

## **Vision**

Pitt County Schools: a system of excellence partnering with family and community to prepare students to function effectively in a rapidly changing world by developing global citizens through academic excellence.

## **Mission**

Pitt County Schools will ensure that all students are provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21<sup>st</sup> century.

## **Pitt County Board of Education\***

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*\*Districts will change in December 2016*

## **Foreword**

This book is to serve as a resource for parents and students. Although it references some of the policies and procedures of Pitt County Schools, it is not all-inclusive. To access all district policies, please visit our website at [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us).

The information provided is current at the time of printing. Should there be any required policy changes based on actions of the State Board of Education, North Carolina General Assembly or the local Board of Education, the content of this Parent/Student Handbook is subject to change without prior notice.

## **Pitt County Schools Directory Information**

Central Office	830-4200
Child Nutrition	830-4226
Transportation	756-1424
Student Services	830-4204
Facility Services	756-2313

### **Superintendent's Message**

Dear Pitt County Families,

Welcome to a new school year, an opportunity for a fresh start for everyone. Now is the time to dream big, set lofty goals and work hard to achieve all that you desire. Pitt County School district is committed to partnering with you and others in the community in order to provide the system of support necessary for a personalized education for all.

This handbook includes selected policies, procedures and general information. Please use it as a resource to assist you as you continue to be involved in your child's education. I encourage you to visit our website at <http://www.pitt.k12.nc.us> and download our mobile app so you can stay informed about district initiatives and school activities.

Thank you for choosing Pitt County Schools. I wish success for each of you this school year!



