

Subject: Guilford County Schools Records Request PRR-10-2024 Completed
Date: Monday, January 29, 2024 at 4:45:19 PM Eastern Standard Time
From: JustFOIA Notification
To: AO Records

EXTERNAL SENDER

Hello,

Please click this link to access your documents [Request Number: PRR-10-2024](#).

If you choose to manually access this request, please go to our website under the request portal and select 'Track Status'.

PRR-10-2024 is your request number.

196328 is your security key.

Thank you,
Guilford County Schools

**Note: This is an automated email notification. Please do not respond to this email.*

Policy Code: 1310/4002 Parental Involvement & Empowerment

The Guilford County Board of Education (the “Board”) recognizes the critical role of parents in the education of their children and in the schools. The Board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child’s progress. The Board also encourages parents to participate in their children’s education and in activities designed by school personnel to involve them, such as parent conferences, in order to encourage foster effective teacher and parent communication. Parents are responsible for cooperating with school employees to support their children’s success meeting school expectations including homework, attendance, and behavior.

For purposes of this policy, “parent” includes parents, legal guardians, and legal custodians of students who are under 18 years old and who have not been emancipated.

A. Parental Involvement Plans

1. Parental Involvement Plan as Part of the School Improvement Plan

The Board directs each principal to ensure that the school improvement team develops a plan for the school’s parental involvement program as a part of the school improvement plan. The principal shall publicize drafts of the parental involvement plan prior to finalizing and solicit input from parents of students in the school. This plan must include, at a minimum, efforts t to enhance parental involvement by promoting the following priorities:

- a. frequent and meaningful two-way communication between home and school;
- b. responsible parenting;
- c. involvement of parents in student learning;
- d. involvement of parents in school decisions that affect children and families;
- e. parent information, training, and resources, based on parents’ informational needs;
- f. student health awareness among parents by addressing the need for health programs and student health services, which are linked to student learning;
- g. parental volunteering in the schools; and
- h. collaboration with community agencies and other organizations to provide resources to strengthen school programs, families, and student learning.

2. Title I Parent and Family Engagement Plan

Each school participating in the Title I program must develop, with parents and family members, a school-level written parent and family engagement plan that involves parents in the planning and improvement of Title I activities and describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement, and increasing accessibility for participation of all parents and family members of children participating in Title I programs. See policy 1320/3560, Title I Parent and Family Engagement.

3. Parental Involvement Component of a School Plan for Managing Student Behavior

Each school's plan for managing student behavior should include parental involvement strategies that address when parents will be notified or involved in issues related to their child's behavior.

B. Parental Communication, Participation, and Conferences

1. Communication with Parents

The Board encourages school personnel to have regular contact with parents for informational purposes as well as for commendation of students and notification of concerns. School personnel shall communicate with parents about student behavioral issues in accordance with the requirements of policy 4300, Student Discipline and about student attendance as described in policy 4400, Student Attendance. In addition, parents will be notified promptly if school personnel suspect that a criminal offense has been committed against the parent's child, unless notification would impede an investigation by law enforcement or the child welfare agency.

The principal must effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives. Any parent interested in learning more about their child's course of study or the source of any supplementary instructional materials should contact the principal for more information. If a parent would like to inspect and review particular instructional materials, the parent should make such a request in accordance with the procedures established in administrative regulation 3200-R, Selection of Instructional Materials/Educational Resources.

The principal also shall ensure that information about the nature and purpose of all clubs and activities, curricular and extracurricular, offered at the school is available at the school's main office. Any parent who would like information about such clubs or activities should contact the school's main office.

The principal or designee shall strive, through oral or written communication or other means, to include the parents of students identified as at-risk in the implementation and review of academic and/or behavioral interventions for their children.

The principal or designee shall provide the parent of each student in kindergarten, first, or second grade with written notification of the student's reading progress. The notice will be provided three times a year, following each benchmark assessment and will include: (1) assessment results, (2) whether the child may not reach reading proficiency by the end of third grade; and (3) instructional support activities for use at home.

