Pender County Schools

BOARD PACK

for

Committee of the Whole

Tuesday, September 30, 2025

9:30 AM (EDT)

Held at:

Dr. Katherine Herring Resource Center

798 Us Highway 117 S, Burgaw, NC 28425

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AGENDA

COMMITTEE OF THE WHOLE

Name:	Pender County Schools
Date:	Tuesday, September 30, 2025
Time:	9:30 AM to 12:00 PM (EDT)
Location:	Dr. Katherine Herring Resource Center, 798 Us Highway 117 S, Burgaw, NC 28425
Board Members:	Beth Burns (Chair), Don Hall, Jason Spivey, Jennifer Hansen, Tom Reeves
Attendees:	Bob Fankboner, Dr. Brad Breedlove, Brandon McPherson, Dr. Brandy Sawyer, Craig Lawson, Kevin Taylor, Lisa Nowlin, Loren Macon, Michael Taylor, Dr. Joel Grim

1. Determine Quorum / Call To Order

1.1 Confirm Minutes

2. Adoption of Agenda

3. Financial Planning

3.1 Generous Gift

Lisa Nowlin

For Information

Supporting Documents:

3.1.a	2025 October 14, ES and GIFTS AND DONATIONS.pdf	8

3.2 PCS Budget report with summary by PRC

Lisa Nowlin

For Information

PCS Financial Summary report and Detailed summary report by PRC

Supporting Documents:

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3.3 Fuel and Electric Expenses

Lisa Nowlin

For Information

Fuel and Electric Expenses

Supporting Documents:

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3.4 Attorney Expenses

For Information

Attorney expenses

Supporting Documents:

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4. Policy/Strategic Planning

4.1 Consider First Read Policy 3225-4312-7320

Kevin Taylor

For Discussion

Supporting Documents:

4.1.a	Executive Summary First Read Policy 3225-4312-7320.docx	23
4.1.b	UPDATE - 3225_4312_7320 Technology Responsible Use (1) (1) (1).docx	24

4.2 Consider First Read Policy 4310

Kevin Taylor

For Discussion

Supporting Documents:

4.2.a	Executive Summary First Read Policy 4310.docx	44
4.2.b	UPDATE - 4310 Integrity and Civility (1) (1) (1).docx	45

4.3 Consider First Read Policy 3220

Kevin Taylor

For Discussion

Supporting Documents:

4.3.a	Executive Summary First Read Policy 3220.docx	51
4.3.b	UPDATE - 3220 Technology in the Educational Program (1) (1) (1).docx	52

4.4 Consider First Read Policy 3221

Kevin Taylor

For Discussion

Supporting Documents:

4.4.a	Executive Summary First Read Policy 3221.docx	66

Supporting Documents:

4.4.b DRAFT - 3221 Generative AI Guidance Policy (1) (1) (1).docx 67

4.5 Consider First Read Policy 4004/5021/3521

Kevin Taylor

For Discussion

Supporting Documents:

4.5.a Executive Summary First Read Policy 4004-5021-3521.docx 70
4.5.b Policy Code 4004-5021-3521 Third-Party and Private Therapy Providers Policy (2).docx 71

5. Student Services

5.1 Month of Awareness Celebration

Michael Taylor

For Information

Supporting Documents:

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5.1.b 2025 Month of Awareness Calendars .docx 75

5.2 Policy 6125 Update

Michael Taylor

For Information

Supporting Documents:

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5.2.b Policy-6125 proposed revisions.docx 88

5.3 ITRE Growth Planning Presentation

Michael Taylor

For Information

Supporting Documents:

5.3.a CoW Executive Summary for ITRE Presentation.docx 94

6. Instructional Services

7. Operations

7.1 JH LEA Sports Lighting

For Information

Athletic Field Lighting

Supporting Documents:

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7.1.b	Pender LEA Lighting.pdf	96

7.2 JH Lea K-8 Pay Application #15

Dr. Joel Grim

For Noting

This serves as a placeholder for the monthly pay application for our new K-8 school. The pay application will be reviewed prior to the regularly scheduled board meeting.

Supporting Documents:

7.2.a	CoW Executive Summary for JH Lea K-8 Pay App 15.docx	98

7.3 JH Lea K-8 Change Order Log

Dr. Joel Grim

For Noting

This serves as a place holder fo the monthly updated change order log that will be reviewed prior to the next regularly scheduled board meeting.

Supporting Documents:

7.3.a	CoW Executive Summary for K-8 Change Order Log.docx	99

8. Action Items

8.1 Bus Driver Incentive Proposal

Dr. Joel Grim

For Decision

Incentives for Hiring Bus Drivers

Supporting Documents:

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9. Closed Session

10. Closed Session Action

11. Adjournment

11.1

Next meeting: No date for the next meeting has been set.

PENDER COUNTY SCHOOLS

Pender County Board of Education

Executive Summary

Consent Agenda

SUBJECT: **Gifts and Donations**

*Tuesday, 10/14/2025
Gift / Donation to Malpass Corner Elementary School

STAFF LIAISON: Finance Officer, Lisa Nowlin
Superintendent, Dr. Brad Breedlove

FISCAL IMPLICATIONS: A gift / donation, in the amount of $9,149.38, received from Ms. Virginia Teachey. Attached you will find a copy of the letter and check. The money is benchmarked for Library Books.

RECOMMENDATION: Approve as presented

10/14/2025

Virginia A. Teachey
8713 Champion Hills Drive
Wilmington, NC 28411

Attention: Lisa Nowlin
Date: August 27, 2025

Gary and I are thrilled to donate $$9,149.38 to Malpass Corner Elementary Media Center.

I realized when opening Malpass Corner how few books we had and how worn they were, especially the early childhood books. I knew we would never have the collection I envisioned due to budget constraints. I'm guessing budgets continue to be tight so I am hoping this donation will help to replace and upgrade the books for the students to enjoy.

Thank you for your help in making this happen for the children at Malpass Corner.

Thank you,

Virginia Teachey

Virginia Teachey

Malpass Corner Principal 1993-1997

9/30/2025

Pender County Board of Education

Executive Summary

Committee of the Whole

SUBJECT:	PCS FINANCIAL BOARD REPORT AND PRC SUMMARY REPORT
STAFF LIAISON:	Lisa Nowlin
COMMITTEE REVIEW:	Finance
SUMMARY POINTS:	Budget Outlook
FISCAL IMPLICATIONS:	Informational only
RECOMMENDATION:	Information Only

PCS FINANCIAL REPORT BY PRC SUMMARY AS OF 092425

Fund	Program	PRC Desc	Beginning Budget/Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Transactions	Encumbrances & PO's Outstanding	Remaining Balance	Escrow	Balance with Escrow	Percent Spent	
1	001	CLASSROOM TEACHERS	$35,761,961.00	$0.00	$35,761,961.00	$4,159,068.73	$0.00	$31,602,892.27	$57,742.83	$31,545,149.44	11.79%	
	002	CENTRAL OFFICE ADMINISTRATION	$692,050.00	$36,768.00	$728,818.00	$115,093.15	$0.00	$613,724.85	$0.00	$613,724.85	15.79%	
	003	NON-INSTRUCTIONAL SUPPORT PER	$3,570,350.00	$0.00	$3,570,350.00	$580,536.04	$20.25	$2,989,793.71	$0.00	$2,989,793.71	16.26%	
	004	K-5 PROGRAM ENHANCEMENT TEACH	$2,012,080.04	$0.00	$2,012,080.04	$245,120.27	$0.00	$1,766,959.77	$3,096.79	$1,763,862.98	12.34%	
	005	SCHOOL BUILDING ADMINISTRATION	$3,375,643.81	$0.00	$3,375,643.81	$550,382.60	$0.00	$2,825,261.21	$0.00	$2,825,261.21	16.30%	
	006	SCHOOL PSYCHOLOGIST-POSITION	$2,296,963.42	$0.00	$2,296,963.42	$335,201.20	$0.00	$1,961,762.22	$1,496.07	$1,960,266.15	14.66%	
	007	INSTRUCTIONAL SUPPORT	$2,194,093.59	$0.00	$2,194,093.59	$317,607.12	$0.00	$1,876,486.47	$2,708.28	$1,873,778.19	14.60%	
	009	NON-CONTRIBUTORY EMPLOYEE BEN	$570,237.76	$0.00	$570,237.76	$91,016.52	$0.00	$479,221.24	$0.00	$479,221.24	15.96%	
	011	NBPTS EDUCATIONAL LEAVE	$539.00	$0.00	$539.00	$0.00	$0.00	$539.00	$0.00	$539.00	0.00%	
	012	DRIVER TRAINING	$195,639.00	$0.00	$195,639.00	$31,875.53	$62,942.00	$100,821.47	$0.00	$100,821.47	48.47%	
	013	VOCATIONAL EDUC-ST MTH OF EMP	$4,005,828.17	$0.00	$4,005,828.17	$452,900.11	$0.00	$3,552,928.06	$0.00	$3,552,928.06	11.31%	
	014	VOCATIONAL EDUC-PROGRAM SUPP	$174,841.00	$0.00	$174,841.00	$104,433.55	$43,285.72	$27,121.73	$0.00	$27,121.73	84.49%	
	015	SCHOOL TECHNOLOGY FUND	$74,282.99	$60,000.00	$134,282.99	$45,079.46	$16,939.09	$72,264.44	$0.00	$72,264.44	46.18%	
	022	MENTORS (FULL-TIME)	$0.00	$291,179.00	$291,179.00	$8,562.10	$0.00	$282,616.90	$0.00	$282,616.90	2.94%	
	024	DISADVANTAGED STUDENTS SUPP	$775,065.00	$0.00	$775,065.00	$91,795.58	$0.00	$683,269.42	$0.00	$683,269.42	11.84%	
	025	INDIAN GAMING FUNDS	$0.00	$60,264.00	$60,264.00	$0.00	$0.00	$60,264.00	$0.00	$60,264.00	0.00%	
	027	TEACHER ASSISTANTS	$3,360,266.00	$0.00	$3,360,266.00	$238,912.30	$0.00	$3,121,353.70	$4,737.12	$3,116,616.58	7.25%	
	029	BEHAVIORAL SUPPORT	$0.00	$0.00	$0.00	$9,565.75	$0.00	($9,565.75)	$0.00	($9,565.75)	#VALUE!	**NOTE 1**
	031	LOW-WEALTH COUNTIES SUPP FUND	$2,938,681.00	$0.00	$2,938,681.00	$818,029.29	$71,409.82	$2,049,241.89	$0.00	$2,049,241.89	30.27%	
	032	EXCEPTIONAL CHILDREN	$8,280,041.00	$0.00	$8,280,041.00	$814,543.33	$569,870.48	$6,895,627.19	$5,066.86	$6,890,560.33	16.78%	
	034	ACADEMIC/INTELLECTUALLY GIFTED	$644,504.00	$0.00	$644,504.00	$79,252.06	$1,674.01	$563,577.93	$0.00	$563,577.93	12.56%	
	054	LIMITED ENG PROFICIENCY (LEP)	$601,816.00	$0.00	$601,816.00	$68,363.48	$0.00	$533,452.52	$1,778.12	$531,674.40	11.65%	
	055	COOPERATIVE INNOVAT HS	$180,000.00	$0.00	$180,000.00	$0.00	$0.00	$180,000.00	$0.00	$180,000.00	0.00%	
	056	TRANSPORTATION OF PUPILS	$4,371,626.00	$0.00	$4,371,626.00	$598,788.29	$854,622.63	$2,918,215.08	$0.00	$2,918,215.08	33.25%	
	061	CLASSROOM MATERIALS	$338,182.00	$0.00	$338,182.00	$73,191.63	$34,021.01	$230,969.36	$0.00	$230,969.36	31.70%	
	067	ASSISTANT PRIN INTERNS MSA	$0.00	$116,004.00	$116,004.00	$0.00	$0.00	$116,004.00	$0.00	$116,004.00	0.00%	
	068	ALTERNATIVE PROGRAMS AND SCH	$0.00	$0.00	$0.00	$511.80	$0.00	($511.80)	$0.00	($511.80)	#VALUE!	**NOTE 2**
	069	AT-RISK STUDENT SERVICES	$2,275,784.36	$0.00	$2,275,784.36	$318,274.15	$32,556.85	$1,924,953.36	$2,231.16	$1,922,722.20	15.51%	
	071	SUPP FUNDS TCHR COMPENSATION	$1,987,017.00	$0.00	$1,987,017.00	$0.00	$0.00	$1,987,017.00	$0.00	$1,987,017.00	0.00%	
	073	SCHOOL CONNECTIVITY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#VALUE!	
	079	CTE WORKFORCE DEVELOPMENT	$68,584.01	$0.00	$68,584.01	$0.00	$0.00	$68,584.01	$0.00	$68,584.01	0.00%	
	083	AT-RISK STD SERV CLOSING GAP	$25,646.00	$0.00	$25,646.00	$33,940.18	$3,219.07	($11,513.25)	$0.00	($11,513.25)	144.89%	**NOTE 1**
	085	CLASS SIZE REDUCTION	$0.00	$184,070.00	$184,070.00	$59,267.39	$0.00	$124,802.61	$0.00	$124,802.61	32.20%	
	087	ESEA TITLE I - ACCOUNTABILITY	$0.00	$0.00	$0.00	$0.00	$12,000.00	($12,000.00)	$0.00	($12,000.00)	#VALUE!	**NOTE 1**
	089	READING EXCELLENCE - TUTORIAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#VALUE!	
	131	TEXTBOOKS - OTHER	$565,000.00	$0.00	$565,000.00	$127,286.50	$215,828.18	$221,885.32	$0.00	$221,885.32	60.73%	
1 Total			$81,336,722.15	$748,285.00	$82,085,007.15	$10,368,598.11	$1,918,389.11	$69,798,019.93	$78,857.23	$69,719,162.70	15.06%	

NOTE 1- WAITING ON ALLOTMENT TO COME FROM DPI

NOTE 2- THIS BUDGET IS COVERED BY FUNDING IN PRC 069

Fund	Program	PRC Desc	Beginning Budget/Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Transactions	Encumbrances & PO's Outstanding	Remaining Balance	Escrow	Balance with Escrow	Percent Spent
2	001	CLASSROOM TEACHERS	$7,207,877.89	($65,435.00)	$7,142,442.89	$667,069.47	$24,335.40	$6,451,038.02	$0.00	$6,451,038.02	9.68%
	002	CENTRAL OFFICE ADMINISTRATION	$2,225,530.47	$0.00	$2,225,530.47	$323,849.20	$0.00	$1,901,681.27	$0.00	$1,901,681.27	14.55%
	003	NON-INSTRUCTIONAL SUPPORT PER	$741,819.82	$0.00	$741,819.82	$77,625.37	$13,328.10	$650,866.35	$0.00	$650,866.35	12.26%

	005	SCHOOL BUILDING ADMINISTRATION	$1,649,930.74	$0.00	$1,649,930.74	$217,230.44	$15,843.35	$1,416,856.95	$0.00	$1,416,856.95	14.13%	
	009	NON-CONTRIBUTORY EMPLOYEE BEN	$417,164.63	$0.00	$417,164.63	$335,270.25	$0.00	$81,894.38	$0.00	$81,894.38	80.37%	
	013	VOCATIONAL EDUC-ST MTH OF EMP	$27,586.84	$0.00	$27,586.84	$2,111.03	$0.00	$25,475.81	$0.00	$25,475.81	7.65%	
	015	SCHOOL TECHNOLOGY FUND	$799,770.87	$0.00	$799,770.87	$184,688.18	$34,692.34	$580,390.35	$0.00	$580,390.35	27.43%	
	022	MENTORS (FULL-TIME)	$75,000.00	$0.00	$75,000.00	$11,733.34	$0.00	$63,266.66	$0.00	$63,266.66	15.64%	
	025	INDIAN GAMING FUNDS	$0.00	$8,500.00	$8,500.00	$6,567.89	$0.00	$1,932.11	$0.00	$1,932.11	77.27%	
	027	TEACHER ASSISTANTS	$191,518.18	$0.00	$191,518.18	$12,001.33	$0.00	$179,516.85	$0.00	$179,516.85	6.27%	
	028	STAFF DEVELOPMENT	$37,393.40	$0.00	$37,393.40	$5,742.80	$9,730.68	$21,919.92	$0.00	$21,919.92	41.38%	
	031	LOW-WEALTH COUNTIES SUPP FUND	$560,476.41	$0.00	$560,476.41	$0.00	$0.00	$560,476.41	$0.00	$560,476.41	0.00%	
	032	EXCEPTIONAL CHILDREN	$0.00	$35.00	$35.00	$45.46	$0.00	($10.46)	$0.00	($10.46)	129.89%	**NOTE 3**
	035	CHILD NUTRITION	$52,000.00	$0.00	$52,000.00	$3,219.26	$0.00	$48,780.74	$0.00	$48,780.74	6.19%	
	036	CHARTER SCHOOLS	$985,000.00	$0.00	$985,000.00	$0.00	$0.00	$985,000.00	$0.00	$985,000.00	0.00%	
	056	TRANSPORTATION OF PUPILS	$197,847.00	$0.00	$197,847.00	$0.00	$0.00	$197,847.00	$0.00	$197,847.00	0.00%	
	060	IDEA VI-B	$0.00	$1,200.00	$1,200.00	$1,196.21	$0.00	$3.79	$0.00	$3.79	99.68%	
	061	CLASSROOM MATERIALS	$407,535.00	$0.00	$407,535.00	$37,529.90	$48,283.16	$321,721.94	$0.00	$321,721.94	21.06%	
	069	AT-RISK STUDENT SERVICES	$0.00	$700.00	$700.00	$445.43	$0.00	$254.57	$0.00	$254.57	63.63%	
	115	Emergency Impact Aid	$0.00	$15,000.00	$15,000.00	$0.00	$14,786.75	$213.25	$0.00	$213.25	98.58%	
	301	JROTC	$260,912.73	$0.00	$260,912.73	$31,993.21	$0.00	$228,919.52	$0.00	$228,919.52	12.26%	
	706	TRANSPORTATION COSTS	$313,783.87	$0.00	$313,783.87	$18,003.93	$7,000.00	$288,779.94	$0.00	$288,779.94	7.97%	
	720	ATHLETICS	$768,138.13	$0.00	$768,138.13	$115,315.11	$1,350.00	$651,473.02	$0.00	$651,473.02	15.19%	
	801	MAINTENANCE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#VALUE!	
	802	TELEPHONE	$13,462,815.50	$0.00	$13,462,815.50	$3,195,434.64	$2,550,386.22	$7,716,994.64	$0.00	$7,716,994.64	42.68%	
	840	REPRODUCTION COSTS	$336,669.39	$0.00	$336,669.39	$97,611.08	$214,623.83	$24,434.48	$0.00	$24,434.48	92.74%	
	841	BOARD OF EDUCATION	$753,927.92	$0.00	$753,927.92	$53,260.91	$331,094.14	$369,572.87	$0.00	$369,572.87	50.98%	
	842	SCHOOL IMPROVEMENT	$30,084.39	$0.00	$30,084.39	$28,000.00	$0.00	$2,084.39	$0.00	$2,084.39	93.07%	
	843	EXECUTIVE ADMINISTRATION	$328,023.32	$0.00	$328,023.32	$308,088.99	$16,524.42	$3,409.91	$0.00	$3,409.91	98.96%	
	844	TUITION REIMBURSEMENT	$103,213.50	$40,000.00	$143,213.50	$27,132.08	$98,734.51	$17,346.91	$0.00	$17,346.91	87.89%	
	845	PUBLIC INFORMATION	$5,700.00	$0.00	$5,700.00	$0.00	$0.00	$5,700.00	$0.00	$5,700.00	0.00%	
2 Total			$31,939,720.00	$0.00	$31,939,720.00	$5,761,165.51	$3,380,712.90	$22,797,841.59	$0.00	$22,797,841.59	28.62%	

