



www.dunnpal.org
Filling Playgrounds, Not Prison's

Handbook of Information For Students and Parents Of Dunn Police Athletic League

NICKNAME: Wildcats

COLORS: Red, White and Blue

DUNN PAL BOARD
President – T. J. Morrison

EXECUTIVE DIRECTOR: Lt. Rodney Rowland

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A 21st Century Community Learning Center After-school Program.

MESSAGE FROM THE DIRECTOR

It is with great excitement that I welcome you to the Dunn Police Athletic & Activities League, Inc. and its marvelous after-school and summer programs.

The Mission of PAL is to establish mutual trust between Law Enforcement, Citizens and the Youth. PAL engages youth ages 6-18 in positive programs in hopes they will become productive citizens in the community. PAL provides a Safe Haven Center, an alternative means of enjoyment and activities for youth other than hanging out on the streets, becoming involved in gangs, becoming involved in drugs & alcohol and dropping out of school. PAL promotes good clean fun, teamwork, responsibility, self-respect and problem solving.

Dunn PAL is for **YOU** the student and/or student-athlete! We are hopefully designing quality programs in the 2014-2015 school years that interest you to get involved. We will be offering more for you and your family in 2014-2015 to be involved in and hope that you take part in the action!

Youth Leadership Council (YLC) which will meet monthly and help us better designs our current programs and brings more programs to Dunn PAL and makes it bigger and better for everyone! We want your feedback and advice! We need **YOU** to be involved!

Take advantage of our Improved Career Exploration Program! If you are interested in college, Job Link, Military or the regular workforce this program will be for you! We are also focusing more on our tutoring and homework assistance this year. If you are having difficulty, by all means get involved ask for help so you will be the best student possible!

Those of you that are interested in Mass Communications, we have Internet Radio, LIVE Internet Television, The Daily Record Newspaper and Online Newspaper (www.youthnews.org) , Recording Studio and we are adding a Musician and Vocal Artist Program (Band and Choir) this year!

We are also committing more to the family this year! We are having parent association meetings and getting input from parents on what they would like to see! Having the parents get more involved with our programs. Holding SAT/ACT and college related classes for those parents interested in going back to college. GED Classes for those needing to complete the high school diploma and reading classes for those that may need it! We want the family to be involved this year!

We love all youth to get involved and become active and productive! We hope to see you involved this year!

Sincerely,

Lt. Rodney Rowland Executive Director

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WHO TO CONTACT FOR HELP AT DUNN PAL

21 ST CCLC After School Program.....	After-school Coordinator
Announcements	Administrative Assistant
Athletics.....	Athletic Coordinator
Attendance Policies / Problems.....	Administrative Assistant
Textbooks.....	After-school Coordinator
Building & Maintenance.....	Maintenance Supervisor
Building Rentals.....	Executive Director
Bulletin Boards / Posters.....	After-school Staff
Vans.....	Athletic Coordinator
Cafeteria Policy.....	Culinary Arts Instructor
Clubs / Student Activities.....	Community Coordinator
College Applications.....	Community Coordinator
Computer Lab.....	After-school Coordinator
Courses (Credit Recovery, Virtual Classroom).....	After-school Coordinator/Schools
Discipline.....	After-school Coordinator
Garden Program.....	STEM Instructor
Emergency Evacuation.....	Executive Director
Enrollment.....	Administrative Assistant
Financial Obligations / Bookkeeping.....	PAL Board
Band.....	Band Director
Drama.....	Mass Communications
Choir.....	Mass Communications
Graduation Requirements.....	Schools
Grounds.....	Executive Director
Library Regulations.....	After-school Coordinator
Lost & Found.....	Administrative Assistant
Medication Paperwork.....	After-school Coordinator
Parking Regulations / Permits.....	Executive Director
Report Cards.....	Schools
Scholarships.....	School Counselors/Community Coordinator
Student Insurance / Claims.....	Executive Director
Mentoring.....	Community Coordinator
Family Counselor/Parent Meetings.....	Community Coordinator
Website.....	/ Parent Chair
Annual Sponsorship Booklet.....	PAL Board

MISSION

The Dunn Police Athletic & Activities League, Inc. is an after-school program under the Dunn Police Department to establish mutual trust between Law Enforcement, Citizens and the Youth. PAL engages youth ages 6-18 in positive programs in hopes they will become productive citizens in the community. PALS provides a Safe Haven Center and provide an alternative means of enjoyment and activities other than hanging out on the streets, becoming involved in gangs, becoming involved in drugs & alcohol and dropping out of school. PAL promotes good clean fun, teamwork, responsibility, self-respect and problem solving.

PAL is for youth which are in Public School, Private School or CCCC Adult High School Diploma Program and are ages 6-18 and grades 4-12th. PAL offers Athletic, Educational and Non-Athletic activities for boys and girls and is not limited to sex, race or ethnic background. Any youth in the following school districts can participate: Harnett, Sampson - Plainview/Midway area and Johnston - Benson/South Johnston High area. The PAL participation criteria must be followed by all prospective PAL members. Parents are encouraged to participate as much as possible.

CHARACTER COUNTS

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country.

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements.

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need
Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment care • Express gratitude • Forgive others • Help people in need

DAILY SCHEDULE

Regular Schedule (Subject to Change)

2:45 – 3:25	Arrival
3:00 – 4:00	Snack - Food
3:30 – 5:00	Tutoring
5:00 – 6:00	Enrichment
6:00 – 7:00	Dismiss/Transport
8:00	

CAREER EXPLORATION

Business and industry leaders throughout the nation are seeking employees who can communicate effectively, solve problems, and perform technical skills. The business community is demanding a better-prepared workforce, which has both the technical skills and academic background to accomplish assigned tasks. Economic growth and development is dependent upon properly educated citizens. To obtain successful employment in the future, students will need to focus on acquiring technical and/or college preparatory skills. Students are encouraged to set goals, beginning at the eighth grade, through a career development plan. This individualized plan should be reviewed at least once each year to ensure that the best possible instructional program is taken to accomplish one's career goals. Through proper planning, students will be prepared to enter a four-year college, community college, or go directly into the workforce. Through a statewide articulation agreement and dual enrollment courses, some students will earn community college credits while still in high school. Students may accomplish these goals through one of the following courses of study. Students must complete a course of study to receive a diploma. **CAREER PREP** - Designed for students who do not plan, at this time, to continue their education beyond high school, but will go directly into the workforce. This course of study requires students to take mathematics at least through Algebra I. Students in this course of study would also select at least four credits in one of the career clusters to include at least one second level or advanced course in that cluster OR select four courses in an Arts Discipline or JROTC to include an advanced course.

COLLEGE TECH PREP - Designed for students who are interested in a technical career that would require at least a two-year degree. Students would take mathematics at least through Algebra II or Technical Math II. Students in this course of study would also select at least four credits in one of the career clusters to include at least one second level or advanced course in that cluster.

COLLEGE/UNIVERSITY PREP - Designed for students who plan to attend a four-year college or university after high school. Students will take higher level mathematics beyond Algebra II, two courses in a second language, and other courses required for entrance to the University of North Carolina system.

OCCUPATIONAL - Designed for certain students with disabilities who have an Individualized Education Plan (IEP). Students who are qualified for this course of study will take occupational English and mathematics, vocational education electives, courses in occupational preparation and complete a career portfolio.

With the exception of the Occupational course of study, which is intended for a very small number of students with disabilities, each of these courses of study offers students preparation as a good foundation for further education and/or future employment?

Mandatory Volunteer Hours

Student Community Volunteer

All PAL Members are required to successfully complete a **minimum of 4 Community Volunteer hours each month**. Each student shall keep on an official volunteer hour card their monthly volunteer time and turn the card into the PAL Office the last day of the month and receive a new card to document their hours. The following is an example of approved volunteer hours and must be actual hands on activities:

Church Activities, Civic Club Activities, School Activities, Hospital, Library, Nursing Homes, PAL Activities such as fundraisers. This must be actual volunteer hands on time and not just attendance.

