



Chatham Grove Elementary School

Parent/Student Handbook

2021-2022

C: A School **Community**

G: **Growing** ALL learners

E: **Engaging** in Service

Chatham Grove Elementary School

1301 Andrews Store Road

Pittsboro, NC 27312

<https://www.chatham.k12.nc.us/Domain/2227>

919-642-7069 (Office) (Office)

984-254-3432 (Fax)

School Hours/Horario Escolar

7:55 a.m. – 2:55 p.m.

Our School Day/Día Escolar

7:30 Cars Unload/Automóviles

7:30 – Buses Unload/Autobuses

7:30-7:55 – Breakfast/Desayuno

7:55 - Tardy Bell/Segundo Timbre

7:55 – Morning Announcements/ Anuncios Matutinos

7:55 – Instructional Day Begins/Comienza el Día de Instrucción

2:55 – Dismissal Bell/Timbre de Salida

Arrival and Dismissal

CGE students may arrive on campus via 3 methods:

1. As walkers/bike riders
2. Via a school bus or activity van
3. Via carpool

Arrival – School begins at 7:55 AM. Car riders may be dropped off starting at 7:30 AM at the car rider pick up/drop off point. Please do not arrive in the carpool line before 7:30 a.m. Car riders enter the building through the main entrance at front. Walkers/bike riders enter the building at the end of our Red Hall (the entrance closest to the crosswalk at Andrews Store Road).

Dismissal – School dismissal begins at 2:55 PM (11:30 on Early Release Days). We use a number system to organize our carpool line. If your child is a car rider, please make sure your (required) carpool tag is prominently displayed in your front window (if you need a new tag or an extra tag, please request one from your child’s teacher. The school will provide up to 3 car tags per family. You must be in the car rider line by 3:20 to pick up your child. Due to after school obligations for staff, supervision is not provided for late pick ups.

Checking Out Early/Early Pick Up

If a student must leave school during the school day, a parent/guardian or person listed on the emergency information sheet must come into the office and sign the student out. Upon returning, the student should present a note signed by the parent/guardian or a note from the dentist/doctor that explains the need to pull your child out of school. **Student checkout is not allowed after 2:30. This checkout procedure allows carpool to take place in a normal manner and ensures we are able to track where students are supposed to be at the end of the day.**

Please be aware that early student checkout causes instructional disruptions for the student leaving early and to his/her entire class; therefore, we encourage parents to allow students to complete the entire day, with the exception of sickness and/or emergencies. If you know in advance that your child will be leaving early, write your child's teacher a note. Our school receptionist will call the classroom upon your arrival. *(Please do not call the front office on your way to school requesting your child to be called to the front office. Delays could happen, and we would like for your child to receive as much instructional time possible).* You must come into the building to sign your child out. On your arrival, your child will be called to the office.

Attendance/Absences:

School begins at 7:55 a.m. Students arriving after 7:55 a.m. are considered tardy and a parent/guardian must report to the main office and sign the student in. Excessive absences and/or tardies, may result in a referral to CGE's social worker. Subsequently, CGE's principal may require a meeting with you to discuss the chronic tardies. (CCS Board Approved 2007). Also note that if your child is a transfer student into our school, excessive absences and/or tardies may result in your child being required to return to the school assigned to your home address.

If your child is going to be absent, feel free to email the teachers to see if there is any work they may have missed. Within 3 days of returning to school, your child needs a handwritten note written to his/her teacher indicating the reason for being out. See Attendance for more information on "excused" and "unexcused" absences.

Regular attendance is mandatory for all students. To be counted present, a student must be in attendance at least one-half of the student school day, (eg. your child could not be checked out before 11:30 AM on a regular school day).

Absences from school will be considered excused if:

1. the student is unable to come to school because of illness or injury;
2. there is a death in the student's immediate family;
3. the student has a medical or dental appointment;
4. the student has been isolated by the State Board of Health;
5. the student is a witness in a court proceeding;
6. the student is observing a religious event with prior approval of the principal;
7. the student is participating in a valid educational opportunity that is educational in intent from the outset (e.g. your child is attending a special camp for medical reasons). To receive prior approval you must complete a "Request for Educational Absence" form 2 weeks prior to the planned absence, with prior approval of the principal. You may receive a copy of the form from your child's teacher or from the principal.

Absences from school will be considered unexcused if:

1. the absence does not meet the reasons classified as excused absences; and
2. the student does not provide the principal with proper and timely notification.

In the case of excused absences and out of school suspensions, students will have the opportunity to make up work without penalty to their grade(s) including quarterly, semester or grading period exams. The teacher, within a reasonable period of time, will determine what work is to be made up. Students in grades K-5 will have make-up work arranged at the direction of the teacher.

KEEP YOUR CHILD HOME IF THEY HAVE:

- A Temperature greater than 100 degrees F. (students must be fever free for 24 hours in order to return to school).
- Difficulty breathing, persistent crying, or other signs of severe illness.
- Diarrhea that cannot be contained or has blood/mucous.
- Vomited in the previous 24 hours.
- A Rash with fever or behavior change until seen by doctor.
- Redness of eyes with yellow drainage (pink eye is very contagious). Return to school when treated for 24 hours.
- Strep throat until 24 hours after treatment with antibiotics.
- Chicken pox until all lesions are dried and crusted.

After-School Care

Information regarding CGE's YMCA program may be found here:

<https://www.ymcatriangle.org/schools/chatham-grove-after-school>. Please reach out to YMCA with specific questions about their program.

Cell Phones

Cell phones and other wireless communication devices are allowed at school as long as they are not turned on, handled, or visible during the instructional day.

Personal Items at School:

Personal items not required by the school for instructional purposes in the classroom do not belong at school, and students are strongly discouraged from bringing these items to school. Examples include cell phones, mp3 players, toys, jewelry, electronics, cash or any special item of an irreplaceable nature. The school is not responsible for any personal items that are brought to school and become lost or broken.

Classroom Behavior/Discipline

We expect our students to be respectful of all people and their surroundings at all times. Similarly, we expect that students will be responsible for their actions. Teachers have the authority to utilize a classroom management system that fits their style of teaching.

Automatic office referrals will be made for major offenses, and administrators will use the [Chatham County Schools' Rights & Responsibilities Handbook](#) to determine the appropriate consequence level.

Communicating Needs and Concerns:

Parents and students are encouraged to report any concerns they have to Chatham Grove

ES staff. Typically, reports are first made to your child's classroom teacher. As always, CGE's administrative team stand ready to hear your concerns as well. Please reach out to them when appropriate. Please know that our faculty, staff, and administration are here to help you. It is important that we know when there is a problem or concern. We are partners in the education of our students.

Please understand that we will not be able to put a call through to your child's teacher during the instructional day unless under extreme circumstances. We will be happy to take a message or put you through to the teacher's voicemail.

Dress Policy

In choosing school clothes, please adhere to the following guidelines for acceptable school clothing. If students arrive at school in inappropriate school clothes, we will call parents to bring appropriate clothing. The student will stay in the office until such time as he/she is appropriately dressed for school.

For more detail, see CCS Board Policy

https://boardpolicyonline.com/bl/?b=chatham_nc#&&hs=436070

Policy Code: 4316 Student Dress Code:

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy 4328, Gang- Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Clothing Guidelines

Students should be able to move and sit freely in clothing without exposing undergarments and/or private body parts.

- Clothing should cover the shoulder, chest, midriff/torso, and lower back.
- Shorts must cover the top 1/3 of the thigh (minimum length) and skirts must cover the top ½ of the thigh, as measured from the inseam of the garment to the top of the kneecap. Pants should fit well at the waist and should not be sagging.
- Hats, sunglasses, and any other headgear including scarves and bandanas, are not to be worn in the school building. (Hair bows and hair bands are acceptable).
- Clothing, including jewelry, displaying inappropriate messages, (alcohol/drug related messages or messages containing profanity) or symbols that are distracting or offensive to others or are gang references are prohibited.

P.E. Attire

- All students will dress in appropriate attire for Physical Education. Students are asked to bring tennis shoes and clothing in which they can run, jump, and actively move. (Check with your child's teacher for their PE day schedule).

Field Trips

Parental permission in writing is necessary before students will be allowed to participate in field trip activities. Students who do not have permission to attend a field trip will remain at school and complete assigned work under the supervision of school staff. Designated chaperones are not allowed to bring additional children on field trips that are not in the class for which the field trip is scheduled. The purpose of this policy is to ensure that chaperones can focus on the children for which they are responsible for. Chaperones who drive personal vehicles on the trip are allowed to transport only their child(ren).

Any parent/guardian that would like to attend or volunteer as a chaperone for a field trip must first be approved through Chatham County Schools as an approved volunteer.