NOTE 3- PENDING BUDGET ADJUSTMENT

Fund	Program	PRC Desc	Beginning Budget/Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Transactions	Encumbrances & PO's Outstanding	Remaining Balance	Escrow	Balance with Escrow	Percent Spent	
3	017	VOC ED PROGRAM IMPROVEMENT	$149,695.00	$0.00	$149,695.00	$11,735.16	$61,934.77	$76,025.07	$0.00	$76,025.07	49.21%	
	026	MCKINNEY-VENTO HOMELESS ASSIST	$13,993.51	$0.00	$13,993.51	$5,708.07	$0.00	$8,285.44	$0.00	$8,285.44	40.79%	
	049	IDEA TITLE VI-B - PRESCHOOL	$0.00	$0.00	$0.00	$4,581.61	$0.00	($4,581.61)	$0.00	($4,581.61)	#VALUE!	**NOTE 4**
	050	ESEA TITLE I - BASIC PROGRAM	$3,688.66	$0.00	$3,688.66	$175,789.27	$103,262.70	($275,363.31)	$4,283.15	($279,646.46)	7681.25%	**NOTE 4**
	051	ESEA TITLE I-MIGRANT EDUCATION	$19,647.66	$0.00	$19,647.66	$12,378.53	$0.00	$7,269.13	$0.00	$7,269.13	63.00%	
	060	IDEA VI-B	$100,631.58	$0.00	$100,631.58	$286,144.81	$82,049.26	($267,562.49)	$4,452.36	($272,014.85)	370.31%	**NOTE 4**
	082	IDEA - VI-B STATE IMPROVEMENT	$105.96	$0.00	$105.96	$0.00	$2,568.04	($2,462.08)	$0.00	($2,462.08)	2423.59%	**NOTE 4**
	103	TITLE II-IMPROVE TCHR QUALITY	$0.00	$0.00	$0.00	$108,109.18	$370.88	($108,480.06)	$0.00	($108,480.06)	#VALUE!	**NOTE 4**
	104	TITLE III-LANGUAGE ACQUISITION	$0.00	$0.00	$0.00	$11,907.72	$0.00	($11,907.72)	$0.00	($11,907.72)	#VALUE!	**NOTE 4**
	108	Educational Tech-Competitive	$2,127.55	$0.00	$2,127.55	$25,550.66	$19,433.61	($42,856.72)	$1,496.07	($44,352.79)	2184.69%	**NOTE 4**
	110	TITLE IV-21ST CENT COMM LEARNG	$0.00	$0.00	$0.00	$95,279.70	$13,245.65	($108,525.35)	$0.00	($108,525.35)	#VALUE!	**NOTE 4**
	111	TITLE III-LANGUAGE ACQUI-INCR	$1,325.93	$0.00	$1,325.93	$0.00	$0.00	$1,325.93	$0.00	$1,325.93	0.00%	
	115	Emergency Impact Aid	$49,128.83	$0.00	$49,128.83	$51,019.67	$0.00	($1,890.84)	$0.00	($1,890.84)	103.85%	**NOTE 4**
	118	IDEA VI-B SPECIAL NEEDS TARGET	$0.00	$0.00	$0.00	$43.00	$0.00	($43.00)	$0.00	($43.00)	#VALUE!	**NOTE 4**
	119	IDEA Targeted Assist for Presc	$0.00	$0.00	$0.00	$0.00	$26.68	($26.68)	$0.00	($26.68)	#VALUE!	**NOTE 4**
	143	ARRA-School Improvement 1003G	$43,894.99	$0.00	$43,894.99	$10,715.30	$0.00	$33,179.69	$0.00	$33,179.69	24.41%	

	181	ESSER III - K-12 Emerg Relief	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#VALUE!	
	185	IDEA, PART B (611)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#VALUE!	
3 Total			$384,239.67	$0.00	$384,239.67	$798,962.68	$282,891.59	($697,614.60)	$10,231.58	($707,846.18)	284.22%	**NOTE 4**

NOTE 4- PENDING BUDGET APPROVALS BY DPI

Fund	Program	PRC Desc	Beginning Budget/Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Transactions	Encumbrances & PO's Outstanding	Remaining Balance	Escrow	Balance with Escrow	Percent Spent	
4	120	LEASE/PURCH SCH BUS-SPEC ALLOT	$0.00	$950,000.00	$950,000.00	$2,006.00	$927,851.00	$20,143.00	$0.00	$20,143.00	97.88%	
	714		$0.00	$15,000.00	$15,000.00	$13,654.84	$578.43	$766.73	$0.00	$766.73	94.89%	
	801	MAINTENANCE	$5,739,038.69	($15,000.00)	$5,724,038.69	$1,437,768.43	$818,373.34	$3,467,896.92	$0.00	$3,467,896.92	39.42%	
	802	TELEPHONE	$0.00	$0.00	$0.00	$8,042.80	$198,047.55	($206,090.35)	$0.00	($206,090.35)	#VALUE!	**NOTE 5**
4 Total			$5,739,038.69	$950,000.00	$6,689,038.69	$1,461,472.07	$1,944,850.32	$3,282,716.30	$0.00	$3,282,716.30	50.92%	

NOTE 5- AWAITING REIMBURSEMENT FROM THE COUNTY FOR FUNDED PROJECTS

Fund	Program	PRC Desc	Beginning Budget/Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Transactions	Encumbrances & PO's Outstanding	Remaining Balance	Escrow	Balance with Escrow	Percent Spent	
5	035	CHILD NUTRITION	$5,659,791.17	$0.00	$5,659,791.17	$1,244,178.52	$224,832.94	$4,190,779.71	$0.00	$4,190,779.71	25.96%	
5 Total			$5,659,791.17	$0.00	$5,659,791.17	$1,244,178.52	$224,832.94	$4,190,779.71	$0.00	$4,190,779.71	25.96%	
Fund	Program	PRC Desc	Beginning Budget/Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Transactions	Encumbrances & PO's Outstanding	Remaining Balance	Escrow	Balance with Escrow	Percent Spent	
8	003	NON-INSTRUCTIONAL SUPPORT PER	$30,400.00	$0.00	$30,400.00	$0.00	$0.00	$30,400.00	$0.00	$30,400.00	0.00%	
	006	SCHOOL PSYCHOLOGIST-POSITION	$0.00	$0.00	$0.00	$38,406.31	$0.00	($38,406.31)	$1,958.34	($40,364.65)	#VALUE!	**NOTE 6**
	007	INSTRUCTIONAL SUPPORT	$394,745.00	($0.00)	$394,745.00	$3,076.52	$2,422.96	$389,245.52	$0.00	$389,245.52	1.39%	
	009	NON-CONTRIBUTORY EMPLOYEE BEN	$0.00	$0.00	$0.00	$2,255.61	$0.00	($2,255.61)	$0.00	($2,255.61)	#VALUE!	**NOTE 6**
	012	DRIVER TRAINING	$117,343.56	$0.00	$117,343.56	$1,957.50	$0.00	$115,386.06	$0.00	$115,386.06	1.67%	
	015	SCHOOL TECHNOLOGY FUND	$225,800.61	$0.00	$225,800.61	$0.00	$29,993.53	$195,807.08	$0.00	$195,807.08	13.28%	
	028	STAFF DEVELOPMENT	$50,000.00	$0.00	$50,000.00	$0.00	$1,030.14	$48,969.86	$0.00	$48,969.86	2.06%	
	031	LOW-WEALTH COUNTIES SUPP FUND	$0.00	$0.00	$0.00	$9,805.14	$0.00	($9,805.14)	$0.00	($9,805.14)	#VALUE!	**NOTE 6**
	032	EXCEPTIONAL CHILDREN	$0.00	$0.00	$0.00	$168.98	$0.00	($168.98)	$0.00	($168.98)	#VALUE!	**NOTE 6**
	301	JROTC	$292,663.00	$0.00	$292,663.00	$30,255.43	$0.00	$262,407.57	$0.00	$262,407.57	10.34%	
	306	DIRECT SERVICES MEDICAID	$984,452.41	$0.00	$984,452.41	$245,970.99	$400,986.02	$337,495.40	$0.00	$337,495.40	65.72%	
	309	HEADSTART	$1,957,227.00	$0.00	$1,957,227.00	$408,354.94	$184,076.89	$1,364,795.17	$0.00	$1,364,795.17	30.27%	
	413	NC PRE-K PROGRAM	$1,781,721.00	$0.00	$1,781,721.00	$179,706.54	$625,695.09	$976,319.37	$0.00	$976,319.37	45.20%	
	414	DEVELOPMENTAL DAY	$9,485.00	$0.00	$9,485.00	$0.00	$0.00	$9,485.00	$0.00	$9,485.00	0.00%	
	421	DEMO CLASSROOM	$142.00	$0.00	$142.00	$0.00	$0.00	$142.00	$0.00	$142.00	0.00%	
	513	CAMP INVENTION	$13,914.49	$0.00	$13,914.49	$0.00	$0.00	$13,914.49	$0.00	$13,914.49	0.00%	
	516	GO GRANT	$0.00	$0.00	$0.00	$854.00	$0.00	($854.00)	$0.00	($854.00)	#VALUE!	**NOTE 6**
	533	EC MERRY MARKET	$85.00	$0.00	$85.00	$0.00	$0.00	$85.00	$0.00	$85.00	0.00%	
	540	MCKINNEY VENTO - LANDFALL FOUN	$0.00	$0.00	$0.00	$0.00	$320.00	($320.00)	$0.00	($320.00)	#VALUE!	**NOTE 6**
	580	LAMB FOUNDATION	$18,264.40	$0.00	$18,264.40	$0.00	$0.00	$18,264.40	$0.00	$18,264.40	0.00%	
	585	DISASTER RELIEF	$4,716.12	$0.00	$4,716.12	$0.00	$0.00	$4,716.12	$0.00	$4,716.12	0.00%	
	588	MY FUTURE NC	$3,800.00	$0.00	$3,800.00	$0.00	$0.00	$3,800.00	$0.00	$3,800.00	0.00%	
	701	AFTER SCHOOL CARE	$430,208.00	$0.00	$430,208.00	$24,603.99	$22,048.41	$383,555.60	$0.00	$383,555.60	10.84%	
	702		$0.00	$0.00	$0.00	$0.00	$1,896.00	($1,896.00)	$0.00	($1,896.00)	#VALUE!	**NOTE 6**
	705	FEE FUNDED PRE-K	$24,000.00	$0.00	$24,000.00	$2,512.20	$0.00	$21,487.80	$0.00	$21,487.80	10.47%	
	706	TRANSPORTATION COSTS	$310,000.81	$0.00	$310,000.81	$28,156.15	$17,258.65	$264,586.01	$0.00	$264,586.01	14.65%	
	710	SCHOLARSHIP BURGAW PRESPB	$50,000.00	$0.00	$50,000.00	$5,000.00	$0.00	$45,000.00	$0.00	$45,000.00	10.00%	

	711	OPIOID SETTLEMENT GRANT	$19,714.55	$0.00	$19,714.55	$0.00	$0.00	$19,714.55	$0.00	$19,714.55	0.00%	
	712	CFCC SUMMER PROGRAM - WEST PEN	$51.52	$0.00	$51.52	$37,148.79	$0.00	($37,097.27)	$0.00	($37,097.27)	72105.57%	**NOTE 6**
	714		$3,279.47	$0.00	$3,279.47	$14,983.57	$0.00	($11,704.10)	$0.00	($11,704.10)	456.89%	**NOTE 6**
	715		$1,316.58	$0.00	$1,316.58	$0.00	$0.00	$1,316.58	$0.00	$1,316.58	0.00%	
	716		$4,250.00	$0.00	$4,250.00	$0.00	$0.00	$4,250.00	$0.00	$4,250.00	0.00%	
8 Total			$6,727,580.52	($0.00)	$6,727,580.52	$1,033,216.66	$1,285,727.69	$4,408,636.17	$1,958.34	$4,406,677.83	34.50%	
Grand Total			$131,787,092.20	$1,698,285.00	$133,485,377.20	$20,667,593.55	$9,037,404.55	$103,780,379.10	$91,047.15	$103,689,331.95	22.32%	

NOTE 6- GRANT FUNDING PENDING REIMBURSEMENTS

PCS BOARD FIINANCIAL REPORT AS OF 092425

Fund	2 digit Purp	2 digit Purp Desc	Beginning Budget/Beg Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Exp/Rev	PO's & Encumbrances Outstanding	Remaining Balance	Escrow	Balance Including Escrow	Percent Spent	
1	51XX	Regular Instructions Services	$49,593,489.34	$585,513.00	$50,179,002.34	$6,079,519.37	$432,653.96	$43,666,829.01	$65,576.74	$43,601,252.27	13.11%	
	52XX	Special Populations Services	$10,102,126.28	$0.00	$10,102,126.28	$1,086,575.28	$571,544.49	$8,444,006.51	$6,844.98	$8,437,161.53	16.48%	
	53XX	Alternative Programs and Services	$2,402,622.96	$0.00	$2,402,622.96	$362,457.91	$21,140.77	$2,019,024.28	$2,231.16	$2,016,793.12	16.06%	
	54XX	School Leadership Services	$5,635,139.81	$116,004.00	$5,751,143.81	$867,018.84	$0.00	$4,884,124.97	$0.00	$4,884,124.97	15.08%	
	58XX	School-Based Support Services	$5,658,542.22	$0.00	$5,658,542.22	$836,339.78	$11,416.08	$4,810,786.36	$4,204.35	$4,806,582.01	15.06%	
	61XX	Support and Development Services	$341,314.81	$0.00	$341,314.81	$50,146.80	$2,133.93	$289,034.08	$0.00	$289,034.08	15.32%	
	62XX	Special Population Support and Development Services	$212,694.05	$0.00	$212,694.05	$34,888.87	$0.00	$177,805.18	$0.00	$177,805.18	16.40%	
	63XX	Alternative Programs and Services Support and Development Services	$157,449.29	$0.00	$157,449.29	$26,425.05	$0.00	$131,024.24	$0.00	$131,024.24	16.78%	
	64XX	Technology Support Services	$11,975.99	$10,000.00	$21,975.99	$7,903.77	$12,877.25	$1,194.97	$0.00	$1,194.97	94.56%	
	65XX	Operational Support Services	$5,073,496.11	$0.00	$5,073,496.11	$703,227.72	$866,622.63	$3,503,645.76	$0.00	$3,503,645.76	30.94%	
	66XX	Financial and Human Resource Services	$1,497,927.73	$0.00	$1,497,927.73	$222,154.47	$0.00	$1,275,773.26	$0.00	$1,275,773.26	14.83%	
	69XX	Policy, Leadership and Public Relations Services	$559,943.56	$36,768.00	$596,711.56	$91,940.25	$0.00	$504,771.31	$0.00	$504,771.31	15.41%	
	84XX	Interfund Transfers	$90,000.00	$0.00	$90,000.00	$0.00	$0.00	$90,000.00	$0.00	$90,000.00	0.00%	
1 Total			$81,336,722.15	$748,285.00	$82,085,007.15	$10,368,598.11	$1,918,389.11	$69,798,019.93	$78,857.23	$69,719,162.70	15.06%	
Fund	2 digit Purp	2 digit Purp Desc	Budget/Beg	Adjustments	Budget/Balance	Exp/Rev	Encumbrances	Balance	Escrow	Escrow	Spent	
2	51XX	Regular Instructions Services	$6,813,120.58	($262,011.70)	$6,551,108.88	$721,095.02	$302,602.71	$5,527,411.15	$0.00	$5,527,411.15	15.63%	
	52XX	Special Populations Services	$1,193,441.47	$1,235.00	$1,194,676.47	$108,173.12	$0.00	$1,086,503.35	$0.00	$1,086,503.35	9.05%	
	53XX	Alternative Programs and Services	$435,777.07	$15,000.00	$450,777.07	$25,711.94	$14,786.75	$410,278.38	$0.00	$410,278.38	8.98%	
	54XX	School Leadership Services	$1,989,021.61	$700.00	$1,989,721.61	$241,292.78	$12,872.69	$1,735,556.14	$0.00	$1,735,556.14	12.77%	
	55XX	Co-Curricular Services	$768,138.13	$0.00	$768,138.13	$119,515.11	$1,350.00	$647,273.02	$0.00	$647,273.02	15.73%	
	58XX	School-Based Support Services	$1,032,952.25	$205,076.70	$1,238,028.95	$107,240.52	$24,090.97	$1,106,697.46	$0.00	$1,106,697.46	10.61%	
	61XX	Support and Development Services	$837,401.20	$0.00	$837,401.20	$146,128.99	$0.00	$691,272.21	$0.00	$691,272.21	17.45%	
	62XX	Special Population Support and Development Services	$42,750.37	$0.00	$42,750.37	$35,196.44	$0.00	$7,553.93	$0.00	$7,553.93	82.33%	
	63XX	Alternative Programs and Services Support and Development Services	$20,851.59	$0.00	$20,851.59	$3,279.13	$0.00	$17,572.46	$0.00	$17,572.46	15.73%	
	64XX	Technology Support Services	$427,069.61	$0.00	$427,069.61	$92,672.38	$0.00	$334,397.23	$0.00	$334,397.23	21.70%	
	65XX	Operational Support Services	$14,876,677.52	$0.00	$14,876,677.52	$3,476,139.45	$2,558,483.92	$8,842,054.15	$0.00	$8,842,054.15	40.56%	
	66XX	Financial and Human Resource Services	$414,321.55	$40,000.00	$454,321.55	$138,361.61	$104,477.55	$211,482.39	$0.00	$211,482.39	53.45%	
	67XX	Accountability Services	$144,167.60	$0.00	$144,167.60	$23,754.90	$0.00	$120,412.70	$0.00	$120,412.70	16.48%	
	68XX	System-Wide Pupil Support Services	$164,849.31	$0.00	$164,849.31	$22,333.90	$1,101.65	$141,413.76	$0.00	$141,413.76	14.22%	
	69XX	Policy, Leadership and Public Relations Services	$1,694,993.51	$0.00	$1,694,993.51	$445,681.90	$360,946.66	$888,364.95	$0.00	$888,364.95	47.59%	
	71XX	Community Services	$4,094.21	$0.00	$4,094.21	$673.35	$0.00	$3,420.86	$0.00	$3,420.86	16.45%	
	72XX	Nutrition Services	$95,092.42	$0.00	$95,092.42	$53,914.97	$0.00	$41,177.45	$0.00	$41,177.45	56.70%	
	81XX	Payments to Other Governmental Units	$985,000.00	$0.00	$985,000.00	$0.00	$0.00	$985,000.00	$0.00	$985,000.00	0.00%	
2 Total			$31,939,720.00	$0.00	$31,939,720.00	$5,761,165.51	$3,380,712.90	$22,797,841.59	$0.00	$22,797,841.59	28.62%	
Fund	2 digit Purp	2 digit Purp Desc	Beginning Budget/Beg Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Exp/Rev	PO's & Encumbrances Outstanding	Remaining Balance	Escrow	Balance Including Escrow	Percent Spent	
3	51XX	Regular Instructions Services	$138,891.08	$0.00	$138,891.08	$101,282.96	$81,739.26	($44,131.14)	$0.00	($44,131.14)	131.77%	NOTE 1
	52XX	Special Populations Services	$99,186.97	$0.00	$99,186.97	$317,852.07	$84,643.98	($303,309.08)	$5,045.07	($308,354.15)	410.88%	NOTE 1
	53XX	Alternative Programs and Services	$95,895.99	$0.00	$95,895.99	$296,292.10	$115,449.46	($315,845.57)	$3,690.44	($319,536.01)	433.21%	NOTE 1
	58XX	School-Based Support Services	$26,163.43	$0.00	$26,163.43	$39,210.98	$708.85	($13,756.40)	$1,496.07	($15,252.47)	158.30%	NOTE 1
	61XX	Support and Development Services	$500.00	$0.00	$500.00	$538.25	$0.00	($38.25)	$0.00	($38.25)	107.65%	NOTE 1
	63XX	Alternative Programs and Services Support and Development Services	$0.00	$0.00	$0.00	$17,971.01	$350.04	($18,321.05)	$0.00	($18,321.05)	#VALUE!	NOTE 1
	64XX	Technology Support Services	$7,526.05	$0.00	$7,526.05	$2,573.18	$0.00	$4,952.87	$0.00	$4,952.87	34.19%	
	65XX	Operational Support Services	$10,303.30	$0.00	$10,303.30	$1,015.53	$0.00	$9,287.77	$0.00	$9,287.77	9.86%	
	66XX	Financial and Human Resource Services	$0.00	$0.00	$0.00	$22,226.60	$0.00	($22,226.60)	$0.00	($22,226.60)	#VALUE!	NOTE 1
	81XX	Payments to Other Governmental Units	$5,772.85	$0.00	$5,772.85	$0.00	$0.00	$5,772.85	$0.00	$5,772.85	0.00%	NOTE 1
3 Total			$384,239.67	$0.00	$384,239.67	$798,962.68	$282,891.59	($697,614.60)	$10,231.58	($707,846.18)	284.22%	NOTE 1