At the end of each month and the end of the year the number of volunteer hours will be totaled for each person and incentive awards will be given out.

Parent Volunteer

Each parent of a PAL Member will be required to successfully complete a **minimum of 4 Volunteer hours each month** to be directly benefiting the Dunn Police Athletic League in its programs and fundraisers. Each parent will complete a volunteer application and receive a volunteer ID Card and scan in at the front office when they volunteer.

Dunn PAL ATTENDANCE POLICY
Adopted September 1, 2010

Attendance in after-school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. Every child in PAL Programs attends a minimum of 12 hours a week in after-school programs. Parents or legal guardians have the responsibility for ensuring that students attend and remain in the after-school program daily. Each student must attend enough days Monday – Friday that meets the 12 hour minimum.

A. ATTENDANCE RECORDS

Dunn PAL officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to track the mandatory 12 hour attendance for PAL. Each staff member is expected to exert every effort to assure maximum attendance by all students. Attendance requirements shall be made clear to all students as well as the procedures involved in dealing with absences. Vigilance in regard to attendance will be enhanced if one of the PAL administrators or other designated staff member is assigned the responsibility for monitoring attendance.

PAL Director shall develop procedures for recording attendance and investigating all cases of frequent or successive unexplained absences. It is expected that PAL Staff and teachers, through the use of these procedures, uphold the minimum 12 hours of weekly attendance for a minimum of 30 days.

To be counted present for the after-school day, a student must be in attendance for at least one-half of the after-school day. This shall include attendance at official enrichment activities at a location designated by the PAL Director. For a middle or high school students to be counted present in a class, he/she must be present for at least one-half of the class period.

B. EXCUSED ABSENCES

When a student must miss after-school, a written excuse signed by a parent or guardian must be presented to the Education Supervisor within three days of returning after an absence. An absence may be excused for the following reasons:

1. personal illness or injury which makes the student physically unable to attend after-school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. emergency medical or dental appointment or such an appointment which has been approved by the Education Supervisor;
5. participation under subpoena as a witness in a court proceeding or if the student is a party to the action of a court or administrative tribunal;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the PAL Director;
7. participation in a valid School Function, such as travel, with prior approval by the PAL Director; or
8. absence due to pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

Extended illnesses will require a statement from a physician that verifies the need for non-attendance.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from after-school:

1. field trips sponsored by the school;
2. school-initiated and scheduled activities;
3. athletic events requiring early dismissal from after-school;
4. and School Tutoring / Academic Support Center, if attended.

Attendance missed for these reasons are excused absences.

D. ALL PAL Members are required to attend a minimum of 30 days within each semester (Sept.-Dec., also Jan.-May)

After 4 unexcused absences a “warning” notice will be sent to the parent/guardian that the student is in jeopardy of becoming terminated from the After-school program. A fifth unexcused absence will be immediate termination from the program.

E. ATTENDANCE REQUIREMENTS

After-school attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. The PAL Director shall take all actions to ensure that PAL Attendance rules are followed.

- A 3-12 student is expected to attend after-school a minimum 30 days / 12 hours a week. Any student who accumulates and exceeds four (4) absences is in jeopardy of receiving no credit and possibly terminated from the after-school program.
- After four (4) accumulative absences, the tutor responsible for recording such absences shall send a "warning" notice to the parent/guardian that the student is in jeopardy of becoming terminated due to excessive absences. A copy of this notice must be filed in the PAL office.
- After more than five (5) accumulative absences for 30 days, the tutor shall notify the Education Supervisor or his/her designee, and the Education Supervisor or his/her designee shall notify the parent/guardian that the student will be terminated from the after-school program.
- If a student is absent more than five (5) days of any given 30 days the student will be terminated from the after-school program and must re-apply for admission at the beginning of the next month. If no room is available then the student will be placed on a waiting list to be re-admitted and will be given priority in order of received in a waiting list.

DUNN PAL ATTENDANCE PROCEDURES

Attendance in after-school programs is central to educational achievement and school success. Attendance and participation in programs are an integral part of the teaching-learning process, and thereby a part of the learning process. Additionally, regular attendance develops patterns of behavior essential to success later in life, both personal and business. While there are times when students must be absent from after-school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at after-school daily.

PAL-1

The education supervisor shall adhere to all PAL attendance rules. Students at any age who accumulate excessive absences may experience consequences ranging from make-up time to termination from the program.

PAL-2

Participation in the following activities shall not be counted as absences from after-school program. Students, however, shall complete assignments missed:

- | | |
|--|--|
| a. Field trips sponsored by their school | d. School-initiated and scheduled activities |
| b. Athletic events requiring early dismissal from school | e. Academic Support Center |
| c. Tutoring at their school | |

PAL-3

In the event of absence or tardiness, it shall be the responsibility of the student to bring to the education supervisor a note signed by the parent, or guardian citing the reason for such absence or tardiness, and any additional documentation deemed necessary to verify an absence or tardiness that may be required.

All absences for reasons such as educational visits, legal, medical, a death in the family or military may require written proof. Examples of written proof include, but are not limited to, a receipt with name and valid date, a subpoena, or hospital discharge papers. **Appointment cards are not accepted as proof, but can be used to obtain an early dismissal.**

All notes--parent, guardian, medical, legal documents, etc.--shall be presented within three (3) after-school days of student's return to after-school program. Failure to comply will result in the absence or tardiness being recorded as unexcused and possibly viewed as absences.

PAL-4

Valid conditions for excused absences are:

- A.** Illness or injury that makes the student physically unable to attend after-school.
- B.** Isolation ordered by the State Board of Health.
- C.** Death in the immediate family
- D.** Emergency medical or dental appointment or an appointment that has been approved in advance by the principal.
- E.** Observance of an event required or suggested by the religion of the student's parent(s) with **prior approval** from the PAL director.
- F.** Participation in a valid educational opportunity such as travel with **prior approval** of the PAL director.
- G.** Other excused absences, i.e., approved family trips, doctor's appointments, college scholarship interviews or documented placement

tests must be dealt with in advance and on an individual basis.

- H. Out of Town is considered an unexcused absence unless the reason falls in one of the excused categories listed above and is approved in advance.
- I. *All other absences are unexcused. Car trouble is an unexcused tardy or absence.*
- J. Absences from after-school program to prepare for an event that school night will be unexcused unless school related.

PAL-5

In the event of an excused absence, a student shall be entitled to make up time under the following conditions:

- A. Make up the time in the first available day outside of their regular 12 hours for that week.
- B. Absence from school is automatic absence from after-school program and subject to those schools rules on excused or unexcused.
- C. In the event of an excused absence, a student shall be entitled to make up time under the following conditions:
Make up the time in the first available day outside of their regular 12 hours for that week.

PAL-6

The responsibility for securing and arranging for make-up time rests with the student. The student should contact the education supervisor to determine arrangements and guidelines for making up time. Make-up time will be assigned at the convenience of the tutor.

PAL-7

A tutor may allow, but is not required to help a student make up time missed during an unexcused absence.

PAL-8

Any absence of a student that results in absence from school will also be considered absent from after-school program and subject to the same procedures as that schools hand book on attendance.

PAL-9

The PAL director has the right to excuse a student temporarily from attendance because of sickness or other unavoidable cause that does not constitute unlawful absence. When a pattern of questionable absence develops, the after-school program shall contact and advise the parent of the legal responsibility to keep the child in after-school program. When it has been determined that pupil has 5 accumulated unexcused absences, the after-school program will notify the parent/ guardian of possible termination from the Dunn PAL Program.