2. Parent Participation at Schools

The Board encourages parents to engage in activities in their children's schools. Parents are welcome to visit schools in accordance with policy 5020, Visitors and School Sponsored Activities, and, if interested, are urged to participate in school volunteer programs as described in policy 5015, School Volunteers. In addition, opportunities exist for parents to participate on school advisory councils, including but not limited to the school health advisory council (see policy 6140, Student Wellness), school improvement teams (see policy 3430, School Improvement Teams), school media and technology advisory committees (see administrative regulation 3200-R, Selection of Instructional Materials/Educational Resources), and the business advisory council (see policy 2670, Business Advisory Council).

3. Conferences

Teachers are responsible for scheduling conferences or meetings with parents. The Board encourages the Superintendent to work with local community and business leaders, including the local chambers of commerce, to encourage employers to adopt as part of their stated personnel policies time for employees who are parents to attend conferences with their child's teachers, as well as other school activities.

C. Parental Notification

1. Title I Notifications

Each principal or designee of a Title I school shall effectively notify parents of all parental rights and other required information regarding Title I schools and programs, in accordance with federal law. A copy of the system-wide Title I parent and family engagement policy (policy 1320/3560) and the school-wide parent involvement plan will be made available to parents of students in Title I schools.

2. Parent Guide for Student Achievement

Each year, the Superintendent or designee shall create a parent guide for student achievement that meets the requirements of state law and the State Board of Education. All parents will receive a written copy of the guide, and information in the guide will be discussed at the beginning of each school year in meetings of students, parents, and teachers.

3. Additional Annual Notifications

In addition, annually every building principal or designee shall effectively notify parents regarding parental rights related to student records, surveys, and other information required by local, state or federal law, and/or Board policy to the extent that the information has not already been provided to parents as part of the parent guide for student achievement.

4. Opportunities to Withhold Consent/Opt Out Notifications

As a part of the annual notification described above, parents will be effectively notified that they may opt out of the release of student directory information about their child for school purposes or to outside organizations, including military recruiters or institutions of higher education, participation in certain curricula related to the district's comprehensive health education program, among other information specified by law and/or Board policy.

Any parent who wishes to opt out/withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or guidance programs are made available.

D. Parental Permission Required

Written parental permission is required prior to certain activities, including the administration of medications or certain other health services to students by district employees, the release of student records not considered directory information, off-campus trips, student participation in high-impact or high-risk sports or extracurricular activities, and student participation in protected

information surveys, among others. See policy 1311/4003, Parent Notification – Withholding Consent.

The Board further directs the Superintendent to develop an administrative regulation providing additional guidance for principals and other school personnel that includes a complete list of required parental notifications.

E. Procedures for Parental Involvement in Student Health

1. Parental Notifications Regarding Student Physical and Mental Health

At the beginning of each school year, the principal or designee shall notify parents of (1) each health care service offered at their children's schools and the means for parents to provide consent for any specific services; (2) acknowledgement that consenting to a health care service does not waive the parents' right to access their children's educational records or health records or to be notified of changes in their children's services or monitoring; and (3) the procedures to exercise the parental remedies for concerns related to student health provided by [G.S. 115C-76.60](#) and described below in subsection E.6.

Before any student well-being questionnaire or health screening form is administered to students in kindergarten through third grade, the principal or designee shall provide parents with a copy of the questionnaire or form and shall inform parents of the means for parents to consent to the use of the questionnaire or form for their children.

The principal or designee shall notify parents of changes in services or monitoring related to their children's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for their children prior to or contemporaneously with the changes being made. In addition, the principal or designee shall notify parents before any changes are made to the names or pronouns used for their children in school records or by school personnel.

No school system policy, procedure, or form will expressly or otherwise prohibit school employees from notifying parents about their children's mental, emotional, or physical health or well-being or a change in related services or monitoring, nor will any school system policy, procedure, or form intentionally encourage or be designed in a manner that is reasonably likely to have the effect of encouraging any children to withhold from their parents information about their mental, emotional, or physical health or well-being or a change in related services or monitoring. School personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

2. Discussions Related to Student Well-Being

In accordance with the rights of parents provided in [Chapter 114A of the General Statutes](#), when issues of a student's well-being arise, school personnel shall encourage the student to discuss the issues with his or her parent. As appropriate, school personnel may facilitate discussions of such issues with parents.