NOTE 1- PENDING DPI BUDGET APPROVALS

Fund	2 digit Purp	2 digit Purp Desc	Beginning Budget/Beg Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Exp/Rev	PO's & Encumbrances Outstanding	Remaining Balance	Escrow	Balance Including Escrow	Percent Spent

4	51XX	Regular Instructions Services	$697,178.06	$0.00	$697,178.06	$131,688.74	$24,311.22	$541,178.10	$0.00	$541,178.10	22.38%
	61XX	Support and Development Services	$0.00	$25,000.00	$25,000.00	$13,622.87	$0.00	$11,377.13	$0.00	$11,377.13	54.49%
	65XX	Operational Support Services	$5,041,860.63	$925,000.00	$5,966,860.63	$1,316,160.46	$1,920,539.10	$2,730,161.07	$0.00	$2,730,161.07	54.24%
4 Total			$5,739,038.69	$950,000.00	$6,689,038.69	$1,461,472.07	$1,944,850.32	$3,282,716.30	$0.00	$3,282,716.30	50.92%
Fund	2 digit Purp	2 digit Purp Desc	Beginning Budget/Beg Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Exp/Rev	PO's & Encumbrances Outstanding	Remaining Balance	Escrow	Balance Including Escrow	Percent Spent
5	72XX	Nutrition Services	$5,627,655.99	$0.00	$5,627,655.99	$1,244,178.52	$224,832.94	$4,158,644.53	$0.00	$4,158,644.53	26.10%
	81XX	Payments to Other Governmental Units	$32,135.18	$0.00	$32,135.18	$0.00	$0.00	$32,135.18	$0.00	$32,135.18	0.00%
5 Total			$5,659,791.17	$0.00	$5,659,791.17	$1,244,178.52	$224,832.94	$4,190,779.71	$0.00	$4,190,779.71	25.96%
Fund	2 digit Purp	2 digit Purp Desc	Beginning Budget/Beg Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Exp/Rev	PO's & Encumbrances Outstanding	Remaining Balance	Escrow	Balance Including Escrow	Percent Spent
8	51XX	Regular Instructions Services	$735,490.23	$0.00	$735,490.23	$52,962.59	$29,993.53	$652,534.11	$0.00	$652,534.11	11.28%
	52XX	Special Populations Services	$1,086,949.41	$0.00	$1,086,949.41	$219,820.69	$398,542.51	$468,586.21	$0.00	$468,586.21	56.89%
	53XX	Alternative Programs and Services	$2,918,925.52	($11,000.00)	$2,907,925.52	$329,639.73	$741,775.97	$1,836,509.82	$0.00	$1,836,509.82	36.84%
	54XX	School Leadership Services	$50,000.00	$0.00	$50,000.00	$2,512.20	$0.00	$47,487.80	$0.00	$47,487.80	5.02%
	58XX	School-Based Support Services	$677,737.55	($0.00)	$677,737.55	$82,899.13	$8,421.54	$586,416.88	$1,958.34	$584,458.54	13.76%
	62XX	Special Population Support and Development Services	$192,219.00	$0.00	$192,219.00	$57,327.16	$2,443.51	$132,448.33	$0.00	$132,448.33	31.10%
	65XX	Operational Support Services	$586,100.81	$0.00	$586,100.81	$261,522.93	$69,576.08	$255,001.80	$0.00	$255,001.80	56.49%
	66XX	Financial and Human Resource Services	$49,950.00	$0.00	$49,950.00	$0.00	$1,030.14	$48,919.86	$0.00	$48,919.86	2.06%
	71XX	Community Services	$430,208.00	$0.00	$430,208.00	$25,719.98	$23,944.41	$380,543.61	$0.00	$380,543.61	11.54%
	72XX	Nutrition Services	$0.00	$11,000.00	$11,000.00	$812.25	$10,000.00	$187.75	$0.00	$187.75	98.29%
8 Total			$6,727,580.52	($0.00)	$6,727,580.52	$1,033,216.66	$1,285,727.69	$4,408,636.17	$1,958.34	$4,406,677.83	34.50%
Grand Total			$131,787,092.20	$1,698,285.00	$133,485,377.20	$20,667,593.55	$9,037,404.55	$103,780,379.10	$91,047.15	$103,689,331.95	22.32%

9/30/2025

Pender County Board of Education

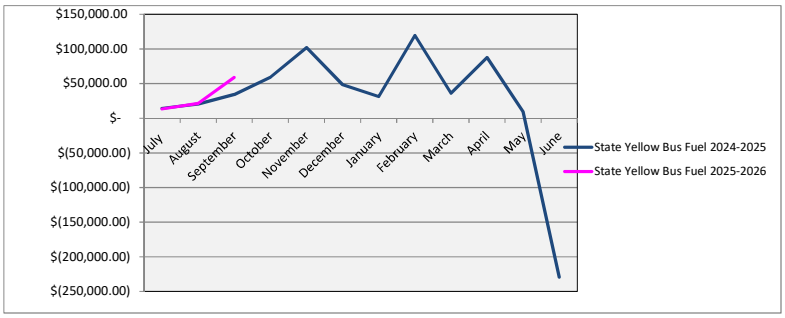
Executive Summary

Committee of the Whole

SUBJECT:	Fuel and Electric
STAFF LIAISON:	Lisa Nowlin
COMMITTEE REVIEW:	Finance
SUMMARY POINTS:	Fuel and Electric Report
FISCAL IMPLICATIONS:	Informational
RECOMMENDATION:	Informational only - consent

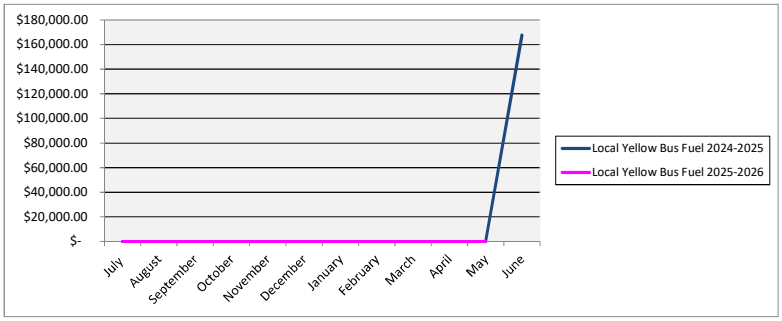
	1.6550.056.423.000.00 State Yellow Bus Fuel	
	2024-2025	2025-2026
July	$ 14,219.50	$ 13,394.18
August	$ 20,396.23	$ 21,296.54
September	$ 34,260.29	$ 58,886.08
October	$ 59,073.85	
November	$ 102,056.66	
December	$ 48,522.13	
January	$ 31,528.39	
February	$ 119,571.36	
March	$ 36,005.49	
April	$ 87,811.68	
May	$ 9,356.61	
June	$ (229,289.54)	
Totals	**333,512.65**	**93,576.80**

Yellow Bus Fuel



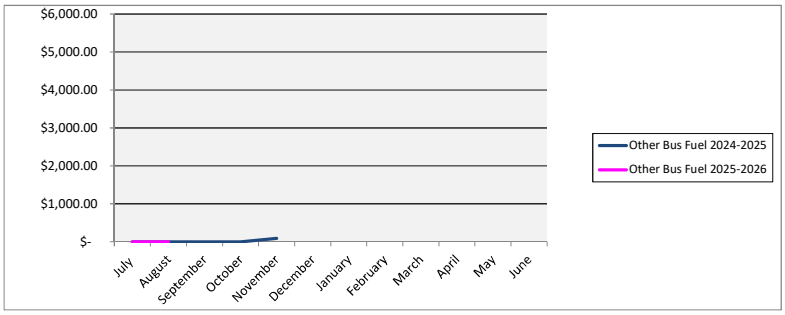
	2.6550.056.423.000.00 Local Yellow Bus Fuel	
	2024-2025	2025-2026
July	$ -	$ -
August	$ -	$ -
September	$ -	$ -
October	$ -	$ -
November	$ -	$ -
December	$ -	$ -
January	$ -	$ -
February	$ -	$ -
March	$ -	$ -
April	$ -	$ -
May	$ -	$ -
June	$ 167,690.72	
	167,690.72	**0.00**

Yellow Bus Fuel



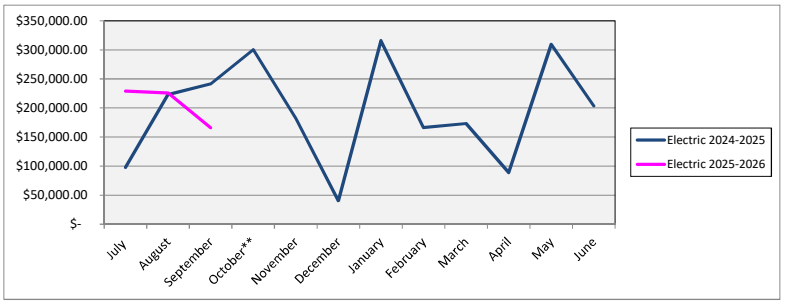
	8.6550.706.423.000.00 Other Bus Fuel	
	2024-2025	2025-2026
July	$ -	$ -
August	$ -	$ -
September	$ -	
October	$ -	
November	$ 87.07	
December		
January		
February	$ 130.00	
March		
April		
May	$ 5,000.00	
June		
	5,217.07	**0.00**

Activity Bus Fuel

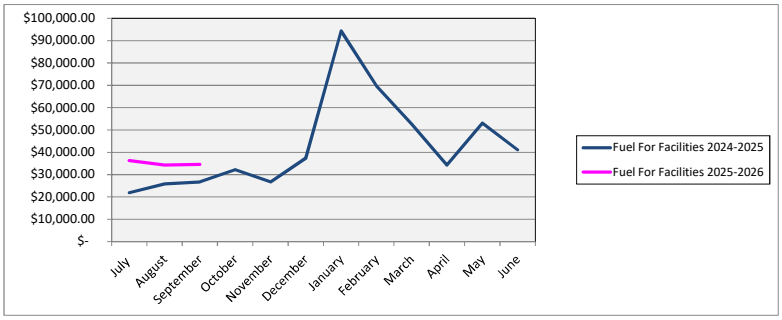


	2.6530.802.321.000.00 Electric		KWH	KWH
	2024-2025	2025-2026	2024-2025	2025-2026
July	$ 97,724.58	$ 229,077.84		
August	$ 223,150.04	$ 225,827.38	1,295,060	
September	$ 241,418.55	$ 166,000.51	1,650,156	
October**	$ 300,367.00		2,523,586	
November	$ 181,924.79			
December	$ 40,481.77		1,270,007	
January	$ 315,952.26			
February	$ 166,293.86			
March	$ 173,291.13			
April	$ 88,896.11			
May	$ 309,512.76			
June	$ 203,494.90			
	2,342,507.75	**620,905.73**	**6,738,809.00**	**0.00**

Electric



	2.6540.802.421.000.00 Fuel For Facilities	
	2024-2025	2025-2026
July	$ 21,916.11	$ 36,305.56
August	$ 25,798.68	$ 34,252.33
September	$ 26,773.72	$ 34,535.73
October	$ 32,252.08	
November	$ 26,747.58	
December	$ 37,401.69	
January	$ 94,339.32	
February	$ 69,730.10	
March	$ 52,647.59	
April	$ 34,280.41	
May	$ 53,089.92	
June	$ 41,072.96	
	516,050.16	**105,093.62**



9/30/2025

Pender County Board of Education

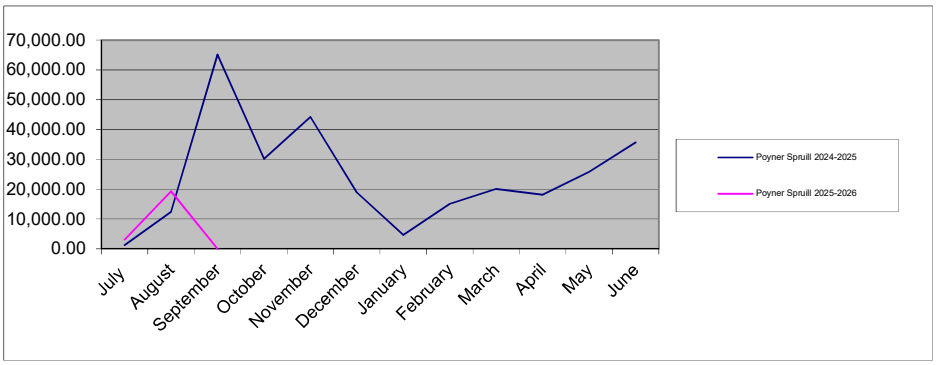
Executive Summary

Committee of the Whole

SUBJECT:	Attorney Fees
STAFF LIAISON:	Lisa Nowlin
COMMITTEE REVIEW:	Finance
SUMMARY POINTS:	Attorney Fees
FISCAL IMPLICATIONS:	Informational only
RECOMMENDATION:	Information only – Attorney expenses 092425

Poyner/Spruill

	2.6913.841.311 Poyner Spruill	
	2024-2025	**2025-2026**
July	1,242.00	3,078.00
August	12,367.29	19,305.86
September	65,207.30	0.00 ***
October	30,126.17	
November	44,271.99	
December	18,887.83	
January	4,611.24	
February	15,037.59	
March	20,077.60	
April	18,131.49	
May	25,750.61	
June	35,687.32	
Totals	**291,398.43**	**22,383.86**



9/8/2025

Pender County Board of Education

Consent Agenda

Executive Summary

SUBJECT:	Consider First Read Policy 3225-4312-7320
STAFF LIAISON:	Kevin Taylor
COMMITTEE REVIEW:	CoW 9-30-25
SUMMARY POINTS:	The policy applies to all users, including personal devices on school networks, and requires parental consent for internet use, monitoring, and AI-supported platforms. It introduces annual AI literacy training with responsible-use rules and consequences for misuse, prohibits capturing or sharing media without consent (except in public settings), and clarifies that digital activity may be monitored or disclosed at any time. Expanded rules ban VPNs, proxies, unauthorized software, hacking, credential misuse, and fraudulent communications.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Move to Second Read in October Regular Board Meeting

Redline

Policy Code: 3225/4312/7320 Technology Responsible Use

Purpose

The Board of Education is committed to the safe, legal, and responsibboard prole use of technology by all students, staff, and authorized users. Access to the school system's technological resources—including devides its students and staff access to a ces, networks, internet access, communication tools, and digital platforms—is intended to enhance learning, support academic and professional goals, and foster ethical and effectivariety of technological resourcese digital citizenship. These resources provide opportunities to enhance learning and improve communication is policy establishes expectations for the use of all technological resources owithin the school community and ned, leased, maintained, or otherwith the larger glose controlled bal community. Through the school system's technological resources, users can observe events as they occur around they the school system, regardless of world, interact with others on a variety of subjects, and acquire access to current and in-depth informationhether the use occurs on or off school property.

The board intends that students and employees benefit from these resouris policy applies to all users of the school system's technological resources, including students, employees, contractors, volunteers, and guests. It also governs the use of personal devices while remaining en connected to district netwithin 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 networkor used for school-related purposes.

A. Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet,y is a privilege, not a right. IndiUsers are responsible for ethical, respectful, and academically honest behavidual users of the school system's technological resources are responsior when using technology. General ble for their ehavior standards estabehavior and communications when using those resources. Responsilished in ble use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsioard policies, the Code of Student Conduct, employee handbility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of networook 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 the Internet and other school technological resourcess, and other regulations apply to all uses of school technology.

Responsible use includes:

- Following all applicable laws, board policies, and school rules;
- Respecting privacy, intellectual property, and the rights of others;
- Using technology only for educational, instructional, or professional purposes;
- Abiding by network etiquette and safety practices;
- Receiving instruction in safe and appropriate online behavior, including the use of generative AIn addition, anyone who uses school system computers or electronic devices or who accesses the school

network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in p and social media (see Policy 3226/4205, Internet Safety/3221).

All students and employees must be informed annually of the requirements of this policy and the methods by Before using school technology, students and staff must reviewhich they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law and agree to this policy annually.

B. Rules for Use of Technological Resources

The following rules apply to all users:

1. School Technological Resources
   1technology must be used only for responsible, efficient, and legal school-related activities. Use of school system technological resources for commercial gain or profit is prohibited. School system technological resources are tudent use for entertainment or personal purposes is prohibited unless specifically approvided for school-related purposes onlyed. AcceptaStaff may engage in occasional personal use on personal time, provided it does not interfere with school responsible uses of such technological resources are limited to responsible, efficient and legal actiilities or vities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. 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 procedureolate any policies.
2. 2Unlawful duplication or copying of software is prohibited. Under no circumstance may sSoftware purchased by the school system may not be copied for personal use under any circumstances.
3. 3. Students and employeeAll users must comply with all applicablecopyright laws, including those relating to copyrights and, trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. 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.
   4. 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.
   5. The use of anonymous proxies to circumvent content filtering is prohibited.
   6. Users may not install or use any Internet-based file sharing program designed to facilitate illegal sharing of copyrighted material.
   7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
   8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account

~~information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, 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 p~~, confidentiality requirements, and public records regulations. 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.

4. Users must follow any software, application, or subscription services terms and conditions of use.
5. No user may access, create, store, or distribute content that is obscene, profane, pornographic, defamatory, harassing, abusive, or harmful to minors.
6. Circumventing security measures, including filters and firewalls, is prohibited. Anonymous proxies and VPNs may not be used to bypass content restrictions. to enable illegal activity are prohibited.
7. Users may not install or use file-sharing programs that facilitate illegal sharing or downloading of copyrighted material.
8. Sending fraudulent electronic communications, including identity misrepresentation, is prohibited.
9. Users must protect personal information:
    a. Students may not share private details such as addresses, financial info, or social security numbers.
    b. Staff may not publish or disclose student data without appropriate consent, in accordance with FERPA and Policy 4700~~, Student Records. Users also may not forward or post personal communications without the author's prior consent~~.
    c. ~~9.~~ Users ma~~y not intentionally or negligently damage computers, computer systems, electronic devices, soft~~ust not for~~ware~~, computer net~~d or share personal communications ~~works 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. Users must scan any downloaded files for viruses~~ithout consent.
    d. ~~10. Users may not create or introduce games, net~~Students may not use school technology to capture or share media of others ~~work communications programs or any foreign program or soft~~ithout consent from the individuals and the principal or designee, except in public events or settings ~~ware onto any school system computer, electronic device or network without the express permission of the technology director or designee~~here identification is incidental.
10. ~~11~~Users may not damage, degrade, or disrupt hardware, software, networks, or data. ~~Users are prohibited from engaging in unauthorized or unla~~This includes actions such as spreading viruses or streaming non-instructional content that impairs net~~wful activities, such as "hac~~or~~king" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts~~ performance.
11. ~~12~~Only authorized programs may be installed on district computers. Introducing games or unauthorized software on school-owned devices without approval from the technology director or designee is prohibited.
12. U~~sers are~~nauthorized access to devices, networks, or accounts ("hacking") is strictly prohibited ~~from using~~.
13. Use of another individual's credentials is prohibited.
14. Users must not read, alter, or delete another user's files or communications without the owner's express permission.
15. Employees shall not use passwords or user ID ~~or pass~~s for any data system (e.g., the state student information and instructional improvement system applications, time-keeping soft~~word for any~~

~~technological resource without permission from the individual~~are, etc.~~ Students must also have permission from the teacher or other school official~~) for an unauthorized or improper purpose.

