

# Bill Hefner Elementary School Parent and Student Handbook



## Bill Hefner Elementary School Mission Statement

Our Mission is to provide a safe and caring environment where all Hefner Heroes are encouraged to show continuous improvement and challenged to become life-long learners.

## IMMUNIZATIONS

A record of immunizations is required, by law, within 30 days of enrollment for all students. Failure to provide a complete and current (as per North Carolina law) immunization record within that time will result in the dismissal of the student from school until such time as the immunizations are complete, or a schedule for the completion of the required immunizations, authorized by a physician, is presented to the school office.

## ATTENDANCE

Lessons and activities in school are designed to maximize time on task, provide opportunities at the correct level of difficulty and focus on the state mandated objectives. Even though work may be made up when students are absent, they may never be able to replace the life-long social contacts and face-to-face instruction. Students with good attendance generally achieve at higher levels than those with poor attendance.

## ABSENCES

In order to be counted as “present” for the school day, a student must be present at least until 11:18 a.m. Students who are checked out of school before that time will be counted as absent. Students arriving after that time will be welcome to stay in class, but will not be counted as present for the school day.

The following are considered reasons for lawful or excused absence:

- Illness or Injury
- Quarantine
- Death in the IMMEDIATE FAMILY
- Medical or Dental Appointments (with note from doctor/dentist)
- Court/Administrative Proceedings
- Religious Observances
- Educational Opportunities
- Deployment Activity

**\*\*Students who are absent must present a written note on the day that they return to school with a reason for the absence.**

Student report cards will indicate attendance records. Parents will be notified by letter when three unexcused absences are recorded. Parents will be contacted by our social worker after six unexcused absences are recorded.

Ten (10) unexcused absences in one school year could result in prosecution of the parent under the state’s truancy law. Before an absence or tardy will be excused, we must have a SIGNED STATEMENT by the PARENT/GUARDIAN stating the date and reason of the absence. This excuse must be brought to the office on the day that the student returns to school. Students with absences will be allowed to make up work. Time and assignments for make-up work are at the discretion of the regular classroom teacher. Notify the teacher ahead of time, when possible, of absences.

## **TARDIES**

Please make sure your child arrives at school on time each day, and remains for the entire school day. Bill Hefner students must be in school by 8:30 a.m. each day.

1. If your child walks to school or is a parent or daycare pick-up/drop-off student, please arrive no later than 8:25 a.m.
2. Students who arrive after 8:30 a.m. must be signed in by a parent or guardian in the office.
3. Students should not arrive at school before 8:00 a.m. Supervision of students is not available until 8:00 a.m.

Students arriving at school after the 8:30 a.m. bell are to report to the office. The general policy of these tardies is that they are unexcused. The repeated occurrence of tardies will be reported to the school social worker and principal. If your child has more than 3 tardies in a 9-week period, he/she will not be recognized for having perfect attendance.

## **EARLY CHECK-OUT PROCEDURES**

If a student needs to be checked out early, it must be done in the MAIN OFFICE by either the parent/guardian or by an adult that is listed on the student's check-out card. Each person should be prepared to show proper photo ID. The student will be called from the classroom on the intercom. In order to protect the instructional time and important announcements at the end of the day, there will be NO check-outs after 2:10 p.m. Thank you for your cooperation. If a student has any check-outs in a 9-week period, he/she will not be recognized for having Perfect Attendance.

\*\*Occasionally students have valid reasons for being tardy and picked up early. However, being frequently late or leaving early on a regular basis could affect your child's academic success. Frequent interruptions to classrooms for early dismissals and late arrivals are disruptive to lessons. In the event of early dismissals, parents must first sign students out in the Main Office. We will send for your child.

## **BUS SCHEDULES AND GENERAL INFORMATION**

Riding the bus is a privilege, not a right. Students, at all times while riding a bus will observe the directives of the school bus driver and all other rules outlined in the code of conduct. Students who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time.

Students are subject to suspension for the following infractions:

- ✓ Changing seats, standing or sitting improperly
- ✓ Fighting, using profanity, or refusing to obey the driver or school official
- ✓ Refusing to meet the bus at a designated stop
- ✓ Playing, throwing items, or distracting the driver while the bus is in motion
- ✓ Any other infraction that may jeopardize the safety of all concerned.