PAL-10

A student found guilty of forging the name of a tutor, teacher, parent, guardian, doctor or office personnel to a note may be suspended and/or terminated from the after-school program.

PAL-11

- 1. Students should not arrive tardy to after-school class. Continued or excessive unexcused tardies will be referred to a PAL Administrator. *

EARLY DISMISSAL

Students needing early dismissal must notify the education supervisor of the need for early dismissal.

GENERAL INFORMATION

Cafeteria Information

Dunn PAL will begin serving on the first day of after-school. A snack or dinner is served daily. The menus will be posted at the PAL Office each week. Meal is:

Snack	Dinner
2:45 – 4:00	2:45-4:00

Food is prepared through our Culinary Arts food program under Dunn PAL and will be served in the cafeteria located on the Dunn PAL Property by students in the program. The food will be prepared and served to the youth in the after-school program free of charge to the students.

Housekeeping and Maintenance—Each teacher is responsible for cleaning their own rooms daily. Maintenance is responsible for the cleaning of restrooms, taking out the trash and any others duties needed.

Parent Meetings

Because the after-school program is free to all youth participants, it is a requirement of all parents/guardians to attend a monthly parent meeting, volunteer a minimum of 4 hours a month in PAL related activities which can and should include fundraisers etc. . There will be a Parent meeting the 3rd Thursday of each month. Failure for a parent to attend could terminate your child or children immediately without prior warning.

Campus Facilities

The main office is the business and attendance center for the after-school program and houses administrative offices. Financial affairs, work permits, sign-in sheets, lost and found, and similar matters are handled there.

All Visitors during after-school hours must report to the main office and state their business. **Students may be permitted to bring friends or relatives to after-school program, but must check-in at the PAL Office for an ID.**

Permission for any visitors to be in the building must be given by the administration staff and a visitor pass must be carried at all times. Visitors are to use the parking lot during after-school hours. Parents picking up students will come to the front entrance.

Telephones—A telephone is located in the front office for student use. Any student using this phone must have permission from a receptionist. Since the main office is the recipient of all incoming phones calls and the number of lines available is limited. **No messages will be taken for any student unless the call is from a parent and is of an extreme emergency. All calls of this nature must be channeled through the receptionist.** The Dunn PAL cannot be responsible for relaying phone messages to students. Questions will be asked of the caller to determine such emergencies. Students will not be excused from class to use telephones.

Announcements—Announcements are on a continuous loop on closed circuit television. Changes or additional announcements will be made as needed over the speaker system. All announcements must have sponsor's approval and signature as well as approval from an administrator.

Injury at Dunn PAL-- If a student is injured at Dunn PAL, the student should report immediately report all injuries to a PAL Staff Member for attention. When an injury occurs a report should be filed with the PAL office after the injury has been treated. The importance of reporting an injury is twofold. First, if medical attention is necessary, Dunn PAL can be sure that it is received. Secondly, if an insurance claim is involved, Dunn PAL will have a record of the accident.

Illness at PAL-- If a student should get sick at Dunn PAL, get permission from a tutor and then come to the office. If the student is too sick to remain at PAL, every effort will be made to contact the parents to come take the student home. In cases of apparent serious illness, students will be taken to the emergency room at Betsy Johnson Hospital.

Medication and/or Dispensing Medication—PAL doesn't administer any type of medication to students.

Fire Drills-The law requires a fire drill the first week of each calendar month thereafter. Therefore, it is important that students become familiar with order of drill. Posted beside the exit door of each classroom is a sign that indicates the exit that each class will use during a fire drill. Students should know the location of this exit and use it each time there is a fire drill. When using parts of the building other than a classroom, such as the library, gym, lunchroom, etc., students should know which exit to use in case there is a fire drill.

Some very important rules to remember are:

1. Familiarize yourself with the fire drill signals.
2. Always position yourself at least 75 feet away from the building.
3. Walk in a line (no running) when leaving and returning to the building.
4. Close all windows and doors including exit doors when exiting the building.
5. Treat every fire drill as if it were the real thing.

Tornado Drill-The tornado drill will be a series of long bells. Tutors will instruct you as to where you should go during the drill. This drill will not be held during threatening weather and only after discussion with tutors.

Code Red—

- **Clear students from the hallway immediately.**
Teachers should clear students from the hallway immediately, and students should report to the nearest available classroom.
- **Close and lock all windows and doors.**
The teacher and students should not leave the location.
- **Move students away from the windows and doors.**
Teachers should move students away from all windows and doors and have them sit on the floor. It is better to have them sit against an interior wall which will provide them protection and concealment.
- **Account for students.**
The teacher should account for the students in the classroom as well as any injuries.
- **Turn off lights.**
- **Use red and green cards to communicate with law enforcement officials and emergency responders.**

If everyone in the room is **SAFE** in the classroom, the teacher should **display a green card** in the exterior window and slide a second **green card** under the door or affix it to the classroom door window.

If emergency assistance is needed as soon as possible in the classroom, the teacher should **display a red card** in the exterior window and slide a second red card under the door or affix it to the classroom door window.

In the event that no cards are displayed, responders will assume that an intruder may be in the classroom and law enforcement officers will enter the classroom.

- **In the event an intruder enters the classroom and takes hostages and the office contacts the classroom**, the teacher should use the predetermined code to communicate to the office:
“ _____, everything is okay”
- **In the event an intruder enters the classroom and begins shooting**, the teacher should instruct students to leave the classroom. They should be further instructed to leave the building or run to another location that can be locked.

Inclement Weather - During extremely bad weather it sometimes becomes necessary to make a decision concerning the closing of Dunn PAL. When a decision is made to close, all PAL Programs will be affected. In order to accomplish this task in a timely and effective manner, PAL Staff will contact parents and students via a phone call through the telephone system, but we also ask parents and students to do the following:

1. Listen to one of the following radio or television stations for changes in schedule:

Internet:

www.dunnpal.org

Television:

WRAL-TV

WTVD-TV

New 14 Carolina

2. Do not telephone Dunn PAL. Obviously these calls tie up the telephone lines and may prevent emergency communication to the news media and you. The staffs do not get any information regarding weather until an announcement is made on radio, Internet and TV. If feasible Dunn PAL may send out an automated call to the telephone number listed for each student listed for the parents/guardians delivering the message.

3. The absence of any announcement means that Dunn PAL will be in session as usual.

Field Trips or Overnight Events—Field trips are educationally-based and connected to the curriculum, and provide an opportunity for reflection and assessment upon completion. Field trips are a privilege, not a right. Students are subject to the authority of the PAL staff/volunteer(s) at all times and must comply with rules and codes of conduct of PAL. All students must leave and return with the group on all field trips or PAL-sponsored trips unless the student is leaving or returning with his/her own parent/guardian or the student's parent/guardian has signed a written waiver granting permission for the student to leave or return from the field trip by himself/herself.

If a student is involved in any criminal activity while on a field trip, whether as a victim or as an alleged perpetrator, the student's parents/guardians will be notified immediately by the PAL Director/designee or staff member.

If a student requires medical attention while on a field trip, the student's parent/guardian will be notified immediately by the PAL Director/designee.

If a student is to be sent home early due to unacceptable conduct, the parent/guardian of the student must be notified prior to the student being sent home. PAL is not responsible for any expense incurred as a result of the Director or designee(s) decision to send a student home earlier than the scheduled return date or time due to the student's unacceptable behavior.

All field trips must be approved prior to the distribution of any informational materials on the proposed field trip to parent/guardian and students and prior to any fundraising or other preparations occurring.

Overnight accommodations should be made in advance with the safety and security in mind. Trip itineraries should be available to all parent/guardian. All activities on the field trip must be planned and scheduled for specific dates and times. A complete itinerary for the field trip and a breakdown of all costs and expenses connected with the proposed trip must be submitted.