16. ~~13~~If a user identifies or encounters an instance of unauthorized access or another security concern, they must immediately notify a teacher, school system administrator, or the technology director or designee. Users m~~ay not read, alter, change,~~ust not share the prob~~loc~~em with others. Any user identified as a security ris~~k, execute or delete files or communications~~ will b~~elonging to another user without the owner's express prior permission~~ denied access.
17. ~~14. Employees shall not use passwords or user IDs for any data system (e.g., NCWISE, CECAS, time-~~t is the user's responsibility to bac~~keeping software, etc.) for an unauthorized or improper purpose~~ up data and other important files.
18. ~~15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access~~Staff must supervise student internet activity during instructional time.
19. ~~16. Teachers shall make reasona~~Content shared on b~~le efforts to super~~ehalf of the school or school system must be appro~~vise students' use of the Internet during instructional time.~~
~~17. 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~~ed by the superintendent or designee.

C. Restricted Material on the Internet

The ~~Internet and electronic communications offer fluid en~~internet pro~~vironments in~~des access to a ~~which students may access or~~ide range of dynamic content, some of which may be ~~exposed to materials and information from di~~inappropriate or harmful to students. While it is impossible to predict all online content a user might encounter, the school system takes reasonable precautions to pre~~verse and rapidly changing sources, including some that may~~nt student access to material that is o~~be harmful to students~~scene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that lacks a legitimate educational purpose.

The ~~board recognizes that it is impossible to predict~~superintendent shall ensure that appropriate technology protection measures are maintained in compliance with ~~certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in p~~Policy 3226/4205~~,~~ – Internet Safety, and that these filters are disabled o~~r minimized o~~nly when permitted by law ~~and~~or board policy. The school system is not responsi~~board is not responsible for the content accessed by users who connect to the Internet~~ le for content accessed through personal de~~via their personal mobile telephone technology (e.g., 3G, 4G ser~~ces vi~~ce)~~a personal cellular/satellite data connections.

D. ~~Parental Consent~~Generative Artificial Intelligence (AI)

Generative AI tools produce new content in response to user prompts. These tools offer educational b~~oard recognizes that parents of minors are responsi~~enefits b~~le for setting and con~~ut also pose ethical and academic integrity risks. The superintendent or designee shall:

- De~~veying the standards their children should follow when using media and information sources.~~lop guidelines for responsible ~~Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to~~

~~inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel~~ use, including its limitations.

- Provide staff and students with annual training in AI~~n addition, in accordance~~ literacy, covering ethical, safe, and effective use.
- Ensure AI-generated content aligns with ~~the~~academic standards and integrity expectations.
- Monitor student and staff use of AI tools for compliance and safety.
- Require signed acknowledgment of AI use guidelines ~~board's goals and visions for technology, students may require accounts in third party systems for school related pro~~y students, staff, and parents as needed.

Misuse of AI tools, including submitting AI-generated work as original without attribution, or generating inappropriate or misleading content, will be subject~~s designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third-party accounts~~ to disciplinary action.

E. Privacy Expectations

~~No right of pri~~Students, employees, v~~acy~~isitors, and other users have no ~~exists in the use of technological resourc~~pectation 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 ~~or transmitt~~, transmitted, or displayed using school system technological resources or stored on servi~~ces or hard dr~~ers, the storage mediums of indiv~~es of indi~~idual devi~~dual computer~~ces, 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, in response to a public records request, legal process, or evidence of illegal activity.

The school system may access, monitor, or review any files, communications, or activity on its technological resources as needed to ensure security, enforce policy, fulfill legal obligations, or protect against liability. ~~School system administrators or individuals designated~~ uch access may occur without notice and at any time.

By using school technology, users consent to this monitoring and potential access or disclosure as descri~~by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer~~ed.

F. Use of Personal Devices and Technology

Personal devices may only be used on school campuses in accordance with board policy and any site-specific rules. Personal W~~e~~i-Fi hotspots and cellular networks may not b~~sites~~e used to bypass district content filters.

Use of personal devices is governed by:

- Policy 3220 – Technology in the Educational Program;
- Policy 3228/7323 – Use of Personal Technology to Conduct School Business;
- Policy 4318 – Use of Wireless Communication Devices.

The superintendent may use any means achool system is not responsible for loss, theft, damage, or maintenance of personal devailable to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permissionices.

1G. Personal Websites and Studentsocial Media

Though school personnel generally do not monitor students'e superintendent or designee may use any means available to request the removal of personal websites or social media content that substantially disrupts the school environment or that use school system or individual school names, logos, or trademarks without permission.

1. **Students:** Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy to the extent consistent with law (see the student behavior policies in the 4300 series).
2. **2. Employees:** Employees' personal websites and social media accounts are subject to policy 7335, Employee Use of Social Media. Employees may not use their personal websites or social media to communicate with students, as prohibited by policy 7335 and policy 4040/7310, Staff-Student Relations. Volunteers
3. **Volunteers are to maintain an appropriate relationship:** Volunteers are to maintain appropriate relationships with students at all times. Volunteers are encouraged to block students from viewing personal information on their websites or online profiles to prevolunteer personalent exposure to age-inappropriate material. A volunteer's relationship weith the school system may bsites or online netе terminated if the volunteer engages in inappropriate online interaction worith students.

H. Use Agreements and AI Guidelines

Each year, students, parents, and staff will be informed of this policy and any related guidelines, including those on generative artificial intelligence (AI) developed in accordance with Policy 3220.

Before using school system technology, students and employees must agree to comply with this policy, the AI guidelines, consent to the use of monitoring systems that trackking profiles in order to pre and detect inappropriate use of technological resources, and tracking systems to track and recovent the possir lost or stolen equipment.

Parents must also provide consent for student internet access and monitoring of their student's activity on school-managed systems, including email and AI-supported platforms.

J. Violations and Consequences

Violations of this policy may result in appropriate disciplinary or legal action, depending on the nature and severity of the offense and the surrounding circumstances. Disciplinary actions may include revocation of access, suspension (including long-term suspension for students), dismissal for employees, or other remedies consistent with bility that students could vieoard policy and law materials that are not age-appropriate. An individual volunteer's relationship Willful misuse of school system technology may also result in criminal prosecution under applicable state or federal lawith the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: U.S. Const. amend. 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.; ~~,~~ G.S. 115C-325(e)

Cross References: ~~Curriculum and Instructional Guides~~Technology in the Educational Program (~~policy 3115), Technology in the Educational Program (~~policy 3220), Internet Safety (~~p~~Policy 3226/4205), Copyright Compliance (~~p~~Policy 3230/7330), ~~Web~~Student Behavior P~~age Development~~olicies (~~policy 3227/7322), Student Behavior Policies (all policies in the~~eries 4300 ~~series~~), Employee Use of Student~~ocial Media (Policy 7335), Staff Rec~~ord~~sponsibilitie~~s~~s (~~p~~Policy 7300), Student Records (Policy 4700), Confidentiality of Personal Identifying Information (~~p~~Policy 4705/7825)~~, Public Records - Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)~~

Adopted: November 5, 2012

Last Updated: [Insert Date]

NEW Rough Draft

Policy Code: 3225/4312/7320 Technology Responsible Use

Purpose

The Board of Education is committed to the safe, legal, and responsible use of technology by all students, staff, and authorized users. Access to the school system's technological resources—including devices, networks, internet access, communication tools, and digital platforms—is intended to enhance learning, support academic and professional goals, and foster ethical and effective digital citizenship. This policy establishes expectations for the use of all technological resources owned, leased, maintained, or otherwise controlled by the school system, regardless of whether the use occurs on or off school property.

This policy applies to all users of the school system's technological resources, including students, employees, contractors, volunteers, and guests. It also governs the use of personal devices when connected to district networks or used for school-related purposes.

A. Expectations for Use of School Technological Resources

The use of school system technology is a privilege, not a right. Users are responsible for ethical, respectful, and academically honest behavior when using technology. General behavior standards established in board policies, the Code of Student Conduct, employee handbooks, and other regulations apply to all uses of school technology.

Responsible use includes:

- Following all applicable laws, board policies, and school rules;
- Respecting privacy, intellectual property, and the rights of others;
- Using technology only for educational, instructional, or professional purposes;

- Abiding by network etiquette and safety practices;
- Receiving instruction in safe and appropriate online behavior, including the use of generative AI and social media (see Policy 3226/4205/3221).

Before using school technology, students and staff must review and agree to this policy annually.

B. Rules for Use of Technological Resources

The following rules apply to all users:

1. School technology must be used only for responsible, efficient, and legal school-related activities. Use of school system technological resources for commercial gain or profit is prohibited. Student use for entertainment or personal purposes is prohibited unless specifically approved. Staff may engage in occasional personal use on personal time, provided it does not interfere with school responsibilities or violate any policies.
2. Unlawful duplication or copying of software is prohibited. Software purchased by the school system may not be copied for personal use under any circumstances.
3. All users must comply with copyright law, trademark law, FERPA, confidentiality requirements, and public records regulations. 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.
4. Users must follow any software, application, or subscription services terms and conditions of use.
5. No user may access, create, store, or distribute content that is obscene, profane, pornographic, defamatory, harassing, abusive, or harmful to minors.
6. Circumventing security measures, including filters and firewalls, is prohibited. Anonymous proxies and VPNs may not be used to bypass content restrictions. to enable illegal activity are prohibited.
7. Users may not install or use file-sharing programs that facilitate illegal sharing or downloading of copyrighted material.
8. Sending fraudulent electronic communications, including identity misrepresentation, is prohibited.
9. Users must protect personal information:
    - Students may not share private details such as addresses, financial info, or social security numbers.
    - Staff may not publish or disclose student data without appropriate consent, in accordance with FERPA and Policy 4700.
    - Users must not forward or share personal communications without consent.
    - Students may not use school technology to capture or share media of others without consent from the individuals and the principal or designee, except in public events or settings where identification is incidental.
10. Users may not damage, degrade, or disrupt hardware, software, networks, or data. This includes actions such as spreading viruses or streaming non-instructional content that impairs network performance.
11. Only authorized programs may be installed on district computers. Introducing games or unauthorized software on school-owned devices without approval from the technology director or designee is prohibited.
12. Unauthorized access to devices, networks, or accounts ("hacking") is strictly prohibited.
13. Use of another individual’s credentials is prohibited.
14. Users must not read, alter, or delete another user’s files or communications without the owner's express permission.
15. 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.

16. If a user identifies or encounters an instance of unauthorized access or another security concern, they must immediately notify a teacher, school system administrator, or the technology director or designee. Users must not share the problem with others. Any user identified as a security risk will be denied access.
17. It is the user's responsibility to back up data and other important files.
18. Staff must supervise student internet activity during instructional time.
19. Content shared on behalf of the school or school system must be approved by the superintendent or designee.

C. Restricted Material on the Internet

The internet provides access to a wide range of dynamic content, some of which may be inappropriate or harmful to students. While it is impossible to predict all online content a user might encounter, the school system takes reasonable precautions to prevent student access to material that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that lacks a legitimate educational purpose.

The superintendent shall ensure that appropriate technology protection measures are maintained in compliance with Policy 3226/4205 – Internet Safety, and that these filters are disabled only when permitted by law or board policy. The school system is not responsible for content accessed through personal devices via personal cellular/satellite data connections.

D. Generative Artificial Intelligence (AI)

Generative AI tools produce new content in response to user prompts. These tools offer educational benefits but also pose ethical and academic integrity risks. The superintendent or designee shall:

- Develop guidelines for responsible AI use, including its limitations.
- Provide staff and students with annual training in AI literacy, covering ethical, safe, and effective use.
- Ensure AI-generated content aligns with academic standards and integrity expectations.
- Monitor student and staff use of AI tools for compliance and safety.
- Require signed acknowledgment of AI use guidelines by students, staff, and parents as needed.

Misuse of AI tools, including submitting AI-generated work as original without attribution, or generating inappropriate or misleading content, will be subject to disciplinary action.

E. Privacy Expectations

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, 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, in response to a public records request, legal process, or evidence of illegal activity.

The school system may access, monitor, or review any files, communications, or activity on its technological resources as needed to ensure security, enforce policy, fulfill legal obligations, or protect against liability. Such access may occur without notice and at any time.

By using school technology, users consent to this monitoring and potential access or disclosure as described.

F. Use of Personal Devices and Technology

Personal devices may only be used on school campuses in accordance with board policy and any site-specific rules. Personal Wi-Fi hotspots and cellular networks may not be used to bypass district content filters.

Use of personal devices is governed by:

- Policy 3220 – Technology in the Educational Program;
- Policy 3228/7323 – Use of Personal Technology to Conduct School Business;
- Policy 4318 – Use of Wireless Communication Devices.

The school system is not responsible for loss, theft, damage, or maintenance of personal devices.

G. Personal Websites and Social Media

The superintendent or designee may use any means available to request the removal of personal websites or social media content that substantially disrupts the school environment or that use school system or individual school names, logos, or trademarks without permission.

1. **Students:** Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy to the extent consistent with law (see the student behavior policies in the 4300 series).
2. **Employees:** Employees' personal websites and social media accounts are subject to policy 7335, Employee Use of Social Media. Employees may not use their personal websites or social media to communicate with students, as prohibited by policy 7335 and policy 4040/7310, Staff-Student Relations.
3. **Volunteers:** Volunteers are to maintain appropriate relationships with students at all times. Volunteers are encouraged to block students from viewing personal information on their websites or online profiles to prevent exposure to age-inappropriate material. A volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

H. Use Agreements and AI Guidelines

Each year, students, parents, and staff will be informed of this policy and any related guidelines, including those on generative artificial intelligence (AI) developed in accordance with Policy 3220.

Before using school system technology, students and employees must agree to comply with this policy, the AI guidelines, consent to the use of monitoring systems that track and detect inappropriate use of technological resources, and tracking systems to track and recover lost or stolen equipment.

Parents must also provide consent for student internet access and monitoring of their student's activity on school-managed systems, including email and AI-supported platforms.

J. Violations and Consequences

Violations of this policy may result in appropriate disciplinary or legal action, depending on the nature and severity of the offense and the surrounding circumstances. Disciplinary actions may include revocation of access, suspension (including long-term suspension for students), dismissal for employees, or other remedies consistent with board policy and law. Willful misuse of school system technology may also result in criminal prosecution under applicable state or federal law.

Legal References: U.S. Const. amend. 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.; G.S. 115C-325(e)

Cross References: Technology in the Educational Program (Policy 3220), Internet Safety (Policy 3226/4205), Copyright Compliance (Policy 3230/7330), Student Behavior Policies (Series 4300), Employee Use of Social Media (Policy 7335), Staff Responsibilities (Policy 7300), Student Records (Policy 4700), Confidentiality of Personal Identifying Information (Policy 4705/7825)

Adopted: [Insert Date]
Last Updated: [Insert Date]

PCS Current Policy

Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. 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.

A. Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet, is a privilege, not a right. 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 the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. Rules for Use of School Technological Resources

1. 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 commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. 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.

2. Under no circumstance may software purchased by the school system be copied for personal use.

3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. 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.

4. 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.

5. The use of anonymous proxies to circumvent content filtering is prohibited.

6. Users may not install or use any Internet-based file sharing program designed to facilitate illegal sharing of copyrighted material.

7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, 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 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, 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. Users must scan any downloaded files for viruses.

10. 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.

11. 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.

12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

14. Employees shall not use passwords or user IDs for any data system (e.g., NCWISE, CECAS, time-keeping software, etc.) for an unauthorized or improper purpose.

15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.

17. 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.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third-party accounts.

E. Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system

administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

F. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: U.S. Const. amend. 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. 6777; G.S. 115C-325(e)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), Web Page Development (policy 3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records - Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: November 5, 2012

Last Updated:

North Carolina School Boards Association Recommended Policy

Policy Code: 3225/4312/7320 Technology Responsible Use

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, 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 any technological resources owned, leased, maintained, or otherwise controlled by the school system. 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.

A. Expectations for Use of School 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.

In addition, anyone who uses school system computers or electronic devices, accesses the school's electronic storage or network, or connects to the Internet using school system-provided access must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

B. Rules for Use of School Technological Resources

1. 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 commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also 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.
2. 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.
3. 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.
4. Users must follow any software, application, or subscription services terms and conditions of use.
5. 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.
6. Users must not circumvent fire walls. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others.
a. Students must not reveal any personally identifying, private, or confidential information about themselves or fellow students when using email, 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 4705/7825, Confidentiality of Personal Identifying Information.
b. 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 4700, Student Records.
c. Users may not forward or post personal communications without the author's prior consent.
d. 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.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, 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.
11. 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 director1 or designee.
12. 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.
13. Users are prohibited from using another individual's ID or password for any technological resource or account without permission from the individual. Sharing of an individual's ID or password is strongly

discouraged. If an ID or password must be shared for a unique classroom situation, students must have permission from the teacher or other school official.2
14. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
15. 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.
16. 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 director3 or designee. Users must not share the problem with other users. Any user identified as a security risk will be denied access.
17. It is the user's responsibility to back up data and other important files.
18. Employees shall make reasonable efforts to supervise students' use of the Internet during instructional time.
19. 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.4
20. 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.
Exceptions to these rules may be made for employees whose activities are necessary to carry out their job responsibilities and are authorized by law.
C. Restricted Material on the Internet
The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by using a cellular network to connect a personal device to the Internet.
D. Privacy6
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, 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 fileserver 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 shall 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.

E. Use of Personal Technology on School System Property7

Users may not use private WiFi hotspots or other personal technology on campus to access the Internet outside the school system's wireless network. Each principal may establish rules for his or her school site as to whether and how other personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. Use of personal technology devices is also subject to any rules established by the superintendent under a bring your own device plan authorized by Section C of policy 3220,8 Technology in the Educational Program, and for employees, policy 3228/7323, Use of Personal Technology to Conduct School Business. The school system assumes no responsibility for personal technology devices brought to school.

F. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy to the extent consistent with law (see the student behavior policies in the 4300 series).9

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media. Employees may not use their personal websites to communicate with students, as prohibited by policy 7335 and policy 4040/7310, Staff-Student Relations.

3. Volunteers

Volunteers are to maintain appropriate relationships with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

G. Use Agreements

All students, parents, and employees will be informed annually of the information in this policy and in any applicable generative artificial intelligence (AI) guidelines developed in accordance with policy 3220, Technology in the Educational Program. Prior to using school system technological resources, students and employees must agree to comply with the requirements of this policy and the generative AI guidelines and consent to the school system's use of monitoring systems to monitor and detect inappropriate use of technological resources.10 In addition, the student's parent must consent11 to the student accessing the Internet and to the school system monitoring the student's Internet activity and electronic mailbox issued by the school system and must sign a copy of the generative AI guidelines.12

H. Consequences

Based on the nature and severity of the offense and the circumstances surrounding the incident, violations of this policy will result in appropriate remedial actions or discipline up to and including long-term suspension for students and dismissal for employees and may result in revocation of user privileges. Willful misuse may also result in criminal prosecution under applicable state and federal law.