3. Parental Access to Student Records

Parents will not be prohibited from accessing any of their children's education and health records created, maintained, or used by the school system, except as permitted by law. See policy 4700, Student Records.

4. Student Support Services Training

Student support services training developed or provided by the school system to school personnel will adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

5. Remedies for Parental Concerns Related to Student Health

Parents are encouraged to discuss any concerns with the principal or designee and collaborate with school administrators. This policy contains a formal process to resolve concerns about a specific procedure or practice that the parent believes violates [Part 4 of Article 7B of Chapter 115C of the General Statutes](#). Concerns about individual situations or students are often not concerns about a “procedure or practice” and should be addressed in collaboration with school staff rather than through the formal process described below.

If a parent has a concern that the school or school system’s procedure or practice violates [Part 4 of Article 7B of Chapter 115C](#), as described in Section E of this policy, the parent should submit the concern in writing to the principal. Concerns must be submitted in writing in order for this policy to attach. The principal will investigate the concern and respond to the parent in writing within seven (7) days of receiving the written concern.

If, after receiving the principal’s response, the parent is still concerned that the school or school system’s procedure or practice will continue to violate [Part 4 of Article 7B of Chapter 115C](#), as described in Section E of this policy, the parent should submit the concern in writing to the Principal Supervisor responsible for supervising the school within three days of receiving the principal’s response. The Principal Supervisor will meet with the parent and seek to understand the concern. The Principal Supervisor will take any other appropriate steps related to the concern and respond to the parent in writing no later than thirty (30) days from the principal’s receipt of the parent’s initial written concern.

A concern will be considered “resolved” in the following circumstances: (a) the parent acknowledges that the concern is resolved, whether verbally or in writing; (b) the parent does not submit the concern to the Principal Supervisor within three days of receiving the principal’s response; (c) the Principal Supervisor determines that the concern is not related to a procedure or practice of the school or school system or does not allege a violation of [Part 4 of Article 7B of Chapter 115C](#); or (d) the Principal Supervisor investigates the concern and provides an explanation as to why the procedure or practice does not violate [Part 4 of Article 7B of Chapter 115C](#) or an explanation of how the school or school system has discontinued a procedure or practice that violates [Part 4 of Article 7B of Chapter 115C](#). If the concern is not resolved within 30 days of the principal’s initial receipt of the written concern, the parent has the right to pursue additional remedies as provided in [G.S. 115C-76.60\(b\)](#).

F. Parental Requests for Information

A parent may request in writing from the principal any of the information the parent has the right to access under [Part 3 of Article 7B of Chapter 115C](#). The principal, within 10 business days, shall either provide the requested information to the parent or provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request. Parents and principals may collaborate to determine a later time frame if individual circumstances warrant such an agreement.

If the principal (1) denies or fails to respond to the request for information within 10 business days or (2) fails to provide information within 20 business days following an extension notice, the parent may then submit the written request for information to the Superintendent or designee, along with a statement specifying the time frame of the denial or failure to provide information by the principal. The parent and the Superintendent or designee may agree to a plan to address the concern providing for time frames as appropriate under the circumstances.

If the Superintendent or designee denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the Board no later than 20 business days from the date of the request to the Superintendent. The board will place the parent's appeal on the agenda for the next Board meeting occurring more than three business days after submission of the appeal. The decision of the Board shall be final.

The information in this Section F will be posted on the school system's website along with the list of parents' legal rights for their child's education as described in [G.S. 115C-76.25](#).

G. Community Services Available

A variety of community services are available to provide parents and families of students in the school system with needed information, support, and resources. Parents are encouraged to access applicable community services which shall be linked [on the district website](#).