Contact with Youth Outside of PAL

All contact with youth outside of PAL is strictly prohibited. This includes, but is not limited to the following, phone contact, house visits, going to the movies, shopping, etc. A violation of this rule historically has resulted in immediate termination. Note: there are some exceptions to this rule, but please see your supervisor with specific questions.

Visits to Staff Private Residence--No staff or volunteer should have any PAL member visit their homes for any reason at all.

Fundraising

- A. Dunn PAL conducts several fundraisers each year.
- B. Items other than those connected with PAL fundraising may not be sold to students on campus.
- C. All planning must be approved by the administrator in charge of fundraising.
- D. All students should realize that any item issued for sale must be accounted for to the fundraising person.

Career Counselors

The Career Counselors at Dunn PAL consists of four counselors. Counselors are available to students with educational, personal, and goal-oriented concerns. Cumulative folders are maintained on each student. Prospective employers and post-secondary educational institutions with written permission of the students and/or parents may request transcripts and employment references. Information concerning scholarships and financial aid is also available in the guidance department. Although counselors may request to see students during the school year for various reasons, it is highly desirable that students take the initiative in requesting to see their counselors. Counselors are available to students before and after school, during breaks, or, with the **tutor's permission**. Counselors: Satara McLean and Kareen Teasley.

Many scholarships are available from different sources for those students who wish to go to college.

College Fund Finder

The College Fund Finder is located in the Education Department. Students will find a wide variety of information on colleges and universities and financial aid. Students and parents are encouraged to use this information system.

Library

Dunn PAL utilizes the City of Dunn Public Library and observes their rules and operating hours.

Distribution of Literature

Permission must be obtained from the administration before any posters can be placed anywhere on campus or before any printed. The Time-out Program was developed as an alternative to suspension. The program was designed to change the behavior of students, who, on occasion might make a mistake in judgment, but not be chronic offenders.

To preserve the integrity of the program, a student may receive a maximum of three (3) assignments per 60 days. Furthermore, students assigned to T/O must report to the classroom assigned immediately upon arrival to PAL, stopping only at his/her tutor to get books and other necessary materials. All students must cooperate with the T/O counselor and will complete the entrance packet provided for each day. At no time will students be dismissed from T/O for any reason. Restroom and break is scheduled and there will be no deviations. Students will not be allowed to participate in any extracurricular activities during Time Out. Students are expected to adhere to T/O rules and regulations. Failure to adhere to any of these guidelines will result in Suspension immediately during the hour of the infraction.

Suspension

When a student's conduct warrants suspension, he or she will not be allowed to attend any after-school function, any athletic event, or be on the campus during the suspension.

Theft Prevention

materials (newspaper, advertisements, etc.) can be distributed to faculty, community and/or students.

Time-Out

The best way to stop theft at Dunn PAL is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of Dunn PAL has a responsibility in the area of preventing thefts. Dunn PAL cannot be responsible for items that are lost or stolen. Listed below are some hints to prevent thefts:

1. Never leave anything in a locker that does not have a lock. **Never leave valuables in a locker even if it has a lock.**
2. Never leave anything other than clothing in your locker during physical education. Each physical education teacher will have a place in which you can place your purses, wallets, jewelry, etc.
3. Never leave your purse or other valuables unattended.
4. Never leave anything valuable on your desk during assemblies.
5. If you are staying at PAL for practice or club meetings, practice the same theft prevention habits you would follow during school.
6. Band instruments should never be left unprotected.
7. When removing your rings or watch to wash your hands, be sure you have not left them in the restroom upon leaving.
8. **Cars should be locked at all times. Never leave Cell phones, tape decks, CD players, etc., visible in your car.**
9. Report all thefts to the PAL Staff immediately.
10. Bring only items needed for instruction to PAL.

Should any electronic items which are brought to PAL become lost or stolen PAL personnel will NOT be able to investigate or search for lost or stolen items which according to PAL rules should not be at Dunn PAL.

Use of the Gymnasium

Any use of the gymnasium for personal or other organization use will require prior approval from the PAL Director. Any vandalism will result in financial indebtedness and application of the Dunn PAL Code of Conduct regarding vandalism. No books, food, drink, or gum is allowed. A Facility Use Application located in the PAL Office must be completed and submitted at least 7 working days in advance. The Use of Facilities Application if approved may require a financial fee and will be attached to the application of approval and must be paid prior to use of such facilities.

Use of PAL Identification Cards

All PAL Issued Identification cards are property of Dunn PAL and subject to revocation at any time without notice. All Staff, Volunteers and Youth that are issued PAL Identification Cards are required to have such card in their possession at all times while on PAL Grounds and conducting any PAL Events and/or Business. All youth are required to scan their PAL ID Card anywhere it is required before gaining admission in any facility or any program.

Publications

Annual Sponsorship Booklet-- Students enrolled in Journalism-Yearbook (grades 7-12) will develop the Annual Booklet, with

the Journalism-Booklet teacher serving as sponsor.

Newspaper-- Students enrolled in Journalism-Newspaper (grades 7-12) will publish PAL's online newspaper daily throughout the year.

PAL Van Rules and Regulations

The number one cause of van accidents is student misconduct. Students who misbehave on the vans will be removed. Remember, it is a privilege and not a requirement that students are allowed to ride the PAL Vans. Students are expected to maintain classroom type behavior while riding the van. Electronic devices, games, telephones, cell phones, CD and MP3 players, hats, bandanas, or sunglasses will not be allowed on vans.

An Education Supervisor must approve requests to ride a van other than that assigned before departing each day. Students must provide a parent note that may be confirmed by a phone call.

CLUBS AND ORGANIZATIONS

Journalism (Newspaper), Art Club, Band, Youth Leadership Council, Big Brother/Big Sister, Gospel Choir
Mass Communications, Police Explorer Post, Science Club, Garden Club, Culinary Arts, Radio, Television

STUDENT - ATHLETES

SPORTS Basketball, Cheerleading, Flag-Football (Boys & Girls), Golf, Softball (Girls),Swimming, Track & Field, Volleyball (Girls), Wrestling, Boxing, Martial Arts, Step Team

Note 1: Before being allowed to participate in any varsity or junior varsity sport, a student must have a physical examination. The physical examination, athletic participation, insurance forms and drug contract may be obtained from the coach of each sport. These forms must be completed and given to the coach before the student athlete can participate in practice or games. In addition, each student athlete and parent/guardian must sign a sportsmanship pledge and return it to the coach.

CODE OF STUDENT CONDUCT

Adopted September 1, 2010

A. PURPOSE

Educated citizens are essential to good government in this country and cannot exist without effective public schools. The effectiveness of Dunn PAL depends in large part on the maintenance of discipline and good order in the organization. The Dunn Police Athletic/Activities League earnestly solicits the cooperation of every student, every parent and the community at large in its effort to maintain order and safety at Dunn PAL.

All decisions related to student behavior are guided by the Dunn PAL's educational objectives to teach responsibility and respect for cultural and ideological differences and by Dunn PAL's commitment to create safe, orderly and inviting surroundings. Student behavior policies are provided in order to establish expected standards of student behavior; principles to be followed in managing student behavior; consequences for prohibited behavior or drug/alcohol policy violations; and required procedures for addressing misbehavior. The purpose of this code is to system-wide policies in a single document on the proper conduct and behavior of students at the Dunn Police Athletic/Activities League.

B. PRINCIPLES

The reasons for managing student behavior are: to create an orderly environment where students can learn; to teach expected standards of behavior; to help students learn to accept the consequences of their behavior; and to provide students with the opportunity to develop self-control. The following principles apply in managing student behavior:

1. Student behavior management strategies should complement other efforts to create a safe, orderly and inviting environment.
2. Responsibility, integrity, civility and other standards of behavior should be integrated into the curriculum.
3. Disruptive behavior on the premise will not be tolerated.
4. Consequences for unacceptable behavior should help a student learn to comply with rules, to be obedient at a minimum, and when able, to learn to accept responsibility and develop self-control.
5. Age appropriate and developmentally appropriate strategies and consequences are to be utilized.

