

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

1000 SERIES: GOVERNING PRINCIPLES

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
<i>Legal Status and Authority of the Board</i>			
1000	Legal Status of the Board and School System	Ø	We cited the relevant local legislation that initially created the Haywood County Consolidated School System. Please specify any additional relevant local legislation affecting the legal status of the board and school system.
1010	Board Authority and Duties	SB-3	<ul style="list-style-type: none"> • Any of the duties listed may be expanded or otherwise modified. • We included some language from SB-3, School Board Powers and Duties, in Section 7. Many other provisions of SB-3 will be included in other policies (e.g., 2120, Code of Ethics for School Board Members; 2210, Duties of Officers; and 2230, Board Committees).
<i>Governing Principles and Goals</i>			
1100	Governing Principles	Ø	This policy is optional. This policy is intended to reflect the board’s vision on critical governing principles. Any of the governing principles provided may be modified to reflect the board’s philosophies. This policy may also be expanded to include a mission statement or other objectives. Note that each of these governing principles corresponds to a policy in the 1000 section.
1200	Governing Principle – Student Success	Ø	This policy is optional. This policy is intended to reflect those board policies that address student success. Instead of adopting this policy right now, we recommend that you wait until you have adopted all of the other policies in the manual before adopting this one. That way, we can be sure to include on this list only the policies that you have adopted.
1300	Governing Principle – Parental Involvement	Ø	This policy is optional. This policy is intended to reflect those board policies that address parental involvement. This list of policies includes procedures, discipline processes, and notice requirements that may be of interest to or involve parents. Alternatively, the list of policies and governing principles may be limited to opportunities for parents to be involved in the school. Instead of adopting this policy right now, we recommend that you wait until you have adopted all of the other policies in the manual before adopting this one. That way, we can be sure to include on this list only the policies that you have adopted.
1310/4002	Parental Involvement	CR-3	<ul style="list-style-type: none"> • This comprehensive policy (in addition to policy 1320/3560) is intended to supersede board policy CR-3. Due to the extensive number of legal requirements, we recommend adopting this more detailed model policy in place of the more generalized provisions previously included in CR-3. However, some limited portions of this policy may be modified, so please let us know if you are interested in possible changes. • G.S. 115C-47(54) states that local boards of education are encouraged to adopt policies to promote and support parental involvement in student learning and

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
			<p>achievement at school and at home and to encourage successful progress towards graduation. The provision in the second sentence of the opening paragraph is encouraged, but not required, and may be revised to give school administrators more specific directives.</p> <ul style="list-style-type: none"> • This policy uses a site-based decision making approach. By statute, the school improvement plan may include a parental involvement plan. The second paragraph of this policy mandates development of such a plan and may be modified in that respect. • Section A: The school system is required by law to provide a personal education plan for each student at risk of academic failure, notify the student’s parent that the student has a personal education plan, and provide a copy of the plan to the parent. However, the responsibility for fulfilling these requirements may be delegated to someone other than the principal or designee. • Section A: The notice provisions regarding the state reading assessments are required by state board policy. • Nearly all of the components of sections B, C, and D are legally required under state or federal law. The only optional provisions are B.17, B.25 (note: if removed, policy 5015, School Volunteers, should be modified accordingly), and C.5. In addition, recent legislation (S.L. 2014-100) requires each principal to notify parents of the school system’s policy prohibiting bullying and harassing behavior. • Section C: The board may establish a time frame for parents to opt out in writing. • Section C.1: This opt out is required by G.S. 115C-390.4(b)(6). Under your current policy SA-1, Student Conduct and Discipline, corporal punishment is permitted (see Section III.B). However, the 2014-15 Annual Public Notices on your website (http://www.haywood.k12.nc.us/about-us/public-notices/annual-public-notices/) include the following: “While corporal punishment is legal in North Carolina, it is no longer used as a discipline option in Haywood County Schools” (see Section L). We strongly recommend that you address this discrepancy as soon as possible, either (1) by updating your policies to prohibit corporal punishment (consistent with the statement on your website and our model student conduct and discipline policies) or (2) by updating your website (and this policy) to provide accurate and proper notice regarding the potential use of corporal punishment and the legally required opportunity for parents to opt out. Please advise regarding your preference, and we can assist you with drafting the appropriate policy language as needed. We are also available to further discuss this issue and answer