Legal References: Elementary and Secondary Education Act, as amended, [20 U.S.C. 6301 et seq.](#), [34 C.F.R. pt. 200](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#), [34 C.F.R. pt. 99](#); Protection of Pupil Rights Amendment, [20 U.S.C. 1232h](#), [34 C.F.R. pt. 98](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400](#), et seq.; Asbestos Hazard Emergency Response Act, [15 U.S.C. 2641](#), et seq.; McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431](#), et seq.; [42 U.S.C. 1758](#), [7 C.F.R. pt. 245](#); [42 U.S.C. 1758b](#); National School Lunch Program, [42 U.S.C. 1751 et seq.](#), [7 C.F.R. 210.12](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. 108.9](#); [20 U.S.C. 7908](#); [G.S. 90-21.1](#); [95-28.3](#); [115C-47\(47\)](#), [-47\(51\)](#), [-47\(54\)](#), [-47\(58\)](#), [-81.25](#), [-81.30](#), [-105.41](#), [-109.1](#), [-174.26\(d\)](#), [-307\(c\)](#), [-375.4](#), [-390.2](#), [-391.1](#), [-407.16](#); State Board of Education Policies [KNEC-002](#), [PRNT-000](#), [TEST-001](#)

Cross References: Parent Notification – Withholding Consent (policy 1311/4003), Title I Parent and Family Engagement (policy 1320/3560), Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (regulation 1720/4015/7225-R), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance (policy 1740/4010), Magnet or Option Schools and Programs (policy 3104), Selection of Instructional Materials (policy 3200), Selection of Instructional Materials/Educational Resources (regulation 3200-R), Grading and Reporting Student Progress (Grading Systems) (policy 3400), School Improvement Teams (policy 3430), School Health Education Program: Reproductive Health and Safety Education (policy 3540), Student Participation in Extracurricular Activities (Policy 3620), Student Participation in Interscholastic Athletics (policy 3621), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Student Discipline (policy 4300), Student Discipline – Code of Conduct (regulation 4300-R1), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Visitors and School-Sponsored Activities (policy 5020), Registered Sex Offenders (policy 5022), Administration of Medications to Students (policy 6125), Student Wellness (policy 6140), Integrated Pest Management (policy 9205)

Adopted: July 31, 2018

Revised: November 14, 2023

Guilford County Board of Education

Policy Code: 1311/4003 Parental Notification – Withholding Consent

A. Notification of Opportunities to Opt Out

Parents will be effectively notified on an annual basis that they may opt out of any of the following:

1. release of student directory information about their child for school purposes or to outside organizations (see policy 4700, Student Records);
2. release of their child's name, address, and telephone listing to military recruiters or institutions of higher education (see policy 4700, Student Records);
3. their child's participation in curricula related to (a) prevention of sexually transmitted diseases, including HIV/AIDS; (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in policy 3540, Comprehensive Health Education Program. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the central office;
4. their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). However, parental notification and permission are not required for: (a) short-duration academic, career, personal, or social guidance and counseling and crisis intervention that is needed to maintain order, discipline, or a productive learning environment; (b) student-initiated individual or group counseling targeted at a student's specific concerns or needs; and (c) counseling if child abuse or neglect is suspected;
5. the collection, disclosure, or use of their child's personal information for marketing purposes; and
6. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).

Any parent who wishes to opt out/withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or guidance programs are made available.

B. Parental Permission (Opt In) Required

Written parental permission is required prior to the following activities:

1. the administration of medications to students by employees of the school system (see policy 6125, Administration of Medications to Students);
2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see policy 4700, Student Records);
3. off-campus trips;
4. students' participation in high-impact or high-risk sports or extracurricular activities, such as football, wrestling or mountain climbing (see policy 4220, Student Insurance Program);

5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities;
6. certain health services, as required by law;
7. participation in a mental health assessment or mental health services under circumstances prescribed by federal law;
8. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;
9. students' participation in surveys that are conducted concerning protected topics; and
10. disclosure of students' free and reduced price lunch eligibility information or eligibility status.

