

STUDENT HANDBOOK

2026 - 2027



Table of contents

EBMS Mission, phone numbers, building hours, and bell schedule	pg 3
Parents/visitors, bookbags, emergency closings, communication and buses	pg 4
Food and cafeteria	pg 5
Online lunch payment, phone use, lockers, and cell phone use	pg 6
Promotion/Retention policy, grades online, EOG testing, Missing HW/assignments, and ISS	pg 7
Internet/computer use, technology responsible use policy, debts, lost and found, and textbooks	pg 8
Media center, school clubs and extracurriculars, after school dances, and 8th grade semi formal	pg 9
School trips, family education rights, physical education, and athletics	pg 10
Athletic eligibility requirements and attendance	pg 11
Unexcused tardy, early checkout, and school nurse	pg 12
Dress code and Raider Strong Program	pg 13
Behavior matrix	pg 15
EBMS Behavior expectations and levels	pg 16
BCPS Bullying and discrimination policy	pg 20
BCPS Technology Responsible Use policy	pg 36
BCPS Mission and vision statement	pg 41

TOSHA HASKINS, PRINCIPAL

3519 Miller Bridge Road
Connelly Springs, NC 28612
Telephone: (828) 397-7446
Fax: (828) 397-1086
www.burke.k12.nc.us/cbms
#cbmsraiders

MISSION STATEMENT

The mission of East Burke Middle School is to provide a safe, positive and nurturing environment in which our faculty and staff will work cohesively to educate our students and prepare them to meet academic, personal, and future challenges. We will prepare our students through the use of 21st century skills such as collaboration, global awareness, and the integration of technology. Our students will emerge as critical thinkers, ready to realize their potential to be outstanding and productive citizens in the community.

IMPORTANT PHONE NUMBERS

East Burke Middle School 828-397-7446
EBMS Cafeteria 828-397-1085
East Burke High School 828-397-5541
George Hildebrand 828-879-9595
Hildebrand 828-397-3181
Icard 828-397-3491
Ray Childers 828-324-1340
Burke County Central Office 828-439-4312

BUILDING HOURS

East Burke Middle School and the Burke County Board of Education assume the responsibility of students from the arrival of the first bus each morning until departure of the last bus each afternoon. Office hours are 7:30 a.m. to 4:00 p.m. Students are not to be dropped off at school before 7:20 a.m. and must be picked up by 3:20 p.m. For the safety of all students, at approximately 3:20 each day, any student not picked up from the car rider line will be escorted to the office, and parents are expected to come into the office and sign the student out. If parents' schedules do not permit drop-offs and pick-ups during these hours, students are expected to ride the bus.

BELL SCHEDULE

- 7:20 Arrival Bell
- 7:30 - 7:50 Breakfast in the Cafeteria/Report to Homeroom
- 7:55 Tardy Bell
- 7:55 - 8:00 Announcements and Attendance
- 2:50 Bus and 2:53 Car Dismissal
- 3:20 All Students Picked Up

PARENTS AND VISITORS

Maintaining a safe and orderly school environment at all times is a primary school focus. All parents and visitors are to show a photo ID and sign in at the office. The sign-in sheet will indicate their purpose at the school, date, arrival and departure time (returning their visitor badge). Any staff member seeing a person without a badge should ask, "May I help you?" and indicate to them that they first need to sign in at the office. Failure of visitors to sign in will result in the staff member immediately notifying the principal.

BOOK BAG POLICY

Students are allowed to carry book bags to school. However, all items MUST fit in the student's locker. There is no room for oversized handbags or totes. Athletes will be allowed to carry a sports bag to school in order to bring their equipment from home. All athletes must drop their sports bag off in the athletic locker room between 7:30 and 7:50.

EMERGENCY SCHOOL CLOSING

It may be necessary to close or delay school because of inclement weather or unsafe driving conditions. Local TV, radio stations, the BCPS website, BCPS Twitter, and the BCPS Facebook page will announce school closing information when necessary. If you have an updated phone number in our school database, you will receive a phone call concerning delays and closings from BCPS.

COMMUNICATION BETWEEN EBMS and FAMILIES

The staff at East Burke Middle will utilize the following sources as a means of communication with parents and guardians:

- Class Dojo - Teachers will share registration information at open house and upon further request.
- Teacher and Staff Email - Please feel free to contact all staff via BCPS email addresses. Each email can be found on the EBMS webpage.
- Google Classroom, Google Calendar, and Canvas - Teachers utilize these as a means to communicate, collaboration, and share instructional information and material.
- Weekend All-Call - Administration will send an all-call each weekend with important dates for the upcoming week.
- EBMS Facebook and Twitter Pages

BUSES

The bus and the bus stops are an extension of the school. All school rules apply in both settings. Riding the bus is a wonderful privilege for students, but that privilege will be taken away if proper behavior is not exhibited at the bus stop and on the bus. Check with administration concerning times of drop off and pick up and the location of bus stops.

~Written permission is required from both parents when planning to get off at a different stop which must be approved by an administrator. (ie. Going home with a friend) A parent will be contacted to confirm any changes. This must be approved prior to 8:15am on the day of the change. Riding a different bus is discouraged due to our buses being at full capacity.

FOOD

Any snacks or treats brought from home for a class party, birthday party, or celebration must be purchased from a store, packaged in a sealed container with a label of the ingredients and nutritional facts clearly printed. Only clear containers are permitted when bringing water onto campus. All other containers are subject to search by the admin and/or resource officer. Outside breakfast must be consumed in the commons area before reporting to homeroom in the morning.

CAFETERIA

What if I want to eat Lunch with my child?

- Outside food is not allowed in the cafeteria, but you and your child can have a 'picnic' lunch in the pit area. (HIPPA regulations)
- You may eat with your child only. Friends are not permitted to eat with other families.

Meal Plan Prices and Payment

- Current and Up-to-date Elementary/Middle/High pricing for extra's can be found on the BCPS website. Breakfast and lunch are free for all students.
- BCPS accepts cash/check and online payment. Online payment can be made by going to: <https://linqconnect.com/>

CAFETERIA EXPECTATIONS

All school rules are enforced in the school cafeteria. In addition to these, students are expected to eat using good manners. Students are not to break line or move from table to table. Students are expected to clean up their area before leaving. Parents are welcome to sign in at the office and eat with their child. When writing a check for breakfast and/or lunch, please make the check payable to East Burke Middle Cafeteria. Do not include any other school payments such as yearbook, field trips, etc. No change will be given from checks written to the cafeteria. The entire amount of the check will be deposited in your child's account.

Every child has a lunch account (assigned by number). Your student is responsible for keeping up with how much money they have in their account every day. If a student borrows breakfast or lunch money they are expected to repay the money the next day. This is also a responsibility for a student to promptly pay a debt they owe, just as we must pay bills in a timely manner. Students with outstanding debts are not allowed to attend or participate in activities after school or during the school day.

- If you wish, we can place a "No Extras", "Extras only on Friday", "Extras only with Cash", or another special note on your child's account to assure you that their regular lunch money is not being spent on cookies, or various other things. However, you also need to talk to your child about "extras" and what you expect as a parent. At any point during the year you may request a printed copy of your child's account.
- Please understand that microwaves are not for student use. Teachers will not heat food for students.
- Should you have any questions, please call our cafeteria at 397-1085.

Sign up to put money in your child's lunch account online on the Homepage for Burke County Public Schools. An alert will be sent to you when your child needs more money in his/her

account.

ONLINE LUNCH PREPAY PROGRAM

We would like to encourage our parents to sign up for Linq Connect and make online payments. The online program allows you to monitor what your child is purchasing each day, keep up with their balance, and you can receive alerts when their balance falls below a certain amount. If you would like to sign up, go to the BCPS Homepage and click on the “Parents”, and then click the My School Bucks option. From there you will need to register. In order to register you will need your child’s lunch number and a credit or debit card. If you have any questions, please contact the school. <https://linqconnect.com/>

PHONE USE BY STUDENTS

Students are allowed to use the school phones during the school day IF they have prior approval from an academic teacher or administrator. CELL PHONES are not permitted in the bathrooms or locker rooms to protect student privacy. Students will not be called out of class for a phone call nor given a message unless there is a medical emergency or a death in the immediate family. Please make transportation arrangements prior to coming to school. Calls requesting a change in way home received after 2 p.m. are not guaranteed to be delivered in time to the student.