Ethan Lenker, Superintendent



**A. G. Cox Middle (6-8)**  
2657 Church Street  
Winterville, NC 28590  
(252) 756-3105

**Ayden Elementary (K-5)**  
187 Third Street  
Ayden, NC 28513  
(252) 746-2121

**Ayden-Grifton High (9-12)**  
7653 NC 11 South  
Ayden, NC 28513  
(252) 746-4183

**Ayden Middle (6-8)**  
192 Third Street  
Ayden, NC 28513  
(252) 746-3672

**Belvoir Elementary (K-5)**  
2568 NC 33 West  
Greenville, NC 27834  
(252) 752-6365

**Bethel School (K-8)**  
152 E. Washington Road  
Bethel, NC 27812  
(252) 825-3801

**C. M. Eppes Middle (6-8)**  
1100 South Elm Street  
Greenville, NC 27858  
(252) 757-2160

**Chicod School (K-8)**  
7557 NC 43 South  
Greenville, NC 27858  
(252) 746-6742

**Creekside Elementary (K-5)**  
431 Forlines Road  
Winterville, NC 28590  
(252) 353-5253

**D. H. Conley High (9-12)**  
2006 Worthington Road  
Greenville, NC 27858  
(252) 756-3440

**E. B. Aycock Middle (6-8)**  
1325 Red Banks Road  
Greenville, NC 27858  
(252) 756-4181

**Eastern Elementary (K-5)**  
1700 Cedar Lane  
Greenville, NC 27858  
(252) 758-4813

**Elmhurst Elementary (K-5)**  
1815 W. Berkley Road  
Greenville, NC 27858  
(252) 756-0180

**Falkland Elementary (K-5)**  
503 NC 121  
Greenville, NC 27834  
(252) 752-7820

**Farmville Central High (9-12)**  
3308 E Wilson St.  
Farmville, NC 27828  
(252) 753-5138

**Farmville Middle (6-8)**  
3914 Grimmersburg St.  
Farmville, NC 27828  
(252) 753-2116

**G. R. Whitfield School (K-8)**  
4839 School Rd.  
Grimesland, NC 27837  
(252) 752-6614

**Grifton School (K-8)**  
513 E. McCrae Street  
Grifton, NC 28530  
(252) 524-5141

**H. B. Sugg Elementary (K-2)**  
3992 Grimmersburg St.  
Farmville, NC 27828  
(252) 753-2671

**Hope Middle (6-8)**  
2995 Mills Road  
Greenville, NC 27858  
(252) 355-7071

**J.H. Rose High (9-12)**  
600W. Arlington  
Greenville, NC 27834  
(252) 321-3640

**Lakeforest Elementary (K-5)**  
3300 Briarcliff Dr.  
Greenville, NC 27834  
(252) 756-3941

**North Pitt High (9-12)**  
5659 NC 11 North  
Bethel, NC 27812  
(252) 825-0054

**Northwest Elementary (K-5)**  
1471 Holland Road  
Greenville, NC 27834  
(252) 752-6329

**Pactolus School (K-8)**  
3405 Yankee Hall Road  
Greenville, NC 27834  
(252) 752-6941

**Ridgewood Elementary (K-5)**  
3601 South Bend Drive  
Winterville, NC 28590  
(252) 355-7879

**Sam D. Bundy Elementary (3-5)**  
3994 Grimmersburg Street  
Farmville, NC 27828  
(252) 753-2013

**South Central High (9-12)**  
570 West Forlines  
Winterville, NC 28590  
(252) 321-3232

**South Greenville Elementary (K-5)**  
811 Howell Street  
Greenville, NC 27834  
(252) 756-7004

**Stokes Elementary (K-8)**  
2683 N.C. 903 North  
Stokes, NC 27884  
(252) 752-6907

**W.H. Robinson Elementary (K-5)**  
2439 Railroad Street  
Winterville, NC 28590  
(252) 756-3707

**Wahl-Coates Elementary (K-5)**  
2200 East Fifth Street  
Greenville, NC 27858  
(252) 752-2514

**Wellcome Middle (6-8)**  
3101 N. Memorial Dr.  
Greenville, NC 27834  
(252) 752-5938

**Wintergreen Intermediate (3-5)**  
4720 County Home Rd.  
Greenville, NC 27858  
(252) 355-2411

**Wintergreen Primary (K-2)**  
4710 County Home Rd.  
Greenville, NC 27858  
(252) 353-5270

**ALPHA Center**  
1019 Fleming Street  
Greenville, NC 27834  
(252) 830-3564

**Community Schools**  
4561 County Home Rd.  
Greenville, NC 27858  
(252) 902-1975

**Early College**  
1959 Warren Drive  
Winterville, NC 28590  
(252) 493-7821

**Facility Services**  
205 Sylvania Street  
Winterville, NC 28590  
(252) 756-2313

**Pitt Academy**  
621 W. Firetower Road  
Winterville, NC 28590  
(252) 830-3501

**Sadie Saulter**  
400 Spruce Street  
Greenville, NC 27834  
(252) 758-4621 Pre K

**Transportation**  
901 Mall Drive  
Greenville, NC 27858  
(252) 756-1424

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## **GENERAL INFORMATION**

### **PCS Mobile App**

The Pitt County School System has a mobile application, providing access on smartphones or tablets. The app is available in the iTunes<sup>®</sup> App Store and Google<sup>®</sup> Play Store.

The free app offers news and alerts for the entire Pitt County School System. Users can receive notifications about school delays, cancellations, and special events, read the latest announcements and headlines, or access central office contacts, policies, school menus, the parent portal and events calendars. Users must enable push notifications when downloading the app in order to receive the breaking alerts.

### **Parent Portal**

The Home Base Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments. Home Base, powered by Pearson's PowerSchool application, helps keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments, parents can track their child's progress, and teachers can more easily share information about student progress with parents and students.

Using a single log-in, families with multiple students have the ability to set up their accounts to view all of their students at one time. Access to the parent portal is currently available for students of all grade levels, but it is most beneficial to students in grades 3-12. Contact your school's data manager for more information about the Parent Portal.

### **News Media Access & PCS Publications**

During the school year students are likely to be recorded, videotaped, photographed, interviewed and/or quoted by various types of news media (i.e. radio, television and newspaper) or for PCS publications such as the district website. If you do not wish for your child to be interviewed, recorded, videotaped or photographed, please contact the principal in writing expressing your child's restriction to the news media and/or PCS publications.

### **Connect 5**

CONNECT 5 is a messaging system that allows our school system to personally communicate with parents via phone, email or text about emergency situations, school events, school closings and delays and important issues facing your school or district. It is important that your child's school has your accurate contact information so that your family does not miss any important announcements.

### **Prohibition Against Discrimination, Harassment and Bullying (Policy 1710/4021/7230)**

The Board of Education is committed to promoting the worth and dignity of all individuals. It believes that all employees and students should be treated with respect and be free of unlawful discrimination, harassment or bullying for any reason, including on the basis of race, color, religion, national origin, sex, sexual orientation, pregnancy, age, or disability.

The Pitt County Schools Director of Student Services is designated the Discrimination, Harassment and Bullying Coordinator. Students and/or their parents (or legal guardians) are encouraged to submit any complaints of discrimination, harassment, or bullying through the

complaint process established in Policy 1720/4015/7225 (Discrimination, Harassment, and Bullying Complaint Procedures).