Legal References: Elementary and Secondary Education Act, as amended, [20 U.S.C. 6301 et seq.](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#), [34 C.F.R. pt. 99](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400](#), *et seq.*; National School Lunch Program, [42 U.S.C. 1751 et seq.](#), [7 C.F.R. 210.12](#), [7 C.F.R. pt. 245](#); Protection of Pupil Rights Amendment, [20 U.S.C. 1232h](#), [34 C.F.R. pt. 98](#); [G.S. 90-21.1](#), [-21.10B](#); [114A-10](#); [115C-76.65\(c\)](#), [-81.30\(d\)](#)

Cross References: School Health Education Program: Reproductive Health and Safety Education (policy 3540), Student Insurance (policy 4220), Student Records (policy 4700), Administration of Medications to Students (policy 6125)

Adopted: March 6, 2018

Revised: November 14, 2023

Guilford County Board of Education

Policy Code: 3540 Comprehensive Health Education Program

The Guilford County Board of Education is committed to a sound, thorough school health education program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The Board recognizes the primary role of parents/caregivers in providing for the health and well-being of their children and seeks to involve parents/caregivers in the schools as provided in this policy. The school health education program provided by the school district will meet all requirements established by state and federal law, including the Basic Education Program, [115C-81](#)(e1). Further, the Board will follow the North Carolina Standard Course of Study for Healthful Living Education.

A. Comprehensive Health Education Program

The Board's school health education program will encompass all major aspects of healthful living for students from kindergarten through high school. As required by law, instruction on gender identity, sexual activity, or sexuality will not be included in the curriculum provided in kindergarten through fourth grade. For purposes of this policy, curriculum includes the standard course of study and support materials, locally developed curriculum, supplemental instruction, and textbooks and other supplementary materials, but does not include responses to student-initiated questions, communications unconnected to the curriculum, or other statements protected by law.

As required by law, the program will include instruction on the benefits of sexual abstinence until marriage ("abstinence"), risks of premarital sexual activity, and the prevention of unintended pregnancies and sexually transmitted diseases ("STD") at appropriate grade levels. The program will also teach awareness of sexual assault, sexual abuse, sex trafficking and risk reduction. The instruction and materials shall:

1. Focus on healthy relationships.
2. Teach students what constitutes sexual assault and sexual abuse, the causes of those behaviors, and risk reduction.
3. Inform students about resources and reporting procedures if they experience sexual assault or sexual abuse.
4. Examine common misconceptions and stereotypes about sexual assault and sexual abuse.
5. Teach students about sex trafficking prevention awareness.

B. Parental Opportunities to Review Materials and Withhold Consent for Student Participation

A copy of all program objectives and instructional materials for Reproductive Health and Safety health education programs and any Board adopted Reproductive health and Safety health education program will be available for review at any school where the program will be taught prior to its use with students. Before students may participate in a program that includes the prevention of sexually transmitted diseases, the avoidance of out-of-wedlock pregnancy or reproductive health and safety education, the school will notify the parents/caregivers of the opportunity to review the material and the right to withdraw their student from participating in the program. Any parent wishing to withdraw their student from the program must do so in writing to the principal.

C. Standards for Instruction

For the Reproductive Health and Safety Education section of the Health Education Curriculum, instructors are expected to follow the program objectives and only use the instructional materials that have been made available to parents for review in accordance with this policy. Information conveyed during instruction will be objective and based upon scientific research that is peer reviewed and accepted by professionals and credentialed experts in the field of sexual health education or other field authorized by law. This is not meant to limit an instructor's professional judgement in determining the most appropriate teaching techniques for a particular group of students, given the age and maturity of the students. Furthermore, a determination of what will be an appropriate education for any student with identified exceptionalities will be made in accordance with the individualized education program (IEP), following all procedures as provided in North Carolina [Policies Governing Services for Children with Disabilities](#).

Cross References: Parental Involvement and Engagement (policy 1310/4002)

Legal References: [G.S. 115C art. 9](#); [115C-36](#), [-76.25\(a\)\(1\)](#), [-76.35\(b\)\(5\)](#), [-76.40](#), [-76.55](#), [-81.25](#), [-81.30](#); [Policies Governing Services for Children with Disabilities](#), State Board of Education Policy [EXCP-000](#); State Board of Education Policy [SCOS-007](#)

Adopted: July 2, 1996

Revised: June 24, 2010; August 18, 2016; November 14, 2023

Recodified as policy 3540 (formerly IDBA): May 10, 2022

Guilford County Board of Education
