

SOUTHWOOD ELEMENTARY SCHOOL  
5850 S. HWY 8  
Lexington, NC 27292  
Phone (336) 357-2777 Fax (336) 357-5227  
Office Hours: 7:30 - 4:00  
School Hours: 8:00 - 2:35

*Ashley Lemley, Principal*  
*Jennifer Davis, Assistant Principal*

## STUDENT HANDBOOK 2019-2020

| <u>School Hours</u> |   |
|---------------------|---|
| 7:20                | School Building Opens                             |
| 7:30 - 8:00         | Breakfast   |
| 7:50                | Students Report to Class                          |
| 8:00                | Class Begins                                      |
| 2:35                | Bus Riders Dismissed                              |
| 2:37                | Car Riders and Learning Academy Program Dismissed |

### SOUTHWOOD SCHOOL MISSION STATEMENT

*At Southwood, we are committed to provide a positive and safe community where we work together to have success in learning for success in life.*

### VISION

*"Success in Learning for Success in Life"*

### CHARACTER EDUCATION

We will continue to emphasize character education at Southwood. The quality of our community, state, and nation is only as strong as the character of its individual citizens. Parents must model and teach superior virtues to their children; and we pledge at Southwood to unite with parents by emphasizing HONESTY, INTEGRITY, RESPONSIBILITY, CARING, RESPECT, COMPASSION, INTEGRITY, COURAGE and SELF-DISCIPLINE in our daily actions and our teaching. We will reinforce STAR behavior with students. We will teach students what it means to be Strong, Talented, Awesome, Responsible Students.

### SCHOOL STORE

Our Student Council operates a school store from the hours of 7:45 to 8:00 on Tuesday and Thursday mornings. With teacher permission and a school store pass, students may purchase school supplies. The store is located in the hallway outside the Guidance Office.

### STUDENT FEES

**An instructional fee of \$7.00 is required of all students in Kindergarten through Fifth Grade.** This fee helps with the cost of library books, instructional materials, physical education equipment and first aid supplies. ***Fees should be paid at the beginning of the school year.***

### BOOKBAGS

Southwood School prefers students to be organized and have access to a bookbag for keeping up with school materials and books. However, due to limited space on the buses, in the classrooms, and the difficulty loading cars in the afternoons, we DO NOT allow students to carry rolling bookbags to school. Please make sure your child(ren) has a regular bookbag to carry to school. Students with a *doctor's note* and *principal approval* may be granted special permission for health reasons only.

## FLOWERS AND BALLOONS

Flowers and balloons cannot be delivered to the classrooms for students as this disrupts the instructional time. They will be kept in the office and sent home with the student at the end of the day. Balloons and glass flower containers cannot be taken on the bus. Please use birthdays and holidays as a way to make family celebrations special.

## VISITOR POLICY

We welcome parents/visitors to our school and are happy to have you with us whenever you can be a part of our school routine. When entering the school you will need to use the doorbell entrance system. We do, however, ask that every visitor report to the office, not the classroom, and the office staff will notify the classroom of your presence. **YOU MUST SIGN IN AND OUT, AND YOU MUST WEAR A VISITOR'S PASS.** If you are able to join us for lunch and you arrive early, *we ask that you wait in the main lobby and then meet your child at the cafeteria.* If you plan to visit a classroom, please notify the teacher and principal prior to the visitation. **We limit all classroom visitations to thirty minutes in order to protect the teacher's instructional time.** We feel it is important for our parents, grandparents, and the community to share in the education process. **All students need to walk themselves to the classroom by the second week of school.** We ask parents not to make exceptions to this rule. This builds independence and responsibility. The last day to walk students in is September 7th.

## MEDICATION POLICY

The Davidson County School System is committed to providing a safe and secure environment for the children in its schools. This commitment includes a procedure to monitor the distribution of medication(s) as approved by the child's parent and his/her physician. Prior to the distribution of any prescribed/non-prescribed drug, a completed medicine form **MUST** be given to the office. The child's physician **MUST** complete the medicine form for all prescribed medications and the medication **MUST** be administered from the labeled prescription bottle, with information regarding proper dosage. Parents may complete a medicine form for all non-prescribed medications (This includes cough drops, medicated ointments, and chapstick, etc.). A spoon should be provided if needed. **NO STUDENT WILL BE GIVEN ANY MEDICATION WITHOUT A COMPLETED MEDICINE FORM ON FILE.**

## FOOD POLICY

The Davidson County Schools policy on food allows only food that is commercially prepared to be brought into school for classroom purposes. This would include prepackaged foods and foods which are purchased at a licensed bakery. All food items served at school **MUST** be 200 calories or less. No ice or water based products (tea, Kool-Aid, etc.) or home-made items may be brought in from home.