Volunteers must reapply yearly. Volunteer status approval ends yearly at the end of the school year in June. Please go ahead and re-apply at the beginning of the school year (in August) for approval for the current school year if you think you may serve as a chaperone.

To register as a volunteer, please complete the online application @ <http://www.chatham.k12.nc.us/Domain/22> and click on "volunteers" at the top right. *If you need assistance in filling out the volunteer form, please make an appointment with the receptionist.*

Food for Projects/Celebrations

Students are not allowed to bring homemade food items to school to share. Additional information is available from our school district Child Nutrition Department.

Guidance and Counseling

CGE's school counselors are Abby Kennedy and Elizabeth Vallero. They can be reached at: akennedy@chatham.k12.nc.us and evallero@chatham.k12.nc.us.

The school counselors offer a comprehensive, developmental program that includes classroom guidance, small group sessions for students with common concerns, and short-term individual counseling. This counseling is based upon the belief that each person has the right to respect and dignity as a unique human being, the right to self-direction and self-development, the right to privacy, and the responsibility for decisions reached. Parents can call at any time to set up a phone conference or a conference at school.

Internet Use

Internet use at school is for designated school assignments only. No personal use of the Internet is allowed during school hours. Student access to the Internet may be withdrawn if a student violates rules and regulations for use at school. Severe abuse may result in further disciplinary action. Please see CCS Board Policy 7415. (CCS Board Policies are accessible at: www.chatham.k12.nc.us).

Inclement Weather (CCS Board Approved 2007)

In the event of inclement weather, delay and closing information will be transmitted in several ways.

1. Chatham County Schools website (www.chatham.k12.nc.us)
2. "Blackboard" a messaging system to notify parents via phone, cell, pager, or email.
3. CGE's Facebook page
4. Chatham County School's weather line (919) 542-3626 (extension 500)
5. Television and Radio stations

<u>Television</u>	<u>Radio</u>
WRAL Channel 5	WUNC 91.5 (FM)
WFMY Channel 2	WRAL 101.5 (FM)
WGHP Channel 8	WDCG G105.1 (FM)
WTVD Channel 11	WCHL 1360 (AM)
WRDU Channel 28	WNCA 1570 (AM)

If school is canceled early in the day due to inclement weather, students will follow their normal dismissal procedures (i.e. bus riders will board buses and car riders will wait for pick-up). If parents want their student to have a different plan on inclement weather early dismissal days, they should indicate those plans on the inclement weather form sent home at the beginning of the year or request the form from the office.

The YMCA After-School Enrichment Program will be canceled if the school releases early for inclement weather.

Medication at School:

Medication may be administered at school when the school has received a Chatham County Dispensing of Medication form signed by a parent and the physician. The form is available in the office. Please see CCS Board Policy 8495. (CCS Board Policies are accessible at: www.chatham.k12.nc.us).

Do not send your child with his/her medication to school, this is a safety issue for other students who could be allergic to certain medications. Sending medication with a minor is never safe. Please call the office if you have questions.

School Bus Policies

The fundamental job of the transportation department is to provide safe travel to and from school. The driver and the students are a big part of making sure this happens. **Parents and Students must remember that riding the bus is a privilege.**

The following procedure will be used when students (grades K-3) are unable to be left at drop off location and must be returned to school because there is no one at the stop for pick up:

- The driver will contact the school and take the child back to their school.
- The school will contact parent to pick up child at the school.
- Documentation will be kept on file in office of each time students have to be returned to school.
- **After the third time that no one is at home, the school will contact the Department of Social Services.**

Students are expected:

- To be completely ready and outside at the bus stop when the bus arrives. There should be someone at home when the bus drops all children off (**but this is a requirement for students in grades K-3**). If a student in the 3rd grade or younger does not have a parent/guardian waiting at the stop during drop-off, the student will be brought back to the school until a parent/guardian can be reached to pick up the child. This is a safety precaution to make certain that students are as safe as possible. Documentation will be noted and referrals made if this becomes a repeated offense.
- To follow the directions of the driver.
- To keep their hands, feet, and objects to themselves.