6. When feasible, consequences for unacceptable behavior should take into account differences in how individual students respond to discipline strategies.
7. Early prevention is the key to changing behavior and curtailing violence and the use of weapons. Dunn PAL will use a violence prevention curriculum to provide skills in positive conflict resolution, social skills training, peer mediation and improved classroom and social behavior.

C. APPLICABILITY

Students must follow all Dunn PAL behavior policies in all of the following circumstances:

1. while on any Dunn PAL premises before, during or after activity hours;
2. while on any transportation vehicle as part of any Dunn PAL activity;
3. while waiting for Dunn PAL transportation;
4. during any Dunn PAL function, extracurricular activity or other activity or event;
5. when subject to the authority of Dunn PAL personnel; and
6. any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline at Dunn PAL or protecting the safety and welfare of students and staff.

E. COMMUNICATION OF POLICIES

Dunn PAL policies related to student behavior are codified in this Code of Conduct. Dunn PAL is responsible for providing each student and his or her parent(s) or guardian with a copy of the student behavior policies and any other school rules and procedures.

F. AUTHORITY OF PAL PERSONNEL

Dunn PAL has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. Dunn PAL is responsible for informing students and parents of any standards or rules which if violated could result in short-term or long-term suspension or expulsion.

The tutor has the authority and responsibilities to manage student behavior in the classroom and while students are under his or her supervision. The tutor may develop other standards or rules consistent with the direction provided by Dunn PAL. Every tutor or volunteer is required to report to the Education supervisor all acts of violence occurring at Dunn PAL or at any Dunn PAL sponsored activity.

The tutor has the authority to manage or remove disruptive or dangerous students. Dunn PAL personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. to quell a disturbance threatening injury to others;
2. to obtain possession of a weapon or other dangerous object on the person, or within the control, of a student;
3. for self-defense;
4. for the protection of persons or property; or
5. to maintain order on Dunn PAL property or at a Dunn PAL-related activity on or off PAL property.

Students must comply with all directions of Dunn PAL personnel or volunteers who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel.

F. DEFINITIONS

1. **Dunn PAL** -- the Dunn Police Athletic/Activities League.
2. **Classroom** -- locations where designated learning experiences take place and/or over which school officials have supervising responsibility.
3. **Parent** -- natural parent, legal guardian, legal custodian, or person serving *in loco parentis* having charge or control of any student enrolled in Dunn PAL.
4. **PAL Director** -- the Dunn PAL Director is the authority over the Dunn Police Athletic League.
5. **Student** -- any person attending any school that is part of the Harnett County School System; unless the context otherwise requires, pronouns referring to students apply to students of both sexes.
6. **PAL Personnel** -- any tutor, teacher, substitute teacher, student teacher, coordinator, administrator and all other personnel paid or unpaid working under the supervision and direction of the Dunn Police Athletic League.
7. **Dunn PAL Property** -- any public building, PAL campus, facility, van, other vehicle, grounds, recreational area or athletic field owned, leased or used by the City of Dunn, Dunn Police Athletic League or otherwise in the charge of the PAL Director or PAL personnel.

H. POSSIBLE CONSEQUENCES FOR MISBEHAVIOR

Except as otherwise indicated for violation of a specific rule, consequences for violating board policies, rules or regulations, this Code of Student Conduct, rules issued by the individual school, or the North Carolina General Statutes may include, but are not limited to, the following:

- parental involvement;

- isolation or time-out for short periods of time;
- behavior improvement agreements;
- individual or small group sessions with the youth specialist;
- time out;
- exclusion from extracurricular activities;
- suspension from van privileges;
- suspension or expulsion.

If a parent or guardian is unable to provide transportation, another consequence will be substituted with the exception of suspension from van privileges.

G CONDUCT RULES

All students shall comply with all rules and regulations governing behavior and conduct. Students shall be informed by Dunn PAL rules or PAL personnel of any infraction not listed in this Code that may result in short-term or long-term suspension or expulsion.

RULE 1

Compliance with Directions of PAL Personnel

Students shall comply with the directions of PAL personnel who are authorized to give such directions during any time when students are subject to the authority of school personnel; and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

Consequences

Violation of this rule may result in disciplinary action in accordance with the PAL Plan for Management of Student Behavior (policy 4302). For repeated or serious violations, the PAL Director may suspend a student for up to ten days.

RULE 2

Integrity and Civility; Cheating

All students are expected to demonstrate integrity, civility, responsibility and self-control. In addition to any standards or rules established by Dunn PAL, the following behaviors are specifically prohibited as violative of the standards of integrity and civility:

- cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
- providing verbal or written statements of false information;
- violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- willfully, directly or indirectly accessing or causing to be accessed any computer, computer network or any part thereof without proper authorization or otherwise violating policy 3225/7320, Internet and the Educational Program.
- cursing or using vulgar, abusive or demeaning language towards another person; and
- playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.

Consequences

1st Warning, Student/Parent Counseling with Counselors, Suspension 1-10 days depending on situation and then termination.

RULE 3

Disruptive Behavior

An orderly environment is critical for tutors to be able to teach and students to be able to learn. Students are encouraged to participate in PAL's efforts to create a safe, orderly and inviting environment. Students also are encouraged to exercise their constitutional rights to free speech as a part of a stimulating, inviting educational environment. A student's right to free speech will not be

infringed upon; however PAL Staff may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Students are prohibited from disrupting teaching, the orderly conduct of PAL activities, or any other lawful function of the Dunn

Police Athletic League. The following conduct is illustrative of disruptive behavior and is prohibited:

- occupying any school building, grounds, PAL Vans or part thereof with the intent to deprive others of its use;
- intentional verbal or physical acts which result or have the potential to result in blocking access to PAL functions or facilities or preventing the convening or continuation of PAL-related functions;
- participating in any boycott of any lawful PAL function, mission or process or participating in any sit-in or any walkout which causes or results in the disruption of any lawful function, mission or process of the Dunn Police Athletic League;
- engaging in any protest, march, picketing or similar activity (on or off PAL premises) that causes or results in the disruption of any lawful function, mission or process of the Dunn Police Athletic League;
- preventing students from attending a PAL activity;
- except under the direct instruction of the PAL Director, blocking normal pedestrian or vehicular traffic on PAL premises;
- intentionally making noise or acting in any manner so as to interfere with any teacher's ability to conduct his or her class or to carry on any PAL activity;
- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
- engaging in behavior which is immoral, indecent, lewd, disreputable or of an overly sexual nature in the PAL setting;
- failing to observe established safety rules, standards and regulations, including on the van and in hallways; and
- interfering with the operation of PAL Vans, including delaying the van schedule, getting off at an unauthorized stop, and willfully trespassing upon a PAL Vans.

Consequences

1st Warning, Student/Parent Counseling with Counselors, Suspension 1-10 days depending on situation and 2nd and subsequent violations may result in termination.

RULE 4

Student Dress Code

The board prohibits appearance or clothing that does the following:

- violates a reasonable dress code adopted and publicized by Dunn PAL,
- is substantially disruptive,
- is provocative or obscene, or
- endangers the health or safety of the student or others.