## **BUS RULES**

1. REMAIN SEATED WHILE BUS IS IN MOTION
2. TALK QUIETLY WHEN PERMITTED BY THE DRIVER
3. KEEP HANDS, FEET AND OBJECTS TO YOURSELF

4. RESPECT OTHERS AND THEIR PROPERTY
5. KEEP OBJECTS AND BODY AWAY FROM OPEN WINDOWS

\*\*Students will respect the Bus Driver at ALL TIMES while riding the bus.

#### **BUS STOP RULES**

1. WAIT QUIETLY AT THE STOP, NOT IN THE STREET
2. STAND STILL UNTIL BUS COMES TO A COMPLETE STOP AND OPENS THE DOOR
3. RESPECT OTHERS AND THEIR PROPERTY

#### **BOARDING AND LEAVING THE BUS**

1. If crossing the street, look both ways.
2. Form a single line without pushing.
3. Enter and exit by the front door only.
4. Walk far enough in front of the bus so that the driver can see you and you can see the driver.
5. Walk, do not run.
6. Help smaller children cross the street.
7. Never stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.
8. Use the handrail and step one at a time.
9. Go directly to your seat.
10. Don't make stops once off the bus. If you don't have to cross the street, walk immediately away from the bus.

Bus schedules are often adjusted as our school populations grows. We will inform parents in writing of major changes in routes and time alterations. Students are assigned to a bus based upon their residential address and will not be allowed to ride on another bus. Questions and/or concerns about bus routes, late pick-up or drop off should be directed to Tianna O'Brien, Assistant Principal at 910-860-7058.

If at any time your child is not going to follow standard bus dismissal procedures, please send a note to the teacher.

1. If you or a designated adult will be picking up your child, come directly to the office to sign your child out. A member of the office staff will send for your child.
2. Students must ride the bus that they are assigned to based upon their enrollment address.

\*\*\*Please do not call the office regarding any changes in your child's routine. We cannot verify who you are over the phone, so, for safety reasons, we do not make bus changes over the phone.

#### **CARPOOL PROCEDURES**

Parent pick up students will be assigned a number. Parents will receive a card with the student number to display in their window during pick up.

Please enter one of the two parent pick-up lines and do not park.

Students will walk to the car line to get into the vehicle when you pull up.

Parents do not need to park and get out of their vehicles.

### PROGRESS REPORT/REPORT CARD SCHEDULE

**2019-2020**

First Day for Students	Monday, August 26, 2019
Progress Reports Go Home	Monday, September 23, 2019
<b>End of First Nine Weeks</b>	Friday, October 18, 2019
Report Cards Go Home	Friday, October 25, 2019
Progress Reports Go Home	Tuesday, November 19, 2019
<b>End of Second Nine Weeks</b>	Friday, December 20, 2019
Report Cards Go Home	Friday, January 10, 2020
Progress Reports Go Home	Friday, February 7, 2020
<b>End of Third Nine Weeks</b>	Friday, March 13, 2020
Report Cards Go Home	Friday, March 20, 2020
Progress Reports Go Home	Thursday, April 23, 2020
<b>End of the 4<sup>th</sup> Nine Weeks/Last Day for Students/Report Cards Go Home</b>	Friday, May 22, 2020

### GRADING SYSTEM

Students in grades 3, 4, and 5, within the Cumberland County School System follow the following schedule of Grade Averages. The grades are based on teacher judgment, student performance and curriculum guidelines.

90-100 A

80-89 B

70-79 C

60-69 D

59 and below F

The grading scale for students in Grades K-2 is as follows:

IV Above Grade Level

III On Grade Level

II Below Grade Level

I Well Below Grade Level

## PROMOTION AND RETENTION

Promotions should be based on the progress and performance of individual students. Promotion standards are rigorous to provide students with the skills, knowledge, and confidence needed to be successful in the next grade. Students who do not meet standards are identified and provided intensive, instructional support. In accordance with General Statute 115C-288(a), and local board policy, the school principal has the ultimate responsibility for promotion/retention decisions.