### **Student and Parent Grievances (Policy 1740/4010)**

While the Board encourages informal resolutions to student and parent grievances, it recognizes that students and parents may want a more formal process for certain types of complaints or to follow if an informal process is not found to be satisfactory. Board Policy 1740/4010 outlines the grievance process to address situations in which a student or parent believes that a violation, misapplication, or misinterpretation of school board policy or of state or federal law or regulation has occurred. The exception is of the appeals related to disciplinary actions under the *Code of Student Conduct* and other situations for which a specific appeal process has been identified by policy.

As the first step in the grievance process, students or parents should discuss the grievance with the most immediate and appropriate school official within ten (10) calendar days of the occurrence giving rise to the grievance.

### **Enrollment/Withdrawal**

#### *Enrollment of New Students:*

When a student enters school without having previously been registered, the student and parent should make immediate contact with the principal/designee. Every effort will be made immediately to obtain the student's records from the previous school attended by the student.

Once the registration process has been completed, tentative placement will be made based upon the information available. Final placement will take place after the principal has had the opportunity to review the student's records.

#### *Enrollment Requirements:*

To enroll in any public school in Pitt County, students must meet the following criteria:

1. If under the age of 18, they must live with a parent or court ordered guardian or custodian domiciled within Pitt County unless emancipated by the courts.
2. If emancipated or age 18 through 20, they must be domiciled within Pitt County.
3. They must have not obtained a high school diploma.

#### *When Students Transfer from Another School:*

1. The parent, guardian, or custodian must provide a notarized statement indicating whether the student is under suspension or expulsion from another school, or has been convicted of a felony.
2. The receiving school shall, within 30 days of enrolling students, obtain the student's records from the transferring school, including immunization records. If a student or parent provides a copy of the student's record, the receiving school shall, within 30 days, request written verification of the record.

#### *Registration of Students Entering During the School Year:*

When a student enters a school in Pitt County during the school year, every effort will be made to immediately obtain his or her records from the school last attended. In addition to the enrollment requirements above, the following steps will be used to register the student:



1. Conference with parent/guardian and student using total school records.  
(Including report cards and immunizations)
2. Conference and consultation by phone with the previous school as needed.
3. Follow-up conference and consultation with the parents and student, plus as needed any achievement and/or ability testing administered by the appropriate school personnel.

It shall be standard procedure for the student and his or her parent/guardian to receive a complete registration packet on the first visit to the school and to have ample opportunity to discuss the registration of the student with appropriate school personnel.

#### *Withdrawal from School*

The procedure to be followed by the parent/guardian for withdrawing their student:

1. Inform the principal/designee of the last day the student will be at school and complete student withdrawal form.
2. Inform the principal/designee of the new address of the student and the new school he/she will attend, if known.
3. Turn in library books and textbooks before leaving; pay any fees owed to school.

#### **School Fee Schedule-Elementary/Middle/High School**

- Student Fees (K-12) \$10.00/ year
  - Breakfast Paid/Day - \$1.00
  - Lunch Paid/ Day - \$2.25
  - Lunch Reduced/Day - \$0.40
- K-12 Milk, 8 oz. carton \$0.50
- Damaged Book Fees-Based on Formula
- Return Check Fees-\$25.00

<i>Student Accident Insurance</i>	<i>Gold</i>	<i>Silver</i>	<i>Bronze</i>	<i>Copper</i>
School Time	\$ 35.00	\$ 18.00	\$ 11.00	\$ 10.00
24-Hour	\$ 160.00	\$ 88.00	\$ 55.00	\$ 50.00
Extended Dental	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00

For more information about Student Accident Insurance or to enroll, please go to the Pitt County Schools website [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us). Please click on the Parents and Students link and then click on Student Insurance Forms. Enrollment forms are also available at your school's main office.

#### *High School Fees:*

- Club dues may exceed \$1.00 only when the club is affiliated with the national or state organization.
- Parking: \$50.00/year
- Graduation Fees at Cost to Student (Seniors Only)
- Locks at Cost to Student
- Gym Uniform at Cost to Student

- All fees will be collected based upon a student's ability to pay. Teachers may request students to purchase classroom materials that they determine to be critical to teach the standard course of study.

### **Child Nutrition**

Student lunch monies can be deposited to the student's account over the internet 24 hours a day, 7 days a week using PayForIt.net. By logging onto [www.payforit.net](http://www.payforit.net), the parent can easily:

- Set up an account
- Deposit money
- Set e-mail reminders to notify when the student's account gets low
- Set up recurring payments
- Check the student's account balance
- Request an activity report that will display what the student has eaten in the previous 30 days

All that is needed to set up an account is:

- A valid e-mail address
- A credit card
- The student's identification number

If money is deposited before 9:00 pm Eastern Time, it is available the next morning in the student's account.