LOCKERS

All lockers on the school premises are the property of East Burke Middle School. Only EBMS-issued locks are permitted on hallway lockers. Students may store school supplies and personal items necessary for use at school. The school retains the right to inspect any locker at any time.

CELL PHONE USE

Students may possess but shall not use a cellular telephone, portable electronic paging device of any kind, commonly known as a “beeper,” a digital camera, or any kind of electronic recording device in school during regular school hours except as approved by a principal or teacher. “Regular school hours” means from the beginning of the student instructional day to the end of the student instructional day.

Using wireless communication devices to reproduce images of tests, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited.

Using cellular telephones or other devices with photographic capabilities in student locker-rooms, restrooms, or any other student changing areas, regardless of whether such use occurs during the school day or outside the school day is prohibited. Students taking photos of other students and posting on websites is not authorized without the permission of student, parents, and principal/designee.

Using a laser pointer in a way that reasonably could cause physical harm or is disruptive is prohibited.

This policy will be in effect for students who are on a school bus, activity bus; any school

system sponsored transportation, or on any school sponsored activity.

Violation of this policy will result in the following consequences:

- First Offense: The electronic device shall be confiscated by the teacher. Notification shall be sent to the parent by the teacher. Parents may pick it up at the end of the school day from the teacher.
- Second Offense: The electronic device shall be confiscated from the student and held in the office for parent pick up. The administration shall conference with the parent and student about appropriate use of devices and expectations of school procedures.
- Third Offense(s): The electronic device shall be confiscated from the student and held in the office for parent pick up. The administration shall conference with the parent and student about how repeated disregard for this procedure will lead to other discipline as appropriate, which may include in-school and out-of-school suspension (i.e. insubordination, disrespect, inappropriate use of technology). The student will no longer be allowed to bring an electronic device to school except as approved by a principal.
- Subsequent offense(s): The electronic device shall be confiscated, and the parent shall be notified by an administrator. The parent may pick up the electronic device from the school office, and the student may receive additional days of in-school or out-of-school suspension as deemed appropriate by school administration.

For all offenses, school staff shall document the incident in the discipline management system (Educator's Handbook).

BURKE COUNTY PROMOTION/RETENTION POLICY

The Burke County Board of Education believes that all students can learn and that children learn at different rates, and in varied ways. To ensure that all students have the opportunity for academic success as they move through our school system, benchmarks have been established and students will demonstrate their mastery of knowledge and its application. These benchmarks determine each student's next instructional level of learning.

Students must demonstrate their ability to do grade-level work in all subjects. This performance will be demonstrated by showing growth on the EOG's, Common Exams, and by earning passing grades in core courses. Students in grades 3-8 who do not show growth on any end-of-grade test, or have not earned passing grades on their course work, will be considered for retention.

Intervention/remediation strategies may include, but are not limited to, MTSS Tier II and III intervention, before and after school sessions, and tutoring during the day.

CHECK GRADES ONLINE

Parents/Guardians will be able to login to see their child's grades using the parent/student portal for Infinite Campus. This will keep you better informed about your child's grades, and late or missing assignments. There should be no surprises for parents when midterms and report cards are sent home. Please bring a picture ID to the front office and see the Data Manager for assistance. If you don't have Internet access, please let your child's teacher know.

END OF GRADE TESTING

Every student 6-8 grade will take the EOG Reading and Math tests, while all 8th graders will also take the 8th grade Science EOG. The student must be in attendance during all testing dates. EOG testing is scheduled for the last 10 days of the school year. Please plan any trips, vacations, or appointments accordingly.

MISSING HOMEWORK/ASSIGNMENTS

Students who are missing assignments (classwork or homework) shall be assigned after school detention for the following week. Each grade level and teacher team shall determine the specific date students shall serve their detention. If students complete the assignment and submit it to the teacher prior to the assigned detention, they will be released from the requirement to attend detention. This always gives students the opportunity to complete the assignment without behavior consequence but could still result in a lower grade. Homework will be assigned to students on a regular basis as a way to supplement and strengthen the student's learning in the classroom. The student will be held responsible for turning in completed assignments. Students who have been ill and absent from school are to complete assignments within three days.

IN-SCHOOL SUSPENSION

When a student is assigned to ISS by an administrator, they will spend the assigned time in a designated area abiding to a strict set of rules. Students will not have a chance to socialize with the other students and will not be allowed to participate in the other school functions during or after the school day. CELL PHONES ARE NOT ALLOWED IN ISS. Rules broken in ISS may result in out-of-school suspension (OSS).

INTERNET/COMPUTER USE

[Burke County Board of Education Policies 3225 – 4312 – 7320](#)

Due to state testing requirements, local testing benchmarks, and the type of daily instruction used at EBMS, all students will be using the internet and computers at the school. Misuse of the Internet or not following the outlined rules could result in an office referral and restricted use of the computers and internet.

TECHNOLOGY RESPONSIBLE USE POLICY

[Burke County BOE Policy #3225/4312/7320](#)

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. 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 Student Code of Conduct and other regulations and school rules, apply to

use of the Internet and other school technological resources.

More information regarding the BOE Policy can be found on the BCPS website, Board of Education, and Clicking [BCPS Board Policy Manual](#).

DEBTS

Please make every effort to send in lunch money and library books in order to be in good standing at East Burke Middle School. Student devices, including chargers, must be well maintained and in good working condition. All debts must be paid in order to participate in after school activities ***athletic events and dances***. We will make weekly phone calls concerning cafeteria debt. If you would like your student to be limited when buying “extras” in the cafeteria, please call or email Rebecca Vanhorn, Cafeteria Manager at rvanhorn@burke.k12.nc.us.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office during the school day. These items will be added to the lost and found bin.

TEXTBOOKS

Textbooks are not generally used on a regular basis to teach the North Carolina Standard Course of Study. Sometimes textbooks are issued by the subject teacher to teach/review a particular concept. Therefore, textbooks may be loaned or checked out to students. Students are expected to keep all books in good condition. Students will be required to pay for any lost, stolen or damaged books.

MEDIA CENTER

The Media Center remains open until 3:15 p.m. unless otherwise posted. Students will be charged the cost of any lost book. A refund will be given if the book is found in good condition and returned to the Media Center. Students are encouraged to learn how to use the Media Center resources as well as learn the rules governing its operation.

SCHOOL CLUBS and EXTRACURRICULARS

Students are encouraged to get involved in these activities. Participation will be both enjoyable and beneficial. Athletic teams include football, volleyball, soccer, cheerleading, baseball, basketball, softball, wrestling, track, and archery. Students must maintain state requirements regarding their academic standing and attendance.

All educational programs and services are open to all students without regard to race, color, national origin, sex, or handicap. All debt must be paid before a student can be eligible to try out for a club or athletic team.

AFTER SCHOOL DANCES - 3:00-5:00 p.m.

All students are encouraged to participate in after-school events. This privilege is earned by KEEPING IT REAL: acting with the respect, effort, right attitude, and learning expectations of EBMS. Only when students demonstrate they are unwilling to adhere to school rules with proper behavior are after-school activities denied. Students with OSS during that nine weeks

of the dance are ineligible to attend the dance.

Specific Dance Expectations:

- Be counted present at school for at least half the day of the dance
- All debts to the school (library, office, cafeteria, etc.) cleared by 9:00am on the day of the dance
- Be picked up from the dance no later than 5:20pm

Dances will start at 3:00 and will end at 5:00. Students are expected to stay for the entirety of the dance if they attend. Students should be picked up by 5:20 p.m. after the dance. Students are to be picked up 20 minutes after the end of the event or risk losing the privilege to attend other after school events.

8th GRADE SEMI-FORMAL

The 8th grade semi-formal will be held on Saturday. Students are required to exhibit appropriate behavior and are expected to follow all school rules. In order to attend, students must be in attendance at school the day before the dance, students cannot attend if they have had OSS in the current school year, or owe a debt. Students that owe cafeteria and/or library debts (Including Device Repair Fees) will not be able to participate until the debt is paid in full.