Dunn PAL is an after-school program of learning; therefore, what students wear should reflect the dignity of PAL. Students should use good judgment in selecting attire to be worn to PAL. Inappropriate dress **will not be allowed**. Students who wear clothes that are considered suggestive, indecent or inappropriate will be sent home to change. This includes tank tops, spaghetti straps (shoulders and back must be covered), and clothes with any kind of suggestive, profane or vulgar language or pictures. Cleavage may not be visible. Students will not be allowed to wear hats, sunglasses, toboggans, headbands, do-rags, bandannas, earmuffs, or any other headwear deemed unnecessary by administration in the building or on the PAL Vans. These items will be confiscated by all PAL personnel. Shorts and skirts must be no shorter than three inches above the top of the knee. Spandex or similar stretch-type material or any type of apparel that is considered suggestive will not be accepted. Shirts and blouses must be worn to the waist, and any shirt tail, or clothing that hangs below a student's crotch area must be tucked in at all times. Pants, shorts, trousers etc., must be worn up to the waist (no sagging allowed). If pants, shorts, etc. have belt loops, a belt must be worn. No clothes with holes above the knees are permitted. Students are not allowed to wear pajamas or bedroom shoes to PAL. Shoes must be worn at all times. It is Dunn PAL's goal to make responsible citizens of its students and it is the student's responsibility to reflect the ideals of the Dunn Police Athletic League.

Consequences

A student that is not in compliance with this policy or PAL dress code will be given a reasonable period of time to make adjustments so that he/she will be in compliance. Failure to comply will result in the student being removed from class until a parent conference, and their appearance or clothing meets Dunn PAL policy. This will be an unexcused absence. If neither option is available, the student will spend the remainder of the day in T/O and must return to PAL the following day with a parent or guardian.

RULE 5

Misconduct on a Dunn PAL Vehicle

The following conduct is specifically prohibited on a Dunn PAL vehicle:

- stopping, impeding, delaying or detaining a PAL Van or PAL vehicle;
- throwing or launching objects on the van;
- disturbing the peace, order or discipline on a van or PAL vehicle;
- refusing to obey the driver's instructions;
- refusing to meet the van at the designated stop;
- tampering with or willfully damaging the van or PAL vehicle;
- getting off a van at an unauthorized stop;
- distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- failing to observe established safety rules and regulations;
- willfully trespassing upon a PAL Van or PAL vehicle;
- fighting, smoking, using profanity, possession or using drugs or intoxicating beverages, or otherwise violating any other PAL policy or PAL rule while on a PAL Van or other PAL vehicle; and
- any other behavior that may endanger lives or property.
- Must wear vehicle seat belts in accordance with all state laws.

Any complaints of drivers, parents or student that are not specified in the above list should be reported promptly to the PAL Director.

Consequences

Consequences for engaging in prohibited behavior may result in temporary or permanent suspension from Dunn PAL transportation services and/or school, in addition to other consequences for violating other student behavior policies. Upon request and when deemed appropriate, PAL Director may use his/her discretion and restore a student's van privileges if the PAL Director, van driver, student and parent agree to a written contract and specific steps and consequences for future inappropriate behavior. It is a criminal offense to unlawfully and willfully stop, impede, delay or detain Dunn PAL or activity van or to disturb the peace, order or discipline on Dunn PAL or activity van. Students who engage in such activities may be subject to criminal charges. The van driver may not remove students from the van en route.

RULE 6

Tobacco Products

In support of the PAL's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any PAL building, PAL vehicle or on the PAL grounds at any time; (2) at any PAL-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of PAL personnel, including PAL trips. For the purposes of this policy, the term —tobacco productl means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a PAL building, provided such activity is conducted or supervised by a faculty member and the activity does not include smoking, chewing or otherwise ingesting tobacco.

The administration will consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. Dunn PAL may, from time to time, provide free non-smoking programs and services to be offered to students in PAL.

Students will be provided notice of this rule through student handbooks or other means identified by the PAL Director. In addition, the PAL Director will post signs in a manner and locations that adequately notify staff, students and visitors about prohibitions against the use of tobacco products on PAL grounds and in PAL buildings.

Consequences

1st Warning, Student/Parent Counseling with Counselors, Suspension 1-10 days depending on situation and then termination.

In providing consequences for violation of this rule, Dunn PAL officials are encouraged to identify programs or opportunities for students to gain a greater understanding of the health hazards for the tobacco user, the hazards of secondhand smoke and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting PAL environment.

RULE 7

Drugs and Alcohol

Dunn PAL believes that it is in the best interests of the community to take steps to promote, enhance and maintain a drug-free community and student body, and that along with parents and other segments of the community, Dunn PAL has a role in helping students to remain drug free. The Dunn Police Athletic League, therefore, endorses a comprehensive program in the area of substance abuse. Alcohol and drug education will be taught to all grade levels and assistance will be offered to students who are having alcohol or drug related problems.

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

- narcotic drugs;
- hallucinogenic drugs;
- amphetamines;
- barbiturates;
- marijuana or any other controlled substance;
- any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
- any chemicals or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on PAL property. Beepers and portable phones may not be used by students unless specifically authorized by the PAL Director.

Possession or use of prescription and over the counter drugs are not in violation of this rule if possessed and used. The PAL Director may authorize other lawful uses of substances otherwise prohibited by this rule, such as for approved PAL projects.

Consequences

As required by law criminal prosecution, termination and/or suspension may occur. Any and all violations will be reported to the PAL Director immediately upon finding of such violation. Also Law Enforcement action will be taken.

RULE 8

Theft and Damage to Property

Students are prohibited from stealing or attempting to steal PAL or private property, and/or from knowingly being in possession of stolen property. Students also are prohibited from damaging or attempting to damage any PAL property or private property at any time when board policies are applicable as defined in this Code.

Consequences

Violation of this rule may result in long-term suspension, 365 days suspension or termination.

RULE 9

Trespass

Students are prohibited from trespassing on PAL property. A student will be considered a trespasser and may be criminally prosecuted under any of the following circumstances:

- a student who is on the campus of Dunn PAL to which he or she is not assigned during the after-school day without the knowledge and consent of the officials of Dunn PAL the student is visiting;
- any student who loiters at any school after the close of the school day without specific need or supervision; or
- any student who has been suspended from school who appears on the property of Dunn PAL during the suspension period without the express permission of the PAL Director.

Consequences

Consequences for engaging in prohibited behavior will be criminal charges and/or suspension and/or termination from Dunn PAL.

RULE 10

Assaults and Physical Injury

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

Consequences

a. **General Consequences**

Violation of this section may result in Peer Mediation, Suspension or Termination.

b. **Consequences for Serious Assaults on PAL Personnel**

Any student who is found by the PAL Director to be at least 13 years of age and to have physically assaulted and seriously injured PAL personnel will be removed from the property permanently. Immediate law enforcement custody and criminal prosecution will occur!

RULE 11

Threats

Students are prohibited from directing toward any other person any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption.

Consequences

Violation of this section may result in Peer Mediation, Healthy Choices Attendance, Suspension or Termination. Consequences for bomb threats are immediate criminal prosecution and termination from the program.

RULE 12

Harassment

Students are prohibited from engaging in or encouraging any form of harassment, including bullying, against students, employees or any other individuals on PAL grounds or at PAL-related functions. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Consequences

Complaints of harassment will be investigated and if found in violation possible Peer Mediation, Suspension or Termination.

RULE 13

Bullying

Bullying is conduct that subjects a student to insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate, cause emotional distress or provoke a disorderly response from the student being treated in this manner. Bullying usually involves intentional, repeated and harmful acts, words or behavior directed to a particular student or group of students. Bullying may include, but is not limited to, name calling, threatening, social alienation, spreading rumors, spitting, pushing or punching.

Any student with a complaint about bullying should report it to the PAL Director or assistants. In addition, any employee who has witnessed or has reliable information that a student has been subjected to bullying should report it immediately to the PAL Director or assistants.

Consequences

Punishment is dependent upon the severity of the offense and may result in disciplinary action, including, but not limited to Peer Mediation, Healthy Choices Attendance, Suspension or Termination.