### ***Child Nutrition Charge Procedure***

Students may charge complete meals only with a two day limit on charging. If the student comes after the second day of charging and has no money or lunch, then a partial tray is offered to the student. A partial tray consists of a fruit, bread, and milk. Partial trays are not claimed for reimbursement.

Once a student gets to the cashier with a tray and is not eligible to charge, the cashier reminds him/her to bring money. Trays are not to be taken from students. If the student continues to come without money or a lunch from home, the principal or school administrator will be notified and further action could be taken.

If a charge is in dispute, the parent/guardian should write a note stating that their child does not eat in the cafeteria (i.e. brings their lunch). When the note is received, the charges will be addressed, the account will be blocked and no charges can be put on that account. If the child should truly need to charge a meal after an account is blocked, the parent will be called to give permission for his/her child to get the meal. Should you have other questions or concerns regarding charge procedures, please contact the cafeteria manager at your child's school.

## **MEDICAL/ HEALTH INFORMATION**

### **Student Physical Exams (Student Health Assessment) (Policy 4110)**

Pursuant to NCGS 130A-440, all kindergarten children and all students entering the public schools in North Carolina for the first time, regardless of grade level, shall receive a health assessment made no more than 12 months prior to the date of school entry:

1. A completed health assessment form must be presented by the parent/guardian to the principal on or before the child's first day of attendance. This form is the blue Health Assessment Report form (PPS-2K) and is the only acceptable form.
2. A 30-calendar day grace period after school entry is allowed. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented. Such absences will not be considered as a suspension, and the student will be given an opportunity to make up work missed during the absence as required by law and stated in policy 4110
3. Within 60 calendar days after the commencement of the school year, principals are required to file health assessment status reports with the Department of Environment, Health and Natural Resources on forms provided by the Department.
4. Religious exemptions from North Carolina Health Assessment requirements must be documented according to NCGS 130A-442.

### **Immunizations (Policy 4110)**

No child shall attend a school (pre-K-12) unless a certificate of immunization indicating that the child has received the required immunizations has been provided to the school.

North Carolina State Law requires the following minimum doses:

- 5 DTaP, DTP, or DT doses (If 4th dose is after 4th birthday, 5th dose is not required); DT requires medical exemption. \* Booster dose of tetanus/diphtheria/pertussis (Tdap) for students entering 7th grade or who have reached 12 years of age on or after July 1, 2015 if five or more years since last dose of tetanus/diphtheria.
- 4 Polio Vaccine doses. The booster (4<sup>th</sup>) dose is required on or after the 4<sup>th</sup> birthday and before entering school for the first time.
- 1– 4 Hib doses (Children beyond their 5<sup>th</sup> birthday are not required to have any Hib vaccine).
- 3 Hep B doses (Children born on or after July 1, 1994 are required to have 3 doses; 3rd dose on/after 6 months).
- 2 Measles doses (At least 28 days apart; 1st dose on/after 12 months of age).
- 2 Mumps dose (1st dose on/after 12 months of age).
- 1 Rubella dose (On/after 12 months of age).
- 2 Varicella doses administered at least 28 days apart or documentation of disease from a physician, nurse practitioner or physician's assistant verifying history of varicella disease. (Documentation must include student's name, approximate date or age of infection and healthcare provider signature.)
- 2 Meningococcal conjugate vaccine (MCV) doses. One dose needed for individuals entering the 7<sup>th</sup> grade or by 12 years of age on or after July 1, 2015. If first dose is administered after the 16<sup>th</sup> birthday, the booster dose is not required.

If documentation of the required immunizations is not presented on or before the first day of attendance, it is the duty of the school principal/designee to notify the parent/guardian of the deficiency. The parent/guardian shall have 30 calendar days from the first day of attendance to obtain the required immunization(s).

If the administration of the vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days may be allowed to obtain the required immunizations upon certification by a physician.

The student will not be allowed to continue beyond the 30 calendar days or the extended period unless the required immunization(s) has/have been obtained.

Medical or religious exemptions from North Carolina immunization requirements must be documented according to NCGS 130A-156 or NCGS130A-157. Documentation of any exemption must be on file at the school in the student's permanent record. Parents/guardian seeking an exemption should contact the Pitt County Health Department at (252) 902-2305.

#### **Epinephrine Auto-Injector Devices (Epi- Pens)**

In accordance with N.C.G.S. 115C-375.1 and 375.2A, each school has designated trained school personnel authorized to use emergency epinephrine auto-injector devices to deliver emergency medical aid to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. At least two emergency epinephrine auto-injector devices are located at each school for this purpose.

Epinephrine auto-injector devices provided by the school are not intended, and cannot be used, as the sole supply for students known to have medical conditions requiring the availability of an epinephrine auto-injector device. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order in accordance with Policy 10.607, Administration of Medication.