SCHOOL TRIPS - [Burke County BOE Policy #3320](#)

Please see Burke County Board of Education Policy #3320 regarding school trips. For overnight trips the following behavior requirements will be followed:

- Any student who commits a Class 2 offense (according to [Board Policy #4300-R](#)) may lose the privilege of attending overnight field trips.
- Students committing a Class 3 offense (according to [Board Policy #4300-R](#)) may not be allowed to attend overnight field trips.
- Any student who is serving Out of School Suspension during the dates of the overnight trip will not be permitted to go.

Students not allowed to go on the trip due to behavior will receive reimbursement for the cost of the trip. In some cases, reimbursement may be a percentage of the total. The amount of reimbursement will need to be determined on an individual basis.

FAMILY EDUCATIONAL RIGHTS

A parent or guardian has the right of access to his/her child's record. If you would like to view your child's record, please contact your child's guidance counselor in order to fill out the appropriate form. The school may, without the consent of parents or students, release data that is regarded as directory information (i.e. name and address of parent(s) or guardian, birth date, academic record, level of achievement, and attendance data) to:

1. Other school officials, including teachers, within the system who have a valid legitimate educational interest.
2. The state superintendent and his officers or subordinates so long as the intended use of the data is consistent with the superintendent's statutory powers and responsibilities.
3. Officials of other school systems in which the student intends to enroll.

PHYSICAL EDUCATION

Students will be scheduled for at least one quarter of PE each year. Any student who cannot participate in the physical education class needs a medical excuse from a doctor. EBMS

expects students to wear shoes with athletic soles. Students are given the option to change clothes for PE. Athletic attire will include:

- Shorts with a minimum inseam of 5 inches or sweatpants. Running shorts can be worn with visible spandex of mid-thigh length or longer or appropriate spandex lining. (No Nike Tempo shorts or Sophie Shorts)
- T-shirt or crewneck sweatshirt (No buttons or Zippers). T-shirts must have sleeves.
- Athletic shoes. Athletic shoes must ensure safe athletic movement and be appropriate for the gym floor. Sandals, flip flops, crocs, Sperrys, boots, etc. will not be worn.

Due to safety concerns, jewelry will need to be removed during PE. Safe keeping of jewelry is the responsibility of the student. Students are encouraged to have a realistic plan in place to maintain all belongings before, during, and after PE. Safety for all students and their personal items is important to EBMS while students are accessing EBMS locker rooms. Anyone who fails to uphold our expectations and maintain a safe environment for all will receive consequences accordingly.

ATHLETICS

Fall: Football, Girls' Soccer, Boys' Soccer, Volleyball, Cheer

Winter: Girls' Basketball, Boys' Basketball, Wrestling, Cheer

Spring: Track, Softball, Baseball

Athletics Eligibility Requirements

Behavior – Athletic participation in middle school is a privilege and not a right to which students are entitled. Students and parents must understand that a higher standard of behavior is expected of student-athletes. Students who are disciplined for school behaviors may be subject to team consequences which may include loss of playing time, single or multiple game suspensions, or dismissal from the team. Student athletes and parents will have the behavior expectations provided to them at the beginning of each season and both must sign the form indicating they have read and understood the expectations.

Academic - You must pass 3 out of 4 academic courses and meet the promotion standards established by the Burke County Board of Education. Grades will be checked the first week in August and January from the previous semester.

Attendance - A student must be in attendance at least 85% of the previous semester. You are not eligible for the present semester if you miss more than 15% of the days (approximately 13 days) from the previous semester.

Age - A student shall not participate on a seventh or eighth grade team if the student becomes 15 years of age on or before October 16th of that school year. Sixth graders are permitted to participate in sports with the exception of football. However, 6th graders may try out to be a team manager for football.

Medical - Each student must receive a medical examination each year by a physician. The physical is good for one year.

Insurance - To participate in any sports you must have proof of insurance or purchase school insurance.

Pledge - Students and parents must sign a pledge about rules and expectations.

Debt - All debt must be paid in full prior to trying out for an athletic or academic team.

ATTENDANCE

When a student is absent from school, he/she must bring a handwritten note from a parent/guardian indicating the reason for the absence or a doctor's note. In addition to sending a handwritten note, it would be helpful for parents to contact the teacher the morning of the absence. Absences are coded only as excused or unexcused (truant). Illness, court, and death in the immediate family are excused. Any type of family or organizational trip that is not a scheduled school trip will be coded as unexcused regardless of the educational value. If a student fails to bring a note from the parent, the absence is coded as unexcused. Students with six (6) or more unexcused absences will be reported to the Attendance Intervention Team.

After eight (8) absences total, a doctor's note is required for future absences. After a total of ten unexcused absences, the district attorney and/or juvenile court will be notified, and parents and students will have to appear in court to justify absences.

Upon returning to school, students have (3) days to make up for missed work. All missed work due to any absence is expected to be made up in a timely manner. When a student is absent from school, they are unable to attend after school events that day. This includes, but not limited to: sporting events, practices, club meetings, dances, etc.

UNEXCUSED TARDY

Students shall not be tardy to school unless authorized. The tardy bell rings at 7:55am. STUDENTS ARE EXPECTED TO BE IN THEIR homeroom class and seated when the bell rings at 7:55am. Students may report to the homeroom as early as 7:30am. If students are tardy the parent dropping them off must walk in and sign their student in at the front office.

We, at East Burke Middle School, place a very important value on each and every student's academic progress and excellence. Please make every effort to assure your child arrives at school on time. The less instructional time missed equals greater opportunities for success.

EARLY CHECKOUT

We will closely monitor the students that are repeatedly checking out early. As many appointments as possible should be made after school hours. Students should not be checked out early to go shopping, run errands, brother or sister checking out, going out of town, etc. When students check out early, they are missing valuable instruction. We understand that students do get sick at school and that other emergencies do arise during the day. Excessive absences are turned over to the Burke County Schools Attendance Counselor. We will look at detention for students that are repeatedly checking out early without doctor's appointments. Early checkout will end at 2:30pm each day. Any student(s) that need to be checked out after 2:30pm will need to be a car rider.

SCHOOL NURSE

The school nurse is an employee of the Burke County Public Schools. The nurse's schedule will be posted on her office door at the beginning of each month. Students using crutches at school must have a note from the doctor due to liability. In addition, if a student needs a wheelchair, they must have a note from a doctor and provide their own.

The school nurse's responsibilities include:

1. Managing children with communicable diseases.
2. Identifying students with special health or medical needs.
3. Supervising prescribed treatments and administration of medication to students.
4. Providing emergency care for illness or injury.
5. Communicating compliance and coordinating health care in school for students with chronic handicapping conditions.
6. Providing information for community resources, and support families in finding and using treatment services.
7. Students with a temperature of 100° F or greater, and/or vomiting will be allowed to leave school.

DRESS CODE

Please refer to [Policy 4300-R](#) for a complete listing of inappropriate clothing. Students should not wear anything disruptive, provocative, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the students or others is prohibited. Shorts, skirts, and dresses should not be shorter than mid-thigh. No inappropriate tops, see-through, or clothing that allows exposed undergarments are allowed. If students do not meet the Burke County Board of Education Policy 4300-R they will be asked to change clothing or call home for a change of clothes. Multiple offenses could warrant disciplinary consequences. While at school, students shall not write on themselves with markers, pens, etc. Students will be asked to wash off any writing/marks.

RAIDER STRONG PROGRAM

Each Semester the East Burke staff nominate, vote, and recognize students that exhibit the character traits listed below. Chosen students will receive a certificate of achievement at the Fall and Spring Academic Excellence Ceremony.

INTEGRITY: Being consistently honest and trustworthy.

In School Community, evidence of this value includes:

~Demonstrating honesty, moral vocabulary, and responding appropriately in all situations.

In Classrooms, evidence of this value includes:

~Consistently making the right decision regardless of outside influences.

~Leading positively with actions

EXCELLENCE: Striving for the highest personal achievement in all aspects.

In School Community, evidence of this value includes:

~Giving recognition to peers achieving high standards.

~Frequently encouraging and acknowledging individual improvement.

~Celebrating school community achievements.

In Classrooms, evidence of this value includes:

~Reaching personal best performance.

~Maintaining high learning expectations for one's self and peers.