Legal References: U.S. Const. amend. 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; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers); 143-805
Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Web Page Development (policy 3227/7322), Use of Personal Technology to Conduct School Business (policy 3228/7323), Copyright Compliance (policy 3230/7330), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Use of Equipment, Materials, and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)
Other Resources: North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools, available at https://go.ncdpi.gov/AI_Guidelines
Issued:
Revised: July 15, 2005; January 20, 2009; August 29, 2012; March 28, 2014; September 30, 2014; September 30, 2016; September 30, 2019; September 30, 2021; March 28, 2024; September 30, 2024
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Footnotes

1. The appropriate position should be referenced here.
2. Alternatively, users could be strictly prohibited from using another person's devices and accounts.
3. The appropriate position should be referenced here.
4. Administrative procedures could identify an approval process and specify who has approval authority.
5. The appropriate position should be referenced here.
6. This section is intended to reduce users' privacy expectations in the use of school system technological resources. Consult the board attorney before altering this language.
7. This paragraph is optional and may be modified to reflect local preferences. In lieu of the school-level approach used here, the board may establish system-wide rules for the use of personal technology.
8. Boards that do not permit students and/or employees to bring their personal devices for use at school should omit the reference to policy 3220.

9. In Mahanoy Area School Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021), the U.S. Supreme Court held that schools generally have less leeway in regulating off-campus speech than speech occurring on campus or within the school system's education programs or activities. School officials should review the latest court rulings applicable to North Carolina and consult the board attorney before punishing students for their online activities that take place off the school campus.

10. If the board uses hardware tracking systems, add to this sentence "and tracking systems to track and recover lost or stolen equipment."
11. Boards that prefer to use an opt out process for consent or that prefer not to require consent in any form are encouraged to consult with the board attorney before modifying this provision, as consent may be necessary to take advantage of the exception to liability for intercepting electronic communications. See Electronic Communications Privacy Act, 18 U.S.C. 2511(2)(d).

12. The North Carolina Department of Public Instruction recommends that the generative AI guidelines be signed by both students and parents. See North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools, published January 16, 2024, and available at https://go.ncdpi.gov/AI_Guidelines.

9/8/2025

Pender County Board of Education

Consent Agenda

Executive Summary

SUBJECT:	Policy Code: 4310 Integrity and Civility
STAFF LIAISON:	Kevin Taylor
COMMITTEE REVIEW:	CoW 9-30-25
SUMMARY POINTS:	The policy changes Integrity and Civility primarily introduce a new section on Generative Artificial Intelligence (AI), expanding the definitions of plagiarism and falsification to include AI-generated content. The consequences for violations are now more detailed, incorporating restorative practices and educational interventions, and a new section on Implementation and Oversight outlines the superintendent's responsibilities in promoting ethical AI use and upholding integrity. Minor wording and formatting adjustments have also been made throughout the document.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Move to Second Read in October Regular Board Meeting

Redline

Policy Code: 4310 Integrity and Civility

~~All students are~~**Purpose**

The Board of Education expect~~ed~~s all students to demonstrate integrity, civility, responsibility, and self-control as essential components of personal development and academic success. Thi~~s expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment~~ese values are fundamental to fostering a safe, orderly, and inclusive environment where cultural diversity and ideological differences are respected.

A. Prohibited Behavior

~~In addition to any standards or rules esta~~The following b~~lished by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifical~~ehaviors violate the standards of integrity and civility and are express~~l~~y prohibited:

1. ~~1~~Cheating: The actual giving or receiving of unauthorized assistance or an unfair advantage on academic work.~~ cheating, including the actual giving or receiving of any u~~
2. Plagiarism: Copying the language, structure, ideas, or thoughts of another person—including content generated by artificial intelligence (AI)—and presenting it as one's own original work.
3. Falsification: Providing false or misleading information with the intent to deceive or for any wrongful purpose, including the use of AI-generated content (e.g., deepfakes or synthetic media) to impersonate others or mislead.
4. Copyright Violations: Unauthorized ~~assistance or the actual giving or receiving of an unfair advantage on any form of academic~~ reproduction, duplication, or use of printed, electronic, or other copyrighted material.
5. Abusive Language: Using vulgar, abusive, or demeaning language tow~~or~~ard another person.
6. Gambling: Participating in unauthorized events, actions, or statements that rely on chance for monetary or material gain.
7. Abusive Conduct: Playing dangerous or abusive trick~~;~~

   ~~2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;~~

   ~~3. falsifying, whether in writing or verbally, with the intent to defraud or for any other wrongful purpose;~~

   ~~4. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;~~

   ~~5. cursing or using vulgar, abusive or demeaning language towards another person;~~

   ~~6. gambling, which is participation in any unauthorized event, action or statement which relies on chance for a monetary advantage (including exchanging items of value as well as currency) of one participant at the expense of others; and~~

   ~~7. playing abusive or dangerous tricks or otherwise~~s or subjecting ~~a student or employee to personal indignity~~others to personal indignities.

B. ~~Consequences~~Generative Artificial Intelligence (AI)

Generative AI tools create content based on user input. The Board acknowledges the potential educational benefits of AI while emphasizing its responsible and ethical use. Violations of Generative AI-related policies include:

1. Misusing Generative AI tools for plagiarism or other academic dishonesty.
2. Failing to critically evaluate AI-generated content for accuracy and appropriateness.

The ~~disciplinary c~~superintendent or designee shall establish guidelines to ensure that students and staff understand the ethical implications of AI use, including its limitations and proper applications.

C. Consequences ~~for violations of this policy shall be consistent~~

Disciplinary actions for violations of this policy will align with Section D of ~~p~~Policy 4300, Student Behavior Policies. The superintendent or designee shall ~~list~~ define specific consequences within the Code of Student Conduct ~~the specific range of consequences that may~~, which may include:

1. Short-term or long-term suspension, as authorized ~~be imposed on a student for violations of this policy~~y state law.
2. Restorative practices to address behavior and promote accountability.
3. Educational interventions, including ethics and integrity training.

D. Implementation and Oversight

The superintendent shall:

1. Include clear expectations related to integrity and civility in student handbooks and the Code of Student Conduct.
2. Provide professional development for staff on fostering an environment that upholds these values.
3. Develop resources to educate students on ethical practices, including the responsible use of AI.

Legal References: ~~, , , , ,~~ 17 U.S.C. 101, 102, 106, 107, 110, 117; ~~, , ,~~ G.S. 115C-47, -288, -307, -390.2

Cross References: Goals and Objectives of the Educational Program (~~p~~Policy 3000), Copyright Compliance (~~p~~Policy 3230/7330), Student Behavior Policies (~~p~~Policy 4300)

Adopted: May 9, 2011

Last Updated: ~~August 8, 2011~~[Insert Date]

NEW Rough Draft

Policy Code: 4310 Integrity and Civility

Purpose

The Board of Education expects all students to demonstrate integrity, civility, responsibility, and self-control as essential components of personal development and academic success. These values are fundamental to fostering a safe, orderly, and inclusive environment where cultural diversity and ideological differences are respected.

A. Prohibited Behavior

The following behaviors violate the standards of integrity and civility and are expressly prohibited:

1. **Cheating**: The actual giving or receiving of unauthorized assistance or an unfair advantage on academic work.
2. **Plagiarism**: Copying the language, structure, ideas, or thoughts of another person—including content generated by artificial intelligence (AI)—and presenting it as one's own original work.
3. **Falsification:** Providing false or misleading information with the intent to deceive or for any wrongful purpose, including the use of AI-generated content (e.g., deepfakes or synthetic media) to impersonate others or mislead.
4. **Copyright Violations**: Unauthorized reproduction, duplication, or use of printed, electronic, or other copyrighted material.
5. **Abusive Language**: Using vulgar, abusive, or demeaning language toward another person.
6. **Gambling**: Participating in unauthorized events, actions, or statements that rely on chance for monetary or material gain.
7. **Abusive Conduct**: Playing dangerous or abusive tricks or subjecting others to personal indignities.

B. Generative Artificial Intelligence (AI)

Generative AI tools create content based on user input. The Board acknowledges the potential educational benefits of AI while emphasizing its responsible and ethical use. Violations of Generative AI-related policies include:

1. Misusing Generative AI tools for plagiarism or other academic dishonesty.
2. Failing to critically evaluate AI-generated content for accuracy and appropriateness.

The superintendent or designee shall establish guidelines to ensure that students and staff understand the ethical implications of AI use, including its limitations and proper applications.

C. Consequences

Disciplinary actions for violations of this policy will align with Section D of Policy 4300, Student Behavior Policies. The superintendent or designee shall define specific consequences within the Code of Student Conduct, which may include:

1. Short-term or long-term suspension, as authorized by state law.
2. Restorative practices to address behavior and promote accountability.
3. Educational interventions, including ethics and integrity training.

D. Implementation and Oversight

The superintendent shall:

1. Include clear expectations related to integrity and civility in student handbooks and the Code of Student Conduct.
2. Provide professional development for staff on fostering an environment that upholds these values.
3. Develop resources to educate students on ethical practices, including the responsible use of AI.

Legal References: 17 U.S.C. 101, 102, 106, 107, 110, 117; G.S. 115C-47, -288, -307, -390.2

Cross References: Goals and Objectives of the Educational Program (Policy 3000), Copyright Compliance (Policy 3230/7330), Student Behavior Policies (Policy 4300)

Adopted: [Insert Date]

Last Updated: [Insert Date]

Current Policy

Policy Code: 4310 Integrity and Civility

All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

A. Prohibited Behavior

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;

2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;

3. falsifying, whether in writing or verbally, with the intent to defraud or for any other wrongful purpose;

4. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;

5. cursing or using vulgar, abusive or demeaning language towards another person;

6. gambling, which is participation in any unauthorized event, action or statement which relies on chance for a monetary advantage (including exchanging items of value as well as currency) of one participant at the expense of others; and

7. playing abusive or dangerous tricks or otherwise subjecting a student or employee to personal indignity.

B. Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

Legal References: 17 U.S.C. 101, 102, 106, 107, 110, 117; G.S. 115C-47, -288, -307, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Copyright Compliance (policy 3230/7330), Student Behavior Policies (policy 4300)

Adopted: May 9, 2011

Last Updated: August 8, 2011

North Carolina School Boards Association Recommended Policy

Policy Code: 4310 Integrity and Civility

All students are expected to demonstrate integrity, civility, responsibility, and self-control.1 This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility, and self-control are also critical for establishing and maintaining a safe, orderly, and inviting environment.

A. Prohibited Behavior

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
2. plagiarizing, including copying the language, structure, idea, and/or thought of another person or of a work produced by artificial intelligence and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication, and/or use of printed or electronic work, computer software, or other copyrighted material;
4. cursing or using vulgar, abusive, or demeaning language toward another person; and
5. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

B. Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.2

Legal References: 17 U.S.C. 101, 102, 106, 107, 110, 117; G.S. 115C-47, -288, -307, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Copyright Compliance (policy 3230/7330), Student Behavior Policies (policy 4300)

Issued:

Revised: March 6, 1998; September 24, 1999; April 7, 2008; June 16, 2011; March 31, 2023

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1. Other standards may be identified in addition to or in place of these standards.
2. Specifically, G.S. 115C-390.5 and G.S. 115C-390.7 require that the Code of Student Conduct authorize short-term and/or long-term suspension, respectively, for specific violations in order for school officials to have the authority to impose the disciplinary measure. The board also may consider listing the specific range of consequences in this policy to provide direction to the superintendent in the development of the Code of Student Conduct.

9/8/2025

Pender County Board of Education

Consent Agenda

Executive Summary

SUBJECT:	Policy 3221 – Generative AI Guidance (New Draft Policy)
STAFF LIAISON:	Kevin Taylor
COMMITTEE REVIEW:	CoW 9-30-25
SUMMARY POINTS:	The policy strengthens alignment with the NC Digital Learning Plan, requiring the superintendent to lead a yearly vision and action plan. It promotes responsible AI use with mandatory literacy training, expands technology adoption standards to ensure curriculum alignment, privacy, and accessibility, and establishes a formal refresh and deployment cycle. BYOT is allowed under strict security and compatibility rules. Ongoing professional development in digital skills, ethical AI use, and continuous improvement is also required.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Move to Second Read in October Regular Board Meeting

Redline

Policy Code: 3220 Technology in the Educational Program

Purpose

In all~~iance~~ignment with the North Carolina Digital Learning Plan and state school technology goals, the Board of Education is committed to fostering glo~~board is committed to esta~~ally competitive, responsibl~~ishing and supporting 21st century information and communications technology systems to foster glo~~e, and digitally literate students through the integration of effective digital and technology-ena~~bally competitive, healthy, and responsible students. The board recognizes the benefits of digital and technology-enabled teaching and learning resources that provide the ability to easily customize curriculum, provide access to current information, and enable access to quality materials at a lower cost than traditional materials. To that end, the board intends to move to classroom digital and technology-enabled teaching and learning resources that are aligned with the current state-wide instructional standards as they become available. In addition, to the extent funding permits, the board will endeavor to ensure that all students have access to digital and technology-enabled teaching and learning devices to foster the 21st century skills necessary for future-ready learner~~led teaching and learning practice~~s.

General Provisions

The Board recognizes the ~~board~~enefits of using digital tools to enhance curriculum customization, provide access to current information, and improve the cost-effectiveness of educational resources. To this end, the Board supports classroom technology aligned with current statewide instructional standards and will endeavor to ensure equitable access for all students. The Board further expects ~~that information and communications technologies will~~information and communication technologies to be integrated ~~across the curriculum and used to support student achievement. Such technologies will also~~ seamlessly across curricula to support student achievement, prepare students for college and careers, and foster responsi~~be used to support programs and activities that promote safe schools and healthy and responsible students. The curriculum committee should provide suggestions in the curriculum guides referenced in policy 3115, Curriculum and Instructional Guides, for integrating technological resources (as defined in Section A below) into the educational program. School administrators and teachers are encouraged to develop additional strategies for integrating technological resources across the curriculum and utill~~e digital citizing the power of technology to improve learning outcomes while making more efficient use of resources. The strategies should be included in the school improvement plan if they require the transfer of funds or otherwise relate to any mandatory or optional components of the school improvement plan~~enship.

Strategic Integration

The superintendent or designee shall ~~integrate digital planning to support teaching and learning needs into school system strategic planning efforts and include various~~oversee the development of a comprehensive vision for digital teaching and learning as part of the district's strategic plan. This vision will include a yearly action plan that incorporates:

1. Collaboration with diverse stakeholders ~~such as curriculum leaders~~(e.g., ~~teach~~curriculum lead~~administrato~~ers, ~~administrato~~teache~~and representatives from technology service~~parents, ~~instructional technology, finance, and other departments as required. As part of this digital planning, the superintendent or~~

~~designee will approve technology resources prior to the inclusion of those resources into the schools and classroom instruction~~and technology experts).

2. ~~The superintendent shall esta~~Adequate data privacy protections.
3. Consideration of students' out-of-school Internet access.
4. Guidelines for the responsi~~blish relationships~~e use of generative AI, with ~~businesses and seek grants and other funding sources in an effort to acquire technological resources for the educational progra~~ma focus on effective, ethical, and safe integration.

A. Selection of Technological Resources

Technological resources include, but are not limited to, ~~the follo~~hard~~wing: (1) hard~~are such as desktops, laptops, tablets, and smartphones; soft~~ware~~, including both fixed and mobile technologies and devices such as des~~ and applications; networ~~ktop computers, laptops, netbooks, tablets, e-readers, PDAs, smartphones, and gaming devices~~ and connectivity infrastructure; ~~(2) software; (3) network and telecommunications systems and services; (4) Internet access; (5) multimedia equipped classrooms; (6) computer classrooms and laboratories; (7) other existing or emerging mobile communications systems; and (8)~~internet access and cloud-based systems; and emerging technologies.

All technological resources must be approved by the superintendent or designee prior to implementation and must align with district instructional goals, data privacy standards, and accessibility requirements.

All technological resources must be approved by the superintendent or designee. The purchase and use of approved technological resources must occur in a manner consistent with applicable law and board policy, including laws and policies related to copyright, public records, bidding, and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources ~~must meet or exceed the follo~~, including generative AI tools, must:

1. Align wi~~ng standards before they may be considered for implementation~~th statewide instructional standards.
2. ~~1. Technological resources must support the current statewide instructional standards or the programs of the school system~~Support instructional management systems.
3. ~~2~~Be compatible with network infrastructure and other resources. T~~echnological resources must support the current use of learning and instructional management technologies in the school~~he technology director shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standards.
4. ~~3. Technological resources must~~ Be sustainabe compatile with adequate staff and b~~le with the condition of the network and other infrastructure resources. The technology director shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standard~~udget allocations.
5. ~~4. There must~~ Be vetted through pilot testing where applicabe sufficient staff to operate and maintain the technological equipment, programs, and systems~~le~~.

~~5. There must~~ Procurement decisions should involve input from educators and technical support staff, ensuring alignment with pedagogical goals and technological capabe adequate funds budgeted to implement and support the technological resources and to train instructional staff to use the resources to improve educational ~~outcom~~ilities.

B. Deployment of Technology ~~to Schools~~

The superintendent ~~or designee shall oversee the development of the school system's technology deployment~~shall oversee the development and implementation of a district-wide technology deployment and refresh plan. The~~ plan~~is plan shall ensure that the rollout and ongoing maintenance of technology resources are organized, effective, efficient, and sustainable. It will include defined replacement cycles for all technology resources. The superintendent shall also estab~~e designed to ensure organized~~lish procedures that outline the strategy, ~~effective~~timelines, and ~~efficient means of deploying ne~~responsibilities associated w~~ information and communications technologies. The superintendent or designee shall develop procedures that outline the strategy of the technology deployment plan~~ith the deployment and refresh process.

C. Bring Your ~~O~~own Technology (BYOT) Program

Personal technology devices are not a substitute for district provided technology devices. When available, students and staff shall use district provided technology devices. The superintendent or designee is authorized to investigate and develop a plan to allow staff and students the privilege of using their personal technology devices when district provided resources are not available. The plan should address, at a minimum, the instructional use of personal technology devices; compatibility requirements; access limitations or requirements, including the process for obtaining approval for the use of personal technology devices; content filtering; security; and other issues as recommended by the technology director.

The plan should assign personal responsibility to the user for repair and replacement of damaged or stolen devices and for any data or other charges arising from use of a personal device. The plan should require a written agreement for the use of personal technology devices from each student and staff member who has been approved to participate in the BYOT-program. The plan should ensure that students who are unable to bring in outside technology will be able to access and utilize school equipment so that no student is excluded from instruction due to lack of access to technology.

