

Policy Committee Agenda

October 17, 2023
5:00 - 6:00 PM
Assembly Room

Type of Meeting: Lee County Schools Board Policy Committee

Attendees: All Policy Committee Members

Revision Key: Additions - double underline
Deletions - ~~striketrough~~
NCSBA - yellow
General Statute Changes - red
Lee County Schools Changes - blue

AGENDA TOPICS

Welcome and Call to Order Chris Gaster, Chair

Approval of October 17, 2023 Minutes.....Chris Gaster, Chair

Approval of September 19, 2023 Minutes.....Chris Gaster, Chair

POLICIES FOR REVIEW

Policy feedback to be reviewed at the request of the policy committee:

Policy 4318 Use of Wireless Communication and Other Electronic Devices
(Staff feedback provided)

Policy for committee review:

Policy 3400 Evaluation of Student Progress and Final Exams
(1st copy is current Lee County Schools Policy. 2nd copy is from NCSBA)

Adjourn.....Chris Gaster, Chair

Next Policy Committee Meeting
November 21, 2023
5:00 PM
Assembly Room
Heins Educational Building

**Lee County Board of Education
Policy Committee Meeting
Assembly Room, Basement
Heins Education Building
September 19, 2023
5pm**

Members Present:

Chris Gaster-Lee County Board of Education member; Chairman-Policy Committee
Sandra Bowen-Lee County Board of Education Member; Policy Committee member

Alan Rummel-Lee County Board of Education Member

Dr. Johnnye Waller-Assistant Superintendent Auxiliary Services

Dr. Chris Dossenbach-Interim Superintendent

Stacie Eggers-Assistant Superintendent Human Resources

James Alverson-Public Information Officer

Melissa Brewer-AP, WB Wicker Elementary School

Dr. Lisa Duffey-Principal, JR Ingram, Jr. Elementary School

Trysha Mazzola-Mental Health Coordinator and Policy Advisor

Sal Cosimo, Executive Director of Human Resources

Elayne Monjar-AP, SanLee Middle School

Susan P. Britt-Administrative Assistant

Members Present Remotely:

Stephen Rawson-Board Attorney

Chairman Gaster called the meeting to order.

Approval of 9/19/2023 Agenda-The 9/19/2023 agenda was approved.

Approval of 8/15/2023 Minutes-The 8/15/2023 minutes were approved.

Policies for Review

Policy to be reviewed at the request of the Policy Committee Chairman:

Policy 4318-Use of Wireless Communication and Other Electronic Devices-After discussion, Policy 4318 was referred to Administration for further review and present at the October 17, 2023, Policy Committee meeting.

Policies tabled from August 15, 2023, Committee Meeting:

Policy 8310-Annual Independent Audit-Committee Member Bowen made the motion to accept the policy updates for submission to the Board for first reading on October 10, 2023. The motion was seconded by Chairman Gaster, and approved unanimously.

Policy 8320-Depositories-Committee Member Bowen made the motion to accept the policy updates for submission to the Board for first reading on October 10, 2023. The motion was seconded by Chairman Gaster, and approved unanimously.

Policy for Committee Review-Lee County Schools Update

Policy 5030-Community Use of Facilities-Committee Member Bowen made the motion to accept the policy updates for submission to the Board for first reading on October 10, 2023. The motion was seconded by Chairman Gaster, and approved unanimously.

NCSBA Time Sensitive Information-NC Session Law 2023-106 (SB 49) "Parents' Bill of Rights"-Stephen Rawson, Board Attorney

Policy 1310/4002-Parental Involvement

Policy 3210-Parental Inspection of an Objection to Instruction Materials

Policy 3540-Comprehensive Health Education Program

Policy 4335-Criminal Behavior

Policy 4720-Surveys of Students

Policy 6120-Student Health Services

Policy 7300-Staff Responsibilities

After review and discussion of each policy with Attorney Rawson, Committee Member Bowen made the motion to accept the policy updates for submission to the Board for first reading on October 10, 2023. The motion was seconded by Chairman Gaster, and approved unanimously.

The following administrative regulations have been reviewed and approved by Dr. Chris Dossenbach, Interim Superintendent. They will be presented as information to the Board on October 10, 2023.