## EARLY ARRIVALS

The gate on Jersey Church Road opens at 7:20 a.m. Students must not be dropped off before then. Students arriving before 7:50 will be supervised as follows:

**Kindergarten - Room 100A**

**First Grade - Gym (steps by the stage)**

**Second Grade - Gym (steps by the wall)**

**Third Grade - Room 113A**

**Fourth Grade - Music Room**

**Fifth Grade - Media Center**

At 7:50 all students may report to their classrooms. **NEVER** leave your child at the back door of the building after 8:00 a.m. This door is locked at that time for the security of all students and staff. We care about your child(ren) and do not wish to place them in any type of situation which could prove to be unsafe. Any student who arrives late (after 8:00) must be checked in at the office before the child is permitted to go to the classroom. If you need to enter the building, please park in the designated visitor parking lot.

## TARDIES

School begins promptly at 8:00 a.m. If your child arrives late and is not in the classroom when the bell rings at 8:00 a.m, he/she must report to the office immediately and receive a tardy slip. This causes inconveniences in the day's routine and your child begins the day already behind. Being on time for school is an important skill to teach our students. Because of instructional time requirements, it is more important now than ever to have your child at school on time. Tardy letters will be sent to parents at intervals throughout the year, if this becomes a problem.

## EARLY DISMISSALS

The school day ends for students at 2:35 p.m. If you wish to pick your child up from school early, please make certain the reason is important and not just for convenience. **Due to safety concerns, no early dismissals will be accepted after 2:00 p.m. You will need to pick up your child through the car rider line unless it is an emergency. All students will be dismissed via bus or car rider line. No walking up to the car rider line or waiting in the entrance way at the office is permitted.** We reserve the right to request that you do not take a child from school early if we feel this has happened too frequently or if the reason is not appropriate. Students need to be in school all day, everyday, except in cases of sickness or emergency situations. Attendance affects your child's performance in the classroom.

### PLEASE FOLLOW THESE GUIDELINES FOR EARLY DISMISSALS:

1. Report to the office - Not to the classroom.
2. Someone from the office will send for your child(ren) after your arrival.
3. Sign the student out of school and give a reason for the early dismissal on the form provided in the office. This is for the safety and protection of your child(ren) should they need to be located at a later time. This also ensures that children only leave school with properly designated persons. **Be prepared to show ID when picking up a child.**
4. If your child leaves school before 11:15, he/she will be marked absent.

ALL students will be placed on buses or in cars by our staff after school. We are concerned about student safety. Please **NEVER** take a student from the bus area or from a bus itself, or from the car rider area without the consent of a staff member. Please do not call requesting bus and /or car rider changes. **Due to safety concerns, we WILL NOT accept transportation changes over the telephone.** We cannot be assured of the identity of the person making this request. Transportation changes must be received by fax or email prior to 1:30 pm. Please call the school to verify that the fax or email was received.

**CAR RIDERS:** Please remain in your vehicle as you wait for your children. In order to pick up your children, you must display your assigned Car Rider # Tag in your car window. Two will be provided for you at the beginning of the school year. If you need an additional one, please request it from your child's teacher. Car riders are dismissed from the back parking lot **ONLY**. If your child is not picked up by 3:10 three or more times, your child will be sent to the Learning Academy Program. The fee will be the Learning Academy drop in rate of \$10 and will need to be paid the day of.

## ATTENDANCE AND ABSENCES

**The Davidson County Schools Attendance Policy will be followed.** To be counted present for a day, a child must be in attendance in the classroom for a minimum of one half of the school day (11:15 a.m.).