~Sets and meets high standards.

~Persistent through challenges and difficulties in learning.

COOPERATION: Working together to achieve common goals, providing support to others, and engaging in peaceful resolution to conflict:

In School Community, evidence of this value includes:

- ~Addressing issues through collaboration.
- ~Initiating change by involving representation of all.

In Classrooms, evidence of this value includes:

- ~Accepting class protocols for group work and working with others
- ~Working well with others outside immediate friendships
- ~Initiating problem solving
- ~Identifying issues and possible solutions to help resolve conflict

PARTICIPATION: Being a proactive and productive individual and group member, having pride in and contributing to the welfare of the school community.

In School Community, evidence of this value includes:

- ~Communicating openly within and between all groups.
- ~Encouraging and considering new ideas.

In Classrooms, evidence of this value includes:

- ~Contributing to class discussion.
- ~Encouraging creative and critical thinking about issues and problems.
- ~Accepting roles in group activities.

CARE: Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.

In School Community, evidence of this value includes:

- ~Providing early notice of others experiencing difficulties.
- ~Volunteering to assist in school activities.

In Classrooms, evidence of this value includes:

- ~Maintaining friendly relationships.
- ~Making constructive and encouraging comments about other people's work.
- ~Listening to others.
- ~Modeling skills for positive and caring relationships.

RESPECT: Having regard for yourself and others.

In School Communities, evidence of this value includes:

- ~Acknowledging and responding appropriately to the opinion of all others.

In Classrooms, evidence of this value includes:

- ~Accepting the right of others to hold different views
- ~Listening to others without interrupting
- ~Obeying school rules
- ~Affirming cultural diversity within the school community

RESPONSIBILITY: Being accountable for your individual and community's actions towards yourself and others.

In School Communities, evidence of this value includes:

- ~Supporting the decision of the school
- ~Accepting responsibility for the school's involvement in community activities

In Classrooms, evidence of this value includes:

- ~Self-discipline
- ~Modeling expected behaviors
- ~Involvement in strategies to encourage compliance with school rules

FAIRNESS: Being committed to equality.

In School Communities, evidence of this value includes:

- ~Addressing bullying and harassment through effective communication with adults.
- ~Challenging cultural stereotypes.

In Classrooms, evidence of this value includes:

- ~Maintaining high expectations of everyone.
- ~Encouraging and participating in open discussion about fairness and justice.
- ~Planning to ensure that teaching and learning is meaningful and relevant to everyone.

All students are expected to meet the behavior expectations as defined by the Burke County Board of Education as well. Failure to comply with school or district expectations for behavior may result in consequences such as but not limited to OSS, ISS, After School Detention, Silent Lunch, loss of privileges, etc.

~ RAIDER Strong Matrix ~

Expectations	Arrival and Dismissal	Classroom	Restroom	Hallway	Cafeteria	Bus	Assemblies	Technology
Personal Responsibility Take Charge of Your Learning	Arrive on time according to the bell schedule.	Be an active participant with materials ready.	Report problem behavior to an adult.	Move in a timely manner to the next class.	Keep your space neat and clean, and your speaking level at an inside voice level.	Remain seated at all times and keep your hands and feet to yourself.	Keep hands and feet to yourself and remain in assigned space.	Have your computer charged and ready for class. Refrain from sharing personal information.
Respectful Treat others the way you want to be treated.	Use appropriate greetings.	Appropriate use of classroom materials.	Maintain personal space.	Keep to the right and speak quietly.	Use appropriate conversation and behavior.	Be considerate of the bus, driver, and peers.	Being mindful of the speaker and showing active listening skills.	Visit approved internet sites. Be mindful of social media posts.
Integrity Act with honesty in all that you say and do.	Be honest about arrivals and dismissals.	Be honest during conversations with your peers and teachers.	Report immediately inappropriate behavior and misuse.	Act appropriately when transitioning and report any issues.	Use honest and appropriate conversations and behaviors while interacting with peers and teachers.	Reporting concerning behaviors immediately to the bus driver and a staff member.	Use thoughtfulness and honesty when asking and answering questions.	Use honest and appropriate text when communicating with others. Tell the teacher if you see something inappropriate.
Disciplined Use Self Control to be Your Best	Speak with respect and integrity.	Use appropriate volume, tone and expressions.	Keep our restrooms neat and clean.	Refrain from putting hands on walls and displays.	Use good manners, appropriate volume and tone.	Enter and Exit the bus in an orderly manner. Keep aisle clear. Refrain from eating/drinking.	Raise your hand to ask questions and/or participate.	Use self control to stay focused on assigned tasks. Only having assigned tabs open.
Engagement Be an Active Learner	Arrive on time with curiosity for the day's learning opportunities.	Participate individually and/or in groups. Be a team player.	Use good hygiene. Wash your hands.	Be aware of your surroundings including your peers.	Participate in table conversation - include everyone.	Follow the driver's directions and bus expectations at all times.	Attention on the speaker. Participate in activities.	Stay on task and express creativity. Use programs and tools to help maximize learning.

EBMS BEHAVIOR EXPECTATIONS

Burke County [BOE Policy #4300-R](#)

EBMS utilizes our East Burke Raider Strong Expectations as outlined below. Our Raider Strong Matrix of school-wide expectations is visible in each classroom and designated areas around our campus. As a staff, we are intentional with teaching our behavior matrix and the

expectations that we will uphold. As a school community, we know that our students need to understand, develop, and practice the necessary skills outlined in our PBIS matrix to maximize their potential for success now and later in life.

Level 1 Behaviors

Minor documented, Corrected Immediately by Adult, Parent Contacted

Behavior	Looks Like/Sounds Like	Suggested Interventions
Negative response that is out of character for a student.	Not working, sighing, mumbling under breath.	Move closer to student, visit one-on-one with student, repeat directions, ignore.
Argumentative	"I am doing my work." Wanting to negotiate a request.	Remind student of classroom policy, visit one-on-one, change seats, repeat directions, keep after class, call parent
Not bringing materials	Lacking paper, pencil, agenda, books, etc.	Conference with student, offer supplies, loss of participation points
Student passively refuses to comply (Do work/take notes)	Out of seat, digging in backpack, writing, erasing, playing with objects	Move closer to student, verbal reminder, respond consistently, loss of participation points, keep after class.
Wearing earbuds	Earbuds in ears.	Visit one on one with student, point to ear buds and gesture to put away, take away earbuds and return at the end of class.
Off Task	Engaged in activity not class related, talking, head down, out of seat, not following Raider Matrix	Teach student how to stay on task, pre-correct students right before they become off task, 3:1 positive interactions, respond consistently to student behavior.
Talking out of turn (Disruptive behavior)	Shouting out, talking over and/or interrupting others	Verbal correction, positive reinforcement
Horseplay	"Playful" behavior, non-safety issue	Verbal correction, visit in hall one-on-one, change seats
Minor dress code	Sagging pants, sunglasses, wearing hoodie AND	Verbal reminder, point out dress code expectations, visit one on

	disengaging during instruction	one in hall.
Disrespect	Arguing with teacher, reusing request, raised voice, rolling eyes, sarcastic remarks, negative tone, smacking lips	Verbal correction, visit one on one in hall, revisit Raider Matrix
Inappropriate Language	Not in anger, not directed, not appropriate to school setting, vulgar or slang, no victim or target, not intended to disrupt	Verbal correction, visit one on one in the hall, keep after class, revisit expectations for communicating.
Disruptive behavior	Tapping, pestering, rudeness, noises, throwing things	Verbal reminder, visit one on one, keep after class, re-direct, replacement behavior offered
Littering	Throwing waste on the floor/ground, leaving lunch remains on table or floor	Verbal reminder, revisit Raider Matrix
Phone - First Offense	Texting, surfing internet, playing games, etc.	Collect phone, parents must come pick up phone.