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
			<p>any additional questions at your convenience.</p> <ul style="list-style-type: none"> Section D.7: A policy on parental consent for referral of information about contraceptives and abortion is required by G.S. 115C-81(e1)(8). This draft policy requires consent for such information. You may, however, modify this provision to provide that no parental notice or consent is required or, alternatively, that consent is presumed unless the parent opts out.
1320/3560	Title I Parent Involvement	CR-3	<ul style="list-style-type: none"> This comprehensive policy (in addition to policy 1310/4002) is intended to supersede board policy CR-3. Due to the extensive number of legal requirements, we recommend adopting this more detailed model policy in place of the more generalized provisions previously included in CR-3. However, some limited portions of this policy may be modified, so please let us know if you are interested in possible changes. This policy summarizes legal requirements under the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind (NCLB) Act. See 20 U.S.C. 6301 <i>et seq.</i>, 34 C.F.R. pt. 200. 20 U.S.C. 6318 mandates that local educational agencies receiving funds under chapter 70, subchapter 1 of title 20 of the United States Code have a written parental involvement policy that describes the expectations for parental involvement and how the LEA will incorporate parents into its program. The statute also requires schools that receive this funding to develop a written parental involvement policy. Refer to the federal statute for a comprehensive list of what is required to be in the parental involvement policy and plan. The explicit direction to develop administrative procedures has been added from your current policy CR-3. Please note that this policy states that it will be developed and agreed upon with parents of Title I students and will be evaluated annually with the involvement of parents. Section B: Other purposes and objectives may be provided. Section D: The list in this section paraphrases requirements of the No Child Left Behind Act (NCLB). The board must indicate how system officials will accomplish these requirements. Section D.1: Additional or alternative ways of including parents, such as creating a parental involvement committee, may be addressed. Section D.2: Use of central office departments is optional. The board may identify other means of accomplishing these goals. Section D.4: The programs listed are referenced in NCLB but are optional and may be modified. Section D.7: The options for accomplishing this

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
			<p>assistance may be modified.</p> <ul style="list-style-type: none"> • Section D.10: Alternative methods may be identified. • Section D.12: Optional but encouraged. • Section E: LEAs should work closely with individual schools to ensure compliance with the numerous notice requirements in NCLB. Some notice requirements place the burden on the LEA, while others apply only to the individual schools. Some provisions also require different levels of dissemination. Some require annual notice, while others require notice only after a triggering event. Please refer to the federal statute, federal regulations, and DOE guidance for more specific guidelines. • Section E.1.a: Notification must occur not later than 30 days after the beginning of the school year for a student identified before the beginning of the school year. If a student has not been identified prior to the beginning of the school year, notification must occur within the first two weeks of the student’s placement in a language instruction program. See Sections 6312(g)(1) and (g)(3) of the ESEA. • Section F: Required by federal regulations. See 34 C.F.R. 200.39. • Section F.2: According to guidance from the U.S. Department of Education (DOE), LEAs must post the list of schools to which eligible students may transfer sufficiently in advance, but no later than 14 calendar days before the start of the school year. See <i>Public School Choice Non-Regulatory Guidance</i> (January 14, 2009), available online at http://www2.ed.gov/policy/elsec/guid/schoolchoiceguid.doc. • Section F.4: The DOE Guidance states that an LEA should consider including on its website: (1) other information that will help parents make informed choices, and (2) information about the school selection process, such as transfer procedures and timelines.
1400	Governing Principle – School Initiatives	Ø	<p>This policy is optional. This policy is intended to reflect those board policies that address school improvement initiatives. Instead of adopting this policy right now, we recommend that you wait until you have adopted all of the other policies in the manual before adopting this one. That way, we can be sure to include on this list only the policies that you have adopted.</p>
1500	Governing Principle – Safe, Orderly and Inviting Environment	Ø	<p>This policy is optional. This policy is intended to reflect those board policies that address safe, orderly, and inviting schools. Instead of adopting this policy right now, we recommend that you wait until you have adopted all of the other policies in the manual before adopting this one. That way, we can be sure to include on this list only the policies that you have adopted.</p>