- To stay in assigned seats facing the front of the bus at all times. Students may not sit on book bags or face sideways in seats. When preparing to exit the bus, students are required to remain seated until the vehicle reaches a complete stop.
- To keep all body parts in the bus and the aisle clear at all times.
- To refrain from throwing anything on the bus or out of the window.
- To refrain from eating, chewing gum, or drinking on the bus.
- To talk in a quiet voice and only to students sitting on his/her row. If the driver turns the interior lights on, this is a signal that the noise level is too loud. Students are to observe “silent bus” until the driver turns the lights off.
- To refrain from taking inappropriate items on the bus, for example: balloons, glass containers, and or large items.
- To be outside 10 minutes each morning before the bus is scheduled to arrive. Due to traffic, weather or road conditions the school bus will not always come at the exact same time each day, please be prepared to wait for the bus 10 minutes before or after the designated stop time. We will do our best to notify parents of mechanical issues that could make the school bus late.
- To wait for the bus driver’s signal to cross. If a student has to cross the road when getting on the bus and once the signal is given cross the road and get on immediately. Students should not turn back for anything.
- To immediately move away from the road in the direction of their house(s) when exiting the bus. In the interest of safety, students should not stop to check mail after exiting the bus.
- To load quickly in the mornings and remain in their seats patiently while waiting for others to load.
- To get off the bus at their designated stop. *Students may be granted permission to get off the bus at an alternate regular stop pending seat space on the bus and the request is made (in writing) prior to 2:00. For your child’s safety, changes will NOT be accepted by phone.*

Bus Changes:

- Bus changes can not be made over the phone.
- When requesting a bus change, a parent/guardian note is required and should include:
 1. The student’s name and bus number.
 2. The reason for the bus stop change.
 3. The date and number that the parents can be reached at in case the request cannot be granted.
 4. The stop requested must be a regular bus stop. Chatham County Bus Drivers are not allowed to make stops that are not on the route.
 5. If the student is getting off the bus with another student, both students must provide a note from their parent/guardian.
- Electronic devices (i.e. CD players, iPods, etc.) are not allowed on the bus. Cell phones may not be used on the school bus except for emergencies and with

the permission of the bus driver. The school is not responsible for loss or damage to electronic devices and cell phones.

Transportation Changes

No transportation changes will be taken over the phone. Changes must be made by sending a written note (signed by the parent), or by the parent coming to the school office by 1:00 pm (the day of the change).

Also note that students may not ride the bus home with friends. They may only ride the bus to which they are assigned.

Classroom Visitations (apart from volunteering)

Parents may observe their children in their classroom environment by following the guidelines below:

1. The school's principal and/or assistant principal must receive a parent/guardian request via email by at least 3 p.m. the day before the visit is to take place. The request to visit must include the date of the visit as well as the time of the visit. For example, if you wish to visit between 2:00 and 3:00 on a Thursday, you must notify the school's administration by 3:00 on that prior Wednesday with both the date and time.
2. Classroom visits may last no longer than an hour.
3. Requests for classroom visits may take place no more than two times per calendar month.
4. To ensure student confidentiality, visitors may not record (audio or video) during their visit.
5. Because visits must include a chaperone, there is always the possibility that a request for visit may not be approved because a staff member may not be available. If that is the case, we will work with you to identify another date and time for your visit.

There are many policies outlined by the Chatham County School Board and the State of North Carolina. Chatham Grove Elementary School will operate under the umbrella of these policies.

Bullying Incidents

See Board Policy: https://boardpolicyonline.com/bl/?b=chatham_nc#&&hs=137673

To report a bullying incident, please use [this form](#). Please review the Board policies below related to bullying in our schools.

Policy Code: 1710/4021/7230 Prohibition Against Discrimination,

Harassment, and Bullying

The board 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.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment, and Bullying

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or

retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

"Hostile environment" means that the victim subjectively views the

conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- 3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an

employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with [policy 1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students,

employees, and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

F. NOTICE

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and policy 1720/4015/7225 to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

G. COORDINATORS

The superintendent has appointed the following individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

1. Title IX Coordinator

Name: Deputy Superintendent for Human Resources

Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312

Phone Number: 919-542-3626

2. Section 504 Coordinator

Name: Executive Director for Student Services and Support Programs

Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312

Phone Number: 919-542-3626

3. ADA Coordinator

Name: Deputy Superintendent for Human Resources

Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312

Phone Number: 919-542-3626

4. Age Discrimination Coordinator

Name: Deputy Superintendent for Human Resources

Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312

Phone Number: 919-542-3626

5. Coordinator for Other Non-discrimination Laws

Name: Deputy Superintendent for Human Resources

Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312

Phone Number: 919-542-3626

H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment, or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the board.