A **lawful absence** is sickness of the child, a doctor or dental appointment that requires the child to be absent for more than half a day, or a death in the immediate family. Most other absences are unlawful. **Please bring a written excuse on a separate sheet of paper, not in the agenda, to school within three days of the absence.** Failure to bring an excuse is also considered an unlawful absence. If your child has a prolonged absence due to illness, please notify the school or the teacher as soon as possible so that arrangements may be made for schoolwork to be completed. **Once a child reaches 12 absences, a doctor's note is required for the absences to be excused.**

In order for a **family trip** to be considered a lawful absence, **it must be approved by the principal prior to the trip.** *Only five days per year will be approved except for extenuating circumstances.* Failure to obtain approval prior for the trip will result in unlawful absences. Assignments missed must be completed. Parents should remember that a day of school can never be completely made-up and should limit absences due to trips to the beach or other recreational occurrences.

### THE COMPULSORY ATTENDANCE LAW

1. Requires the parent to send an excuse for every absence.
2. Requires the school to notify the parent after three unlawful absences and by mail after six unlawful absences.
3. Requires the principal, after ten unlawful absences, to notify the District Attorney or file a juvenile complaint.

## SICK POLICY

**Students are not permitted to attend school if they are running a temperature at or over 100 or if they are throwing up.** Please do not send them to school; this only spreads viruses to other children. The Health Department recommends that students need to be *fever free for 24 hours* before returning to school.

### SCHOOL CLOSING DUE TO WEATHER

During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning the closing of schools. The decision will affect all schools throughout the Davidson County System and is made only by the Superintendent. When a decision is made in the early morning that schools will be closed, it must be relayed quickly to all students and parents. A decision to close schools or consider a delay is made by 6:30 a.m. In order to accomplish this task efficiently and with maximum coverage, school officials ask parents and students to cooperate by following the suggestions below:

1. Check the Davidson County Schools website and Facebook page for updates.
2. Listen to one of the area radio stations and/or television stations. The absence of an announcement means that the schools will open as usual. School officials are primarily concerned with the safety of all students when making their decisions.

When school opens on a **delayed schedule**, the school doors are unlocked on the delayed schedule as well. *For example, on a one-hour delay, the school opens at 8:20; on a two hour delay, the school opens at 9:20. Please be aware of these changes.*

### FIELD TRIPS

Classes are encouraged to take educational field trips. It will be left to the teachers and principal's discretion as to whether volunteers are needed for the trips. In the event that a student is not allowed to go on a field trip due to his/her behavior, any field trip money collected WILL NOT be refunded. Students who elect to miss a field trip are expected to attend school and appropriate work will be provided. Parents **MUST** sign and return permission slips sent home by the teacher indicating approval for his/her child to participate in the field trip away from school.

### SCHOOL CASH ONLINE

Southwood Elementary uses a new way for parents to make payments called School Cash Online. Information was mailed home over the summer and is also available on our school website.

### PERSONAL PROPERTY

Found student items are placed in our Lost and Found. These items can be claimed at any time. Unclaimed items will be given to charity. **Students should not bring toys, sharp items, animals, glass containers, and cell phones on the buses or into the school building. Students are not allowed to have electronic equipment (such as ipods, cell phones, DS or CD players) at school or on the bus.** Any items brought to school will be taken by the administration and must be picked up at the school by a parent.

### BREAKFAST AND LUNCH

Breakfast items may be purchased individually without buying a complete breakfast. Supplemental items are available for purchase at lunch as long as your child buys or brings a regular lunch. Every student MUST bring or buy a lunch daily. All breakfast and lunch money will be collected in the line each day for all grades K-5. This is a state policy and has been implemented by the Davidson County Schools. Parents may pre-pay weekly, monthly, etc. if they so choose by sending in money to the cafeteria.

**Free and reduced breakfast/lunch forms can be completed online or a paper copy can be picked up from the office. Please fill out the information and return immediately if you feel your child(ren) would qualify. If your child(ren) was on free or reduced lunch(es) last year, he/she will have one week to reapply before having to pay regular price.** During the school year you may apply if conditions change. The forms are available in the office. Our school benefits from our free and reduced lunch population through the funding of Title I.

**In the event your child forgets his/her lunch money, the cafeteria will charge the lunch for the day and send you a notice to this effect. Please make sure you send the money for charged lunches the next school day. This will help keep records straight and cause fewer problems for all concerned. Funds for charging are limited and need to be paid promptly in order to take care of all students when an emergency arises.**

If for some medical reason, your child needs water to drink at lunch instead of milk, he/she needs to bring a note to school to notify the teacher. Students will not be given cups of water without a written note. Bottled water is available for students to purchase during lunch.