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
1510/4200/7270	School Safety	A-31	<ul style="list-style-type: none"> • This policy is intended to supersede board policy A-31, Safe and Orderly Schools. This policy may be modified. • We revised the introductory paragraph to better align with the philosophy statement in your current policy A-31. However, we did not include the sentence that states, “The board has a ‘zero’ tolerance for disruptive acts and threats to school safety, and offenders will be punished to the maximum penalty allowable.” In light of the NC legislature’s recent revisions to student discipline laws, and consistent with guidance from the federal Office of Civil Rights, we have seen a shift away from “zero tolerance” language in discipline policies. Also, relevant state and federal law discourage the use of “maximum penalty” policies, in favor of a more balanced approach that accounts for aggravating and mitigating factors. That said, please let us know if the board would like to add some other statement reflecting a general philosophy of strict, tough enforcement of student discipline. • Throughout this policy, a “reasonableness” standard of care and supervision is used. Please consult with us and/or your board attorney before modifying this standard. • The board is no longer required to have a safe school plan since the repeal of G.S. 115C-105.47 in 2011; however, if the board would still like to require a safe school plan (as previously included in Section E of policy A-31), that provision may be added to this policy. Please advise regarding your preference. • Section C: G.S. 115C-524(b) requires principals, teachers, and janitors to report immediately to the board any unsanitary condition, damage to school property, or needed repair. This policy requires reporting to the superintendent as the ex officio secretary to the board, but it may be revised to require that reports be made to the board as specified in the statute. • Section D: We incorporated language from your current policy A-31 into Sections D.3, D.5, D.8, D.9, and D.10. Please let us know if you do not wish to add any of these provisions. • Section D.1: The “appropriate school personnel” that must be trained to manage disruptive or dangerous student behavior as part of the safe school plan may include teachers, TAs, school administrators, bus drivers, resource officers, psychologists, and counselors. Personnel with priority for the training should include those staff members who are most likely to be called upon to prevent or address disruptive or dangerous student behavior. Although schools are no longer required by statute to have a safe school plan, the board may elect to continue requiring a safe school plan and list requirements for the plan in this paragraph,

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
			<p>including information on training personnel in the management of disruptive or dangerous student behavior. See Section 7.13(z) of S.L.2011-145, <i>The Appropriations Act of 2011</i>, in which G.S. 115C-105.47 is repealed. However, state law does require boards to have policies which provide guidelines for an employee’s response if the employee knows of a student altercation. The information in this subsection is intended to address that requirement. See G.S. 115C-390.3.</p> <ul style="list-style-type: none"> • Section D.3: We added from your current policy A-31 the provision requiring biannual safety training. Please let us know if this is not the current practice. • Section D.4: The use of safety equipment is legally required in certain circumstances. For example, G.S. 115C-166 mandates that students and teachers wear industrial-quality eye protective devices during certain types of instructional activities in shop and lab courses. Students also may be required to wear certain safety equipment for participation in specific physical education or athletic activities. • Section D.5: G.S. 115C-47(40) requires boards, in coordination with local law enforcement agencies, to adopt emergency response plans relating to incidents of school violence. We added further language to the first paragraph of this section, consistent with your current policy A-31. Note, however, that we used the statutory term, Emergency “Response” Plan, as opposed to Emergency “Management” Plan. • Section D.5: Legislation passed in 2013 (S.L. 2013-360) requires school systems to provide local law enforcement with schematic diagrams of school facilities and keys to the main entrance of school facilities. Note, schematic diagrams are not considered a public record under state law. Recent legislation (S.L. 2014-100) modified this requirement, providing that (1) such information must also be provided to the Department of Public Safety’s Division of Emergency Management and (2) school systems must provide emergency access to key storage devices for all school buildings. • Section D.5: Although North Carolina does not currently mandate any emergency drills except fire drills (required by G.S. 115C-288(d)), other types of safety drills should be incorporated into various school safety plans. For example, emergency drills may include evacuation, reverse evacuation, lockdown, and shelter-in place drills as a response to school shootings, chemical explosions, severe weather and threats of terrorism. G.S. 115C-105.49(a) encourages school systems to hold, at least once every two years, a full system-wide school safety and school lockdown exercise with the local law enforcement agencies that