Level 2 Behaviors

Minor entered into Educator's Handbook, Corrected Immediately by Adult, Parent Contacted

Behavior	Looks Like/Sounds Like	Suggested Interventions
Repeated Level 1 Behavior	Ignoring a teacher/staff member request while continuing to display unwanted behavior	Give student a choice of two acceptable corrections, call parent with notice of problem and next step
Public Display of Affection	Kissing, students sitting on one another's lap, lingering hugs, inappropriate touching	Visit one on one, keep after class, revisit expectations
Phone - 2nd offense	Texting, surfing the internet, playing games, etc.	Collect phone, parents must come pick up phone. Parent conference with administration.
Inappropriate use of technology	Utilizing a device in a fashion not intended for instruction	

Level 3 Behaviors

Major entered into Educator's Handbook, Corrected by Administration, Follow-up Entered in EH

Walks out of classroom	Student leaves academic area without permission	
Cheating	Copying someone else's homework or daily work.	Student receives a zero for the assignment, revisit the Raider Matrix
Phone - 3rd Offense	Texting, surfing internet, playing games, etc.	Collect phone, place in front office, parent picks up, and the student may not bring a phone back to school for the remainder of the year.
Fighting	Aggressive, obvious victim/suspect(s), injury occurs	
Physical contact/safety: arising from horseplay	Aggressive behavior, student safety a concern, student-to-student physical contact made, property damage	
Profanity/Vulgar Language	Directed at another student, spoken in anger or derogatory tone, cause a disruption, cursing at a staff member	
Communicating threats	Obvious victim/suspects, spoken in anger or derogatory tone, causes a disruption, directed at a staff member	
Bullying/Harassment	Purposeful behavior that intends to cause harm or distress; occurs in a relationship where there is an imbalance of power; includes cyber bullying which is sending or posting harmful text or images using the internet or other digital media sources	
Harassment	Verbal or physical behavior that puts another person down or shows hostility toward another person and group of persons based on their race, color, religion, gender, nationality, origin, age, sexuality, orientation, or disability.	

Sexual Harassment	Unwanted and unwelcome sexual behavior which interferes with your right to get an education or to participate in school activities; may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten or threaten because of gender; may cause the target to feel uncomfortable, embarrassed or threatened; can happen once or many times	
Intentional disruption to the learning environment	Intentional behavior which hinders students' learning and teacher's ability to maintain classroom control.	
Lying to School Personnel	Student gives false information to an adult	
Major disruption to classroom	Intentional behavior which hinders students' learning and teachers ability to maintain classroom control	
Inappropriate Language	Using demeaning, racial, stereotypical, or culturally insensitive words. Talk about inappropriate things and/or make sexual comments. Use sensitive words in an insulting or joking manner, "gay", "fag", etc.	
Refusing to leave the classroom	Student remains in area and refuses to comply with request to go to ISS	
Cheating - Repeat		

BULLYING AND DISCRIMINATION POLICY

[Burke County BOE Policy # 1710/4020/7230](#)

The Burke County Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to the Boy

Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

BCPS STUDENT CODE OF CONDUCT Policy Code: 4300-R

The following list of rules for the Burke County Schools is provided as guidance for students, parents, teachers and administrators. This cannot be an all-inclusive list; however, administrators shall use their discretion in dealing with all specific behavior that violates the principles set forth in this policy. Consideration is to be given to the student's cognitive and developmental ability to appreciate the significance of his/her behavior and to assume responsibility for behavior.

This policy pertains to all students in the Burke County Public Schools while they are on the campus of any school in the Burke County School system, while they are participating in any activity sponsored by the Burke County Public Schools, while they are being transported in a vehicle owned or operated by the Burke County Public Schools, while they are awaiting pick-up/drop-off at a bus stop, while going to or from a bus stop, in route to and from school, while they are representing the Burke County Public Schools in any way or while students are off campus if the incident was initiated at school or if the incident could substantially disrupt the school environment. In circumstances where student behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of employees or other students, a student may be suspended or expelled regardless of where the acts and conduct occur. Students may be suspended for off-campus conduct only if the conduct otherwise violates the Student Code of Conduct AND the conduct has or is reasonably expected to have a direct and immediate impact on the orderly operation of the school or on the safety of individuals in the school environment. It is expected that any subsequent infraction will build upon disciplinary actions of previous infractions.

Students may be subject to random searches for weapons or contraband upon entering a school building or event.

In any case where out of school suspension is utilized, a parental conference with the principal and/or teacher(s) is required before re-entry into school. If the parent/guardian cannot or will not come to school for a conference, the student may come back to school at the discretion of the principal. Parents should be informed of all out-of-school suspensions by phone if at all possible, as well as the written notice required by law. All rule infractions will be retained in the Burke County Uniform Disciplinary Database.

The Superintendent and principals are allowed to consider the student's intent, disciplinary and academic record, the potential benefits of alternatives to suspension, and other mitigating and aggravating factors when deciding whether to recommend or impose long term suspension. ("Special circumstances")

A. Class I

1. Classroom and Extracurricular Disruption or Distraction

- A. The act of disruption or distraction which affects the normal education process or interferes with any school extracurricular activity, including, but not limited to, interrupting the class, provoking other students or talking excessively.
- B. First Office Referral: Verbal warning up to two (2) days in-school suspension.
- C. Second Office Referral: Up to five (5) days in-school suspension. Special circumstances may warrant up to 2 days out-of-school suspension.
- D. Third & Subsequent Office Referral(s): Up to three (3) days out-of-school suspension. Special circumstances may warrant long term suspension.

2. Being in Unauthorized Areas

Students shall not be in unauthorized areas during the school day or during school related/after school activities.

- A. First Offense: Up to one (1) day in-school suspension.
- B. Second Offense: Up to three (3) days in-school suspension or up to two (2) days out-of-school suspension.
- C. Third Offense: Up to five (5) days in-school suspension or up to five (5) days out-of-school suspension.

3. Skipping (Truancy) School All Day or Assigned Classes During School Day

- A. Students shall be on campus and in their assigned classes unless they have been authorized to be elsewhere by authorized personnel.
- B. a. First Offense: Up to one (1) day in-school suspension. (Punishment may include but is not limited to before or after school detention, lunch detention, or Saturday detention.)
- C. b. Second and Subsequent Offense(s): Up to two (2) days in-school suspension.

4. Unexcused Tardies to School or Assigned Classes

It is imperative that students realize and recognize the importance of arriving at school on time and being punctual to class on a daily basis. Habits formed in school often determine habits after school. Punctuality is a habit that should be cultivated, practiced and endorsed.

5. Tardy to School or Class (Grades K-12)

Each school will develop procedures that address students who are tardy to school for unexcused reasons. The policy/procedures developed at the school level may include but is not limited to lunch detention, before or after school detention, Saturday detention, loss of driving privileges, and possible revocation of a student transfer if applicable, suspension of extra-curricular opportunities, or in-school suspension as a last resort. Schools shall not use out-of-school suspensions as punishment for being tardy to school. Other methods of dealing with students who are tardy to school should be explored by each school.

6. Non-Compliance with Directions of Teachers and Other School Personnel or Providing False Information

Students shall comply with all lawful directions of teachers, and substitute teachers, teacher assistants, student teachers and other authorized school personnel during any period in which they are subject to school authority. At no time shall a student provide false information to an administrator, a teacher or staff member.

- A. First Offense: Up to two (2) days out-of-school suspension.
- B. Second Offense: Up to five (5) days out-of-school suspension based on the severity of the offense. Additional community service duties, such as picking up trash from the grounds, etc.

C. Third and Subsequent Offense(s): Up to ten (10) days out-of-school suspension.

7. Inappropriate Appearance or Clothing

Headgear, Headwear, or Headdress

Headgear, headwear, or headdress is defined as an element of clothing that is worn on one's head that serves as a variety of purposes such as:

Military, medical, religious, social, fashion, and protection.

Appearance or clothing which is disruptive, provocative, indecent, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the student or others is prohibited. Articles of clothing, which are offensive to race, creed, color, or sex will not be permitted if such clothing creates a disruption or it is foreseeable that it will create a disruption.

Each classroom teacher has the discretion to allow or not allow approved headgear, headwear, or headdress to be worn inside his or her classroom.

School Administration will make any final determination at their respective site regarding headgear, headwear, or headdress as defined as an element of clothing.