**We must require that NO COMMERCIAL food (pizza, burgers, etc.) or carbonated drinks be brought into the cafeteria to be eaten during the student lunchtime by students, parents, or staff. We request that you eat selected items from our cafeteria menu. No students' lunches will be heated in the microwave. The use of the microwave is for staff members only.**

#### Breakfast Prices

**Free Breakfast for All Students**

#### Lunch Prices

**Students \$2.75                      Adults a la carte**

## DRESS AND APPEARANCE

Southwood School takes pride in the appearance of our students. A student's attire reflects the quality of the school, the school's conduct, and the school's academic motivation. It is expected that students will wear clothing that is neat, clean, and appropriate for a learning environment. Students will be expected to follow the Davidson County Schools Student Dress and Appearance Policy. *We feel that it is in the best interest of all children if tight biker shorts, short-shorts (must be mid-thigh), short tops, midriff tops, spaghetti straps, halter tops, sagging or low rise pants, heeilies, plastic flip flops and shoes that may be hazardous to students not be worn to school.* T-shirts should contain appropriate and non-aggressive or non-suggestive language of drug, alcohol, or violence. Hats, scarves, bandannas, and unnatural hair color should not be worn anywhere in the building unless approved by the principal for environmental or educational use. No make-up or press-on nails are allowed to be worn at school. Students who do not dress appropriately will be asked to contact a parent for a change of clothing or put on clothing available at the school.

## STUDENT BEHAVIOR

It is everyone's responsibility at Southwood to assist in maintaining an environment that allows maximum opportunity for learning. Students at Southwood are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of other students or staff members during the school day or at any school sponsored activity. Class DoJo will be used in all classrooms for communication and monitoring of student behavior.

Students will:

- Be encouraged to take pride in our school. One way to do this is to take proper care of school facilities such as furniture, equipment, and materials. Please use the bathroom in a proper manner.
- Be encouraged to take pride in the clothes you select to wear to school. Dress considered to be disruptive to a learning atmosphere is not permitted.
- Take pride in your work. Remember, hard work will help you reach your goals.
- Remain quiet during announcements, school assemblies, and crisis drills.
- Respect teachers by listening and following directions.

## STUDENT BEHAVIORAL EXPECTATIONS

We believe that students will behave their best when there are clear expectations of them and when encouragement and recognition of successes outweigh discipline. Expectations for each area of the school are posted throughout the building, discussed with the students, and integrated into everyday activities.

Teachers are responsible for all activities in their classrooms and will reward students who work hard and follow classroom and school rules. A common system of consequences will be used across the school. **Serious offenses will result in immediate office referrals and include weapons, fighting, physical assault on other students, verbal or physical aggression toward a staff member, inappropriate touching, indecent exposure, or behaviors which threaten the safety of oneself or others.** Individual students and whole classes will be recognized for following rules and making good choices. A student of the month is chosen from each class weekly, and Star Students of the Month are chosen monthly.

## CLASS PARTIES

School Board policy states there will be no more than two class parties per year not to exceed sixty minutes. Teachers and the administration will establish these. Food or treats, in accordance with the "Food Policy," for special learning activities and snacks may be sent by parents to be served by the teacher with prior approval of the teacher. *No birthday parties are to be allowed. No birthday party invitations are to be given out at school unless they are provided for all students in the class and given to the teacher to be passed out to the children as they leave at dismissal time.*

## GOOD ATTENDANCE RECOGNITION

Our school recognizes students with good attendance each nine weeks in grades K-5. A student will receive this certificate if he/she is absent from school for only one day or not at all and if he/she has not had more than three tardies and/or early dismissals during the nine week period. **At the end of the school year**, a student will receive a **perfect attendance** certificate if he/she has not missed any days of school and if he/she has had no more than 3 tardies and/or early dismissals combined.

## REPORTING TO PARENTS

### MID-TERM REPORTS SENT

September 23

December 2

February 24

May 4

## ISSUE REPORT CARDS

November 6  
January 30  
April 3  
June 18 (mailed)

### **PARENT and FAMILY EVENTS**

**Parent Nights** are special nights held by the school to provide you with information about curriculum and goals. Expectations for your child's year, ways to help with homework, problems relating to school or home and to offer help in ways for your child to be successful and to feel good about him/herself will be presented on these nights. **Conferences** are held in the fall and spring. Notifications will be sent home with dates and times. Please plan to attend these beneficial sessions. If you have a concern about your child, call at anytime to make an appointment.