## CAFETERIA

Cumberland County Schools (CCS) Child Nutrition Services is excited to announce The Community Eligibility Provision (CEP) is being offered at Bill Hefner Elementary School. Thirty-nine Cumberland County Schools are participating in the program for the 2019-2020 school year. The provision enables each student enrolled in the participating schools to receive a breakfast and lunch at no charge on days when school is in session. Students enrolled at participating CEP schools are not required to submit a lunch application to receive meals at no charge.

**BREAKFAST IS SERVED FROM 8:00 A.M. UNTIL 8:30 A.M. (Students arriving after 8:30 a.m. WILL NOT BE SERVED breakfast).**

**LUNCH IS SERVED FROM 10:50 A.M. UNTIL 12:50 P.M. ON A ROTATING CLASSROOM SCHEDULE.**

Students are not permitted to bring in outside food, drinks or snacks to be eaten outside of the lunch period. If extra food is brought into the school it must be in a lunch box which is kept in their book bag or container until lunch time. Gum is absolutely not allowed on the buses or in school. Soft drinks are not permitted (except for classroom/special functions) unless a student has a specific problem requiring such beverages. In such cases, a doctor's note is required. Students are expected to remain orderly in the cafeteria. The cafeteria is a part of our learning environment. Running in the cafeteria is unacceptable and will not be allowed. Students are to enter the cafeteria by walking in line with their class. After going through the serving line students will sit at designated tables with their class, and remain there until excused by teacher or monitor. Students may bring their lunch from home or eat from the menu in the cafeteria, but students will not be allowed to leave school to go home for lunch.

## TELEPHONES

Students are allowed to use the classroom phone in emergency situations only. Teachers and office staff will use their judgment in determining if calls are necessary. Students will not be called out of class to speak to anyone on the telephone nor will calls for students be transferred to the classrooms. For security reasons, the office WILL NOT take messages for students. Students are not permitted to carry personal cell phones on campus

during the school day. Students will be given a warning the first time that their phone is out and asked to put it away. The second time that the student's phone is out will require a parent to pick the phone up from the school.

### **MEDICATION**

If possible, please administer medication at home. In the event that medication (prescription) must be dispensed during the school day, a form completed by a physician must be on file at the school. The form must give explicit directions for dosages and times, and must match the label on the medication itself. The form must be signed by the parent or guardian and the physician to authorize giving the medication at school. Medication must be properly labeled and in the original container from the pharmacist identifying: the child's name, medication name, dosage prescribed, and time to be given. Parents are required to sign the medication into the office. Students may not transport any medication to school (to include cough drops, ointments, over the counter medicines). Students with severe asthma, with a doctor's note, are permitted to carry their inhaler. This must be approved and verified through the school nurse or medication clerk.

### **ILLNESS/INJURY**

Please do not send sick children to school. We do not have personnel or facilities to care for sick children. The nurse is at Hefner Elementary one day each week. If a student has a fever that exceeds 100 degrees, parents will be called. Accurate home and work phone numbers on the verification of address are essential. Two or three names and numbers of reliable emergency contacts (with transportation) will be necessary in the event that we cannot reach parents. Parents/guardians will also be contacted if students are vomiting, have suspected head injuries or broken bones. The principal is authorized to contact emergency personnel to transport students to the hospital for emergency treatment.

### **DRESS CODE**

Student dress contributes to the school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects himself/herself in a way designed to win respect from others. Students are earnestly advised to dress with good taste and in so, they will be contributing to the general pride of the school. Parents are asked to use good judgment as they allow their children to dress for school. The following is a dress code that we feel will maintain an atmosphere of comfort and learning.

1. Students must wear skirts and shorts that are no more than 4 inches above the top of the knee.
2. Students must not wear clothing depicting intoxicating beverages, controlled substances, tobacco products, weapons, or suggestive of violence or obscenities. Clothing which causes disruption en-route to or at school is not permitted.
3. Students must wear jeans, pants, or slacks that fit at the waistline.
4. Students are not allowed to wear biker shorts or **flip-flops**.
5. Shirts that expose any of the midriff (stomach, chest, or ribs) are not acceptable.

6. Straps on shirts/tank tops must be 2 inches or wider.
7. Attire will be neat, clean, in good repair, and not revealing.
8. Headgear may not be worn in the building and must be kept inside the book bag. This includes hats, kerchiefs, scarves, bandanas, etc. Accommodations will be made for any necessary religious headgear or head coverings.
9. Sneakers with wheels are not allowed at any time.
10. For the safety of students, please no open-toed shoes.