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
			<p>are part of the board’s emergency response plan. G.S. 115C-105.49(b) encourages each school, as part of the board’s emergency response plan, to hold a full school-wide school safety and lockdown exercise with local law enforcement agencies at least once a year.</p> <ul style="list-style-type: none"> • Section D.6: G.S. 115C-307(a) specifically requires teachers, student teachers, substitute teachers, voluntary teachers or teacher assistants to report acts of violence. This section expands the requirement to all staff and also incorporates suspicious behavior. In addition, if the school system operates an anonymous tip line as encouraged by G.S. 115C-105.51, information about the anonymous tip line should be added to this section and the citation should be added to the Legal References section of this policy. • Section D.7: The board may require the principal to register for notification when a sex offender moves within a larger radius of the school, such as a five-mile radius. The three-mile radius included here was previously set by policy A-31. • We added Sections D.9 and D.10 from your current policy A-31.
1600	Governing Principle – Professional Development	∅	<p>This policy is optional. This policy is intended to reflect those board policies that address professional development. Instead of adopting this policy right now, we recommend that you wait until you have adopted all of the other policies in the manual before adopting this one. That way, we can be sure to include on this list only the policies that you have adopted.</p>
1610/7800	Professional and Staff Development	∅	<ul style="list-style-type: none"> • This policy may be modified. • Section A: In the second paragraph of this section, staff development related to the safe school plan may also be included if the board has elected to require such a plan. Other board mandates, consistent with mission/objective statements may be used in addition to or in place of the stated requirement.
1700	Governing Principle – Removal of Barriers	∅	<p>This policy is optional. It is intended to reflect those board policies that address the removal of barriers to success. Instead of adopting this policy right now, we recommend that you wait until you have adopted all of the other policies in the manual before adopting this one. That way, we can be sure to include on this list only the policies that you have adopted.</p>
1710/4021/7230	Prohibition Against Discrimination, Harassment, and Bullying	A-3	<p>Your current policy A-3, Prohibition Against Discrimination, Harassment, and Bullying, revised in May 2014, is nearly identical to our PLS model policy on this issue. However, our PLS policy is currently in the process of being revised and updated by our policy staff (the update is scheduled to go out at the end of September). Thus, we are going to hold off on sending you a draft of this policy until our PLS version has been updated.</p>

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
1720/4015/7225	Discrimination, Harassment, and Bullying Complaint Procedure	A-12	Your current policy A-12, Discrimination, Harassment and Bullying Complain Procedure, revised in May 2014, is nearly identical to our PLS model policy on this issue. However, our PLS policy is currently in the process of being revised and updated by our policy staff (the update is scheduled to go out at the end of September). Thus, we are going to hold off on sending you a draft of this policy until our PLS version has been updated.
1730/4022/7231	Nondiscrimination on the Basis of Disabilities	SA-3	<ul style="list-style-type: none"> • This policy is critical for meeting federal requirements and lists those requirements that must be met to comply with federal law. • #3: This person may be the same individual who coordinates compliance with Section 504 in #2. • #4: The board may choose to omit the name of the coordinator and only reference the position by title. This would eliminate the burden of having to republish this notice every time a person leaves the coordinator position. • #6: This provision is satisfied by the anti-discrimination statement in policy 1710/4021/7230. • #10: No specific hearing process is required. The school system is free to design its own hearing process as long as the process provides for fundamental fairness and reasonableness and includes an opportunity for the parent to participate and be represented by counsel. It also must include a review process. According to OCR, fundamental fairness requires that a timely decision be made by an impartial hearing officer who has no professional or personal interest that would impede his or her impartiality. • #11: This provision was incorporated from Section II.A of your current policy SA-3, 504 of the 1973 Rehabilitation Act. Please let us know if the annual publication of a Section 504 manual is no longer the school system's current practice.
1740/4010	Student and Parent Grievance Procedure	SA-1	<ul style="list-style-type: none"> • This policy is designed to address student and parent complaints that do not concern discrimination, harassment, or bullying. The process closely parallels the Grievance Procedure for Employees (see policy 1750/7220 and its notes for consideration below). • This policy would replace your current student and parent grievance procedure, set forth in Section V of your current policy SA-1, Student Conduct and Discipline. • Please carefully review the procedures set forth in this policy. Though we recommend that you adopt this policy, certain aspects may be (and already have been) modified to reflect local practice. Please let us know if you would like anything else added or if you would like anything we already added removed. • Throughout this policy, the time frames may be modified. For example, some of the time frames have been revised to reflect those included in your current