*Class DoJo, Progress reports, notes, assignment folders, newsletters, emails and phone calls will be used to keep you informed of students' progress.*

### **DRUG POLICIES**

**Smoking Policy - Smoking is prohibited at Southwood Elementary School.** All persons shall not smoke dip, chew, or otherwise use any form of tobacco products while in the school building or on school grounds. This is according to Public Law 103-227, "Goals 2000 Educate America Act" and Davidson County Schools Board Policy. **Davidson County Schools is Tobacco FREE.**

**Drug and Tobacco Policy -** A student shall not possess, sell, use, transmit, and conspire to transmit or distribute, or be under the influence of any drugs, alcohol, tobacco products or drug paraphernalia. Students who violate this policy will be subject to suspension.

### **BUSES**

**Routes and bus stops** may have changed from last year. We ask for your understanding and cooperation in this matter. Throughout the first few weeks of school we will be continually making adjustments until all students have been assigned a stop. We must operate under the state guidelines. All stops will be a minimum of .2 of a mile apart. We also cannot go down side roads that are shorter than .5 of a mile from the major access roadway. Students must be out and ready for the bus; drivers are not allowed to blow the horn for students. Our buses must arrive at school between 7:25 a.m. - 7:40 a.m. in order to facilitate the breakfast program.

**Requests for Bus Changes -** If you wish for your child to ride a different bus or to get off the bus at a different stop, please send a signed note with your child, with the child's full name and address. Please note, it may take a couple of days for the stop to get approved and added by the transportation department. Please do not call requesting bus and /or car rider changes. **Due to safety concerns, we WILL NOT accept transportation changes over the telephone.** We cannot be assured of the identity of the person making this request. These transportation changes can be made only in an emergency situation, such as sickness or death in the family or change of baby sitter. Changes in bus transportation need to be requested in advance when possible due to overcrowding on buses.

The student cannot ride a different bus to go home with a friend to spend the night, play, or work. If there is no note, the child will be sent home his/her regular way.

### **BUS RULES**

The school bus provides a very convenient way for students to get to and from school each day. To ride the bus is a privilege, which must be earned by following the rules, acting in a responsible manner, and cooperating fully with the driver at all times so that safety can be maintained. The well-being of each person is our main concern and to ensure that the bus will be safe and orderly, the following rules must be observed by all bus riders:

1. Listen to the driver and always follow his/her directions in a positive manner.
  2. Treat other riders with respect by keeping hands, feet, and objects to yourself.
  3. Always stay seated. Once seated, stay seated until the bus comes to your stop.
  4. **No medication is allowed on the bus.**
  5. Riders should never eat or drink on the bus.
  6. Talk softly to the people at your seat.
  7. Do not touch the mechanical controls or door controls. Use the back door only in an emergency.
- It is hoped that each student will accept the responsibility to follow the rules so the bus will be as safe and pleasant as possible for all who ride it.

## Bus Discipline

**1<sup>st</sup> Offense:** Student conference with driver and principal/assistant principal.

**2<sup>nd</sup> Offense:** Student conference with administration - Student punished and parents notified.

**3<sup>rd</sup> Offense:** Parent conference with principal/assistant principal - Student punished.

**Note:** After the 3<sup>rd</sup> offense the principal/assistant principal will determine the punishment and notify the parent. **Punishment could result in possible bus suspension.**

### Major Bus Offenses:

Students may be suspended from riding the bus for major offenses. Major offenses include but are not limited to such incidents as fighting, disrespectful actions to bus driver, bus safety rules violation, making verbal/non-verbal threats to others, not following directions of principal/ assistant principal, continual violation of bus rules, etc.

It is the responsibility of the parents to get their child to and from school on time (at 8:00 and 2:30) any time he/she is suspended from riding the school bus.

### WILLFULLY TRESPASSING UPON OR DAMAGING A PUBLIC SCHOOL BUS

It shall be unlawful and punishable by a fine and/or imprisonment for any persons to:

- enter a school bus or school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal.
- refuse to leave school bus or activity bus upon demand of the authorized driver in charge thereof, or upon demand of the principal.

### WEAPONS POLICY

A law, effective December 1, 1993, declared it illegal for firearms, knives, and other items classified as weapons to be at school. Specifically, the law states it is a felony to have a firearm or explosive on educational property and a misdemeanor to possess any BB gun air rifle, air pistol, bowie knife, dirt dagger, slingshot, leaded cane, switch blade knife blackjack, metallic knuckles, razor and razor blades, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools used solely for instruction in the preparation of food and property maintenance.