Dress which is considered inappropriate (This is not an all-inclusive list and pertains to the regular school environment):

- halter tops
- tank tops and shirts altered to resemble tank tops (Unacceptable Tank Top: T-shirt with narrow straps and large arm holes)
- bare midriff tops
- bare-back tops
- shorts, skirts, and dresses should not be shorter than mid-thigh
- slashed or cut-up clothing
- sagging pants
- underwear worn as outerwear
- clothing with alcohol, tobacco, or controlled substance advertisement or reference
- clothing displaying vulgar writing or symbols, sexual reference, or racial comments
- exposed undergarments
- see-through clothing
- biker tights worn as outerwear
- various modes of dress that would fall under the "disruptive behavior" category
- dark glasses worn within a building
- lack of appropriate foot covering
- chains or jewelry that hang from wallets, studded collars and bracelets which may be used as a weapon, cause injury, or hinder movement
- any other disruptive clothing or attire
 - a. First Offense: Up to two (2) days in-school suspension.
 - b. Second Offense: Up to five (5) days in-school suspension. Special circumstances may warrant up to 2 days out-of-school suspension.
 - c. Third & Subsequent Offense(s): Up to three (3) days out-of-school suspension.

8. Cheating

Students shall not cheat on tests/examinations, not copy the work of another student nor assist a student who is attempting to copy his/her work, nor plagiarize work, nor complete in a dishonest or deceptive manner any type of academic assignment.

- A. *a. First Offense: Teacher conference with administration, student and parent(s) and may receive a grade of zero (0) for assignment.*

- B. *b. Second Offense: Up to three (3) days in-school suspension and a grade of zero (0) for assignment.*
- C. *c. Third Offense: Up to three (3) days out-of-school suspension. A grade of zero (0) for assignment will be given.*

9. Inappropriate Interpersonal Behavior

- A. Inappropriate public displays of affection or indecent exposure, as determined by school personnel, are not allowed. Examples are but are not limited to kissing, inappropriate touching, mooning, instigating, and encouraging inappropriate interpersonal behavior, etc.
- B. a. First Offense: Conference with students and parent(s). Up to two (2) days in-school suspension. Extremely inappropriate acts may result in out-of-school suspension for the remainder of the school year.
- C. b. Second Offense: Up to four (4) days in-school suspension or up to two (2) days out-of-school suspension. Extremely inappropriate acts or other special circumstances may result in long term suspension.
- D. c. Third Offense: Up to five (5) days out-of-school suspension. Extremely inappropriate acts or other special circumstances may result in long term suspension.

10. Bus Misbehavior

Students shall not engage in any type of behavior that interferes with the safe and efficient operation of the school bus and/or the safety of persons riding in the bus. All students are required to remain seated on their assigned bus during the entire bus trip with the exception of changing buses to continue their route or in an emergency situation.

School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the bus and vehicle driver.

The following conduct is specifically prohibited:

- stopping, impeding, delaying or detaining a bus or school vehicle;
- disturbing the peace, order of discipline on a bus or school vehicle;
- refusing to obey the driver's instructions;
- tampering with or willfully damaging the bus or school vehicle;
- getting off a bus at an unauthorized stop;
- refusing to meet the bus at designated stops;
- distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- failing to observe established safety rules and regulations;
- opening the emergency door and/or windows without authorization;
- willfully trespassing upon a school bus or school vehicle; and
- fighting, smoking, using profanity, possessing or using drugs or intoxication beverages, or otherwise violating any other board policy or school rule while on a school bus or other school vehicle.

Inappropriate conduct in violation of other rules of the Student Code of Conduct may result in additional consequences.

- a. First Offense: Conference with student and parent contact. Up to three (3) days suspension from riding the bus.
- b. Second Offense: Up to five (5) days suspension from riding the bus.
- c. Third Offense: Suspension from riding the bus for up to ten (10) days.
- d. Subsequent Offense: Students may be suspended from riding the bus for the remainder of the school year.

11. Use of Tobacco Products

Students shall not use or possess any type of tobacco/vape products on school property during the time school is open for the school day or for any supervised school activities, or when being transported to and from school in a school vehicle. (This includes school-sponsored events such as dances, field trips, athletic functions, etc. while participating or being under the direct supervision of a school staff member). This policy is in effect for any Burke County student on any campus of the Burke County Public Schools or attending any school sponsored functions off campus.

Possession/Use

- a. First Offense: Three (3) days in-school suspension with enrollment and successful completion of cessation program. Confiscate products.
- b. Second Offense: One (1) to three (3) days out-of-school suspension with continuation of cessation program. Confiscate products.
- c. Third Offense: Three (3) to five (5) days of out-of-school suspension. Confiscate products. Recommend students for intensive cessation program completion.
- d. Fourth Offense: Ten (10) days out-of-school suspension with recommendation for long term suspension. Confiscate products.

B. CLASS II

1. Insulting, Disrespectful, Abusive, Profane, Obscene Words, Signs, Gestures, and Other Acts

Students shall not make or direct insulting, abusive, profane, obscene words, signs, gestures, and other acts toward other students, visitors, school employees, and other persons.

- a. First Offense: Up to five (5) days out-of-school suspension.
- b. Second Offense: Up to ten (10) days out-of-school suspension.
- c. Third Offense: Ten (10) days out-of-school suspension and special circumstances may warrant long term suspension.

2. Discrimination, Harassment, and Bullying

Students shall not bully or intimidate other students. Bullying is defined as: purposeful, repetitive actions by an individual with the intent to inflict physical and/or emotional harm. These actions can be direct bullying such as but not limited to hitting, punching, shoving, kicking, etc. or indirect bullying such as but not limited to verbal threats, embarrassing comments, videos or pictures, ranking, isolating, ignoring or cyber-bullying such as but not limited to published email, text, and web page hurtful, degrading, or embarrassing comments, pictures, or videos, etc. (Burke County Policy 4021 – Prohibition Against Discrimination, Harassment and Bullying and 4015 – Discrimination, Harassment, and Bullying Complaint Procedures).

- a. First Offense: Up to five (5) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.
- b. Second Offense: Up to ten (10) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.
- c. Third Offense: Ten (10) days out-of-school suspension and cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.

3. Sexual Harassment

Students shall not make or direct unwelcomed sexual advances, requests for sexual favors, or other inappropriate oral, written, or physical conduct of a sexual nature to another student. All

students must be allowed to learn and work in an environment free from such harassment. Law enforcement officials may be notified.

a. First Offense: Up to five (5) days out-of-school suspension and parent/guardian conference.

b. Second Offense: Up to ten (10) days out-of-school suspension and parent/guardian conference.

c. Third Offense: Ten (10) days out-of-school suspension and cases of severe harassment may be subject to a long term suspension or expulsion.

4. Gambling

Students shall not participate in any form of gambling or games of chance/skill for money and/or other item of value.

A. First Offense: Up to five (5) days in-school suspension.

B. Second Offense: Up to three (3) days out-of-school suspension.

C. Third Offense: Up to ten (10) days out-of-school suspension.

5. Use and Possession of Electronic Devices

Students may possess but shall not use a cellular telephone, portable electronic paging device of any kind, commonly known as a "beeper," a digital camera, or any kind of electronic recording device in school during regular school hours except as approved by a principal or his/her designee. "Regular school hours" means from the beginning of the student instructional day to the end of the student instructional day.

Using wireless communication devices to reproduce images of test, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited.

Using cellular telephones or other devices with photographic capabilities in student locker-rooms, restrooms, or any other student changing areas, regardless of whether such use occurs during the school day or outside the school day is prohibited. Students taking photos of other students and posting on websites is not authorized without the permission of student, parents, and principal/designee.

Using a laser pointer in a way that reasonably could cause physical harm or is disruptive is prohibited.

This policy will be in effect for students who are on a school bus, activity bus; any school system sponsored transportation, or on any school sponsored activity.

a. First Offense: The electronic device shall be confiscated by the teacher. Notification shall be sent to the parent by the teacher. Parents may pick it up at the end of the school day from the teacher.

b. Second Offense: The electronic device shall be confiscated from the student and held in the office for parent pick up. The administration shall conference with the parent and student about appropriate use of devices and expectations of school procedures.

c. Third Offense(s): The electronic device shall be confiscated from the student and held in the office for parent pick up. The administration shall conference with the parent and student about how repeated disregard for this procedure will lead to other discipline as appropriate, which may include in-school and out-of-school suspension (i.e. insubordination, disrespect, inappropriate use of technology). The student will no longer be allowed to bring an electronic device to school except as approved by a principal.

d. Subsequent offense(s): The electronic device shall be confiscated, and the parent shall be notified by an administrator. The parent may pick up the electronic device from the school office, and the student may receive additional days of in-school or

out-of-school suspension as deemed appropriate by school administration.