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
			<p>policy SA-1.</p> <ul style="list-style-type: none"> • Section D.4: This section allows grievants to be represented by an attorney at any stage of a grievance. You may want to consult with your board attorney to determine whether to limit this provision to certain levels of the grievance process or to certain types of grievances. • Section D.5: We added the provision from your current policy SA-1 regarding the voluntary withdrawal of grievances. This is not part of our recommended model policy. However, if you would like to include this provision, we recommend adding an additional provision where a previously withdrawn or closed grievance may be reopened “if necessary to protect rights guaranteed by law or if otherwise allowed by the board.” Please let us know if you would like to keep this customized provision or if you would like it removed. • Section E.5: We have made substantial revisions to this section regarding mandatory and discretionary appeals to incorporate provisions previously included in policy SA-1. Please review this section carefully and let us know if you would prefer the (removed) model policy language or the (added) revised language.
1742/5060	Responding to Complaints	Ø	This policy is optional but is recommended to give notice of the various means and opportunities by which parents and community members may voice their concerns and complaints. This policy may be modified.
1750/7220	Grievance Procedure for Employees	P-20	<ul style="list-style-type: none"> • This policy would replace your current employee grievance procedure, set forth in Section V of your current policy P-20, Grievance Procedure for Employees. • Please carefully review the procedures set forth in this policy. Though we recommend that you adopt this policy, certain aspects may be (and already have been) modified to reflect local practice as outlined in your current policy P-20. Please let us know if you would like anything else added or if you would like anything we already added removed. • Section B: We added a provision from your current policy P-20 giving the employee the option to postpone grievances filed after May 1 to the following school year. • The introductory paragraphs in Sections C and E were incorporated directly from your current policy P-20. • Section D.4: We added language allowing for a public hearing in limited circumstances, subject to unanimous board approval. This was taken directly from your current policy P-20. • Section D.7 allows a grievant to be represented by an attorney at any stage of a grievance process. You may want to consult with your board attorney to determine whether to limit this provision to certain levels of the

Haywood County Schools
Correlation Table with Notes – Revised 10/10/2014

Draft Policy #	Draft Policy Title	Current HCS Policy #	Notes for Consideration
			<p>grievance process or to certain types of grievances.</p> <ul style="list-style-type: none"> • Section E: The time frames included in this policy may be altered so long as they balance expediency with fairness. In some cases, your current policy P-20 actually included significantly shorter time limits than those included in our sample policy (such as 4 days instead of 10 days—for example, see sections E.2 and E.3). While these shorter time limits may lead to more efficient process and faster decisions, the longer time limits included in our sample policy may enable a more thorough process and fewer rushed decisions. Please advise regarding your preference. • Section E.1.b: This section identifies what must be included in the grievance. The superintendent or designee may also develop a form to be used that identifies what must be included. Additional details may also be included in this section of the policy. • Section E.2.a: This provision is optional and has been removed here, as there is no corresponding practice in your current policy P-20. However, it can be included if applicable. Please advise regarding your preference. • Section E.4: For appeals to the board, this policy references policy 2500, which describes hearings before the board, similar to the way policy P-20 references your current policy A-2, Appeals to the Board. Please let us know if you would prefer that the detailed hearing process be included in this policy as well. • Section F: These recordkeeping requirements were incorporated from policy P-20, as applicable. Please let us know if you would prefer to keep only the blanket compliance statement in the first paragraph of this section.
1760/7280	Prohibition Against Retaliation	Ø	<ul style="list-style-type: none"> • This policy addresses legal requirements. • Although this policy references policy 1750/7220, Grievance Procedure for Employees, and policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure, the board may use some other complaint procedure to be added here.
1800	Governing Principle – Stewardship of Resources	Ø	<p>This policy is optional. This policy is intended to reflect those board policies that address the appropriate use of resources. Instead of adopting this policy right now, we recommend that you wait until you have adopted all of the other policies in the manual before adopting this one. That way, we can be sure to include on this list only the policies that you have adopted.</p>