We are asking that you take all precautions for your child not to possess knives, firearms, or weapons of any type at school. It is also illegal for parents and others to have on their person knives, firearms, or weapons on school premises. A second new law requires the principal to report all violators to law enforcement officials. Students who violate this policy will also be subject to suspension from school. Please help our school staff keep our school a safe place for students. Call our office if you have any questions.

### HOUSE BILL 1032---Permissible use of Seclusion and Restraint (Effective July 1, 2006)

It is the policy of the State of North Carolina to:

- Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in schools.
- Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

*A copy of Davidson County Board Policies to implement the new law will be provided to parents at the beginning of the school year.*

### INTERNET USE

#### 7.6 DAVIDSON COUNTY ACCEPTABLE COMPUTER AND INTERNET USE

The Davidson County School (DCS) system provides access to the Internet throughout the district via its wide area network. The Internet enables students and employees to explore thousands of databases, libraries, and bulletin boards while exchanging information with Internet users throughout the world. Valuable information can be gleaned from the Internet, but families are warned that some material may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The schools use Internet

resources to meet educational goals.

The district provides schools with filtering services to create a safer and more productive Internet for students. Teachers attempt to monitor and direct student activity; however, students may find ways to access other materials. Educators in DCS believe that the benefits of the Internet far exceed the disadvantages.

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, DCS supports and respects each family's right to decide whether or not to grant permission for access. A permission form for Internet use must be signed by the student and parent guardian access is permitted.

Teachers make every attempt to monitor and set guidelines for Internet access, but students are ultimately responsible for appropriate behavior on the school's computer network, just as they are responsible for appropriate behavior on the school campus.

The following actions are specifically not permitted on school system equipment on or off school premises:

a. Accessing, producing, posting, sending, or displaying material that is deemed offensive in nature is prohibited. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or suggestive language or images. Students and teachers may not bypass the district's filtering system to gain access to restricted sites.

b. Engaging in any illegal, inappropriate or offensive activities or accessing material advocating illegal acts or violence is not allowed. This includes material related to pornography, hate literature, illegal gambling, illegal weapons, terrorist activities, or other illegal activities or activities or material that ridicules others on the basis of race, creed, religion, gender, disability, national origin, or sexual orientation.

c. Using the Internet/email system to harass, insult, or attack others will not be permitted.

d. Tampering with computers, computer systems, software, or computer networks is prohibited. Only district or school level media, technology personnel, or an individual designated by the Superintendent, should access computer network settings to include passwords, data, and IP addresses. Intentional propagation of viruses is prohibited.

e. Plagiarizing or infringing copyrights of works found on the Internet is illegal.

f. Intentionally wasting limited resources including disk space and printing supplies is not allowed.

g. Using computers or the Internet/email system for commercial purposes or in support of "for profit" activities or other outside employment or business activity is prohibited.

h. Using the system for political lobbying is prohibited.

i. Posting personal or private information about oneself or other people on the Internet, such as name, address, and telephone number is not allowed.

j. Attempting to gain unauthorized access to the school file servers and restricted network areas is prohibited.

k. Downloading and installing software applications, shareware, and freeware without prior approval from Media and Technology staff is not permitted.

Examples could include but are not limited to screen savers, multimedia applications, Yahoo toolbar, and Web Shots.

l. Unauthorized use of real-time Internet services such as chat rooms, instant messaging, social networking, and blogging for non-instructional purposes is prohibited. Prior approval can be obtained from the district Media and Instructional Technology staff.

m. Down-streaming music and/or video for non-instructional purposes is prohibited during school hours by all users. These activities can degrade the performance of the overall functionality of the wide area network.

n. Using computers and/or Internet sites for non-instructional games is prohibited.

o. Creating, copying, transmitting, or retransmitting chain letters or other unauthorized mass mailings regardless of subject matter is prohibited.

p. Using outside email systems not approved for curriculum purposes is prohibited. Gagle is the only approved email service for DCS Students. Student email accounts for special projects can be requested through the district Media and Instructional Technology Department.

q. The installation of software on a school computer by anyone other than school or district technology or media personnel is prohibited.

r. Access to the internet for non-instructional purposes during class time is prohibited.

s. Use of personal technology equipment, to include laptops, wireless devices, personal digital assistants (PDA) and workstations within the school system is expressly prohibited without prior written consent of the Davidson County Schools Technology Department.