### **TESTING**

Students will participate in state and local accountability testing as required. Students in K-3 will participate in the Reading 3D Diagnostic assessment three times during the school year to measure progress in reading fluency and comprehension.

North Carolina End-of-Grade tests are given in reading, math (3rd-5th grade) and Science (5<sup>th</sup> grade only). EOG results are sent home in the student's report cards in June.

Third Grade students that do not pass the reading EOG will follow Read to Achieve requirements which may include taking the Read to Achieve assessment at the end of the school year.

### **TEXTBOOKS**

The North Carolina Standard Course of Study guides the instruction in each regular classroom. The Common Core state standards are used in English/Language Arts and Math, while the Essential Standards are used in all other subject areas. Textbooks are a resource used by the classroom teacher to aid in teaching the curriculum. Textbooks may not be used in all classes. Teachers will provide supplemental resources to support student practice at home.

### **VISITORS**

We value your involvement and participation in our school, but please understand the procedures and policies are in place to protect all children, staff, and you, our visitors. We ask for your cooperation and understanding as we enforce and insist on your adherence to the following procedures:

- All visitors to the school must use the intercom system to gain entry into the building. Please be prepared to state your name and purpose of your visit.
- All visitors/volunteers must present photo identification and sign in at the reception area.
- All visitors are expected to display a current Visitor's Badge while in the building.
- Parents may walk students to class between 8:00-8:30.
- If you wish to speak with your child's teacher we ask that you schedule an appointment during their planning time or after school.
- Lunch visitors must be listed on the student's check in/check out card in the front office as a parent/guardian or authorized person to check out the student.



- Lunch visitors must wait in the alcove after signing in, until their child comes there to eat lunch with them. After the lunch period has ended we ask that you promptly sign-out in the office.
- All volunteers must sign-in using the Volunteer Log and receive a Volunteer Badge to wear in the building.

### **VOLUNTEERS**

Parents and community supporters play a vital role at Bill Hefner Elementary School through volunteering. Whether working individually with a student or assisting with classroom tasks, thousands of volunteer hours are needed to maximize the learning opportunities of children. If you can and will volunteer, please share a little of your time. Contact the school and ask to speak to our parent facilitator at 860-7058. Any persons volunteering more than two hours in an academic year must complete a criminal background check. You may access the form at: <https://www.ccsvolunteers.com/>.

### **SCHOOL CLIMATE PLAN**

Maintaining a safe, orderly environment for our students is an important part of providing a quality education. In order to guarantee our students at Bill Hefner the excellent learning climate they deserve, we are utilizing the following Discipline Plan.

### **OUR PHILOSOPHY**

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide Positive Behavior Interventions and Support (PBIS) is to establish a climate in which appropriate behavior is the norm.

### **Bill Hefner Elementary School Behavior Expectations**

B – Be Responsible

H – Be Helpful

E – Engaged

S – Safe

If a Student Obeys All the Rules he/she will earn a reward in the form of a PBIS ticket that will lead to a reward based on the total number of tickets.

Disciplinary measures or responses may include, but are not limited to, the following:

- Parental involvement, such as conferences;
- Time-out for short periods of time;
- Behavior improvement agreements;
- Instruction in conflict resolution and anger management;
- Peer mediation;
- Individual or small group sessions with the school counselor;
- Academic intervention;
- In-school suspension;
- Suspension from bus privileges.

Any severe disruption or violation of rules in the Cumberland County Student Code of Conduct will result in an administrative referral.

### **STUDENT CODE OF CONDUCT**

Each student will receive a copy of the Cumberland County School's Code of Conduct. Each student is expected to adhere to the rules and expectations of Bill Hefner Elementary School. Each staff member is responsible for enforcing the rules and communicating the school's expectations to maintain the safety and security in the learning environment.

1. Weapons or objects reasonably classified as weapons (pocket knives, razors, guns, blunt objects, blades, etc.) are not permitted.
2. Students must remain in their assigned area unless properly checked out through the office.
3. Eating in areas on campus other than the cafeteria is not permitted unless administrative approval is given. Gum is not permitted in school.
4. Students are to walk in school (including loading and unloading buses).
5. Students are to keep their hands, feet and other body parts and functions to themselves. Fighting, hitting, kicking, spitting, pushing, inappropriate touching and any other violation of the Cumberland county Code of Conduct will not be tolerated. Violators of the code of conduct will be subject to discipline, suspensions, and/or expulsions.
6. Students are not to bring toys, fidget spinners, radios, games, trading cards, or any other visual, sound or electrical equipment/object to school unless administrative approval has been given. The school is not responsible for objects lost, broken or destroyed. Aforementioned items will be held until parent conference.
7. Students may use the telephone in emergency situations only.
8. Bus riding is a privilege, not a right. Inappropriate bus behavior will not be tolerated.
9. Student loitering on campus is not permitted. Students on campus before school, after school and on non-school days must have school personnel permission.
10. Smoking is not permitted on campus.
11. Student check-in and check-out must occur through the office. All visitors must report to the office. Students may not have unauthorized guests on campus.

12. Destruction or defacing of school property will not be tolerated. Every effort should be made to keep the school and property clean and properly maintained.
13. The principal reserves the right to set whatever rules and standards deemed necessary for the operation of an effective school.

Students shall be subject to discipline, suspensions, and expulsion for violating rules/regulations set forth in our school rules and also those guidelines outlined in the Cumberland County School's Code of Conduct.

#### **FIELD TRIPS**

Teachers may plan field trips during the school year to provide enrichment to the State Curriculum taught in the classroom. Field trips are considered a privilege for students. Teachers assume a great deal of responsibility for student safety on these trips. Therefore, students whose conduct may be detrimental to the safety, comfort and welfare of other students or teachers may be omitted from the trip. The decision is left to the classroom teacher and principal, who will inform the student and parent of the decision prior to the trip. Written parental permission must be obtained before students may attend such field trips. Field trips requiring a fee are non-refundable.

#### **CELEBRATIONS**

Classroom parties are allowed during the year. A winter holiday celebration and an end of school celebration are permitted. There are no birthday parties or deliveries of balloons, flowers, etc. for children at school. Parents who wish to share cupcakes or cookies with their child's class, may do so during their student's lunch period in the cafeteria. However, all treats brought to school to be shared must be store bought. No home-made goodies are allowed. Invitations to parties held outside of school may be distributed to the entire class only.

#### **LOST AND FOUND**

The lost-and-found box is located in the front office. Please check for lost items regularly. Labeling your child's clothing, lunchbox, and other belongings can help prevent items from being lost and unidentified. Unclaimed items are donated to local charity at the end of the year.

#### **STUDENT RECORDS**

Parents/legal guardians of students, who wish to inspect and review the cumulative records of said students, shall submit a request in writing to the principal of the student's school. When the written request for review of records is received, the principal shall schedule the review. The appointment date should be as early as possible. There is a maximum forty-five (45) day limit to be used in scheduling a review. A school official competent in interpreting student records shall be present to explain the implications of the records that are examined.

#### **EXCEPTIONAL CHILDREN'S SERVICES**

In addition to regular classroom instruction, Bill Hefner offers special programs for qualifying students through the Exceptional Children's Program. Students identified by the School Based Committee as Exceptional (Learning Disabled, Behaviorally Emotionally Disabled, etc.) receive services by certified staff to promote academic and/or social progress. Academically/Intellectually Gifted Students are also identified and served through a certified consultant and the AIG committee. Parents

are involved in all stages of the Exceptional Children's referral identification, placement, and design of services. If you have questions, please call the EC Case Manager at 860-7058.

### **CUSTODY CONCERNS**

Students may be checked out of school ONLY by adults listed on the student's Verification of Address form. In order for anyone not listed on the Verification of Address form to check out a student, a written note from the parent/legal guardian (parent with whom the student resides) must be received in the office. If a parent is not allowed to visit and/or pick up a child from school, the school office must have a signed, court ordered restraining order or termination of parental rights form on file.

### **DELAYED SCHOOL OPENING**

Inclement weather may result in a delay in the start of school (usually 2 hours). This delay in school is a safety precaution on days when bad weather or road conditions may be dangerous, but show signs of improving. At Bill Hefner Elementary School, a delay in the schedule means that our beginning class time will be 10:30 a.m. Students may not be dropped off prior to 10:00 am. (No adult will be on premises before that time). Buses will operate on a two-hour delay and breakfast will not be served.

### **EARLY DISMISSAL**

Rarely, school will close early when emergencies, such as severe weather conditions, arise. Special directions regarding time of closings will be broadcast by radio and television stations. During inclement weather, please listen for school closing information. An emergency form will be sent home at the beginning of the year for you to indicate any changes to your child's mode of transportation during early school closings. If your child rides the bus, or carpools, please reinforce your procedures for such an event. Individual calls to all parents will not be possible during inclement weather.

### **CONFERENCES**

Communication between home and school is critical for student success. Conference days are scheduled at the end of the first marking period. If additional conferences are needed during the year, it will be noted on the report card. Parents/Guardians may request a conference with their child's teacher by sending a note to the teacher, or calling the office and leaving a message for the teacher. Generally teachers will meet before school, after school, or during planning periods. **WE DO NOT PERMIT PARENTS TO "DROP BY" DURING TEACHING TIME FOR A CONFERENCE.** This prevents the teacher from effectively preserving the instructional time of all students.

### **COUNSELING**

Our Guidance Counseling service is designed to assist students in academic, personal, and social development. The Counseling Program may be provided in small group sessions, individual services or whole group instruction. Problem-solving strategies and Character Education are major points of emphasis with the Guidance Program. Our counselors may consult with parents, administrators, and outside agencies to maximize opportunities and meet the needs of students. They work with many agencies and are trained in Peer Mediation Strategies. They may interpret test scores, and confer with parents who request to review cumulative records. Counseling at Bill Hefner Elementary is part of the regular education program. Please contact our counselors if you have any concerns.

## **DISCRIMINATION POLICY**

No person shall, on the basis of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by the Cumberland County Public School System. If an employee, student, parent or community member believes such exclusion, denial, or subjection has occurred, he/she should contact Bill Hefner Elementary School Administration, or the Superintendent's office of the Cumberland County Board of Education.

## **PARENTS RIGHT TO KNOW STATEMENT**

As required by the No Child Left Behind Act (NCLB) of 2001. Title I Part A, information is available at our school to include but is not limited to the following:

- ✓ The School Improvement Plan
- ✓ Qualifications of your child's teacher
- ✓ Professional development opportunities for teachers and assistants ensure highly qualified personnel
- ✓ Opportunities for parent involvement and input
- ✓ The Cumberland County School Improvement Plan
- ✓ The Cumberland county Title I Parent Involvement Plan and School Parent Involvement Plan
- ✓ Cumberland County System Report Card
- ✓ Bill Hefner Elementary Report Card

Please contact our school and we will be glad to provide you with this information upon request.

## **SECTION 504 – AMERICANS WITH DISABILITIES ACT**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances.

If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator.

## **CCS Technology Acceptable Use Policy**

School system technological resources include, but are not limited to computers, interactive whiteboards and other electronic devices, networks, the Internet, phones, copiers, facsimile machines televisions and video-recorders. The use of school system technological resources is a privilege, not a right.

Students are given the privilege to use the Internet along with the responsibility of using it properly. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyberbullying and interacting with others on social networking websites and in chat rooms.

In addition, before using school system computers or electronic devices or accessing the school network or Internet, students and employees must provide a signed agreement indicating that they understand and will strictly comply with the requirements of this policy and any other related rules or procedures established by the superintendent or designee. Students also must provide the signature of a parent or guardian.

Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks and/or data of anyone connected to the server or the Internet. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses. Users may not attempt to repair or maintain technological resources unless expressly authorized or directed to do so by the technology director or designee.

Failure to adhere to the requirements of the CCS policy will result in disciplinary action, which may include immediate revocation of user privileges. Willful misuses of any school system technological resources may result in disciplinary action and/or criminal prosecution under applicable state and federal law. All students and employees must receive a copy of this policy annually. Students are expected to learn and follow the guidelines set forth in this policy and must provide a written statement, signed by the student and his or her parent/guardian, acknowledging that (1) they agree that the student will adhere to all requirements and guidelines in this policy, and (2) the student assumes responsibility for his or her own actions.

Read CCS Technology Acceptable Use Policy by visiting <http://technology.ccs.k12.nc.us/technology-acceptable-use-policy-2/>.