AR Code 5030-R-Communities Use of Facilities

AR Code 3320-R-School Field Trips

AR Code 3220-R- Technology in the Educational Program

AR Code 3225/4312/7320-F1- Student Technology Responsible Use Agreement

AR Code 3325/4312/7320-F2- Employee Technology Responsible Use Agreement
- New

AR Code 3226/4205-R- Internet Safety - New

AR Code 3227/7322-R -Web Page Development -New

AR Code 5071/7351-R - Electronically Stored Information Retention -New

AR Code 6520/6521/6522-R- Authorized Use of Equipment, Materials, and Supplies
- New

AR Code 4230/7260/7262-E1- Universal Precautions For Employees - New

AR Code 4230/7260/7262-R - Guidelines for Preventing the Spread of Communicable Diseases - New

AR Code 4270/6145-R- Management of Concussions and Head Injuries - New

AR Code 4270/6145-R1- Return to Educational Activities Following Concussion -
New

AR Code 4525/6125-R - Administering Medicines to Students - New

AR Code 5028/6130/7267-R - Automated External Defibrillator Program - New

The next Policy Committee meeting is scheduled for Tuesday, October 17, 2023,
5pm, Assembly Room, HEB.

There being no further business, Policy Committee Member Bowen adjourned the meeting.

Policy Code: 4318 Use of Wireless Communication and Other Electronic Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property as long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by local school rules or school personnel. Wireless communication and other electronic devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, electronic games, laser pointers, cameras, video cameras and similar devices.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use.

Although generally use is permitted during non-instructional hours, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices for the duration of such programming.

B. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian.

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Code of Student Conduct. 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 this policy.

The following factors should be considered when determining appropriate consequences whether the wireless communication device was used: (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; and (2) to bully or harass other students;

(3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

C. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school district is not responsible for the theft, loss or damage of a cellular phone or any other personal wireless communication device.

Legal References: G.S. 115C-36, -390.2

Cross References: Code of Student Conduct (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Issued: June 30, 2010

Revised: July 19, 2011

Lee County Schools

Policy 4318 Use of Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices. Internet-enabled smartwatches are considered wireless communication devices when used for messaging or accessing the internet. Except as permitted by this policy, no student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to cell phones, pagers, two-way radios, CD/MP3 players, and electronic games or similar devices until after the conclusion of the instructional day.

Procedures for enforcement of this policy have been developed for administrators.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators also may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. Electronic devices may be used by students for instructional purposes with the permission and under the personal supervision of the teacher within the classroom.

High Schools:

Students may not use cell phones or other wireless communication devices during the instructional day, except during their assigned lunch period, and between classes. The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.

Elementary and Middle Schools:

Cell phones and other wireless communication devices may not be used during the instructional day. The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

B. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

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

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; (5) engage in the selling or use of

any drugs or alcohol; or (6) in any other manner that would make more severe disciplinary consequences appropriate.

C. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction. If there is any reason to believe the device contains illicit or illegal material, the information will be provided to law enforcement.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device while on school property or at school events.

Legal References: G.S. 115C-36, -390.2

Cross References: Internet Safety (policy 3226/4205), Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Adopted: August 17, 2015