Use of the Internet is a privilege, not a right. Inappropriate use of the Internet may result in disciplinary or legal action and Davidson County Schools reserves the right to monitor any student or employee's use of the Internet.

Legal Reference: PL 106-554  
Adopted/Revised: 1/2/96; 9/2/97; 3/1/99; 4/2/01; 6/24/02; 3/7/05; 10/3/05;  
9/6/2006; 12/03/2008

### **HIRING EMPLOYMENT AND STUDENT PLACEMENT PRACTICES**

The Davidson County Schools do not engage in any employment practices that discriminate against any employee or applicant for employment based on sex or disability. The Davidson County Schools do not engage in any employment or placement practices that discriminate on the basis of race, color, or national origin if such discrimination tends to result in segregation, exclusion, or discrimination against students.

Anyone who feels his/her rights as a citizen, student, or employee have been violated in relation to the above statements should contact: Davidson County Schools, P.O. Box 2057 Lexington, NC 27293-3057.

### **AHERA (Asbestos Hazard Emergency Response Act) Notification**

As mandated by federal regulations, public schools were to have each of their school buildings inspected for asbestos, and a plan of managing asbestos that was detected was to be filed with the North Carolina Department of Human Resources, Division of Health Services, Raleigh, NC by May 9, 1989. Davidson County Schools complied with this mandate.

The Davidson County Board of County Commissioners hired a certified and accredited firm to conduct inspections of public school buildings. A thorough inspection of all schools has been completed and a written plan for the management of any detected asbestos is in place. Those management plans are on file at each school and the administrative office.

Necessary measures have been taken to repair or remove any damaged asbestos, and the management plans outline the ongoing maintenance program at each location.

It is also required that at least once every six months after a management plan is in effect, each LEA shall conduct periodic surveillance in each building that it owns, record any changes in the condition of the materials, and make those records a part of the management plan. Those requirements have been met by the Davidson County Schools.

It is further required that every three years after a management plan is in effect, each LEA shall conduct a thorough re-inspection of every building for the presence of asbestos. Those requirements have also been met by the Davidson County Schools.

### **Title IX and Student Grievances**

The Davidson County Board of Education believes all students and employees should be free of unlawful discrimination, bullying and harassment, including sexual harassment, as part of safe, orderly, and inviting learning/working environments. The Board is committed to nondiscrimination in all educational and employment activities and expressly prohibits unlawful discrimination and harassment on the basis of race, color, national origin, sex, pregnancy, religion, veteran status, age or disability. The Board prohibits retaliation against a student or employee exercising rights made available through state or federal law, and also prohibits retaliation for reporting such violations. Policy violation is serious; appropriate action will be taken, up to and including suspension (for students) and termination (for employees).

Title IX coordinator: Lowell Rogers, Assistant Superintendent of Human Resources Section 504 Coordinator: Tamera Holcomb ADA coordinator: Dr. Emily Lipe Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8182

**Davidson County Schools Policy Links:** Please see the Davidson County Schools website [www.davidson.k12.nc.us](http://www.davidson.k12.nc.us) for the Board Policy listings below: DCS Board Policy 1.7 Prohibition Against Discrimination, Harassment, and Bullying DCS Board Policy 4.13 Employee Grievance Procedure DCS Board Policy 4.19 Prohibition Against Discrimination, Harassment, and Bullying DCS Board Policy 6.39 Student And Parent Grievance Procedure

**FREQUENTLY ASKED QUESTIONS ABOUT SEX DISCRIMINATION:**  
<http://www.ed.gov/about/offices/list/ocr/qa-sex.html>

### **Frequently Asked Questions about Sex Discrimination**

<http://www.ed.gov/about/offices/list/ocr/qa-sex.html> Requirements Under Title IX U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr/aboutocr.html> About OCR <http://www.hhs.gov/ocr/civilrights/resources/specialtopics/tanf/crrequirementsstix.html> OCR State Contacts And Information <http://www.ed.gov/about/contacts/state/index.html?src=ln>

ANY CHANGES TO THIS HANDBOOK WILL BE SENT HOME AS AN ADDENDUM THROUGHOUT THE YEAR.