RULE 14

Hazing

Hazing by any individual or group associated with Dunn PAL is prohibited and will not be tolerated. Hazing is defined as subjecting another student to physical injury or assault as part of an initiation or as a prerequisite to membership into any organized group, including any athletic team, club, society or similar group. Hazing includes, but is not limited to, requiring any student to wear abnormal dress or costume on campus; playing abusive or ridiculous tricks on a student; frightening, scolding, beating or harassing a student; or subjecting a student to personal indignity.

Dunn PAL reserves the right to disband any extracurricular club or athletic team due to hazing, if the circumstances merit such action.

Consequences

Punishment is dependent upon the severity of the offense and will result in disciplinary action, including, but not limited to suspension or removal from the athletic team or PAL organization, suspension, short-term or long-term suspension, or termination.

RULE 15

Weapons

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include all of the following:

- loaded or unloaded firearm, including a gun, pistol or rifle;
- explosives, including a dynamite cartridge, bomb, grenade or mine;
- knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete;
- slingshot or slung shot;
- leaded cane, loaded cane or cane sword;
- blackjack;
- metal knuckles;
- B B gun;
- air rifle or air pistol;
- stun gun or other electric shock weapon;
- i c e p i c k ;
- razor or razor blade (except solely for personal shaving);
- fireworks; and
- any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a tutor or the PAL Director immediately.

This rule does not apply to pupils who are members of the Police Explorer Post and who are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to weapons used in PAL/Police-approved instruction or ceremonies.

Consequences

a. General Consequences

Violation of this rule may result in long-term suspension, 365 days suspension or expulsion. Consequences for Firearms/Explosives Violations, criminal charges and termination.

b. As required by law, a student who brings or possesses a firearm or powerful explosive on PAL property or at a PAL-sponsored curricular or extracurricular activity must be terminated 365 days. A violation will result in criminal prosecution.

RULE 16
Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on PAL property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the PAL Director immediately.

Consequences

Dunn PAL shall terminate for 365 days any student who:

- a. makes a false report that there is a bomb or bomb-like device located on PAL property or at a PAL-related or PAL-sponsored activity; or
- b. conceals, places or displays a device on PAL property or at a PAL-related or PAL-sponsored activity with the intent to cause others to believe the device is a bomb.

Upon the PAL Director's recommendation, the PAL may modify the suspension. A student who violates this section also will be charged criminally for the offense.

RULE 17
Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against PAL property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on PAL property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a tutor or the PAL Director immediately.

Consequences

The PAL Director shall suspend for 365 days any student who:

- a. makes a false report that there is a device, substance or material designed to cause harmful or life-threatening illness or injury to another person located on PAL property or at a PAL-related or PAL-sponsored activity; or
- b. conceals, places, disseminates or displays a device, machine, instrument, artifact, letter, package material or substance on PAL property or at a PAL-related or PAL-sponsored activity with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person;
- c. threatens to commit on PAL property or at a PAL-related or PAL-sponsored activity an act of terror that is likely to cause death, with the intent to cause a significant disruption to the instructional day or PAL-sponsored activity or which actually causes such disruption;
- d. makes a false report that there is about to occur or is occurring on PAL property or at a PAL-related or PAL-sponsored activity an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or PAL-sponsored activity or which actually causes such disruption;
- e. conspires to commit any of the above-described acts.

If the PAL Director determines that the evidence supports a modification of the suspension for 365 days, the PAL Director may recommend long-term suspension or, if the student is 14 years of age or older, termination. A person who violates this rule will be charged criminally.

RULE 18

Gang-Related Activities

Dunn PAL feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with PAL and PAL activities.

No student on or about PAL property or at any PAL activity:

1. Shall wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang, as identified by PAL personnel.
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in any gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:

a. soliciting others for membership in any gang;

b. requesting any person to pay protection or otherwise intimidate or threaten any person;

c. committing any other illegal act or other violation of PAL policies; and

d. inciting other students to act with physical violence upon another person. PAL staffs are responsible for compiling and updating a list of prohibited gang attire or symbols and publicizing it to students.

Violations

A person who violates this rule will be referred to our Two Counselors on site and possibly the addition of the following: Peer Mediation, Healthy Choices Attendance, Suspension or Termination.

RULE 19

Criminal Behavior

Criminal or other illegal behavior is prohibited. Any student who the PAL Director reasonably believes to have engaged in criminal behavior on the PAL premises or at PAL activities will be subject to appropriate disciplinary action and may be criminally prosecuted as well. For the purposes of this section, —PAL premises! includes any public PAL building, vans, public PAL campus, grounds, recreational area, or athletic field, in the charge of the PAL Director.

PAL officials will cooperate fully with any criminal investigation and prosecution. PAL officials will independently investigate any criminal behavior that also violates PAL rules and policy.

STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR

If necessary, the PAL Director may take reasonable measures to preserve a safe, orderly environment when a student has been charged or convicted with a serious crime, regardless of whether the alleged offense was committed on PAL grounds or related to PAL activities. Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the PAL community, reasonable efforts may include changing a student's classroom.

REPORTING CRIMINAL BEHAVIOR

The Education Supervisor must report immediately to law enforcement officers and the PAL Director the following acts when the Education Supervisor has personal knowledge or actual notice from others that such acts occurred on PAL property, regardless of the age or grade of the perpetrator or victim:

- assault resulting in serious personal injury;
- sexual assault;
- sexual offense;
- rape;
- kidnapping
- indecent liberties with a minor;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a weapon in violation of the law;
- possession of a controlled substance in violation of the law;
- assault on PAL officials, employees and/or volunteers;
- homicide, including murder, manslaughter and death by vehicle;
- robbery; or armed robbery;
- theft from the person;

- theft of property
- breaking or entering of PAL Property;
- theft from a motor vehicle(s);
- theft of a motor vehicle;
- a r s o n ;
- possession of stolen property;
- vandalism.

RULE 20 Attendance

Students must comply with the PAL 12 hour a week 30 days a month attendance policy.

Rule 21

Search and Seizure Policy

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. Students and PAL Staff must follow all search and seizure under NC state law.

Dunn PAL Property

Student lockers, desks, and other such property are owned by the Dunn Police Athletic League. Dunn PAL exercises exclusive control over PAL property and a student should have no expectation of privacy regarding items placed in PAL property which is subject to search at any time by PAL officials. Dogs trained to discover drugs or other contraband may be used to sniff objects such as bags, lockers or automobiles, without individual suspicion.

Rule 22

Use of Metal Detectors

Dunn PAL is authorized the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

1. PAL officials may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, non-discriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a PAL official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects in accordance with precise written instructions on search procedures.
3. A student's failure to permit a metal detector check as provided in this policy would be considered grounds for disciplinary action including possible suspension.

Rule 23

Cellular Phones, Electronics, Video and Digital Cameras

Cellular phones, Electronics, Video and Digital Cameras are not allowed in the academic area and should be turned off.

Cellular phones, Electronics, Video and Digital Cameras may be used before and after PAL programs. Failure to comply with the above rules and any faculty member trying to confiscate a cell phone will result in one or a combination of the following disciplinary actions.

1st Offense: Item being confiscated by a faculty member and given to administration for student pick up and conference; 2nd Offense: Item being confiscated by a faculty member and given to administration for parent or guardian pick up and conference; 3rd Offense: Item being confiscated by a faculty member and given to administration for parent pick up, and ordered not to return with said device, 4th offense is suspension and/or termination from program.

Non-compliance with faculty members will result in automatic Suspension and the student must return to PAL with a parent or guardian.

***Students are personally and solely responsible for the security of their Cellular phones, Electronics, Video and Digital Cameras. Dunn PAL is not responsible for the theft, loss or damage of a Cellular phones, Electronics, Video and Digital Cameras.*

Rule 24
Conduct in Cafeteria

The following rules will govern the conduct of the students while in the cafeteria. Lunch periods are short, and everyone should be on his or her best behavior.