Revised: July 10, 2023

Granville County Schools

Timestamp	Email Address	Thoughts?
10/2/2023 9:14:33	sshuey.brugg@lee.k12.nc.us	Definition of the specific time would be a good addition.
10/2/2023 10:06:36	cchaney.gw@lee.k12.nc.us	I would say that it makes sense to break them into two entities with regard to expectation and consequences for inappropriate use at the differing levels. I would almost think that having an elementary and then middle/high structure would make more sense? But maybe their high school one is very tailored to older students. Good idea, overall!
10/2/2023 10:29:17	acumminings.tway@lee.k12.nc.us	The specific categories for elementary and secondary are helpful and I prefer Granville's entire policy for this reason.
10/2/2023 10:51:03	mposton.sl@lee.k12.nc.us	I would like to keep any and all descriptions possible to include phones, watches, tablets, cameras, video cameras, laser pointers, wireless and corded earbuds/headphones. I am fine with the grade-level distinctions. For high school we do need to keep assigned lunches and between classes. We allow 1 earbud or headphone during these times.
10/2/2023 16:22:27	mbrewer.wbw@lee.k12.nc.us	Between our current policy and the student code of conduct I didn't have any issues with cell phones but it would be nice if policy and the code of conduct match and we found it all in one place.
10/2/2023 20:04:47	sclarke.bullock@lee.k12.nc.us	I think the Granville version is far more thorough and relevant to the current use of cell phones in our schools. I like that the policy acknowledges the use of phones and where the phones should be stored. I also like that the policy delineates between elementary and high (two very different contexts). I think the review team should spend some time reviewing the bus portion of the policy. It seems too open-ended. Cell phone use may need to be limited on buses far beyond noise. Many other uses could violate the code of conduct or cause a disruption.
10/3/2023 7:24:06	kwhitehead.elms@lee.k12.nc.us	Is this for staff or students?
10/3/2023 7:44:38	lsanders.elms@lee.k12.nc.us	I think allowing students to use their phones for instructional reasons is something that could be discussed. Students could participate in Gallery Walks with their phones and scan QR codes to get information. There is a lot of hands on activities that phones can be used for with the purpose of educational activities.
10/3/2023 8:22:37	lmcneill.elms@lee.k12.nc.us	Because schools have phones that students can use in case of emergencies, I believe that students cell phones should be placed in a secure location in each classroom while instruction is taking place. If parents are made aware of this policy, and if they have an emergency while their child is in school, they will immediately know to call the school to get in touch with their child. Cell phones have become a huge distraction for both teachers and students and faculty. Perhaps it's time to reassess how much of our lives that we should dedicate to technology. Social skills are terribly lacking these days. We would rather send a text than be bothered to have a one on one conversation with another individual.
10/3/2023 9:31:49	rcummings.elms@lee.k12.nc.us	I think this is a fabulous idea. I hope this become a strategy to get and keep more kids engaged in the classroom by eliminating a major distraction. Kudos to whoever is behind this!
10/3/2023 10:25:57	jcox.wlms@lee.k12.nc.us	I think it is a great idea to start up what Granville County Schools are currently doing.
10/3/2023 11:42:45	sshover.wlms@lee.k12.nc.us	I really like how the instructional day is defined for the elementary/middle schools: The instructional day is defined as the time from the first bell to begin school and the last bell to dismiss school.
10/3/2023 12:30:01	cdean.wlms@lee.k12.nc.us	Ear buds (which go hand-in-hand with cell phone use) are an issue. The ear buds are often seen while the phone is hidden. It may not be necessary to specifically define them as they may be included as "other electronic devices" but since there's a list in the first paragraph, I was wondering if they could/should be added here. "including but not necessarily limited to cell phones, pagers, two-way radios, CD/MP3 players, and electronic games or similar devices"
10/3/2023 15:45:52	alurdy.dr@lee.k12.nc.us	High school students should definitely be treated differently than elementary and middle school students as they often have more responsibility that may necessitate cell phone communication during the school day (such as coordinating transportation - especially among students who drive).
10/6/2023 7:15:36	adavis.elms@lee.k12.nc.us	I like the policy used by Granville County and would support the adoption of the policy for LCS.
10/6/2023 9:12:51	aspurlock.elms@lee.k12.nc.us	At the elementary level, we have always advised families not to allow students to bring cell phones/devices to school. Only in rare circumstances if a child is getting off the bus and will be home alone, would we allow them to have a cell phone at school, but it must stay in their bookbag all day.
10/6/2023 13:09:27	edavis.elms@lee.k12.nc.us	Thank you for having a policy. The policy will be a guiding force for the procedures. I like the policy. Thank you for asking.
10/6/2023 16:55:47	emontjar.sims@lee.k12.nc.us	Seems good to include parts of the Granville policy. none. The Granville policy was not provided to me. - Our middle school does not allow cellphones during instructions times so there is not going to be much of a change. - There needs to be a lot of communication to community prior to rollout of policy. - Specific guidelines regarding discipline of students who violate policy need to be provided (more than just "up to 10 days suspension"). - Will school and individuals be protected against accusations of a phone being damaged if collected? - There needs to be strong support from Central Office and Board of Education if there is backlash against the school for enforcing this policy

Policy 3400 Evaluation of Student Progress and Final Exams

An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The board believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student's performance; informs the student, his or her parents or guardians, and the school counselor about the student's performance and progress; and provides a system of notice which allows intervention strategies to be implemented if necessary to improve the student's performance. The board encourages teachers and principals to pursue innovative methods of evaluating progress.

A. ESTABLISHING A GRADING SYSTEM

The superintendent or designee shall establish an evaluation system for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level. The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education. In creating an evaluation system, the board requires that:

1. Parents or guardians be informed regularly, and at least four times a year, as to the progress their children are making in school.
2. Parents or guardians shall be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. At comparable levels, the school district shall strive for consistency in grading and reporting except when inappropriate for certain classes or certain students.
4. When grades are given, the school staff shall take particular care to explain the meaning of marks and symbols to parents.

B. TEACHER SUBSTANTIATION OF GRADES

Teachers shall evaluate student performance and keep accurate records in order to substantiate a grade or assessment given in a course. Teachers shall give sufficient tests and written or other work to substantiate the grade given a student and shall keep such grades in a grade book.

C. FINAL EXAMINATIONS

The board requires that final examinations be given in all classes as required. Examinations will count 20% of the final grade in all courses. No student shall be required to take more than two examinations in one day. VoCATS test will be considered the final exam for all CTE courses. VoCATS scores will be normalized using the DPI normalizer for each course. The student will be provided a normalized score for the exam grade. Parents will be provided the raw score and normalized score. The raw score will be utilized to determine articulation credit as defined by the North Carolina High School to Community College Agreement, Revised January 2005.

The board permits students to exempt exams in courses for which a State End-of-Course , or VoCATS , or Common Exam test has not been developed pursuant to the following requirements:

1. Students with grade A may be exempt from exams if they have had no more than 3 absences per course.
2. Students with grade B may be exempt from exams if they have had no more than 2 absences per course.
3. Students with grade C may be exempt from exams if they have had no more than 1 absence per course.

D. VIOLATIONS OF BEHAVIOR STANDARDS

Academic grades should not be lowered because of poor conduct. Behavior problems on the part of the student should be reflected in his or her conduct grade.

E. REPORT CARDS AND OTHER COMMUNICATION CONCERNING STUDENT GRADES

Each school shall report a pupil's progress to the students and to his/her parents. The report shall be clear, concise and accurate, and shall provide a basis of understanding among teachers, parents and students. The

superintendent or his/her designee shall develop or select a form to report the academic progress of students. Reports shall be made to parents at the end of each nine week grading period on a date designated on the school calendar.

An Individualized Education Plan ("IEP") progress report may be used as a report card for some exceptional students when deemed appropriate and permitted by law. The IEP progress report may be used in conjunction with or as a part of the regular grading scale.

Teachers should use the space for comments on report cards to write meaningful remarks and to request conferences with the parents. In addition, the board requires a progress report at the mid-change of a grading period. A copy of the progress report shall be sent to the parent and one retained for the teacher's file.

F. PROCESS FOR CHANGING GRADES

The principal shall not change a grade without the teacher's consent, except in the most extenuating circumstances. To demonstrate extenuating circumstances, the principal must show that the grade given by the teacher was unfair.

Legal References: [G.S. 115C-47, -81](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Goals and Objectives of the Educational Program (policy [3000](#))

Adopted: May 11, 1992

Revised: December 11, 2000; December 12, 2006; August 11, 2009; December 5, 2011; April 9, 2013; June 3, 2014

Lee County Schools

EVALUATION OF STUDENT PROGRESS

Policy Code:

3400

¹An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The board believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student's performance; informs the student, his or her parents or guardians, and the school counselor about the student's performance and progress; and provides a system of notice that allows intervention strategies to be implemented if necessary to improve the student's performance.² The board encourages teachers and principals to pursue innovative methods of evaluating progress.

The superintendent or designee shall establish an evaluation system for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level.³ The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education.

Teachers shall evaluate student performance and keep accurate records in order to substantiate a grade or assessment given in a course.⁴

Legal References: G.S. 115C-47

Cross References: Parental Involvement (policy 1310/4002), Goals and Objectives of the Educational Program (policy 3000)

Issued:

Revised: April 28, 2009; September 29, 2017

¹ This policy refers to "assessment" to broaden the application of the policy. Alternatively, the policy may refer to grades and a grading system.

² The board may identify alternative or additional goals for the grading system and student evaluations.

³ The board may require specific grading or assessment systems, but this decision may be better reserved for the administrative level.

⁴ The superintendent and/or the principal may impose additional procedures concerning maintaining grade books and other records of student achievement.