Use of personal technology devices, when approved, must comply with all Board policies, including Policy 3221, Student Use of Personal Devices for Instructional Purposes, Policy 3225/4312/7320, Technology Responsible Use, Policy 3226/4205, Internet Safety.3220

D. ~~Electronic Communication and Other Colla~~Generative Artificial Intelligence (AI)

Generative artificial intelligence (AI) is an artificial intelligence tool that responds to a user's input or prompt ~~borative~~y generating new text, images, audio, video, or content based on what it learned in its training data set. T~~ools~~ he board encourages the use of generative AI by school system employees and students to expand their skills and capabilities and to prepare students for a future AI-enhanced world. The superintendent ~~is authorized to permit instructional personnel to incorporate email, social networking sites,~~ or designee shall develop and maintain guidelines that detail the accepta~~blogs, wikis, video sharing sites, podcasts, video conferencing, online colla~~e and responsi~~borations, PD~~le use of generative As, IMing, texting, virtual learning environments, and/or other forms of direct electronic communications or cloud- based applications for educational purposes to the extent the superintendent deems appropriate and in accordance with policy 7335, Employee Use of~~y school system employees and students. ~~Social Media. The superintendent shall establish parameters and rules for use of these tools and shall require instruction for students in how to use such tools in a safe, effective, and appropriate way. Instructional personnel shall make all reasonable attempts to monitor student online activity and shall otherwise comply with the requirements of~~ee also policy 3225/4312/7320, Technology Responsible Use. All school system employees and students should be AI literate, that is, have an understanding of basic AI principles and applications, the skills to recognize when ~~using these tools~~AI is employed, and awareness of its limits. The superintendent or designee shall develop a comprehensive AI literacy training strategy that involves training all employees and students in the effective, ethical, and safe use

of generative AI tools. The training should equip employees with the necessary knowledge to effectively employ generative AI in their work while ensuring its safe and responsible integration into classroom instruction.

E. Technology-Related Professional Development

The ~~superintendent or designee shall plan a program of~~district will provide comprehensive professional development on technology integration, including:

1. Training aligned with the N.C. Digital Learning Competencies.
2. Ethical and effective use of generative AI tools.
3. Continuous improvement through personalized learning opportunities for staff.

School improvement teams must identify technology-~~enabled professional development that prepares the instructional staff for utilizing digital tools and resource~~related staff development needs in their plans, and district leadership will coordinate efforts to ensure alignment with district-wide goals. ~~Professional development shall emphasize technology integration and continuous improvement, including the use of ongoing technology-integrated online-learning activities throughout the course of study. Professional development shall also address the ethical, legal, and practical issues related to social networking and mobile devices in the classroom and other topics deemed necessary by the superintendent or technology director. School improvement teams should identify any staff development appropriations for technology-related professional development in their school improvement plans.~~ The superintendent and d~~esignee~~igital learning director should assist schools in coordinating staff development needs as provided in policy 1610/7800, Professional and Staff Development.

Legal and Cross-References Legal References: G.S. 115C-522, -528; 143B-1341; State Board of Education Policy SBOP-018

Cross References: Professional and Staff Development (policy 1610/7800), Curriculum and Instructional Guides (policy 3115), Technology Responsible Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), School Improvement Plan (policy 3430), Integrity and Civility (policy 4310), Public Records - Retention, Release, and Disposition (policy 5070/7350), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335), Gifts and Bequests (policy 8220)(current version)

Other References: North Carolina State School Technology Plan (Division of Instructional Technology) (current version)

Adopted: November 5, 2012

Last Updated: ~~March 10, 2020~~[Insert Date]

NEW Rough Draft

Policy Code: 3220 Technology in the Educational Program

Purpose

In alignment with the North Carolina Digital Learning Plan and state school technology goals, the Board of Education is committed to fostering globally competitive, responsible, and digitally literate students through the integration of effective digital and technology-enabled teaching and learning practices.

General Provisions

The Board recognizes the benefits of using digital tools to enhance curriculum customization, provide access to current information, and improve the cost-effectiveness of educational resources. To this end, the Board supports classroom technology aligned with current statewide instructional standards and will endeavor to ensure equitable access for all students. The Board further expects information and communication technologies to be integrated seamlessly across curricula to support student achievement, prepare students for college and careers, and foster responsible digital citizenship.

Strategic Integration

The superintendent or designee shall oversee the development of a comprehensive vision for digital teaching and learning as part of the district's strategic plan. This vision will include a yearly action plan that incorporates:

1. Collaboration with diverse stakeholders (e.g., curriculum leaders, teachers, parents, and technology experts).
2. Adequate data privacy protections.
3. Consideration of students' out-of-school Internet access.
4. Guidelines for the responsible use of generative AI, with a focus on effective, ethical, and safe integration.

A. Selection of Technological Resources

Technological resources include, but are not limited to, hardware such as desktops, laptops, tablets, and smartphones; software and applications; network and connectivity infrastructure; internet access and cloud-based systems; and emerging technologies.

All technological resources must be approved by the superintendent or designee prior to implementation and must align with district instructional goals, data privacy standards, and accessibility requirements.

All technological resources must be approved by the superintendent or designee. The purchase and use of approved technological resources must occur in a manner consistent with applicable law and board policy, including laws and policies related to copyright, public records, bidding, and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources, including generative AI tools, must:

1. Align with statewide instructional standards.
2. Support instructional management systems.

3. Be compatible with network infrastructure and other resources. The technology director shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standards.
4. Be sustainable with adequate staff and budget allocations.
5. Be vetted through pilot testing where applicable.

Procurement decisions should involve input from educators and technical support staff, ensuring alignment with pedagogical goals and technological capabilities.

B. Deployment of Technology

The superintendent shall oversee the development and implementation of a district-wide technology deployment and refresh plan. This plan shall ensure that the rollout and ongoing maintenance of technology resources are organized, effective, efficient, and sustainable. It will include defined replacement cycles for all technology resources. The superintendent shall also establish procedures that outline the strategy, timelines, and responsibilities associated with the deployment and refresh process.

C. Bring Your own Technology (BYOT) Program

Personal technology devices are not a substitute for district provided technology devices. When available, students and staff shall use district provided technology devices. The superintendent or designee is authorized to investigate and develop a plan to allow staff and students the privilege of using their personal technology devices when district provided resources are not available. The plan should address, at a minimum, the instructional use of personal technology devices; compatibility requirements; access limitations or requirements, including the process for obtaining approval for the use of personal technology devices; content filtering; security; and other issues as recommended by the technology director.

The plan should assign personal responsibility to the user for repair and replacement of damaged or stolen devices and for any data or other charges arising from use of a personal device. The plan should require a written agreement for the use of personal technology devices from each student and staff member who has been approved to participate in the BYOT-program. The plan should ensure that students who are unable to bring in outside technology will be able to access and utilize school equipment so that no student is excluded from instruction due to lack of access to technology.

Use of personal technology devices, when approved, must comply with all Board policies, including Policy 3221, Student Use of Personal Devices for Instructional Purposes, Policy 3225/4312/7320, Technology Responsible Use, Policy 3226/4205, Internet Safety.3220

D. Generative Artificial Intelligence (AI)

Generative artificial intelligence (AI) is an artificial intelligence tool that responds to a user's input or prompt by generating new text, images, audio, video, or content based on what it learned in its training data set. The board encourages the use of generative AI by school system employees and students to expand their skills and capabilities and to prepare students for a future AI-enhanced world. The superintendent or designee shall develop and maintain guidelines that detail the acceptable and responsible use of generative AI by school system employees and students. See also policy 3225/4312/7320, Technology Responsible Use. All school system employees and students should be AI literate, that is, have an understanding of basic AI principles and applications, the skills to recognize when AI is employed, and awareness of its limits. The superintendent or designee shall develop a comprehensive AI literacy training strategy that involves training all employees and students in the effective, ethical, and safe use of generative AI tools. The training should equip employees

with the necessary knowledge to effectively employ generative AI in their work while ensuring its safe and responsible integration into classroom instruction.

E. Technology-Related Professional Development

The district will provide comprehensive professional development on technology integration, including:

1. Training aligned with the N.C. Digital Learning Competencies.
2. Ethical and effective use of generative AI tools.
3. Continuous improvement through personalized learning opportunities for staff.

School improvement teams must identify technology-related staff development needs in their plans, and district leadership will coordinate efforts to ensure alignment with district-wide goals. The superintendent and digital learning director should assist schools in coordinating staff development needs as provided in policy 1610/7800, Professional and Staff Development.

Legal and Cross-References Legal References: G.S. 115C-522, -528; 143B-1341; State Board of Education Policy SBOP-018

Cross References: Professional and Staff Development (policy 1610/7800), Curriculum and Instructional Guides (policy 3115), Technology Responsible Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), School Improvement Plan (policy 3430), Integrity and Civility (policy 4310), Public Records - Retention, Release, and Disposition (policy 5070/7350), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335), Gifts and Bequests (policy 8220)(current version)

Other References: North Carolina State School Technology Plan (Division of Instructional Technology) (current version)

Adopted: [Insert Date]

Last Updated: [Insert Date]

PCS Current Policy

Policy Code: 3220 Technology in the Educational Program

In alliance with state school technology goals, the board is committed to establishing and supporting 21st century information and communications technology systems to foster globally competitive, healthy, and responsible students. The board recognizes the benefits of digital and technology-enabled teaching and learning resources that provide the ability to easily customize curriculum, provide access to current information, and enable access to quality materials at a lower cost than traditional materials. To that end, the board intends to move to classroom digital and technology-enabled teaching and learning resources that are aligned with the current state-wide instructional

standards as they become available. In addition, to the extent funding permits, the board will endeavor to ensure that all students have access to digital and technology-enabled teaching and learning devices to foster the 21st century skills necessary for future-ready learners.

The board expects that information and communications technologies will be integrated across the curriculum and used to support student achievement. Such technologies will also be used to support programs and activities that promote safe schools and healthy and responsible students. The curriculum committee should provide suggestions in the curriculum guides referenced in policy 3115, Curriculum and Instructional Guides, for integrating technological resources (as defined in Section A below) into the educational program. School administrators and teachers are encouraged to develop additional strategies for integrating technological resources across the curriculum and utilizing the power of technology to improve learning outcomes while making more efficient use of resources. The strategies should be included in the school improvement plan if they require the transfer of funds or otherwise relate to any mandatory or optional components of the school improvement plan.

The superintendent or designee shall integrate digital planning to support teaching and learning needs into school system strategic planning efforts and include various stakeholders such as curriculum leaders, teachers, administrators, and representatives from technology services, instructional technology, finance, and other departments as required. As part of this digital planning, the superintendent or designee will approve technology resources prior to the inclusion of those resources into the schools and classroom instruction.

The superintendent shall establish relationships with businesses and seek grants and other funding sources in an effort to acquire technological resources for the educational program.

A. Selection of Technological Resources

Technological resources include, but are not limited to, the following: (1) hardware, including both fixed and mobile technologies and devices such as desktop computers, laptops, netbooks, tablets, e-readers, PDAs, smartphones, and gaming devices; (2) software; (3) network and telecommunications systems and services; (4) Internet access; (5) multimedia equipped classrooms; (6) computer classrooms and laboratories; (7) other existing or emerging mobile communications systems; and (8) cloud-based technologies. All technological resources must be approved by the superintendent or designee. The purchase and use of approved technological resources must occur in a manner consistent with applicable law and board policy, including laws and policies related to copyright, public records, bidding, and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources must meet or exceed the following standards before they may be considered for implementation.

1. Technological resources must support the current statewide instructional standards or the programs of the school system.

2. Technological resources must support the current use of learning and instructional management technologies in the school.

3. Technological resources must be compatible with the condition of the network and other infrastructure resources. The technology director shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standards.

4. There must be sufficient staff to operate and maintain the technological equipment, programs, and systems.

5. There must be adequate funds budgeted to implement and support the technological resources and to train instructional staff to use the resources to improve educational outcomes.

B. Deployment of Technology to Schools

The superintendent or designee shall oversee the development of the school system's technology deployment plan. The plan will be designed to ensure organized, effective, and efficient means of deploying new information and communications technologies. The superintendent or designee shall develop procedures that outline the strategy of the technology deployment plan.

C. Bring Your Own Technology (BYOT) Program

Personal technology devices are not a substitute for district provided technology devices. When available, students and staff shall use district provided technology devices. The superintendent or designee is authorized to investigate and develop a plan to allow staff and students the privilege of using their personal technology devices when district provided resources are not available. The plan should address, at a minimum, the instructional use of personal technology devices; compatibility requirements; access limitations or requirements, including the process for obtaining approval for the use of personal technology devices; content filtering; security; and other issues as recommended by the technology director. The plan should assign personal responsibility to the user for repair and replacement of damaged or stolen devices and for any data or other charges arising from use of a personal device. The plan should require a written agreement for the use of personal technology devices from each student and staff member who has been approved to participate in the BYOT-program. The plan should ensure that students who are unable to bring in outside technology will be able to access and utilize school equipment so that no student is excluded from instruction due to lack of access to technology. Use of personal technology devices, when approved, must comply with all Board policies, including Policy 3221, Student Use of Personal Devices for Instructional Purposes, Policy 3225/4312/7320, Technology Responsible Use, Policy 3226/4205, Internet Safety.3220

D. Electronic Communication and Other Collaborative Tools

The superintendent is authorized to permit instructional personnel to incorporate email, social networking sites, blogs, wikis, video sharing sites, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, virtual learning environments, and/or other forms of direct electronic communications or cloud-based applications for educational purposes to the extent the superintendent deems appropriate and in accordance with policy 7335, Employee Use of Social Media. The superintendent shall establish parameters and rules for use of these tools and shall require instruction for students in how to use such tools in a safe, effective, and appropriate way. Instructional personnel shall make all reasonable attempts to monitor student online activity and shall otherwise comply with the requirements of policy 3225/4312/7320, Technology Responsible Use, when using these tools.

E. Technology-Related Professional Development

The superintendent or designee shall plan a program of technology-enabled professional development that prepares the instructional staff for utilizing digital tools and resources. Professional development shall emphasize technology integration and continuous improvement, including the use of ongoing technology-integrated online-learning activities throughout the course of study. Professional development shall also address the ethical, legal, and practical issues related to social networking and mobile devices in the classroom and other topics deemed necessary by the superintendent or technology director. School improvement teams should identify any staff development appropriations for technology-related professional development in their school improvement plans. The superintendent and designee should assist schools in coordinating staff development needs as provided in policy 1610/7800, Professional and Staff Development.

Legal References: G.S. 115C-522; 147-33.111; State Board of Education Policy TCS-C-018

Cross References: Professional and Staff Development (policy 1610/7800), Curriculum and Instructional Guides (policy 3115), Technology Responsible Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), School Improvement Plan (policy 3430), Integrity and Civility (policy 4310), Public Records - Retention, Release, and Disposition (policy 5070/7350), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335), Gifts and Bequests (policy 8220)(current version)

Other References: North Carolina State School Technology Plan (Division of Instructional Technology) (current version)

Adopted: November 5, 2012

Last Updated: March 10, 2020

North Carolina School Boards Association Recommended Policy

Policy Code: 3220 Technology in the Educational Program

1 In alliance with the North Carolina Digital Learning Plan, the board is committed to establishing and supporting effective digital teaching and learning practices supported by contemporary information and communications technology systems to foster globally competitive students prepared for modern life. The board recognizes the benefits of digital and technology-enabled and -enhanced teaching and learning resources that provide the ability to make data more accessible, personalize learning, easily customize curriculum, provide access to current information, and enable access to quality materials at a lower cost than traditional materials. To that end, the board supports classroom digital and technology-enabled and -enhanced teaching and learning resources that are aligned with the current statewide instructional standards. In addition, to the extent funding permits, the board will endeavor to ensure that all students have access to personal digital and technology-enabled teaching and learning devices to foster the skills necessary for future-ready learners.

The board expects that information and communications technologies will be integrated seamlessly across the curriculum and used to support student achievement and to prepare students to be successful in college, in careers, and as globally engaged, productive citizens. The curriculum committee should provide suggestions in the curriculum guides referenced in policy 3115, Curriculum and Instructional Guides, for integrating technological resources (as defined in Section A below) into the educational program. School administrators and teachers are encouraged to develop additional strategies for integrating technological resources across the curriculum and utilizing the power of technology to personalize learning and improve learning outcomes while making more efficient use of resources. The strategies should be included in the school improvement plan if they require the transfer of funds or otherwise relate to any components of the school improvement plan.2

The superintendent shall oversee development of the school system's digital teaching and learning vision as part of the school system's strategic plan and a yearly action plan that aligns to the vision. The development and ongoing review of the vision and the action plan will include various stakeholders such as curriculum leaders, teachers, administrators, students, parents, and representatives from technology services, instructional technology, finance, and other departments as required. The action plan will include adequate data privacy protections to secure student data and will take into account the level of out-of-school Internet access for students.3

The superintendent may establish relationships with businesses and seek grants and other funding sources in an effort to acquire additional technological resources for the educational program and to support continuous out-of-school Internet access for students.4

A. Selection of Technological Resources

Technological resources are information and communications technologies including, but not limited to, the following: (1) hardware, including both fixed and mobile technologies and devices such as desktop computers, laptops, netbooks, tablets, e-readers, smartphones, and gaming devices; (2) software, including cloud-based and web-based applications, programs, and platforms; (3) network and telecommunications systems and services; (4) Internet access; (5) multimedia equipped classrooms; (6) computer classrooms and laboratories; and (7) other existing or emerging mobile communications systems. All technological resources must be purchased and used in a manner consistent with applicable law and board policy, including laws and policies

related to copyright, public records, bidding, and other purchase requirements, accessibility for students with disabilities, staff duties, and standards for student behavior.

Technological resources must meet or exceed the following standards before they may be considered for implementation.5

1. Technological resources must support the current statewide instructional standards or the programs of the school system.
2. Technological resources must support the current use of learning and instructional management technologies in the school.
3. Technological resources must be compatible with the condition of the network and other infrastructure resources. The technology director6 shall set minimum standards for technological resources that are purchased or donated. Upgrading, hardware conditions, and similar requirements must be maintained to the highest standards.
4. There must be sufficient staff to operate and maintain the technological equipment, programs, and systems.
5. There must be adequate funds budgeted to implement and support the technological resources and to train instructional staff to use the resources to improve educational outcomes.

Procurement of technological resources should be done in collaboration with teachers and technical support staff, as appropriate. Whenever possible, a pilot period to test the resource should occur prior to full purchase.

B. Deployment of Technology to Schools

The superintendent shall oversee the development of the school system's technology deployment and refresh plan. The plan will be designed to ensure organized, effective, efficient, and sustainable means of deploying and maintaining technology resources and will establish appropriate refresh/replacement cycles. The superintendent shall develop procedures that outline the strategy of the technology deployment and refresh plan.

C. Bring Your Own Technology (BYOT) Initiative7

The superintendent is authorized to investigate and develop a plan to allow staff and students the option to use their personal electronic devices in place of or along with their school system assigned devices. The plan should address, at a minimum, the instructional use of personal devices, compatibility requirements, access limitations or requirements, content filtering, security, and other issues as recommended by the technology director. The plan should assign personal responsibility to the user for repair and replacement of damaged or stolen devices and for any data or other charges arising from use of a personal device. The plan should require a written agreement for the use of personal technology devices from each student and staff member who wishes to participate in the BYOT initiative. The plan should ensure that students who are unable to bring in outside technology will be able to access and utilize school equipment so that no student is excluded from instruction due to lack of access to technology.

D. Electronic Communication and Other Collaborative Tools8

The superintendent is authorized to permit instructional personnel to incorporate email, social networking sites, blogs, wikis, video sharing sites, podcasts, video conferencing, online collaborations, instant messaging, texting, virtual learning environments, and/or other forms of direct electronic communications or Web 2.0 applications for educational purposes to the extent the superintendent deems appropriate and in accordance with policy 7335, Employee Use of Social Media. The superintendent shall establish parameters and rules for use of these tools and shall require instruction for students in how to use such tools in a safe, effective, and appropriate way. Instructional personnel shall make all reasonable attempts to monitor student online activity and shall otherwise comply with the requirements of policy 3225/4312/7320, Technology Responsible Use, when using these tools.

E. Generative Artificial Intelligence (AI)9

Generative artificial intelligence (AI) is an artificial intelligence tool that responds to a user's input or prompt by generating new text, images, audio, video, or content based on what it learned in its training data set. The board encourages the use of generative AI by school system employees and students to expand their skills

and capabilities and to prepare students for a future AI-enhanced world. The superintendent or designee shall develop and maintain guidelines that detail the acceptable and responsible use of generative AI by school system employees and students. See also policy 3225/4312/7320, Technology Responsible Use.

All school system employees and students should be AI literate, that is, have an understanding of basic AI principles and applications, the skills to recognize when AI is employed, and awareness of its limits. The superintendent or designee shall develop a comprehensive AI literacy training strategy that involves training all employees and students in the effective, ethical, and safe use of generative AI tools. The training should equip employees with the necessary knowledge to effectively employ generative AI in their work while ensuring its safe and responsible integration into classroom instruction.

F. Technology-Related Professional Development

The superintendent shall plan a program of professional development for digital teaching and learning that prepares administrators, teachers, coaches, school library media coordinators, and technical support staff to utilize digital tools and resources in accordance with the N.C. Digital Learning Competencies for Teachers and Administrators. Professional development shall emphasize technology integration and continuous improvement, including the use of ongoing technology-integrated online-learning activities throughout the course of study and the provision of personalized learning. Professional development shall also address the ethical, legal, and practical issues related to social networking and mobile devices in the classroom and other topics deemed necessary by the superintendent or technology director.10 In addition, professional development shall involve training on generative AI, including its impact, effective use, capabilities, limitations, concerns, and responsible use. Staff will be trained both to use generative AI professionally and to guide students to effectively and ethically use generative AI as a learning partner. To the extent possible, job-specific professional development opportunities should be made available, as well as professional development that is personalized to meet the needs of individual staff.

School improvement teams should identify any staff development appropriations for technology-related professional development in their school improvement plans.11 The superintendent and technology director should assist schools in coordinating staff development needs as provided in policy 1610/7800, Professional and Staff Development.

Legal References: G.S. 115C-522, -528; 143B-1341; State Board of Education Policy SBOP-018

Cross References: Professional and Staff Development (policy 1610/7800), Curriculum and Instructional Guides (policy 3115), Technology Responsible Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), School Improvement Plan (policy 3430), Integrity and Civility (policy 4310), Public Records – Retention, Release, and Disposition (policy 5070/7350), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335), Gifts and Bequests (policy 8220)

Other Resources: North Carolina Digital Teaching and Learning Competencies for Teachers and Administrators, available at https://www.dpi.nc.gov/districts-schools/districts-schools-support/digital-teaching-and-learning/digital-teaching-learning-standards#digital-learning-competencies-for-educators; The North Carolina Digital Learning Plan (2022), available at https://www.dpi.nc.gov/districts-schools/districts-schools-support/digital-teaching-and-learning/digital-learning-initiative#:~:text=The%20North%20Carolina%20Digital%20Learning%20Plan%20describes%20the,Learning%20Initiative.%202022%20North%20Carolina%20Digital%20Learning%20Plan; North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools, available at https://go.ncdpi.gov/AI_Guidelines

Issued: June 1997

Revised: July 15, 2005; January 20, 2009; June 30, 2009; December 1, 2009; August 29, 2012; September 30, 2014; March 31, 2015; April 28, 2017; September 29, 2017; September 30, 2022; March 28, 2024

Download This Policy Download This Policy With Footnotes

Footnotes

1. This policy may be modified to reflect local practices. The goals in the opening paragraphs may be modified to better reflect the board's priorities.
2. The references to the curriculum committee and school improvement plan are optional.
3. This paragraph is optional. NCDPI has historically recommended that planning for digital teaching and learning be integrated into the school system's strategic planning, as provided here. See Report to the North Carolina General Assembly: School Technology Plans (NCDPI Feb. 2015).
4. This paragraph is optional. An alternative position, such as principal, may be listed. To make this activity mandatory, replace "may" with "shall."
5. These standards may be modified.
6. Insert appropriate title or position.
7. This paragraph is optional. It may be omitted if the board does not anticipate moving to a BYOT initiative. Alternatively, instead of authorizing the superintendent to take the action specified in this paragraph, the board could require the superintendent to do so.
8. This paragraph is optional. The board could limit collaborative tools to those that have been specifically devised for schools and block the use of others.
9. This section is optional and may be modified. The North Carolina Department of Public Instruction (NCDPI) encourages school systems to responsibly embrace AI and incorporate AI literacy for all staff and students. The information in this section aligns with NCDPI's guidance in North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools, published January 16, 2024, and available at https://go.ncdpi.gov/AI_Guidelines.

10. These standards reflect the priorities in the former NC State School Technology Plan. They may be modified to reflect local priorities or eliminated.
11. The reference to the school improvement plan is optional.

North Carolina School Boards Association

9/8/2025

Pender County Board of Education

Executive Summary

Consent Agenda

SUBJECT:	Policy 3221 – Generative AI Guidance (New Draft Policy)
STAFF LIAISON:	Kevin Taylor
COMMITTEE REVIEW:	CoW 9-30-25
SUMMARY POINTS:	The new policy guides safe, effective use of generative AI in Pender County Schools, promoting personalized learning, creativity, accessibility, and teacher efficiency. Teachers set expectations, and all users must act ethically, citing sources when required. Prohibited uses include plagiarism, cheating, bullying, and sharing personal information. The district will provide training, address privacy, bias, and misinformation, and ensure alignment with academic integrity, with regular updates based on feedback and professional learning.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Move to Second Read in October Regular Board Meeting

3221: Generative AI Guidance Policy

Purpose

This document outlines the role of generative artificial intelligence (AI) technologies in Pender County Schools. Generative AI (GenAI) presents opportunities to enhance efficiency and student learning outcomes for all stakeholders. However, irresponsible use of AI can negatively impact student learning. This framework guides the responsible and effective integration of generative AI technology, supporting student learning, growth, and development in a safe, inclusive, and equitable manner.

What is Artificial Intelligence (AI)?

Artificial intelligence (AI) is the science of creating machines that simulate human thinking. While AI has existed for decades, the term "Generative AI" has gained prominence through tools like OpenAI's ChatGPT, DALL-E, and SORA. Generative AI uses large datasets, often sourced from the internet, to create text, audio, images, video, or code. These tools are evolving rapidly and are easily accessible, prompting multiple states to develop AI guidelines and policies.

A. Leadership & Vision

Pender County Schools is committed to driving innovation and preparing globally competitive students. Following North Carolina Department of Public Instruction (NCDPI) guidelines, Pender County Schools embraces generative AI to bridge the digital divide and transform teaching and learning. GenAI offers tools to:

1. Support students through personalized learning experiences
2. Enhance accessibility for underrepresented groups
3. Enable teachers to customize instructional methods
4. Foster critical thinking, creativity, and collaboration

District leadership will ensure consistent professional development, resources, and community education to promote ethical and effective GenAI use.

B. Responsible Use of AI Tools

AI use may vary across platforms, classrooms, and assignments. Teachers should clarify expectations regarding GenAI use for educational purposes.

Student Learning Applications

1. **Content Creation:** Generate learning materials such as visual aids and organizational tools.
2. **Collaboration:** Facilitate teamwork through GenAI communication tools.
3. **Ethical Exploration:** Create scenarios that address ethical, cultural, and social issues.

4. **Language Translation:** Provide multilingual resources to enhance learning.
5. **Interactive Materials:** Design quizzes, simulations, and tutorials for active engagement.
6. **Personalized Learning Paths:** Tailor instruction to individual student needs.
7. **Feedback:** Offer immediate, personalized feedback on assignments.

Teacher Support Applications

1. **Data Analysis:** Identify trends in student performance for data-driven decisions.
2. **Differentiation:** Generate resources to meet diverse learning styles.
3. **Resource Compilation:** Recommend books, articles, and research for lessons.
4. **Translation Services:** Assist with multilingual communication for students and families.

C. Prohibited Use of AI Tools

While AI is beneficial, misuse poses risks. Prohibited uses include:

1. **Plagiarism & Cheating:** Submitting AI-generated work without approval violates academic integrity policies as defined in Policy 4310.
2. **Bullying & Harassment:** Creating, manipulating, or falsifying media for intimidation or harm is strictly forbidden in accordance with Policy 1710/4021/7230 and Policy 1725/4035/7236.
3. **Privacy Violations:** Users must not input, share, or generate Personally Identifiable Information (PII) in prompts, responses, or uploads when using GenAI tools. District-approved sign-in credentials (e.g., school email) may be used for authentication where required and permitted by policy.

D. Ethical Considerations & Safety

The superintendent or designee shall develop and implement guidelines to ensure the ethical and responsible use of Generative AI by staff and students. These guidelines will address potential risks, including data privacy, misinformation, and bias, and will provide training on safe and appropriate AI usage in alignment with district policies and best practices.

E. Academic Integrity

Pender County Schools values the responsible use of AI in teaching and learning.

Student Expectations

Students must respect intellectual property rights and avoid plagiarism or dishonesty. If GenAI tools are used, students must follow assignment guidelines and cite AI-generated content appropriately. Refer to the Student Handbook and BOE Policy 4310.

Faculty & Staff Expectations

Faculty must use GenAI ethically and align its use with the North Carolina Professional Teaching Standards. Teachers should communicate GenAI use policies and guidelines to students and maintain professional integrity.

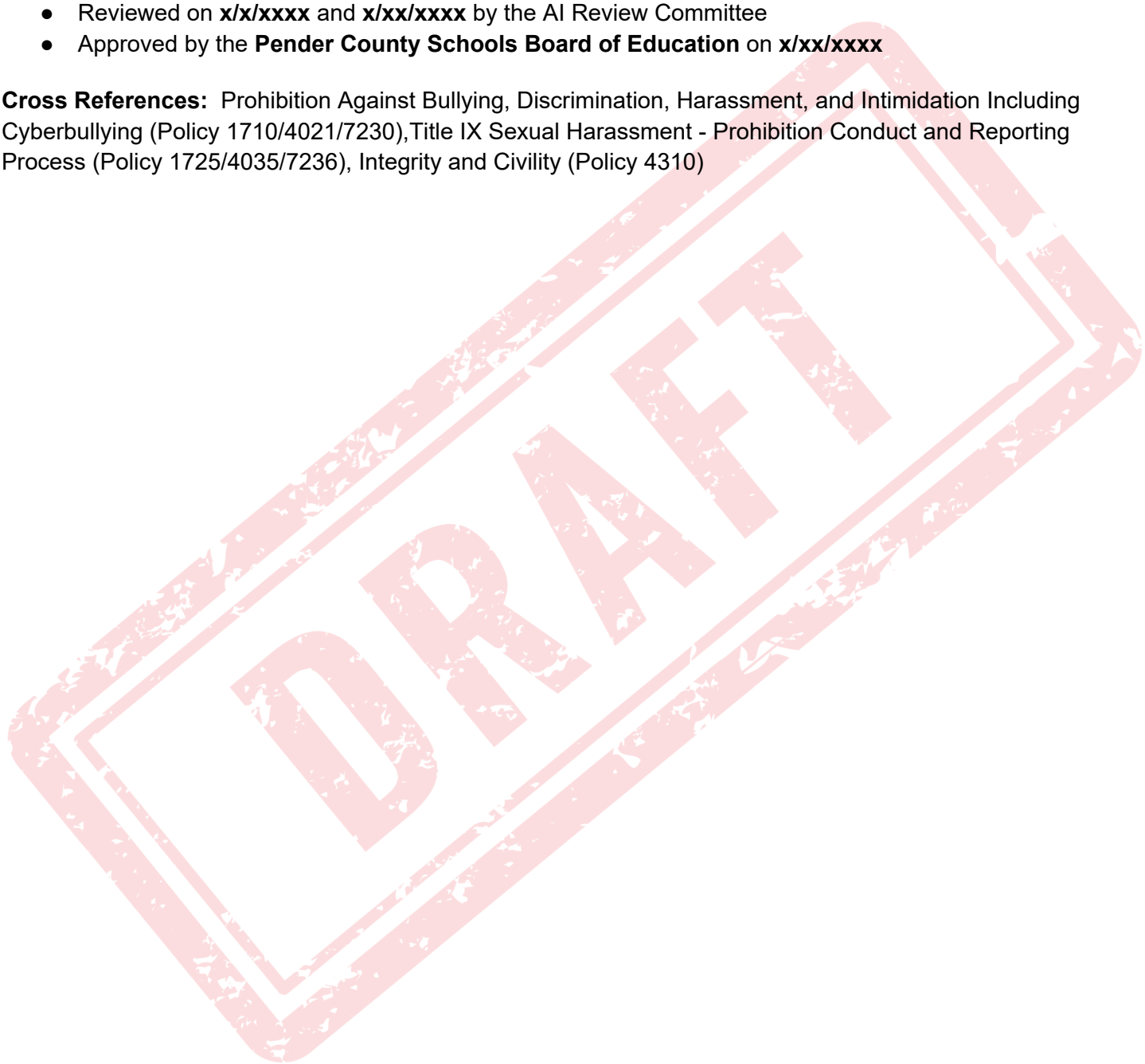
Policy Review

This policy will be reviewed regularly to align with federal, state, and local updates. Ongoing professional development will ensure staff remains informed about emerging AI technologies. Stakeholder feedback is welcome to refine this policy.

Review & Approval

- Reviewed on **x/x/xxxx** by district stakeholders
- Reviewed on **x/x/xxxx** and **x/xx/xxxx** by the AI Review Committee
- Approved by the **Pender County Schools Board of Education** on **x/xx/xxxx**

Cross References: Prohibition Against Bullying, Discrimination, Harassment, and Intimidation Including Cyberbullying (Policy 1710/4021/7230),Title IX Sexual Harassment - Prohibition Conduct and Reporting Process (Policy 1725/4035/7236), Integrity and Civility (Policy 4310)



9/8/2025

Pender County Board of Education

Consent Agenda

Executive Summary

SUBJECT:	Policy Code: 4004/5021/3521 Third-Party and Private Therapy Providers Policy
STAFF LIAISON:	Kevin Taylor
COMMITTEE REVIEW:	CoW 9-30-25
SUMMARY POINTS:	New policy restricts third-party and private providers, such as therapists or tutors, from delivering direct services during the school day. They may collaborate with staff, share records with parental consent, and participate in IEP/504 meetings. Parent-approved observations are allowed with principal approval/supervision, confidentiality agreements, and background checks. Exceptions: observations for goal-setting, school meetings, advocacy with parental authorization, and services provided by district-hired contractors.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Move to Second Read in October Regular Board Meeting

Policy Code: 4004/5021/3521 Third-Party and Private Therapy Providers Policy

Purpose

To establish consistent guidelines governing the presence, activities, and collaboration of third-party and private professional service providers, including but not limited to therapists, medical professionals, tutors, and other specialists, within the school environment during the school day, while maintaining student privacy and minimizing disruption to instructional activities.

Definitions

Third-Party Provider: Any organization, professional, or individual who is not an employee, contractor, or pre-approved provider of the Board, and who delivers services to students. Includes privately retained professionals, therapists, healthcare providers, doctors, specialists, tutors, and similar roles.

Private Therapy Provider: Service providers such as ABA therapists, mental health professionals, or tutors not retained by the school system, who may work with students and collaborate with school staff regarding student needs.

General Prohibition

Third-party and private professional service providers are not permitted to deliver direct services or accompany students within classrooms or on campus during the school day. All external services should occur off campus and outside of instructional hours, except as noted under specified exceptions.

Collaboration and Communication

1) Private providers working with students with special needs may collaborate with school staff.
2) Parents may invite private providers to participate in IEP or 504 team meetings, provide written recommendations, or share records, subject to signed parental consent.
3) Open exchange of information between school staff and private providers is encouraged, provided proper consent safeguards are observed.

Observations and Visits

1) Observations for the purpose of supporting student goals outside the school environment are permitted if requested by a parent/guardian to the principal.
2) Observations must be scheduled to minimize disruption and will be accompanied by a designated school administrator.
3) Observers must sign an agreement regarding confidentiality, not create records about other students, and comply with legal privacy requirements.
4) Criminal background and sex offender checks are required prior to any contact with students.

Exceptions

Third-party providers may enter the school setting only under the following circumstances:

1) To observe for goal-setting purposes, as above, with principal approval.
2) To attend school meetings and share outside program participation or evaluation results.
3) To act as an advocate for a student in the IEP/504 process, with written parental authorization.
4) In extraordinary cases, to work directly with a student, with written approval from both the principal and the Exceptional Children's Department.
5) Contract service providers and evaluators retained by the school system under formal agreements are exempt from these restrictions.

Legal Compliance

All activities must comply with:

1) Americans With Disabilities Act
2) Individuals with Disabilities Education Act (IDEA)
3) Family Educational Rights and Privacy Act (FERPA)
4) Rehabilitation Act of 1973
5) Applicable state laws and school board policies.

Cross References Refer to policies concerning:

1) Nondiscrimination on the Basis of Disabilities
2) Special Education Programs / Rights of Students with Disabilities
3) Student Records and Confidentiality

4) Visitors to the Schools.

9/30/2025

Pender County Board of Education

Executive Summary

Committee of the Whole

SUBJECT:	Month of Awareness
STAFF LIAISON:	Michael Taylor
COMMITTEE REVIEW:	N/A
SUMMARY POINTS:	Each year our district promotes a Month of Awareness for the various aspects to ensure our students and staff are respected and cared for by all stakeholders.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	N/A

Pender County Schools Month of Awareness

Mental Health Awareness Week, October 6-10, 2025

Each year, millions of American families face the reality of living with a mental health condition directly or indirectly through family, friends, and co-workers.

Wear GREEN this week to support Mental Health Awareness!

Mental Health Awareness: Facts, Resources & Activities

Monday, Oct. 6	Tuesday, Oct. 7	Wednesday, Oct. 8	Thursday, Oct. 9	Friday, Oct. 10
Do you know where to go for mental health resources and support? Check out Hope4Healers **(great for all ages)** - a helpline for teachers, school personnel, and their families. Take time today to make a calming box, stress ball or calm down bottle! **Can be for all ages** A Terrible Thing Happened, read aloud. This story is about how a character reacts to a "terrible thing" happening to him and what he does to feel better. Here is an activity sheet about how we can help	Resilience is our ability to cope in the face of adversity, trauma, or stress. Check out this resource for tips for helping children build resilience. **(This is a great resource for all age levels)** Take time today to read over the Resilience Guide for Parents and Teachers. Kids Health in the classroom lessons K-2, 3-5 (scroll to the "stress" section)	Did you know that there are resources available 24/7? For the Suicide & Crisis Lifeline, call, text, or chat 988 Online: 988lifeline.org For the Crisis Text Line, text "HELLO" to 741-741. Take time today to ask a friend how they are doing and REALLY listen! K-2, 3-5 (scroll to the "Growing up & Emotions" section) Understanding Your Feelings - video	There are so many amazing videos and resources available through the National Federation of Families! Take time today to look at these various activities for pre-k through high school. Some of our favorite videos are: We All Have Mental Health Talking Mental Health Mental Illness Education for Kids Check out more resources available from the National Federation of Families for Children's Mental Health.	Why we need to Practice Self Compassion article A great resource about what mental health is, as well as listing some challenges, and truths vs. myths is: Walk in my shoes Take time this weekend to try some calming activities from this Virtual Calming Notebook This video can help with understanding WHY we lose control: Why Do We Lose Control of Our Emotions

a friend or ourselves through a tough time. What is mental health?			They work with organization to transform mental and substance use health care in America.	Month of Awareness Celebration 5.1 b

Pender County Schools Month of Awareness

Special Needs Awareness Week, October 13-17, 2025

Special Needs Awareness includes educating individuals about various needs and how to bring about necessary changes. Over 15% of the world's population experience some type of special need. Let's work together to help break social barriers.

Wear YELLOW this week to support special needs awareness!

Special Needs Awareness: Daily Facts, Resources & Activities

Monday, Oct. 13	Tuesday, Oct. 14	Wednesday, Oct. 15	Thursday, Oct. 16	Friday, Oct. 17
Check out the Exceptional Children's Assistance Center! This organization supports families, students, and advocates of exceptional children. Take time today to read General Disability Etiquette. This website has various disability awareness activities for students of all ages.	Take time today to watch these videos/books about the ADA. Video - The ADA: Americans with Disabilities Act (For Kids, By Kids) Book Read Aloud - All the Way to the Top: How One Girl's Fight for Americans with Disabilities... Read Aloud ADHD specific resources: website "Understood" focuses on ADHD signs, symptoms, and treatments. video about race car driver Dusty Davis growing up with ADHD.	Take time today to watch IAN on how we can "break down barriers, walls, and be free of prejudices". Check out this video: Raising Awareness of Invisible Disabilities. The following organization offers resources and support and provides more information regarding invisible disabilities: https://invisibledisabilities.org The website Respectability fights stigmas and advances opportunitie people with disabilities can fully participate in all aspects of commu Not So Different. So, should we	Check out this video that focuses on differences and how disabilities can sometimes be invisible DIFFERENT | Award Winning Short Film by Tahneek Rahman Check out this video and experience what it feels like to have sensory "overload" Want to become a Unified Champion School? Check out all of the resources they offer Unified Classroom	This Action for Healthy Kids article highlights the importance of healthy choices for all children. Take time this weekend to check out Disability Awareness Games for Children! The website Respectability fights stigmas and advances opportunities so people with disabilities can fully participate in all aspects of the community.

	Uniquely wired, a read aloud about a child that has autism. Activity	treat people with disabilities differently? Nope, we should treat everyone with respect and kindness.		





Pender County Schools Month of Awareness

Bullying Prevention Awareness Week, October 20-24, 2025

Bullying Prevention Awareness includes educating individuals about the types of bullying, how to individually address bullying through skills and how to report potential concerns to others.

Wear ORANGE this week to support bullying prevention awareness!

Bullying Prevention Awareness: Facts, Resources & Activities

Monday, Oct. 20	Tuesday, Oct. 21	Wednesday, Oct. 22	Thursday, Oct. 23	
Do you know the definition of bullying? Check out stopbullying.gov for more information. Take time today to read through Life Skills Snapshots for Bullying Prevention. Bully Prevention Week of Google slides (activities and read-alouds)	Do you know the difference between Conflict, Mean, Rude, and Bullying? Make a poster/project that describes the difference between conflict, mean, rude, and bullying. Bully Prevention Week Google slide with 2 videos	Do you know the definition of Cyberbullying? Check out this stopbullying.gov resource! Check out this THINK poster. Practice making an appropriate response using a digital platform. Each Kindness read-aloud activity and webpage with activities Kid President talks about Spreading Kindness	How should I report a case of bullying? What kids can do Take the pledge to Speak Up, Reach Out, and Be a Friend. Cyber Bullying Writing Activity	What is the difference between a BYstander and an UPstander? Find out here. Take time today to watch this and be an UPstander. You can help prevent bullying. Be a Hero in the Hallway!

Pender County Schools Month of Awarenes

Red Ribbon Week, October 27-October 31, 2025

Red Ribbon Week is a National Initiative to promote drug prevention education and advocacy in youth by bringing awareness and providing resources for youth and their families. Wear RED this week to support drug awareness!

Red Ribbon Week: Facts, Resources & Activities

Monday, Oct. 27	Tuesday, Oct. 28	Wednesday, Oct. 29	Thursday, Oct. 30	Friday, Oct. 31
All grade levels: What is Red Ribbon Week? Upper Elementary Video: Mindfulness Maya - Red Ribbon Week	Elementary Peer Pressure resources: A Bad Case of Stripes - activity 1, activity 2 The Berenstain Bears - Double Dare (part 1 & part 2) All grade levels: Practice these steps to resist peer pressure.	Vaping flyer for Middle/High School: Is vaping safer than smoking? Don't be too sure Vaping companies often target youth in their advertising by using kid-friendly flavors and youth-targeted graphics. Resources for anti vaping campaigns for 5th-12th: https://catch.org/program/vaping-prevention/	Middle & HIghschool Resource: The Science of Decision-Making Who Knew?	All grades: Suggestion-Take time today to talk as a family by participating in Family Table Time - Just Talk... This is a new FYI Link - High school: DEA Warns of Brightly-Colored Fentanyl Used to Target Young Americans Middle/High School: Test your Knowledge.. Pills Vs. Candy quiz





Pender County Schools

Month of Awareness

Mental Health Awareness Week.

October 7-11, 2024

Each year, millions of American families face the reality of living with a mental health condition directly or indirectly through family, friends, and co-workers.

Wear GREEN this week to support Mental Health Awareness!





Pender County Schools

Month of Awareness

Special Needs Awareness Week:

October 14-18, 2024

Special Needs Awareness includes educating individuals about various needs and how to bring about necessary changes. Over 15% of the world's population experience some type of special need. Let's work together to help break social barriers.

Wear YELLOW this week to support special needs awareness!





Pender County Schools

Month of Awareness

Bullying Prevention Awareness Week:

October 21-25, 2024

Bullying Prevention Awareness includes educating individuals about the types of bullying, how to individually address bullying through skills, and how to report potential concerns to others.

Wear ORANGE this week to support bullying prevention awareness!



Pender County Schools
Month of Awareness
Red Ribbon Week:
October 28-Nov. 1, 2024



Red Ribbon Week is a National Initiative to promote drug prevention education and advocacy in youth by bringing awareness and providing resources for youth and their families.

Wear Red this week to support drug awareness!

9/30/2025

Pender County Board of Education

Executive Summary

Committee of the Whole

SUBJECT:	Policy 6125 Update
STAFF LIAISON:	Michael Taylor
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	In order to align with recent legislation, Policy 6125, Section D. needs to be modified. Black line and red text amendments are provided for review and approval.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Recommend to place on the Consent Agenda for Second Read and approval.

Policy Code: 6125 Administering Medicines to Students

The board recognizes that students may need to take medication during school hours. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not administer any medications that are scheduled to be taken outside of regular school hours. In limited circumstances, a student may be authorized to self-administer medication. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, other treatment options exist and the administration of the medication by school personnel would pose a substantial risk of harm to the student or others. Standards for handling and administration of medications adhere to National School Nurse Standards, NC Nurse Practice Act, and state laws governing these practices.

For purposes of this policy, all references to “parent” include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term “health care provider” is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina Law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, dentists and nurse practitioners.

Unless otherwise indicated, the terms “medication” and “medicine” include any substance intended for the use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and a few over-the-counter without a prescription medications (i.e. Tylenol, Advil, antacids, sunscreens, cough drops, oral analgesics, etc.).

The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in section D.

A. **Standards for Administering Prescription Drugs or Medicines**

1. School nurses are authorized to administer, or delegate administration of, prescription drugs or medication during school hours or during school sponsored events, on a case-by-case basis, once all of the following conditions have been met:
    1. Parent Consent: The student's parent or legal custodian has submitted a completed "Request for Medication Administration in School" form which provides written consent for the administration of the ~~drugs or~~ medication to the student;
    2. Medication Authorization/Order: A Request for Medication Administration form must be completed by a licensed healthcare provider prescribing the medication for use by the student and provides explicit instructions for administering the medication;

3. Certification of Necessity: The licensed healthcare provider has certified that administration of the medication to the student during the school day or during a school sponsored function is necessary to maintain and support the student's continued presence in school or school related activity;
4. Proper Administration: The school nurse or delegated school personnel administers the medication pursuant to the written instructions of the ~~doctor~~ licensed healthcare provider as provided by the student's parent or legal custodian; and
5. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with the child's name, the name of medication, the exact dose to be given, the time/frequency the medication is to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name. All medication, except self-carry medication approved by the school nurse, and authorized by this policy, must be transported to and from school by an adult and checked in by designated school personnel.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and licensed healthcare provider.

2. The superintendent shall develop procedures for the implementation of this policy. These rules and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.
   1. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.
   2. Procedures for medication administration must be consistent with recommendations of the School, Adolescence and Child Health unit of the Whole Child Health Section of the Division of Child and Family Well-Being of the N.C. Department of Health and Human Services, as described in the *North Carolina School Health Program Manual*.
   3. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the Policies Governing Services for Children with Disabilities. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
   4. No student may possess, use or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, nor be under the influence of any drug in violation of that policy.

5. In all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place. Access to controlled substances should be limited to the school nurse, school staff persons authorized to administer medication, and the principal or designee.
6. All school personnel who will be administering medicines must receive appropriate training by the school nurse.
7. Only ~~drugs~~ medications clearly prescribed or intended for the student may be administered by school personnel. If the school nurse has concerns regarding the appropriateness of a ~~drug~~ medication or dosage for a student, a confirmation should be obtained from the student's licensed healthcare provider prior to administering the medicine or allowing a student to self-administer a medicine.
8. Although efforts should be made not to disrupt instructional time, a parent will not be prevented by school personnel from administering medicines to his or her child while the child is on school property,
9. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be afforded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action. Parental consent for exchange of information between the school nurse and prescriber must be obtained for clarification of administration, report of response to medication, and to consult on adverse effects. This consent will be obtained on the request for medication administration in school form.

B. **Administering Over-the-Counter Medication**

Consistent with the above requirements, over-the-counter medications may be given by school personnel during school hours or during school sponsored events only if they are received in an unopened container, complete with instructions from a licensed healthcare provider, and the requirements of Section A above are met, except that a prescription from a licensed doctor is not required and other references to a doctor in that section may include other licensed health care providers. Parents who want school personnel to administer over-the counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

C. **Emergency Medication**

Students who are at risk for medical emergencies, such as those with diabetes, asthma or severe allergies, must have an emergency health care plan developed for them by the school nurse to address emergency administration of medicine. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care provider and written

consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored event, and/or while in transit to or from school or a school sponsored event.

D. **Student Self-Administering Medications**

The board recognizes that students with certain health conditions like asthma, diabetes or an allergy that could result in an anaphylactic reaction and other health conditions, may need to possess and self-administer their medication on school property in accordance with their individualized health care plan or emergency health care plan. Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the treatment of diabetes, asthma, or anaphylactic reactions, including insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine ~~auto-injector;~~ delivery system; (2) the medicine is administered in accordance with the student's individualized health care plan or emergency care plan and any relevant administrative regulations; and (3) the requirements of this section are met. The superintendent shall develop further procedures, as necessary, for the possession and self-administration of medication by students with the above-named health conditions, on school property during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Before a student will be allowed to self-administer medicine pursuant to this section, the student's parent or guardian must provide to the school nurse all of the documents listed below:
    1. written authorization from the student's parent or guardian for the student to possess and self-administer the medicine and a Request for Medication Administration in School form as described above;
    2. a written statement from the student's health care practitioner verifying:
        a. that the student has asthma, an allergy that could result in anaphylactic reaction, or diabetes;
        b. the licensed healthcare provider prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
        c. that the student understands, has been instructed in self-administration of the medication, ~~and~~ has demonstrated the skill level necessary to use the medication and any accompanying device, and has been determined to be competent for self-administration.
    3. for students with asthma or subject to anaphylactic reactions, a written treatment plan and written emergency protocol formulated by the

prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes and for medication use by the student;
4. a statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of medication; and
5. any other documents or items necessary to comply with state and federal laws.

2. In accordance with policy 6120, an Emergency Action Plan or Individualized Health Plan will be developed dependent upon the severity of the health condition, as determined by the school nurse.
3. Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, (1) the skill level necessary to use the medication and any accompanying device necessary for its administration; (2) sufficient knowledge and maturity to be independent in the management of the medication with no oversight from school staff.
4. If the student has asthma, the student's parent or guardian must provide to the school backup asthma medication that school personnel are to keep in a location to which the student has immediate access in the event of an emergency. If the student has another condition for which he or she is allowed to self-administer medication under this policy, the student's parent or guardian should provide backup medication to school personnel as well.
5. All information provided to the school by the student's parent or guardian must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for that school and for the duration of that school year. Such permission must be renewed ~~for~~ each school year.
6. A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student’s name on the label.
7. A student who uses his or her prescribed medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the Student Code of Conduct. School personnel may not impose disciplinary action on the student that limits or restricts the student's immediate access to the asthma, diabetes, or anaphylactic medication for use in compliance with this policy.
8. The board and its employees do not assume and disclaim any responsibility for the administration of medication to a student by the student, the student's parent or legal guardian or any other person who is not authorized by this policy to administer medications to students. The board specifically retains all immunity to liability for itself and its employees and agents including but not limited to the immunities set forth in G.S. 115C-375.1 and 115C-375.2.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq*., 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), -794, 34 C.F.R. pt. 104; G.S. 115C-36, -307(c), -375.1, -375.2A; Policies Governing Services for Children with Disabilities, State Board of Education Policy GCS-D-000

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325)

Adopted: May 14, 2012

Revised: March 11, 2025

Updates revised: October 9, 2025

Pender County Schools

9/30/2025

Pender County Board of Education

Committee of the Whole

Executive Summary

SUBJECT:	Growth Planning Study Presentation
STAFF LIAISON:	Michael Taylor
COMMITTEE REVIEW:	N/A
SUMMARY POINTS:	Institute for Transportation Research and Education has recently conducted a growth planning study and will provide a presentation of the findings. The findings will display valuable information to our district which provides guidance for understanding the student population projected growth through the next ten years and planning for the future facility needs of our district.
FISCAL IMPLICATIONS:	N/A
RECOMMENDATION:	N/A

9/30/2025

Pender County Board of Education

Executive Summary

Committee of the Whole

SUBJECT:	JH LEA Sports Lighting
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	As part of construction, the BOE approved sports lighting. An allowance line was created for this portion of the construction
FISCAL IMPLICATIONS:	$683,090.00
RECOMMENDATION:	Recommendation to proceed using capital funds with reimbursement with Bond funds

Quote

Date: April 23, 2025

Project: Pender County K-8 School
Hampstead, NC

Sourcewell
Master Project: 199030, **Contract Number:** 071619-MSL, **Expiration:** 06/16/2027
Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell Purchase – Contract Number: 041123-MSL

Quotation Price – Materials Delivered to Job Site w/Pole in Air Installation

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Baseball Field / 290'x300'x290' / 50-30FC……$ 683,090.00

Soccer – Lacrosse Field / 360'x180' / 50FC ***(Includes applicable taxes)***

Light-Structure System™ with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels

System Description

- Total Light Control™ TLC-LED factory-aimed and assembled luminaires
- Galvanized steel poles
- Pre-cast concrete bases with integrated lightning grounding
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- UL listed assemblies

Control Systems and Services

- Lighting contactor cabinet to provide onsite on/off control
- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Quote

Musco Scope

- Provide design and layout for lighting system
- Supervise the foundation installation and pole erection
- Test and final aim equipment

Installation Services Provided

Pole in the air installation

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system
- Provide labor and equipment for installation of electrical distribution system
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees

Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- Structural code and wind speed = 2018 IBC, 150 mi/h, Exposure C, Importance Factor 1.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Includes NC sealed foundation design

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Brad Marolf
Sales Representative
Musco Sports Lighting, LLC
100 1st Avenue West – PO Box 808
Oskaloosa, IA 52577, USA
Phone: 336-813-0194
E-mail: Brad.Marolf@Musco.com

9/30/2025

Pender County Board of Education

Committee of the Whole

Executive Summary

SUBJECT:	K-8 Pay Application #015
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	Monthly construction pay application for JH Lea Elementary and Middle Schools.
FISCAL IMPLICATIONS:	$TBD to be paid from allocated bond funding.
RECOMMENDATION:	

9/30/2025

Pender County Board of Education

Executive Summary

Committee of the Whole

SUBJECT:	K-8 Change Order Log Update
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	TBD
FISCAL IMPLICATIONS:	No change to contract value. All PCOs will be applied to allowances or credit to Owner's Contingency itemized within the GMP.
RECOMMENDATION:	

9/30/2025

Pender County Board of Education

Executive Summary

Action Agenda

SUBJECT:	Bus Driver Proposal Incentives
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	In an effort to entice the hiring of new bus drivers and increase attendance, a proposal has been written for BOE review.
FISCAL IMPLICATIONS:	Not to exceed $600,000
RECOMMENDATION:	Staff recommends approval as presented.

Bus Driver Transportation Proposal

September 23, 2025

Pender County Schools (PCS) Strategic Plan - Investing in Infrastructure

Conduct efficient, sustainable, and effective operations that proactively support our growing community for student success.

1. Increase the sustainability of a career as a PCS bus driver by exploring new ways to structure pay, hours, and responsibilities.

2. Strengthen the efficiency and safety of district transportation through updated equipment, intentional staffing, and increased data collection around performance and satisfaction.

District Strategic Objectives

Planning and Operational Effectiveness – PCS will allocate resources to maximize and effectively deliver services to all stakeholders.

Challenges

PCS continues to face challenges with bus driver attendance, retention, and the recruitment of new drivers to support safe and reliable transportation for our students. Students on specific routes are arriving just prior to the first bell; buses arrive late for afternoon pick-up on tiers two and three. Families are also experiencing challenges with extracurricular activities due to these transportation delays. Some children arrive home one to two hours late but have not lost any education instruction. Since the start of school, PCS transportation has experienced driver loss due to resignations and temporary medical absences. On an average day, PCS transportation is without six to eight bus drivers for both the morning and afternoon route. A persistent and severe nationwide bus driver shortage is affecting both school and transit systems, driven primarily by low pay, undesirable working conditions, and an aging workforce. For the 2024-2025 school year, over 90% of districts reported a driver shortage, with 60% saying it was severe enough to require reduced or shortened routes (HopSkipDrive, 2024).

PCS leadership realizes incentives are needed to compete and succeed in the manner we are able to recruit, hire, and retain bus drivers. Bus drivers are a valuable resource who are part of the team that contributes to the education of our students. Listed below are incentives that should increase the number of bus drivers for the PCS BOE to consider.

Proposed Incentives:

1. Daily Attendance Incentive
    - Offer a $5 per run daily attendance incentive to the driver of each yellow school bus.
    - Any staff member who drives a bus run will qualify for the $5 per run incentive, regardless of their years of experience, certification level, or position within PCS.
    - Example: A driver who completes both an AM and PM run would earn an additional $10 per day.
    - Budget Impact: The $5 daily run incentive would be a PCS yearly budgetary item based on the number of established runs. Based on the 2025–26 school year (starting on day one), the cost would be:
        - Estimation Formula for PCS: (321 daily runs × $5 per run × 168 school days
2. Increased Bus Pay for Certified Instructional Staff
    - Increase bus driver pay for certified staff by $5 per hour, raising the hourly rate to $27.80 per hour.
    - This increase recognizes the added responsibility of certified staff who take on driving duties in addition to their instructional responsibilities.
3. Instructional Assistant (IA) Incentive
    - Offer $5 per hour to Instructional Assistants who agree to take on additional bus runs outside of their normal assignment.
    - This initiative will require coordination with school-level administration to ensure classroom coverage while IAs are driving.
    - This incentive helps balance transportation needs with continued instructional support.
4. The total cost is projected not to exceed $600,000.

Expected Outcomes:

- Improved daily attendance of current bus drivers.
- Greater retention of experienced drivers through meaningful incentives.
- Increased interest from PCS staff to take on additional runs, reducing the strain on transportation.
- Recruitment of qualified external candidates who can immediately drive and support district transportation needs.

Recommendation:

PCS recommends the Board of Education approve these incentives as an investment in the stability of our transportation system and the success of our students. Timely implementation will allow PCS to address driver shortages decrease the loss of student instructional time, and strengthen overall reliability in transportation services.