C. CLASS III

Class III rules refer to student behaviors which are disruptive to the educational process and may have the potential for physical injury to others. In cases in which these behaviors are violations of North Carolina General Statutes, involvement of law enforcement officers will be required.

[General Statute 115C-288](#) requires certain acts to be reported by the principal to law enforcement. Those acts are:

1. Assault resulting in serious personal injury;
2. Sexual assault;
3. Sexual offense;
4. Rape;
5. Kidnapping;
6. Indecent liberties with a minor;
7. Assault involving the use of a weapon;
8. Possession of a firearm in violation of the law;
9. Possession of a weapon in violation of the law; or
10. Possession of a controlled substance in violation of the law.

In addition to those that are specifically spelled out in North Carolina General Statutes all of the following should be immediately reported to law enforcement officials. The superintendent's office shall also be notified.

11. Larcenies;
12. Extortion as well as extortion attempts;
13. Robbery (armed or common law);
14. Hate crimes;
15. Stalking;
16. Possession of any explosive or incendiary device or arson/attempted arson.

[General Statute 20-11](#) requires a student's driving permit or license to be suspended one year if a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under [G.S. 115C-390.10](#) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property.

Violations of Class III offenses shall be considered on their own set of facts and circumstances. Appropriate punishment shall be determined by the principal and superintendent. The punishment set out under each rule for first or second offenses is a guideline only. Any punishment, including long term suspension or expulsion of a student over 14 years of age, may be warranted in the circumstances, even for first offenses. Expulsion will be appropriate provided that the student's continued presence at school threatens the safety of other students or employees.

1. Trespassing

Students shall not willfully enter or remain in any school structure, conveyance or property

without having been authorized or invited, nor refuse to depart after being directed to leave by authorized personnel. Law enforcement may be notified based on the severity of the act.

- A. First Offense: Up to ten (10) days out-of-school suspension depending on severity of the act. Special circumstances may warrant out-of-school suspension for the remainder of school year. Driving privileges could be revoked depending on the severity of the act.
- B. Second Offense: Ten (10) days out-of-school suspension and special circumstances may warrant long term suspension.

2. Making and/or Possessing a Destructive, Explosive or Incendiary Devices

Students shall not make or possess firecrackers or pyrotechnic, explosive, incendiary, or smoke-creating devices. Law enforcement and parents shall be notified.

- A. First Offense: Up to five (5) days out-of-school suspension. Special circumstances may warrant out-of-school suspension for remainder of the school year. Confiscate device.
- B. Second Offense: Confiscate device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension or a suspension for 365 days as required by law.

3. Exploding Firecrackers or Igniting Similar Devices

Students shall not explode firecrackers or ignite pyrotechnic, explosive, incendiary, or other smoke-creating devices. Law enforcement and parents shall be notified.

- A. First Offense: Confiscate device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant suspension for remainder of the school year.
- B. Second Offense: Confiscate device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension.

4. Possession or Use of Marijuana, Narcotics, Stimulants, Depressants, Alcoholic Beverages, any Other Unauthorized or Illegal Substance or Drug Paraphernalia, and Counterfeit Form of Said Substances

Students shall not possess, be under the influence of, or use marijuana, narcotics, stimulants, depressants, counterfeit form of an illegal substance, vaping devices with illegal substances, alcoholic beverages or any other unauthorized or illegal substance or drug paraphernalia. **Law enforcement and parents shall be notified.**

- a. First Offense for Possession/Use: Three (3) to five (5) days out-of-school suspension with enrollment and successful completion of cessation program and loss of extracurricular activities for duration of suspension. A parent conference with school administration will be required and products shall be confiscated.
- b. Second Offense for Possession/Use: Five (5) to seven (7) days of out-of-school suspension, loss of extracurricular activities for duration of suspension and continuation of cessation program. A parent conference with school administration will be required and products shall be confiscated.
- c. Third Offense for Possession/Use: Ten (10) days out-of-school suspension with recommendation for long term suspension. Recommend students for intensive cessation program completion. A parent conference with school administration will be required and products shall be confiscated.

5. Sale, Delivery, or Distribution of Marijuana, Narcotics, Stimulants, Depressants, Alcoholic Beverages, and any Other Unauthorized or Illegal Substance, Drug Paraphernalia or Counterfeit Form of Said Substances

Students shall not sell, deliver, or distribute marijuana, narcotics, stimulants, depressants, counterfeit form of an illegal substance, alcoholic beverages, or any other unauthorized or illegal substance or drug paraphernalia. Law enforcement and parents shall be notified.

a. First Offense for Distribution/Delivery: Ten (10) days out-of-school suspension with loss of extracurricular activities for the duration of the suspension. Students shall be required to successfully complete the cessation program. Law enforcement shall be notified.

b. Second Offense for Distribution/Delivery: Ten (10) days out-of-school suspension with recommendation for long term suspension. Students will be referred for an intensive cessation program. Law enforcement shall be notified.

6. Major Disruption of the School Environment (Inciting or participating in a Student Disorder; i.e. riots, walk outs, sit-ins, assaults, etc.)

Students shall not lead, participate in, or encourage others to participate in major group disruptions, which adversely affect the educational process. Law enforcement and parents shall be notified.

A. First Offense: Minimum of five (5) days out-of-school suspension. Special circumstances may warrant long term school suspension up to remainder of school year.

B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

7. Participation in a Gang or Gang Activity that Disrupts the Normal School Environment

Students shall not lead, participate in, or encourage others to participate in a gang or gang activity. (A “gang” is defined as a group who organizes for unlawful activities or to harass or intimidate others.) Law enforcement and parents shall be notified.

A. First Offense: Minimum of five (5) days out-of-school suspension. Special circumstances may warrant long term school suspension up to remainder of school year.

B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

8. Unjustified Activation of a Fire Alarm or Making a False Report of an Emergency

Students shall not activate any fire alarm unless authorized to do so by school employees, or unless there are reasonable grounds for the student to believe an actual emergency condition exists. At no time shall a student call in or in any other manner communicate a false report concerning a bomb, other explosive device, or any emergency situation. Law enforcement and parents shall be notified.

A. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term school suspension up to remainder of school year.

B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

For a bomb/explosive device threat the courts must revoke the permit or license of a person under the age of 18 per [G.S. 20-13.2](#).

Parents can also be held responsible for actual compensatory and consequential damages resulting from the disruption or dismissal of school or the school sponsored activity.

9. Fighting Among Students

Students shall not fight or attempt to cause bodily harm to another student. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting. Parents shall be notified.

A. First Offense: Up to ten (10) days out-of-school suspension.

- B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.
- C. Third Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

10. Extortion

Students shall not obtain through verbal or physical threats, coercion, or intimidation anything of value (personal property, money or information) from any other student or school employee. Law enforcement and parents shall be notified.

- A. First Offense: Up to five (5) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.
- B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

Full restitution will be sought.

11. Theft, Robbery, Burglary or Damage to School or Personal Private Property or Possession of Stolen Property

Students shall respect school property and the personal property of other students, school employees, and other persons. Students shall not steal, rob, attempt to burn or convert school property and property of any other person or entity, nor cause damage to such property. Law enforcement and parents shall be notified.

- A. First Offense: Up to five (5) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.
- B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.
- C. Third Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

Full restitution will be sought.

12. Verbal or Physical Assault (Including Threats) or Physical Injury to School Personnel (This Includes Injury to Real or Personal Property)

Students shall not cause, attempt to cause or verbally (written or oral) threaten to cause damage to property, physical or bodily injury to principals, assistant principals, teachers, substitute teachers, teacher aides, student teachers and other school personnel or visitors. Law enforcement shall be notified if there is a serious injury or at the discretion of the principal. A local board of education may remove to an alternative education setting any student who is at least 13 years of age who physically assaults and seriously injures a teacher or other school personnel.