1. Students are required to be inside the cafeteria once the tardy bell rings.
2. No one should break in line.
3. A student should not throw food or drink.
4. Students are not to talk loud or boisterously.
5. Students should not leave trays, food, or other objects on the table.
6. Food must be eaten in the cafeteria.
7. Students must be given permission from school personnel to leave the cafeteria during lunch.

Consequences

Violation of this rule may result in you not being allowed to return to the cafeteria. For repeated or serious violations, the PAL Director may suspend a student for up to ten days and/or terminate.

Rule 25
Leaving PAL Without Permission

Students under the age of 13 years old are not allowed to leave the PAL grounds without permission from the office. Once permission is obtained, students may leave with their ride.

Consequences

Violation of this rule may result in the PAL Director may suspend a student for up to ten days.

Rule 27
Food Items

No food items are to be consumed in the academic area. Violations will result in one or all of the following:

Consequences

Violation of this rule may result in the PAL Director may suspend a student for up to ten days.

Rule 28
Gambling

Gambling and/or card playing will not be permitted at any time on any PAL property including PAL Vans. In addition, students should not have playing cards in their possession while on PAL property.

Violation of the gambling code or possession of playing cards will result in the following penalties:

Consequences

Violation of this rule may the PAL Director may suspend a student for up to ten days.

Prohibition Against Discrimination, Harassment and Bullying

Dunn PAL acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting PAL environment to facilitate student learning and achievement. Dunn PAL will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

Students, Dunn PAL employees, volunteers and visitors are expected to behave in a civil and respectful manner. The City of Dunn/ Dunn PAL expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established City of Dunn policy and the student code of conduct. Employees are expected to comply with PAL policy and Dunn PAL regulations. Volunteers and visitors on PAL property also are expected to comply with PAL policy and established PAL rules and procedures.

Any violation of this policy is serious, and PAL 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 PAL property and/or reported to law enforcement, as appropriate.

When considering if a response beyond the individual level is appropriate, PAL administrators should consider the nature and severity of the misconduct to determine whether a classroom, PAL-wide response is necessary. Such classroom, PAL-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 City of Dunn/PAL 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 PAL Director 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 Dunn PAL.

This policy applies to behavior that takes place:

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

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.

—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.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment 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 PAL-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 PAL-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, 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.

TRAINING AND PROGRAMS

Dunn PAL will 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 PAL employees to be alert to locations where such behavior may occur, including locations within PAL buildings, at PAL van stops, and on cell phones and the Internet.

E. Notice

The PAL Director is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the Dunn PAL's website, and copies of the policy must be readily available in the PAL office. Notice of this policy must appear in all student and employee handbooks and in any PAL publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

F. COORDINATORS

The PAL Director or designee shall publish the names, office addresses and phone numbers of the —Title IX coordinator.

G. RECORDS AND REPORTING

The PAL Director 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 or other steps taken by Dunn PAL to provide an environment free of discrimination, harassment and bullying.

The PAL Director shall provide the Chief of Police 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 City of Dunn.

H. EVALUATION

The PAL Director shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the Dunn Police Athletic & Activities League, Inc. Board.

Discrimination, Harassment and Bullying Complaint Procedure

Dunn PAL takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of state law.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed or bullied.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the PAL calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

The investigator is the school official responsible for investigating and responding to the complaint.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by PAL Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy must report the offense immediately to an appropriate individual designated in subsection C. 1. Below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the PAL community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

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

1. Filing a Complaint

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the PAL Director or Assistant Director of Dunn PAL at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of PAL officials to investigate and respond to such complaints.

3. Informal Resolution

The City of Dunn/PAL acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

D. Code of Student Conduct

In order for students, parents, teachers, and principals to be fully aware of definitions and acceptable standards of conduct, the Board of Education has adopted a Code of Student Conduct. This code will be available in each school and in the central administrative office to anyone who wishes to pick up a copy.

The "Code of Student Conduct" states exactly what unacceptable conduct is. Each school has established rules and disciplinary controls for students in that particular school. These rules state exactly what the student may expect if the student violates the "Code of Student Conduct." These rules have been given to students and are in the school office. Each teacher has established a set of rules stating the disciplinary action that the student may expect if a violation should occur. The conduct code, the school's rules, and the teacher's rules are supportive of each other. These procedures have been established so that the teacher and the principal know exactly what is expected of them in assuring good student control; and, each student knows what he can expect if he violates a code or rule.

This process is to assure the public that schools have means of student control and it also assures the students of due process and reasonableness in the process.

A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of Dunn PAL technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyber bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses Dunn PAL computers or electronic devices or who accesses the PAL network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using Dunn PAL technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. Dunn PAL technological resources are provided for PAL-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of Dunn PAL technological resources for commercial gain or profit is prohibited.

2. Under no circumstance may software purchased by the Dunn PAL be copied for personal use.

3. Students and employees must comply with all applicable City of Dunn policies, administrative regulations, and PAL/Police standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.

4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic,

Harassing or considered to be harmful to minors.

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

6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, PAL employees must not disclose on the Internet or on Dunn PAL websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student. Users also may not forward or post personal communications without the author's prior consent.

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, and software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

8. Users may not create or introduce games, network communications programs or any foreign program or software onto any Dunn PAL computer, electronic device or network without the express permission of the technology director or designee.

9. Users are prohibited from engaging in unauthorized or unlawful activities, such as —hacking or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.

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

12. Tutors shall make reasonable efforts to supervise a student's use of the Internet during instructional time.

13. Views may be expressed as representing the view of Dunn PAL or part of Dunn PAL only with prior approval by the PAL Director or designee.

B. Restricted Material on the Internet

The City of Dunn/PAL is aware that there is information on the Internet that is not related to the educational program. The City of Dunn/PAL also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. While no content filtering system is infallible, PAL personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate educational purpose. Dunn PAL personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved. The user is ultimately responsible for his or her activity using any technological resource. A parent/guardian who does not want his/her child to have independent access to the Internet will provide written notice to the PAL Director and/or Education Supervisor. A copy of this policy appears in every student handbook.

C. PRIVACY

No right of privacy exists in the use of technological resources. Dunn PAL administrators or individuals designated by the PAL Director may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with City of Dunn policy and applicable laws and regulations. Dunn PAL personnel shall monitor on-line activities of individuals who access the Internet via a PAL-owned computer.

D. PERSONAL WEBSITES

1. Students

Though PAL personnel generally do not monitor students' Internet activity conducted on non-PAL system computers during non-PAL hours, when the student's on-line behavior has a direct and immediate effect on PAL safety or maintaining order and discipline in Dunn PAL, the student may be disciplined for such online behavior.

2. Employees

All employees must use the Dunn PAL network when communicating with students about any PAL-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about PAL-related matters.

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in Dunn PAL.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e), - 391

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Compliance (policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300)

Adopted: September 7, 2010

Disciplinary Action

Any violation of this policy may result in the loss of access to the Internet at Dunn PAL. Additional disciplinary action such as suspension may be taken as deemed necessary by the PAL Director. When applicable, law enforcement agencies may be involved.

Student E-Mail

All middle and high school students are provided with filtered and monitored email accounts. Student email accounts are provided through [Gaggle.Net](#) and are filtered for inappropriate and/or dangerous content by Gaggle. Net's Human Monitoring System. The goal of providing this type of email system is to allow students access to global communication in a safe and controlled environment. A parent/guardian who does not want his/her child to have an email account will provide written notice to the PAL Director.

HOLIDAYS SCHEDULE

Dunn PAL will only follow the following holiday Schedule. All school related holiday and teacher workdays will not be observed by Dunn PAL and will have activities when school may not be in session: