to maintain network performance for district devices.

Individual teachers have discretion over restricting the use of personally owned devices in their classrooms. Students must follow all teacher directives regarding personally owned devices.

Students must use the district's secured wireless network while using personally owned devices on school property. Use of 3G and 4G wireless connections and the creation of wireless "hotspots" are not permitted.

Moore County Schools reserves the right to monitor or inspect student devices at any time to ensure network security and to search a student device based on reasonable suspicion that a search will disclose evidence of a violation of the law, the Student Code of Conduct or other Board policy. Evidence of violations of the law or Board policy uncovered during monitoring, inspection or a search may be referred to law enforcement or to school administration for disciplinary purposes.

3253/4253/5451.13 M. Violation of This Policy

In the event there is an allegation that a student or employee has violated the Acceptable Use Policy and Agreement, the student or employee will be provided with a written notice of the alleged violation and an opportunity to present an explanation before an administrator. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student or employee in gaining the self-discipline necessary to behave appropriately on a computer network. The Director for Technology or the Administration has authority to disable any account where there is a violation of this policy.

The school, Technology Department or Superintendent/designee may at its sole discretion determine whether a use of the network is a violation of this policy. Violations of this policy may result in a demand for immediate removal of offending material, blocked access, suspension or termination of the users account, or other action appropriate to the violation. The school reserves the right to act without notice when necessary, as determined by the administration. The school may involve, and will cooperate with, law enforcement officials if criminal activity is suspected. Violators may also be subject to civil or criminal liability under applicable law.

Misuse of Moore County Schools' technology resources may also constitute a violation of other Board policies and may result in disciplinary action.

Legal Reference: [Fed. R. Civ. P. 16, 26, 33, 37, 45](#); U.S. Const. amen. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 7131; [North Carolina Public Records Act, G.S. 132](#); [E-mail as a Public Record in North Carolina: A Policy for its Retention and Disposition](#), N.C. Department of Natural and Cultural Resources (2009), available at <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>; [Records Retention and Disposition Schedule for Local Education Agencies](#), N.C. Department of Natural and Cultural Resources (1999), available at <https://archives.ncdcr.gov/documents/local-education-agencies-schedule>; [General Records Schedule for Local Government Agencies](#), N.C. Department of Natural and Cultural Resources (2019), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government>; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers), -522, -523, -524; 143B-1341; State Board of Education Policy SBOP-018

Adopted: July 28, 2005

Revised: January 23, 2006; June 11, 2007; November 17, 2008; May 14, 2012; January 13, 2014; September 8, 2014; May 9, 2016; January 17, 2017; July 17, 2017; January 16, 2018; _____

3270 EVALUATIONS AND IMPROVEMENT PLANS FOR LICENSED EMPLOYEES

Evaluations

Evaluation of licensed employees is a mandated duty and responsibility of the administration. The Superintendent is authorized to establish procedures for evaluating licensed employees. All teachers and other licensed staff, including administrators, shall be evaluated according to rules and regulations established by the Superintendent and rules and regulations required by law or by the North Carolina State Board of Education. School principals or other evaluators may supplement the evaluation process as appropriate. An employee who is unclear about how performance is being assessed should address these issues with his or her immediate supervisor.

The Board recognizes that an effective staff is critical to the smooth operation of the school system and to creating a learning environment in which students can succeed. It is the intent of the Board to employ only those licensed employees who continuously exhibit a pattern of behavior that exemplifies excellent performance.

Further, performance evaluations are important factors for consideration in decisions regarding continued employment.

Improvement Plans

Any licensed employee who receives a “not demonstrated,” “developing,” “below standard” or “unsatisfactory” rating on an evaluation shall be placed on an improvement plan to address concerns about the employee’s performance, unless the employee is recommended for dismissal, demotion or nonrenewal. An improvement plan also may be implemented whenever appropriate to address performance concerns.

1. An employee’s compliance with the improvement plan is mandatory.
2. The improvement plan shall contain a statement of the employee’s performance problem(s) and list specific expectations for improvement. The supervisor may consider input from the licensed employee in developing the improvement plan.
3. The improvement plan shall provide for periodic review of the employee’s performance in meeting the objectives of the plan.
4. If the employee’s performance fails to meet expectations stated in the plan, the Superintendent and the employee’s supervisor shall decide whether to recommend the employee for dismissal, demotion or nonrenewal.
5. An improvement plan constitutes a warning to the employee that the employee must improve his or her performance in order to continue working for the school system.
6. This policy does not limit the Superintendent’s authority to recommend dismissal for any reason allowed by law.

7. The Superintendent may move to recommend nonrenewal, dismissal or demotion of a licensed employee whether or not the employee has been first placed on a growth or other improvement plan.
8. There are three types of improvement plans that may be implemented for teachers.

A. *Monitored Growth Plans*

The Superintendent, designee, or principal may place a teacher on a Monitored Growth Plan at any time to address performance concerns. A teacher shall be placed on a Monitored Growth Plan whenever he or she:

1. Is rated “Developing” on one or more standards on the Teacher Summary Rating Form; and
2. Is not recommended for dismissal, demotion, or nonrenewal.

A Monitored Growth Plan shall, at a minimum, identify the standards and elements to be improved, the goals to be accomplished, the activities the teacher should undertake to achieve proficiency and the timeline.

B. *Directed Growth Plans*

The Superintendent, designee, or principal may place a teacher on a Directed Growth Plan to address serious performance concerns or when the teacher does not consistently demonstrate proficiency while on a Monitored Growth Plan. A teacher shall be placed on a Directed Growth Plan whenever he or she:

1. Is rated “Not Demonstrated” on any standard on the Teacher Summary Rating Form; or “Developing” on one or more standards on the Teacher Summary Rating Form for two sequential years; and
2. Is not recommended for dismissal, demotion, or nonrenewal.

A Directed Growth Plan shall, at a minimum, identify the standards and elements to be improved, the goals to be accomplished, the activities the teacher should undertake to achieve proficiency and the timeline.

C. *Mandatory Improvement Plan*

A Mandatory Improvement Plan is an instrument designed to improve a licensed employee’s performance by providing the employee with notice of specific performance areas that have substantial deficiencies and a set of strategies, including the specific support to be provided to the employee, so that he or she may satisfactorily resolve such deficiencies within a reasonable time frame.

The use of Mandatory Improvement Plans as provided in this policy is discretionary and will be determined on a case-by-case basis. Nothing in this policy will be interpreted so as to require the use of Mandatory Improvement Plans in addition to, or in lieu of, growth plans or other disciplinary action, including non-renewal or dismissal from employment as provided by law.

1. Initiating a Mandatory Improvement Plan

a. Licensed Employees in Low-Performing Schools

If a licensed employee in a low-performing school receives a rating on any standard on an evaluation that is below proficient or otherwise represents unsatisfactory or below standard performance in an area that the licensed employee was expected to demonstrate, the individual or team that conducted the evaluation shall recommend to the Superintendent that (i) the employee receive a Mandatory Improvement Plan designed to improve the employee's performance, (ii) the Superintendent recommend to the Board that the employee be dismissed or demoted (if a career teacher) or nonrenewed (if the teacher is on a contract) or (iii) a proceeding for immediate dismissal or demotion be instituted against the employee for conduct or performance that causes substantial harm to the educational environment. If the individual or team that conducted the evaluation elects not to make any of the above recommendations, the individual or team evaluator shall notify the Superintendent of this decision. The Superintendent shall determine whether to develop a Mandatory Improvement Plan, to recommend nonrenewal of the employee's contract or to recommend a dismissal proceeding.

b. Teachers in Schools Not Identified as Low-Performing

If, in an observation report or year-end evaluation, a teacher in a school not identified as low-performing receives a rating that is below proficient or otherwise represents unsatisfactory or below standard performance on any standard that the teacher was expected to demonstrate, the principal may place the employee on a Mandatory Improvement Plan. The Mandatory Improvement Plan will be utilized only if the Superintendent or designee determines that an Individual, Monitored or Directed Growth Plan would not satisfactorily address the deficiencies.

c. Any Licensed Employees Engaging in Inappropriate Conduct or Performance

A principal may recommend to the Superintendent or designee that a licensed employee be placed immediately on a Mandatory Improvement Plan if the employee engages in inappropriate conduct or performs

inadequately to such a degree that the conduct or performance causes substantial harm to the educational environment, but immediate dismissal or demotion of the employee is not appropriate. The principal must document the exigent reason for immediately instituting such a plan.

Employees in low-performing schools

If a licensed employee in a low-performing school receives a rating on any standard on an evaluation that is below proficient or otherwise represents unsatisfactory or below standard performance, the individual or team that conducted the evaluation shall recommend to the Superintendent that (i) the employee receive a Mandatory Improvement Plan or (ii) the Superintendent recommend that the employee be dismissed or demoted. The Superintendent shall determine whether to develop a Mandatory Improvement Plan or recommend dismissal. If the Superintendent recommends a Mandatory Improvement Plan, then:

1. The improvement plan shall be developed by the principal or designee. If, however, the evaluation was conducted by an assistance team, the team shall develop the plan in collaboration with the employee's supervisor.
2. The improvement plan shall be designed to be completed within 90 instructional days or before the beginning of the next school year. The right to an observation by a qualified observer is not applicable in low-performing schools.
3. Upon completion of the improvement plan, the Superintendent, Superintendent's designee, or assistance team shall reevaluate the employee. At that time, if the employee has failed to become proficient in any of the performance standards articulated in the Mandatory Improvement Plan or to demonstrate sufficient improvement toward such standards, the Superintendent shall recommend that the employee be dismissed or demoted.

Inadequate Performance

A teacher is subject to dismissal for any of the grounds set forth by law including "inadequate performance." Inadequate performance shall mean (i) the failure to perform at a proficient level on any standard of the evaluation instrument or (ii) otherwise performing in a manner that is below standard.

This policy does not create any additional rights for teachers. A teacher has no right to a Monitored or Directed Growth Plan or a Mandatory Improvement Plan. The Superintendent is authorized to develop procedures to enforce this policy. This policy should not be interpreted to limit in any way the authority of administrators or other supervisory personnel to direct and reprimand licensed employees for inappropriate conduct or inadequate performance.

Employment decisions may be made by the Board and administrators regardless of whether evaluators have followed the evaluation system.

Legal Reference: G.S. 115C-47(18), -276, -286.1, -288, -325, -333, -333.1, -334; State Board Policies EVAL-004 through -006, EVAL-022, EVAL-025 through -031;

Adopted: June 28, 1999

Revised: May 22, 2006; January 12, 2009; April 12, 2010; November 21, 2011; February 10, 2014; April 10, 2017; July 17, 2017; _____

4110 EVALUATION OF CLASSIFIED EMPLOYEES

~~Evaluation of employees is a management function and shall be the duty and responsibility of the administration.~~

~~4110.1 The supervisor shall prepare a brief written annual evaluation summary, in duplicate, of each support service employee for whom he is responsible.~~

~~4110.2 A conference shall be held between the supervisor who prepared the evaluation and the employee, for the purpose of discussing the evaluation report.~~

~~4110.3 The employee shall then sign both copies of the evaluation summary in the space indicated following the sentence: "I acknowledge that I have received a copy of this report. I further acknowledge that this form will be placed in my personnel file."~~

~~4110.4 Both copies of the report shall then be dated in the space near the signature. One copy shall be placed in the employee's confidential file in the Personnel Office. The other copy shall be given to the employee.~~

The Board attaches a high priority to securing the most competent personnel available and, once they are employed, in to assisting them in their growth and development throughout their careers. Evaluations of non-licensed employees' performance must conform to the following Board directives.

1. Exemplary performance as well as deficiencies in performance should be clearly identified.

2. Supervisors and principals should facilitate open communication with employees about performance expectations.

3. An employee who is unclear about how performance is being assessed or desires additional evaluation opportunities should address these issues with his or her immediate supervisor.

4. Evaluation data will be submitted to the central office personnel file in accordance with state law and Policy 3231/4231 - Personnel Files.

5. Evaluation data may be used in making employment decisions, including decisions related to promotions, reassignments, or transfers, promotions and suspensions or dismissals and demotion of employees, and reductions in force. Employment decisions may be made by the Board and administrators regardless of whether evaluators have

followed the evaluation system, so long as there is a legally sufficient basis for the decisions.

6. The Superintendent and all evaluators are encouraged to develop ways to recognize exemplary employees and to capitalize on the abilities of exemplary employees in helping other employees.

Legal Reference: G.S. 115C-~~36~~, -47(18), -333.1

Adopted: July 30, 1990

Revised: February 8, 2010; _____

5010 ACCREDITATION

The Board endorses the validation of educational planning and programming of the school system by encouraging its staff to work toward attaining and continuing accreditation of the school system by the North Carolina State Board of Education. The Board, as a further act of assurance to its students and parents, desires the district's comprehensive high schools to maintain ~~all of the schools of the system as members of the Southern Association of Colleges and Schools~~ accreditation and certification from a nationally recognized accreditation agency.

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

Adopted: November 26, 1990; _____

5410R MEDIA AND TECHNOLOGY SELECTION PROCEDURES

A. RESPONSIBILITY FOR SELECTING MEDIA AND TECHNOLOGY

In accordance with PUBLIC SCHOOL LAWS OF NORTH CAROLINA, General Statute 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.

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 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 that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. to provide a background of information enabling 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 controversial issues so that students 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.
6. to place principle above personal opinion and reason above prejudice in selecting media of the highest quality in order to assure a comprehensive collection appropriate for all users.

C. CRITERIA FOR SELECTING MEDIA AND TECHNOLOGY

In addition to the goals of the School Improvement Plan, consideration is given to 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, resources considered for purchase are judged on the basis of the following criteria.

PURPOSE: Overall purpose and its direct relationship to instructional objectives/curriculum

RELIABILITY: Accurate, authentic, up-to-date, authoritative treatment: Clear, skillful, well-organized, unbiased, comprehensive, well-balanced

TECHNICAL QUALITY: Relevant to content, sound and visuals consistent with state-of-the-art capabilities

FORMAT: Well-organized, attractive, and appropriate

CONSTRUCTION: Durable, manageable

POSSIBLE USES: Individual, small group, large group, introduction, in-depth study, remediation, enrichment

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.

E. PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Occasional objections to some resources may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting the resources. If a complaint is made the following procedures should be observed. Each complaint will receive due process.

1. The complainant is directed to discuss concerns with the staff member providing the resource in an attempt to resolve the issue informally.
2. If the issue is not resolved, inform the complainant of the selection procedures and request that the complainant 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. The challenged material shall be removed from the use of the student in question, but not from the use of other students, during the review process.
3. The school library media specialist will present the complaint 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
 - 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 decision of the Superintendent will be binding for two years from the date of its issuance at the school where the complaint was filed, and no further challenges to the resource at that site will be permitted during the two year period.

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~~ school district. The ~~Board~~ Superintendent will appoint a Community Media and Technology Advisory Committee. The Committee members shall be selected by the Superintendent and must be comprised of a group of representatives including the following consist of:

- ~~the superintendent or his/her designee~~ a district-level administrator,
- ~~the media supervisor or his/her designee~~ a school principal,
- ~~a library media specialist and a teacher from each level of school within the system (i.e., elementary, middle, high school)~~ a school media coordinator,
- ~~a principal from each level of school within the system~~ a teacher, and
- ~~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 prepare a written report of their findings and recommendation and report directly to the ~~Moore County Schools' Board of Education~~ Superintendent.

Upon receipt of the recommendation, the Superintendent will make a decision which will be binding for two years.

6. The complainant will be notified of the decision and will have five school days to appeal to the Board of Education. Upon receipt of an appeal, the Board of

Education's Appeals Committee will review the matter and make a final decision in an open meeting. The Board of Education decision may be binding for up to two years, and the Board may determine the applicability of the decision to the rest of the district.

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."

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

5540 GRADUATION REQUIREMENTS

The Board recognizes the importance of setting rigorous graduation requirements in order to help ensure that students are receiving an education that will prepare them to be productive members of society. The Board believes students should be well-rounded learners fully prepared for college or the career of their choice. This preparation includes the acquisition of 21st century skills such as innovation, application of technology to solve problems, and the ability to think critically about the key issues of our times. To this end, students are encouraged and expected to explore a wide range of curricular offerings that extend learning beyond core curriculum coursework and include courses in the arts, career and technical education, wellness, and world languages.

In order to graduate from high school, students are required to meet the following:

1. successful completion of all course unit requirements mandated by the State Board of Education (see chart below);
2. successful completion of cardiopulmonary resuscitation instruction; and
3. successful completion of all other requirements mandated by the Board, as provided in this policy.

The principal shall ensure that students and parents are aware of all graduation requirements. School counseling program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their post-graduation plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation. The principal shall consider the requirements of the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and the requirements of subsection C.4 of this policy in determining the graduation requirements for children of military families.

A. Course Units Required

All students must fulfill the course unit requirements of the Future-Ready Core Course of Study, unless they are approved for the Future-Ready Occupational Course of Study. The tables below list the course unit requirements for the Future-Ready Core Course of Study and the Future-Ready Occupational Course of Study based on the student's year of entry into ninth grade for the first time.

In accordance with Board Policy 5541, Dual Enrollment, and State Board of Education requirements, students may earn high school credit for college courses completed. In addition, students may earn credit for certain high school courses in the Future-Ready Core Course of Study completed prior to grade 9, as authorized

by the State Board of Education. Students also have the opportunity to meet course unit requirements without completing the regular period of classroom instruction by demonstrating mastery of the course material in accordance with Board Policy 5530, Promotion and Retention of Students, and State Board of Education requirements.

All awards of high school course credit must be consistent with State Board of Education requirements. Any inconsistency between board policy and State Board graduation requirements will be resolved by following the State Board requirements. While the Board endeavors to keep its policy up to date with current State Board of Education graduation requirements, students should verify current requirements with their school counselors when planning course schedules or making other decisions based on graduation requirements.

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time before 2020-2021

Courses Required*	State Requirements
English	4 sequential (English I, II, III and IV)
Mathematics	4 (NC Math 1, 2 and 3 and a fourth math course aligned with the student’s post-high school plans.) ** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***
Science	3 (a physical science course, Biology and earth/environmental science)
Social Studies	4 (including: (1) a founding principles course which shall be either American History: Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy;† (2) two American history courses which shall be either (a) American History I and II, (b) American History I or II and another Social Studies course, or (c) American History and another Social Studies course; and (3) World History)
Health/PE	1
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education or World Language; 4 must be from one of the following: Career and Technical Education, JROTC, Arts Education, or any other subject area or cross-disciplinary course. A four-course

	concentration is recommended.) [±]
Total Credits	22

* Certain International Baccalaureate (IB), Advanced Placement (AP) and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE Policy GRAD-008.

**Students who are learning disabled in math may have other options for meeting the four mathematics credits requirement. See DPI memo of August 24, 2016, available at <http://bit.ly/DPIMemo>, and the math options chart linked below.

***Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at <https://sites.google.com/dpi.nc.gov/k-12-mathematics/resources/hs-mathematics/math-options-charts?authuser=0> <https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study/mathematics/standard-course-study-supporting-resources>.

† The founding principles courses, American History: Founding Principles, Civics and Economics and Founding Principles of the United States of America and North Carolina: Civic Literacy must follow the North Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by any other courses except as provided in SBE Policy GRAD-008. See also SBE Policies CCRE-001 and GRAD-004.

± Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

2. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2020-2021

Courses Required*	State Requirements
English	4 sequential (English I, II, III and IV)
Mathematics	4 (NC Math 1, 2 and 3 and a fourth math course aligned with the student's post-high school plans.) ** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options

	chart.)***
Science	3 (a physical science course, Biology and earth/environmental science)
Social Studies	4 (including: (1) a founding principles course which shall be either American History: Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy;† (2) an American history course which shall be either (a) American History I, (b) American History II, or (c) American History; (3) World History);‡ and (4) Economics and Personal Finance^
Health/PE	1
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education or World Language; 4 must be from one of the following: Career and Technical Education, JROTC, Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)‡
Total Credits	22

* Certain International Baccalaureate (IB), Advanced Placement (AP) and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE Policy [GRAD-008](#).

**Students who are learning disabled in math may have other options for meeting the four mathematics credits requirement. See DPI memo of August 24, 2016, available at <http://bit.ly/DPIMemo>, and the math options chart linked below.

***Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at <https://sites.google.com/dpi.nc.gov/k-12-mathematics/resources/hs-mathematics/math-options-charts?authuser=0> <https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study/mathematics/standard-course-study-supporting-resources>.

† The founding principles courses, American History: Founding Principles, Civics and Economics and Founding Principles of the United States of America and North Carolina: Civic Literacy must follow the North Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by any other courses except as provided in SBE Policy [GRAD-008](#). See also SBE Policies [CCRE-001](#) and [GRAD-004](#).

± It is strongly recommended that students take World History in the first year of their high school Social Studies course sequence due to the nature of the adoption of the new Social Studies Standard Course of Study effective in 2021-2022.

^ This course must, at a minimum, include the standards established by the second edition of the Voluntary National Content Standards in Economics and the 2013 National Standards for Financial Literacy, as developed by the Council for Economic Education.

‡ Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

3. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2020-2021

Courses Required*	State Requirements
English	4 sequential (English I, II, III and IV)
Mathematics	4 (NC Math 1, 2 and 3 and a fourth math course aligned with the student's post-high school plans.) ** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***
Science	3 (a physical science course, Biology and earth/environmental science)
Social Studies	4 (including: Founding Principles of the United States of America and North Carolina: Civic Literacy;† Economics and Personal Finance;± American History; and World History)
Health/PE	1
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education or World Language; 4 must be from one of the following: Career and Technical Education, JROTC, Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)‡
Total Credits	22

* Certain International Baccalaureate (IB), Advanced Placement (AP) and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE Policy [GRAD-008](#).

**Students who are learning disabled in math may have other options for meeting the four mathematics credits requirement. See DPI memo of August 24, 2016, available at <http://bit.ly/DPIMemo>, and the math options chart linked below.

***Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at <https://sites.google.com/dpi.nc.gov/k-12-mathematics/resources/hs-mathematics/math-options-charts?authuser=0> <https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study/mathematics/standard-course-study-supporting-resources>.

† This course must follow the North Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by any other courses except as provided in SBE Policy [GRAD-008](#). See also SBE Policies [CCRE-001](#) and [GRAD-004](#).

‡ This course must, at a minimum, include the standards established by the second edition of the Voluntary National Content Standards in Economics and the 2013 National Standards for Financial Literacy, as developed by the Council for Economic Education.

‡ Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

4. Future-Ready Occupational Course of Study Credits Required for Students Entering Ninth Grade prior to 2020-2021 (only available to certain students with disabilities who have an IEP)

Courses Required*	State Requirements
English	4 sequential (English I, II, III and IV)
Mathematics	3 (including Introduction to Math, NC Math I and Financial Management)
Science	2 (including Applied Science and Biology)
Social Studies	2 (including American History I and American History II* OR (1) American History: Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy; and (2) American History I or American History II or American History)**
Health/PE	1

Career/Technical	4 (Career/Technical Education electives)
Occupational Preparation	6 (including: (1) Occupational Preparation or Employment Preparation I: Science; (2) Occupational Preparation II or Employment Preparation II: Citizenship IA and Employment Preparation II: Citizenship IB; (3) Occupational Preparation III or Employment Preparation III: Citizenship IIA and Employment Preparation III: Citizenship IIB; and (4) Occupational Preparation IV or Employment Preparation IV)
Work Hours	600
Electives	0
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio
Total Credits	22

* Applicable only to students entering the ninth grade for the first time prior to 2017-2018.

**Applicable only to students entering the ninth grade for the first time between 2017-2018 and 2019-2020.

***The work hours must include: (1) 150 hours of school-based training with work activities and experiences that align with the student's post-school goals; (2) 225 hours of community-based training; and (3) 225 hours of paid employment or 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community services hours, for a total of 600 required work hours.

5. Future-Ready Occupational Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2020-2021 (only available to certain students with disabilities who have an IEP)

Courses Required*	State Requirements
English	4 sequential (English I, II, III and IV)
Mathematics	3 (including Introduction to Math, NC Math I and Financial Management)
Science	2 (including Applied Science and Biology)
Social Studies	2 (including (1) a founding principles course which shall be either American History: Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy and

	(2) Economics and Personal Finance)
Health/PE	1
Career/Technical	4 (Career/Technical Education electives)
Occupational Preparation	6 (including: (1) Occupational Preparation or Employment Preparation I: Science; (2) Occupational Preparation II or Employment Preparation II: Citizenship IA and Employment Preparation II: Citizenship IB; (3) Occupational Preparation III or Employment Preparation III: Citizenship IIA and Employment Preparation III: Citizenship IB; and (4) Occupational Preparation IV or Employment preparation IV)
Work Hours	600
Electives	0
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio
Total Credits	22

* The work hours must include: (1) 150 hours of school-based training with work activities and experiences that align with the student's post-school goals; (2) 225 hours of community-based training; and (3) 225 hours of paid employment or 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community services hours, for a total of 600 required work hours.

6. Future-Ready Occupational Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2021-2022 (only available to certain students with disabilities who have an IEP)

Courses Required*	State Requirements
English	4 sequential (English I, II, III and IV)
Mathematics	4 (including Introduction to Math, NC Math I, Financial Management, and Employment Preparation IV: Math (to include 150 work hours)
Science	3 (including Applied Science, Biology, and Employment Preparation I: Science (to include 150 work hours))
Social Studies	4 (including Founding Principles of the United States of America and North Carolina: Civic Literacy, Economics and Personal Finance, Employment Preparation II: Citizenship IA (to include 75 work hours), and Employment Preparation II: Citizenship IB (to include 75 work hours)

Health/PE	1
Career/Technical	4 (Career/Technical Education electives)
Additional Employment Preparation*	6 (including: (1) Occupational Preparation or Employment Preparation I: Science; (2) Occupational Preparation II or Employment Preparation II: Citizenship IA and Employment Preparation II: Citizenship IB; (3) Occupational Preparation III or Employment Preparation III: Citizenship IIA and Employment Preparation III: Citizenship IB; and (4) Occupational Preparation IV or Employment preparation IV
Electives	0
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio
Total Credits	22

* The work hours included in Employment Preparation I, II, III, and IV are as follows: (1) 150 hours of school-based training with work activities and experiences that align with the student's post-school goals; (2) 225 hours of community-based training; and (3) 225 hours of paid employment or 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community services hours, for a total of 600 required work hours.

B. High School End-of-Course and Other Testing

High school students must take all end-of-course (EOC) tests and Career and Technical Education State Assessments required by the State Board of Education and pursuant to Board Policy 5600, Testing and Assessment Program.

C. Special Circumstances

The Board adopts the following policies with regard to graduation.

1. Graduation Exercises

The time, date, and location of graduation exercises shall be approved by the Superintendent. The graduation program shall be approved by the principal.

2. Honor Graduates

Honor graduates may be designated by the principals on the basis of criteria established by the Superintendent. Recognition of honor graduates may be included in graduation programs.

3. Graduates Who Will be Entering the Military

All graduates who will be entering the military (to include enlisted and those who receive accept an ROTC scholarship or Academy Nomination appointment) are to be recognized during the graduation ceremony.

34. Students with Disabilities

Graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.

45. Children of Military Families

In order to facilitate the on-time graduation of children of military families, the Board adopts the following policy provisions for students to whom the Interstate Compact on Educational Opportunity for Military Children applies.

a. Waiver Requirements

Specific coursework required for graduation will be waived if similar coursework has been satisfactorily completed in another school system. If a waiver is not granted, school administrators shall provide the student with reasonable justification for the denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the Superintendent or designee shall provide the student with an alternative means of acquiring the required coursework so that the student may graduate on time.

b. Testing Requirements for Graduation

The Superintendent shall accept the following in lieu of any local testing requirements for graduation: (1) the end-of-course exams required for graduation from the sending state; (2) national norm-referenced achievement tests; or (3) alternative testing. If these alternatives are not feasible for a student who has transferred in his or her senior year, subsection c below will apply.

c. Transfers During Senior Year

If a child of a military family who has transferred at the beginning of or during his or her senior year is ineligible to graduate from the school

system after all of the alternatives listed above have been considered and the student meets the graduation requirements at his or her sending school, then school officials from the school system shall collaborate with the sending school system to ensure that the student will receive a diploma from the sending board of education.

56. Early Graduation

Graduation prior to that of one's class may be permitted on the basis of criteria approved by the Board upon recommendation by the Superintendent.

67. Graduation Certificates

Graduation certificates will be awarded to eligible students in accordance with the standards set forth in State Board policy GRAD-010.

78. Diploma Endorsements

Students have the opportunity to earn one or more of the following diploma endorsements identifying a particular area of focused study: (1) Career Endorsement, (2) College Endorsement (two options), (3) North Carolina Academic Scholars Endorsement and/or (4) a Global Languages Endorsement. No endorsement is required to receive a diploma.

Legal Reference: G.S. 115C-12(40), -47, -81.25(c)(10)(c), -81.45(d), -81.65, -174.11, -276, -288, -407.5; 16 N.C.A.C. 6D.0309; State Board of Education Policies CCRE-001, GRAD-004, GRAD-007, GRAD-008, GRAD-010, TEST-003

Adopted: November 26, 1990

Revised: June 24, 1996; June 28, 1999; January 23, 2006; May 12, 2008; January 7, 2013; February 10, 2014; January 12, 2015; September 14, 2015; December 14, 2015; July 17, 2017; August 13, 2018; July 13, 2020; March 8, 2021; July 12, 2021; November 8, 2021; _____

6000 ATTENDANCE

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

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

A. Attendance Records

School officials shall keep accurate attendance records, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity. To be in attendance during remote instruction days, students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled.

To be counted present, a student shall be in attendance at least one-half of the school's instructional day.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins.

B. Late Arrivals and Early Departures

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at

school. Tardies or early departures may be excused for any of the reasons listed below in Section C.

C. Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or State Board of Health or isolation or quarantine that is a required state or local control measure;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval by the principal;
8. pregnancy and related conditions or parenting, when medically necessary; ~~or~~
9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by Policy 6024 – Military Children Enrollment and Placement, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
10. any other reason as approved by the Board in a Board resolution.

D. School-Related Activities

While recognizing the importance of classroom learning, the Board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities approved in advance by the principal will not be counted as absences for either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events requiring early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal.
6. In addition, students participating in disciplinary techniques categorized as in-school suspensions will not be counted as absent.

E. Makeup Work

In the case of excused absences, short-term out-of-school suspensions and absences under G.S. 130A-440(for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also Policies 6021 – Immunization and Health Requirements for School Admission and 6515 – Due Process.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

F. Unexcused Absences

Any absence not meeting the requirements of an excused absence shall be an unexcused absence. This includes, but is not limited to:

1. any absence not classified as excused above.
2. any absence as excused above for which proper and timely notification is not furnished to the principal.

Any absence of a student that results from a suspension of that student for misconduct pursuant to G.S. 115C-391 shall not be considered an unexcused

absence for purposes of the Compulsory Attendance Law. A student who has been suspended pursuant to G.S. 115C-391 shall be provided an opportunity to make up any work missed during the suspension.

G. Excessive Absences

The principal or his/her designee shall notify the parent, guardian, or custodian after the child has accumulated three (3) unexcused absences 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/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified. 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/her 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 the parent, guardian or custodian has not made a good faith effort to comply with the law, he/she shall notify the district attorney and the director of social services of the county where the child resides. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, he/she may file a complaint with the juvenile intake counselor pursuant to Chapter 7B of the North Carolina General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation pursuant to N.C. Gen. Stat. § 7B-302.

Teachers shall follow the process for notifying the principal when student absences, excused or unexcused, from either homeroom or an individual class, reach five (5) in a semester or eleven (11) in a year in grades 9-12, or fifteen (15) in a year in grades K-8. The principal shall in turn notify parents or guardians of the absences in writing and by such other means as the principal deems appropriate. The notice to parents or guardians shall include a warning of the possible consequences of additional absences and/or a copy of this policy. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to grade retention.

Students in grades 9-12 who are absent from a class more than eight (8) days during a semester course shall not receive credit for the semester or year where

applicable. The maximum numerical grade recorded for such a student for the semester or for the year shall be fifty (50).

At the end of each semester, the principal shall appoint an interdisciplinary attendance committee to advise him/her whether circumstances for each student who has exceeded the requisite number of days warrant waiver of the no-credit or retention provisions of this policy. Such hearings for each student shall be mandatory. The principal shall notify the student and his/her parents or guardians concerning the time and place of such hearings and indicate that their presence is required. The principal shall have authority to waive the no-credit or retention provisions of the policy before or after a hearing by the committee.

Students in grades K-8 who are absent more than twenty (20) days during a year shall be referred to an interdisciplinary attendance committee which shall determine if the student should be retained. The committee may substitute summer school experiences for retention if it determines them to be of greater educational benefit to the child than retention. The committee will also review any additional educational experiences that the child might have received during the absences as it makes its determinations.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see Board policy 6023 – Homeless Children), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Excessive absences may impact eligibility for participation in interscholastic athletics.

H. Special Circumstances

1. Students with Chronic Health Problems

No penalties will be imposed for absences due to documented chronic health problems.

2. Students Experiencing Homelessness

For students experiencing homelessness (see Board Policy 6023 – Homeless Children), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

3. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics. See also Policy 6801 – Extracurricular Activities and Student Organizations.

Legal Reference: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.; G.S. 115C-47, -84.2, -288(a), -375.5, -378 through -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, -.0103, .0106; State Board of Education Policies ATND-000, -003

Adopted: November 29, 1990

Revised: October 24, 1994; October 25, 2004; January 12, 2009; April 11, 2011; July 18, 2011; September 14, 2015; June 13, 2016; July 17, 2017; August 13, 2018; August 5, 2019; February 10, 2020; July 12, 2021; November 8, 2021; _____

6021 IMMUNIZATION AND HEALTH REQUIREMENTS FOR SCHOOL ADMISSION

The Board of Education requires all students to meet the eligibility requirements for school admission established by the State and the Board, including immunization and health assessments. The principal or designee shall maintain on file immunization and health assessment records for all students, and these records may be inspected by officials of the county or state health departments in accordance with state and federal law. Each school principal shall file required reports with the Department of Health and Human Services and the Department of Public Instruction.

A. Immunization

1. Requirements for Initial Entry

Within 30 calendar days of his or her first day of attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines as applicable:

- a. DTaP (diphtheria, tetanus and pertussis);
- b. poliomyelitis (polio);
- c. measles (rubeola);
- d. rubella (German measles);
- e. mumps;
- f. Haemophilus influenza, type b (Hib);
- g. hepatitis B;
- h. varicella (chickenpox); ~~and~~
- i. pneumococcal conjugate (only for children entering school before age 5); and
- ij. any other vaccine as may be required by law or regulation.

The current required vaccination schedule is available from the North Carolina Immunization Branch online at <http://www.immunize.nc.gov/schools/k-12.htm>.

2. Additional Requirements

a. All students entering seventh grade or who have reached age 12, whichever comes first, are required to receive the following;

i. a booster dose of Tdap (tetanus, diphtheria and pertussis vaccine), if they have not previously received it; and

ii. the meningococcal conjugate vaccine (MCV).

b. All students entering the twelfth grade or who have reached age 17 are required to receive a booster dose of MCV.

3. Certificate of Immunization

a. Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunizations requirements of G.S. 130A-154(b).

b. Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certification of proper immunizations within the allotted time. If, following approved medical practice, the administration of a vaccine requires more than 30 calendar days to complete, upon certification of this fact by a physician, additional days may be allowed in order to obtain the required immunizations.

c. Exception to the immunization requirement will be made only for religious reasons or for medical reasons approved by a physician pursuant to state law and regulation.

B. Health Assessment/Vision Screening

Within 30 calendar days of the first day of school entry, ~~all kindergarten students and, beginning with the 2016-17 school year,~~ all students entering public schools for the first time, regardless of grade level, must furnish to the principal a form that meets the requirements of state law indicating that the student has received a health assessment pursuant to G.S. 130A-440. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented. Such absences will not be considered suspensions, and the student will be given an opportunity to make up work missed during the absence as described below. The principal or designee shall, at the time of enrollment, notify the parent, guardian, or person standing in loco parentis that

the completed health assessment form is needed on or before the child's first day of attendance. The date the student's health assessment form is received will be recorded in the student's official record, and the form will be maintained on file in the school

The assessment must include a medical history and physical examination with screening for vision and hearing and/ if appropriate, testing for anemia and tuberculosis. The health assessment must be conducted no more than 12 months prior to the date of school entry. Exceptions to the health assessment requirement will be made only for religious reasons.

Vision screening must comply with the vision screening standards adopted by the former Governor's Commission on Early Childhood Vision Care. Within 180 days of the start of the school year, the parent of the child must present to the principal or designee certification that, within the past 12 months, the child has obtained a comprehensive eye examination performed by an ophthalmologist or optometrist or has obtained a vision screening conducted by a licensed physician, an optometrist, a physician assistant, a nurse practitioner, a registered nurse, an orthoptist or a vision screener certified by Prevent Blindness North Carolina.

Children who receive and fail to pass the required vision screening must obtain a comprehensive eye exam conducted by a duly licensed optometrist or ophthalmologist. The provider of the exam must present to the parent a signed transmittal form, which the parent must submit to the school. If a member of the school staff has reason to believe that a child enrolled in kindergarten through third grade is having problems with vision, the staff member may recommend to the child's parent that the child have a comprehensive eye examination.

No child will be excluded from attending school solely for a parent's failure to obtain a comprehensive eye exam. If a parent fails or refuses to obtain a comprehensive eye exam or to provide the certification of a comprehensive eye exam, school officials shall send a written reminder to the parent of required eye exams.

Upon request, the teacher(s) of a student subject to an absence from school for failure to provide the health assessment form required by this section shall provide to the student all missed assignments, and to the extent practicable, the materials distributed to students in connection with the assignments. The principal or designee shall arrange for the student to take home textbooks and school-furnished digital devices for the duration of the absence and shall permit the student to take any quarterly, semester or grading period examinations missed during the absence period.

C. Homeless Students

Notwithstanding the provisions of this policy, admissions for homeless students will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The homeless liaison shall work with the student, parent/guardian, school personnel or other agencies to obtain documentation of immunization and/or the health assessment or to arrange for such immunizations and/or assessments in a timely manner.

D. Foster Children

Notwithstanding the provisions of this policy, admissions for students in foster care will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The enrolling school will immediately contact the school last attended by the foster child to obtain any relevant documentation.

E. Children of Military Families

The Board acknowledges that immunization requirements for newly enrolling military children are governed by the Interstate Compact on Educational Opportunity for Military Children. Children of military families, as defined in Policy 6024, Military Children Enrollment and Placement, will have 30 days from the date of enrollment or within such time as reasonably determined by the rules of the Interstate Commission to obtain any required immunization. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the Interstate Commission.

Legal Reference: Elementary and Secondary Education Act, 20 U.S.C. 6311(g)(1)(E); McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq.; G.S. 115C-390.2(1), -407.5; 130A-152 through -157, -440 to -443; 10A N.C.A.C. 41A .0401
Adopted: November 29, 1990

Revised: March 12, 2007; June 9, 2008; September 14, 2015; June 13, 2016; January 17, 2017; July 13, 2020; _____

6730 CHILD ABUSE AND RELATED THREATS TO CHILD SAFETY

The Board is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees, contractors and volunteers have to report known or suspected maltreatment of children. North Carolina has two separate systems that mandate reports to state authorities of suspected child abuse, neglect, dependency, or maltreatment and a third system for mandated reporting of certain crimes against juveniles to local law enforcement.

When a parent or other caretaker is suspected to have caused a child to be abused, neglected or dependent, this information must be reported to the county child welfare agency. Suspected human trafficking, involuntary servitude and sexual servitude of a child and death of a child as a result of maltreatment are special forms of child abuse under law and must be reported to the county child welfare agency, regardless of the relationship between the victim and the perpetrator. By contrast, suspected child maltreatment by a caregiver in a child care facility, including in a licensed preschool classroom or other licensed classroom or program operated by the school system, must be reported to the Department of Health and Human Services, Division of Child Development and Early Education ([DCDEE](#)). When the source of the harm or threat of harm to the child is uncertain, a report should be made to both the county child welfare agency and ~~the Department of Health and Human Services, Division of Child Development and Early Education~~ [DCDEE](#).

In addition, state law mandates reports to local law enforcement when a child is a victim of certain violent offenses, sexual offenses or misdemeanor child abuse. An adult who knows or reasonably should have known of any of these offenses inflicted upon a child must report that information immediately.

The Board of Education supports all employees who, in good faith, make a report under either of North Carolina's mandated reporting laws.

[The Superintendent or designee shall develop any necessary procedures for making a report or otherwise implementing this policy.](#)

A. Duty to Report Certain Crimes Against Children to Local Law Enforcement

A school employee, contractor or volunteer is legally required to report to local law enforcement when the employee or volunteer knows or reasonably should know that a child has been a victim of any of the following crimes:

1. a sexual offense (which, for purposes of this policy, the Board interprets to mean any offense that relates to inappropriate sexual contact with a child;
2. an offense that inflicts serious bodily injury or serious physical injury upon the child by nonaccidental means;

3. An attempt, solicitation or conspiracy to commit either offense described above, or aiding and abetting either offense; or

4. Misdemeanor child abuse, which occurs when a parent or any other person providing care or supervision to a child who is under the age of sixteen (1) inflicts or allows to be inflicted physical injury to the child by nonaccidental means or (2) creates or allows a substantial risk of physical injury to the child by nonaccidental means.

Compliance with this reporting requirement does not relieve the employee or volunteer from his or her duty to report pursuant to Sections B and C of this policy. The employee, contractor or volunteer also shall immediately report the case to the principal.

A school employee, contractor or volunteer is immune by statute from any state civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

B. Duty to Report Child Abuse, Neglect, Dependency, or Death as a Result of Maltreatment to the County Child Welfare Agency

A school employee, contractor or volunteer who knows or has cause to suspect that (1) a parent, guardian, custodian or caretaker of a child has caused the child to be abused, neglected, dependent, or (2) that a child has died as a result of maltreatment or been a victim of human trafficking, involuntary servitude, or sexual servitude by any person is legally required to report the case to the director of social services. The employee, contractor or volunteer also shall immediately report the case to the principal. Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately.

A school employee, contractor or volunteer is immune by statute from any civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system or civil or criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

C. Duty to Report Child Maltreatment in a Child Care Facility to the Division of Child Development and Early Education

A school employee, contractor or volunteer who has cause to suspect that a child in a child care facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a child care facility is legally required to report the case to ~~the Department of Health and Human Services (DHHS), Division of Child Development and Early Education (DCDEE).~~

A “child care facility” includes any DHHS-licensed classroom or program operated by the school system, including for example, licensed pre-school or Title I classrooms, licensed afterschool programs and licensed developmental day programs.

Any doubt about reporting a suspected situation or uncertainty whether the child’s care is being provided in a child care facility must be resolved in favor of reporting, and the report should be made immediately.

An employee making a report to DCDEE also shall immediately report the case to the principal. If the suspected maltreatment occurred in a licensed preschool classroom or other licensed classroom or program operated by the Board, the principal shall immediately notify the Superintendent of the suspected maltreatment. No reprisals of any kind may be taken against an employee who makes a good faith report of child maltreatment occurring in any licensed preschool classroom or other licensed classroom or program operated by the Board.

An employee who fails to make a report as required by law and this policy may be subject to disciplinary action by the school system. In addition, if the employee works in a licensed preschool classroom or other licensed classroom or program operated by the Board, failure to report maltreatment of a child in the program or classroom may itself constitute child maltreatment and result in the employee being placed on the state child maltreatment registry. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system.

D. Duty to Report Licensed Employees to the State Superintendent of Public Instruction

In addition to the other reporting requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct that would justify automatic revocation of the employee’s license pursuant to G.S. 115C-270.35(b) or involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in accordance with subsection C.4 of Policy 3036/4036/8336 -Staff-Student Relations.

DE. Cooperation with State and Local Agencies

1. The principal may establish a contact person in the school to act as a liaison with state and local agencies charged with investigating reports made pursuant to this policy.
2. Employees shall cooperate fully with agency personnel conducting an investigation.
3. In a case under the jurisdiction of local law enforcement in which the child's parent, guardian or custodian is suspected of wrongdoing, employees shall permit the child to be interviewed by local law enforcement on school campuses during school hours. Otherwise, permission from the parent, guardian or custodian must be obtained before the child may be interviewed by local law enforcement on school campus during school hours.
4. In a case under the jurisdiction of social services, employees shall permit the child to be interviewed by social services on school campuses during school hours.
5. In a case under the jurisdiction of DCDEE concerning suspected child maltreatment by a caregiver in a child care facility, permission from the parent must be obtained before the child may be interviewed on school campus during school hours.
6. Employees shall provide confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
7. Any confidential information disclosed by the investigating agency to employees must remain confidential and may be redisclosed only for purposes directly connected with carrying out the responsibilities of the school system or the employee.

EF. Sharing Information with Other Agencies

Upon request and to the extent permitted by law, school system officials shall share with other agencies designated in G.S. 7B-3100(a) information that is relevant to (1) any assessment of a report of child abuse, neglect, dependency or death as a result of maltreatment by the department of social services; (2) the provision or arrangement of protective services in a child abuse, neglect or dependency case by the department of social services; or (3) any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined or delinquent. School system officials and the designated agencies must continue to share such information until the protective services case is closed

by the department of social services or, if a petition is filed, until the juvenile is no longer subject to the jurisdiction of juvenile court.

FG. Child Sexual Abuse and Sex Trafficking Training Program

In even-numbered years, the school system will provide a child sexual abuse and sex trafficking education and awareness training program for teachers, instructional support personnel, principals and assistant principals. The program will include at least two hours of training related to best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking and available resources for assistance. Designated school personnel shall participate in such training as required by law and Board policy.

H. Child Abuse and Neglect Information and Resources for Students

In accordance with G.S. 115C-47(65) and State Board of Education Policy SHLT-003, the school system will provide information on child abuse and neglect, including age-appropriate information on sexual abuse, to students in grades 6 through 12. Such information will be provided in the form of (1) a document given to all students in grades 6 through 12 at the beginning of each school year and (2) a display posted in visible, high-traffic areas throughout each secondary school.

~~The Superintendent shall develop any necessary procedures for making a report pursuant to this policy, for sharing information with designated agencies and for cooperating with investigations by the department of social services.~~

~~In addition to the requirement of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct that would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b) or involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in accordance with subsection C.4 of Policy 3036/4036/8336 — Staff-Student Relations.~~

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100, 8-53.4; 14-208.6, -318.2; -318.4, -318.6; 110-90.2, -105.3, -105.4, -105.5; 115C-47(65), -270.35(b), -375.20, -400, -402; 126-5; 16 N.C.A.C. 6C.0373; State Board of Education Policy SHLT-003

Adopted: November 20, 1990

Revised: May 20, 1996; March 12, 2007; January 16, 2018; August 5, 2019; February 10, 2020; July 13, 2020; July 12, 2021; _____

7040 OPERATION OF SCHOOL NUTRITION SERVICES

All schools will participate in the National Child Nutrition Program and will receive commodities donated by the United States Department of Agriculture. All federal and state revenues will be accepted and applied to maximize the use of such funds for the purposes of providing nutritional meals to students at the lowest possible price. The Superintendent or designee shall develop procedures as necessary to implement the operational standards established in this policy.

A. Operational Standards

The school nutrition services program will be operated in a manner consistent with Board goals and Board policy. The program also will be operated in compliance with all applicable state and federal law, including requirements of the National School Lunch Program and all federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture. Specific legal requirements which must be met include, but are not limited to, the following.

1. School officials may not discriminate based on race, sex, color, national origin, disability, age, or eligibility status for free and reduced price meals. School officials also are prohibited from retaliating against an individual for prior civil rights activity.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.

8. Child Nutrition Program (CNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the CNP unless the program has an ~~minimum of one month's~~ operating balance of at least two months.
9. The price for meals will be determined in accordance with federal law.
10. Nonprogram foods will be priced to generate sufficient revenues to cover the cost of those items. A nonprogram food is defined as a food or beverage, other than a reimbursable meal or snack that is sold at the school and is purchased using funds from the child nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the CNP. School nutrition services are those that are operated from 12:01 a.m. until the end of the last established lunch period.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the CNP will be deposited to the CNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All funds from food and beverage sales not otherwise required by law to be deposited to the CNP account will be deposited into the proper school account in accordance with guidelines developed by the Superintendent or designee.
13. All competitive foods sold on campuses will meet federal and state standards for nutrient content.
14. All employees whose job duties include procurement activities involving ~~for the~~ Child Nutrition Program funds shall adhere to the conflict of interest rules and standards for ethical conduct established by the Board in Policies 2520/7513 – Ethics and the Purchasing Function and 2510 – Federal Grant Administration. Failure to comply with these requirements will result in disciplinary action.

B. Meal Charges

Students who are required to pay for meals are expected to provide payment in a timely manner. The Board recognizes, however, that students occasionally may forget or lose their meal money. The Board therefore directs the Superintendent to develop a procedure to manage situations in which students are unable to pay for a meal on a particular day. The Superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and that the CNP is reimbursed for uncollected student meal charges prior to the end of the year.

The Superintendent or designee will establish procedures as appropriate to help ensure compliance with board policy and legal requirements.

Legal References: Child Nutrition Act of 1966, *as amended*, 42 U.S.C. § 1771, et seq.; National School Lunch Act 42 U.S.C. § 1751, et seq.; 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016, 47-2016 and 23-2017 available at <https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H.0104

Adopted: November 29, 1990

Revised: March 12, 2007; February 10, 2014; August 13, 2018; January 14, 2019; February 10, 2020; November 8, 2021; _____

7550 NAMING FACILITIES

The Board considers naming facilities to be a significant endeavor, since the name of a facility can reflect upon the students, staff, school district and community. The decision to name a school is solely the responsibility of the Board, though the Superintendent may be authorized to develop a recommended process for naming newly constructed schools, or existing or new facilities. No school shall be named for an individual who is living or deceased.

In addition to naming schools, the Board of Education may name or dedicate existing facilities within a school, including, but not limited to, athletic facilities, media centers, auditoriums and specific educational buildings in recognition of an individual living or deceased, except that a facility may not be named for a current employee.

Requests for naming an existing facility shall be made in writing to the Board of Education, care of the Superintendent. The written submission shall include the reasons for the request, contact information for the person(s) making the request and a petition with the names and signatures of at least 50 residents who support the request. The Board may consider all applicable factors in connection with the naming of facilities, including but not limited to the potential costs. The decision to name or re-name a facility does not commit the Board to expend financial resources on signage or related matters.

Legal Reference: 115C-36

Adopted: January 12, 2015

Revised: January 17, 2017; January 14, 2019; September 14, 2020; _____

Mr. Dennison suggested that the Policy Committee may wish to review the following policy.

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 ~~may~~ 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.

Adopted: June 28, 1999

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

8422 ADVERTISING IN THE SCHOOLS

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, advertising for and promotion of commercial products and services are discouraged during the instructional day. School officials shall screen and approve the distribution and display of advertising materials and messages publicized through school media or displayed on school property and at school events.

A. Applicability of Policy

This policy is intended to govern requests to advertise products, ~~or services~~, programs or activities on school ~~grounds property, at school events~~ or through school publications and ~~electronic other~~ media by

1. individuals;
2. non-profit organizations not otherwise permitted to distribute or display materials or messages by policy 8420, Materials Distribution by Non-Students; and
3. for-profit organizations and businesses.

B. Prohibited Advertisement and Promotional Activities

The Board of Education prohibits advertising, ~~commercial or promotional messages, and other items and materials~~ that (1) are is vulgar, indecent or obscene; (2) contains libelous statements, personal attacks or abusive language such as language defaming a person's character, race, religion, ethnic origin, sex (including pregnancy, childbirth, sexual orientation and gender identity), family status, or disability; (3) causes s or clearly threatens s to cause a material and substantial disruption of a school activity; (4) encourages s the commission of unlawful acts or the violation of lawful school rules or regulations; (5) are is inappropriate considering the age of the students in the school; (6) include information that is inaccurate, misleading or false; or (7) advertise is for any product or service not permitted to minors by law.

C. School Forums

Although permitting some advertising within the school system, the Board does not intend to create a public forum or to open school facilities, including its electronic media, print publications, or school facilities, for unlimited access by outsiders and advertising by the general public.

D. Regulations Governing Advertising in the Schools

The Superintendent shall develop regulations governing advertising in the schools subject to Section B above and in accordance with the following guidelines.

~~1. Advertising is permitted in school publications such as yearbooks, school newspapers, newsletters, and event programs. School officials may permit the publication of commercial advertisements for a reasonable fee or an in-kind contribution that advertises or promotes an outside organization's products, programs or services.~~

~~21. School officials may allow for sell, for a reasonable fee or an in-kind contribution, commercial advertisement space on stadium, athletic ~~and/or~~ gymnasium billboards, banners, or signage or in school publications, such as yearbooks, school newspapers, newsletters and event programs. Such space may be sold, for a reasonable fee or an in-kind contribution, to advertisements or promotions of an outside organizations's or individuals for the purpose of advertising their products, services, programs or activities.~~

~~32. School officials may permit boards, displays or banners that acknowledge donations or sponsors of a school or the school system.~~

~~43. School officials shall prohibit advertising through the school system employee and student e-mail system.~~

~~54. School officials shall prohibit commercial advertising on any Moore County Schools website or web page, including websites or web pages for individual schools. The Superintendent or designee may make exceptions on a case-by-case basis for advertisements on behalf of companies under contract with Moore County Schools to provide goods or services in connection with approved school fund-raising activities.~~

~~65. Advertising in school publications, in school media, in school facilities and on school property shall be limited to an advertiser's (a) name, brand name, and/or trade name; (b) logo; (c) location or place of business and contact information; (d) slogans that identify the advertiser but do not promote it; and (e) products, programs or services in a value-neutral description.~~

~~76. School officials have discretion to determine whether to use commercially sponsored materials or materials containing commercial advertising in school instructional programs and activities.~~

~~8. Collection of student data for marketing purposes is governed by Section B of policy 6830, Surveys and Interviews with Students.~~

~~97. School officials may accept donations of equipment and supplies that contain advertising messages. However, such donations must comply with the requirements of policy 2425, Gifts and Bequests.~~

E. Protection of Student Privacy

Collection of student data by the school system for marketing purposes is governed by Policy 6830 – Surveys and Interviews with Students for Research Purposes.

~~Neither the school system nor the school administrators at any school~~ No school system employees shall require students to provide marketing information to vendors either through the provision of personal information or through marketing surveys. In addition, neither the school system nor any school ~~system employee administrator shall will~~ enter into any contract for products or services, including electronic media services, in which students are asked to reveal personal information for collection by the providers of such services for marketing purposes. For the purposes of this section, personal information includes, but is not limited to, the student's name, telephone number, e-mail address and home address.

F. Process to Request to Advertise

Any entity or individual interested in advertising or promoting products, ~~and~~ services, programs or activities pursuant to this policy and school system regulations must submit a request to the principal (for advertising specific to an individual school) or to the Superintendent's designee (for system-wide advertising). The principal or Superintendent's designee shall decide whether to may approve the advertising request that complies with board policies and regulations and respond within 30 working days.

If the principal or superintendent's designee denies an advertising request ~~for approval to advertise a product or service~~, the entity or individual seeking to advertise has five days to appeal the decision to may submit a request for the Superintendent ~~to review the decision made by the principal or the Superintendent's designee within five working days~~. The Superintendent shall ~~review the request and~~ make a decision within 10 working days of receiving the appeal request for review. As needed, the Superintendent shall consult with the board attorney concerning a request to advertise.

Any request denied by the Superintendent may be appealed to the Board ~~of Education~~ if the right to an appeal is mandated by G.S. 115C-45(c). A decision as to whether an appeal is mandated by G.S. 115C-45(c) shall be made in consultation with the Board attorney. If an appeal is not mandated by G.S. 115C-45(c), the Board, in its sole discretion, may decide whether or not to review the Superintendent's decision.

Legal References: 115C-36, -45(c), -98

Adopted: November 17, 2008

Revised: December 14, 2015; _____