- A. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

13. Verbal or Physical Assault or Physical Injury to Students

Students shall not cause, attempt to cause or verbally (written or oral) threaten to cause damage to property, physical or bodily injury to another student. Law enforcement shall be notified if there is a serious injury or at the discretion of the principal. Parents should be notified.

- A. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.
- B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

14. Hazing

Students shall not commit any act of hazing. Hazing is defined as follows: "To subject another student to physical injury as part of an initiation, or a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or similar group." Any student who aids or abets hazing shall be disciplined as a principle actor. Law enforcement and parents shall be notified. Law enforcement notification is mandatory. Conviction in criminal court may result in automatic expulsion.

- A. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year or expulsion.
- B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year or expulsion.

15. Weapons and/or Other Dangerous Instruments

Students shall not possess or conceal any weapon or any other instrument that could cause bodily harm or be used to threaten bodily harm. Law enforcement and parents shall be notified.

- A. First Offense: Confiscate weapon or device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.
- B. Second Offense: Confiscate weapon or device. Up to ten (10) days out-of school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.

16. Possession of a Firearm(s)

Students shall not bring to school or possess or conceal any firearm or weapon – "any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive" on any property owned by the Burke County Public Schools. Law enforcement and parents shall be notified.

- A. Any Offense: Confiscate firearm or weapon. Out-of-school suspension for a minimum of 365 days (a calendar year) pursuant to [GS 115C-390.10](#).
- B. This punishment may be modified by the Superintendent or board as permitted by law.

17. Sexual Assault, Sexual Offenses, Etc.

Students shall not commit any sexual offense as defined by the North Carolina General Statutes. ([NC General Statute 14-27.4](#) & [14-27.5](#)). Law enforcement and parents shall be notified.

- A. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension for up to remainder of school year or expulsion.
- B. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension for up to remainder of school year or expulsion.

18. Inappropriate Use of Computers/Internet/Email/Network/Etc.

Students shall not violate the Burke County Public Schools Acceptable Use Policy.

- A. First Offense: Up to five (5) days in-school suspension and possible loss of technology privileges.
- B. Second Offense: Up to three (3) days out-of-school suspension and possible loss of technology privileges.
- C. Third Offense: Up to ten (10) days out-of-school suspension and loss of technology privileges.

19. Inappropriate Use of Computers/Internet/Email/Network/etc.

Students shall not violate any North Carolina Criminal Statute or local ordinances not previously covered. A student convicted of a felony or serious misdemeanor may be recommended for expulsion from Burke County Schools. (Any plea of nolo contendere or the

entry of a “prayer for judgment” shall be deemed as a conviction for the purposes of this policy). Law enforcement and parents shall be notified.

a. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term school suspension for up to remainder of school year and/or exclusion from all extra-curricular activities.

b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term school suspension for up to remainder of school year.

Revised: July 14, 2022; May 15, 2023

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

Policy Code: 1720/4015/7225

The Board takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator--The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.
2. Complaint--A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.
3. Complainant --The complainant is the individual complaining of being discriminated against, harassed or bullied.
4. Days--Days are the working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term as soon thereafter as possible.
5. Investigative Report--The investigative report is a written account of the findings of the investigation conducted in response to a complaint.
6. Investigator--The investigator is the school official responsible for investigating and responding to the complaint.
7. Report--A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees --Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of policy 1710/4021/7230 or policy 1730/4022/7231 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties--All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.
3. Anonymous Reporting--Reports of discrimination, harassment, or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.
4. Investigation of Reports--Reports of discrimination, harassment, or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Filing a Complaint--Any individual, who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:
 - a. The principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
 - b. An immediate supervisor if the individual making the complaint is an employee;
 - c. The director of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the director of human resources is the alleged perpetrator);
 - d. The Title IX coordinator for claims of sex discrimination or sexual harassment (see policy 1710/4021/7230 for contact information);
 - e. The Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy 1710/4021/7230 for contact information); or
 - f. For claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.
 - g. In addition, complaints may be filed with:

**Office for Civil Rights
U.S. Department of Education
4000 Maryland Ave. SW
Washington, DC 20202-1475**

Telephone: 202-453-6020 TDD: 800-877-8339

FAX: 202-453-6021 Email: OCR.DC@ed.gov

2. Time Period for Filing a Complaint--A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.
3. Time Period for Filing a Complaint--A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.
4. Informal Resolution--The Board acknowledges that many complaints may be addressed

informally through such methods as conferences or mediation. The Board encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence complaints by a student of sexual harassment perpetrated by an employee, or when otherwise inappropriate. Informal procedures may be used only if the parties involved voluntarily agree. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate, or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION HARASSMENT, OR BULLYING

1. Initiating the Investigation
 - a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.
2. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the director of human resources, the superintendent or a member of the Board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the director of human resources or designee.
3. If the alleged perpetrator is the principal, the director of human resources or designee is the investigator.
4. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the director of human resources or designee is the investigator unless the alleged perpetrator is the director of human resources, the superintendent or a member of the Board.
5. If the alleged perpetrator is the director of human resources, the superintendent or designee is the investigator.
6. If the alleged perpetrator is the superintendent, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the director of human resources who shall immediately notify the Board chair. The Board chair shall direct the Board attorney to respond to the complaint and investigate.)
7. If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board chair is the alleged perpetrator, the superintendent shall also notify the Board chair of the complaint.)

- a. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
- b. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
- c. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.
- d. Failure to investigate and/or address claims of discrimination, harassment, or bullying shall result in disciplinary action.
- e. Conducting the Investigation
 - i. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230 or policy 1730/4022/7231. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.
 - ii. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.
 - iii. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

8. Investigative Report

- a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA or other coordinator.
- b. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - i. Reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying and prevent it from recurring;
 - ii. As needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
 - iii. As needed, reasonable steps to protect the complainant from retaliation as

a result of communicating the complaint.

- c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).
- d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or Board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with Board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with Board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

9. Appeal of Investigative Report

- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the director of human resources or the superintendent, in which cases the complainant may appeal directly to the Board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the Board within five days of receiving the superintendent's response. The Board will review the documents, direct that further investigation be conducted if necessary, and take any other steps that the Board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the Board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The Board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

10. TIMELINESS OF PROCESS

- a. The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.
- b. If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the

reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

- c. Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

11. GENERAL REQUIREMENTS

- a. No reprisals or retaliation of any kind will be taken by the Board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
- b. All meetings and hearings conducted pursuant to this policy will be private.
- c. The Board and school system officials will consider requests to hear complaints
- d. The complainant may be represented by an advocate, such as an attorney, at any
- e. Should, in the judgment of the superintendent or designee, the investigation or from a group, but the Board and officials have the discretion to hear and respond to complainants individually .meeting with school system officials. processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

12. RECORDS

- a. Records will be maintained as required by policy 1710/4021/7230.
- b. Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U.S. Department of Education, Office for Civil Rights (2001); Notice of Non-Discrimination, U.S. Department of Education, Office for Civil Rights (2010); Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998); Davis v. Monroe County Board of Education, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18 Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Student and Parent
- c.

Technology Responsible Use - BOE Policy 3225/4312/7320

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 Student Code of 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. All students and employees acknowledge that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources and tracking systems to track and recover lost or stolen equipment. 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 Student Code of 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 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.

BOARD OF EDUCATION POLICY MANUAL Page 3 of 6

Policy Code: 3225/4312/7320

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) 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 Chief Information Officer 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., the state student information and instructional improvement system applications, 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.

BOARD OF EDUCATION POLICY MANUAL Page 4 of 6
Policy Code: 3225/4312/7320

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.

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

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate file server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality

BOARD OF EDUCATION POLICY MANUAL Page 5 of 6

Policy Code: 3225/4312/7320

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, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how 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. The school system assumes no responsibility for personal technology devices brought to school.

G. 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.

BOARD OF EDUCATION POLICY MANUAL Page 6 of 6

Policy Code: 3225/4312/7320

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)

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)

Adopted: March 27, 2020



Burke County Public Schools

Mission Statement

Burke County Public Schools will educate all learners, nurture their potential and empower them to be contributing members of our community.

Vision Statement

Burke County Public Schools will be a model of exemplary education by inspiring all students to be life-long learners who will contribute to our community.