#### **Communicable Diseases (Policy 4230)**

In accordance with NCGS 130A-136, school principals who have reason to suspect that a student or adult in the school has a communicable disease or condition shall report the information required to the local health director in the county in which the school is located. Confidentiality of such reports is protected by law and school principals making such reports in good faith shall be immune from liability.

A safe and secure environment shall be provided for all students and employees. Under certain circumstances, students with communicable diseases or conditions may pose a threat to the health and safety of others. Decisions regarding the educational status of students with communicable diseases will be made on a case-by-case basis in accordance with policy 4230.

#### ***Reportable Diseases and Conditions***

The diseases and conditions that are declared to be dangerous to the public health are reportable to the local health department within specific time periods after the disease or condition is reasonably suspected to exist. The local health director will advise the school of precautionary

action(s) needed to prevent the spread of disease. The list of reportable diseases can be found in Board Procedure 10.605-P.

#### *Non-Reportable Contagious Conditions*

The following procedures are recommended for these non – reportable contagious conditions:

1. Chickenpox: Student is excluded from school until all blisters have formed scabs.
2. Pediculosis (Head Lice): Student is excluded from school until treatment is completed and documentation of treatment is provided to school. Student's hair should be free of lice and nits upon return to school.
3. Scabies: Student is excluded from school until one (1) treatment with prescription medication for 12 to 24 hours is completed. Requires doctor's note to return to school.
4. Conjunctivitis (Pink Eye): student is excluded from school if:
  - There is yellow (purulent) discharge.
  - Condition has lasted more than three (3) days.
  - There is an epidemic in the school or it appears that cases are being transmitted from one student to another.
  - Requires doctor's note to return to school.
5. Impetigo: Student is excluded from school if he/she has more than two or more draining, crusting, exposed sores (i.e. face hands). Requires doctor's note to return to school.
6. Streptococcal and Staphylococcal Infections: Student is excluded from school until treated with a prescription antibiotic for 24 hours.
7. Ringworm: For ringworm of the skin, parent/guardian must send the box top of the antifungal medicine with the child when he/she returns to school. For ringworm of the nails or scalp, parent/guardian must send a doctor's note to school verifying treatment. Students may return to school once treatment begins.
8. MRSA (Methicillin-Resistant Staph Aureus): Student is excluded from school until antibiotic treatment is started or a doctor's note is provided stating that antibiotic treatment is not necessary. Lesion(s) must be covered with a bandage/dressing that is sealed (taped) on all four sides.
9. Vomiting or Diarrhea: Student is excluded from school – should be free from vomiting or diarrhea for 12 to 24 hours before returning to school
10. Fever: Student is excluded from school with temperature of 100 degrees and above – should be fever-free for 24 hours without use of fever-reducing medications before returning to school.

#### **Administration of Medication (Policy 10.607 & Procedure 10.607-P)**

It is the policy of Pitt County Schools that medications should not be administered to a student during school hours or by school personnel unless the health of the student will be adversely affected. If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, school personnel may administer medication with proper documentation from physician and parent.

Pitt County Schools defines medication to mean “any prescription or over-the-counter medication or supplement which a medical care source deems essential to be administered during school hours.”

The intent of this policy is to encourage students to take required medications prior to school hours and to discourage students from bringing prescription and nonprescription medicines to school or administering such drugs to themselves without assistance of school officials. Neither the Pitt County Schools nor any of its employees are responsible for the improper self-administration of prescription or nonprescription drugs at school.

*Medication Procedures:*

1. Parent will complete an “Authorization for Medication” form.
2. “Authorization for Medication” form may be obtained at the health care provider’s office or the school’s administrative office.
3. All medication administered (prescription and non prescription) by school personnel must be presented in the original container.
4. If a student needs a non-prescription (over-the-counter) medication, an “Authorization for Medication” form needs to be signed by the physician and the parent specifying the dosage, time and frequency of medication. If the need is short term (less than a week), only a parents note is required that states the medication, dosage, time and frequency of medication. The parent always has the option to come to school and administer the medication.
5. School personnel responsible for dispensing medication (prescription and non-prescription) shall document on the “Medication Log”.
6. Parents are responsible for informing the school principal of any serious changes in the child’s health or any change in the medication to be administered. Changes in medication, including altered dosage and changes in time and frequency of administration, requires authorization from the prescribing physician on a new “Authorization for Medication” form.
7. All medications shall be transported to and from school by parent/guardian for elementary and middle school students. The only exception is that with prior documentation on the “Authorization for Medication” form, students who have permission to self-medicate may carry rescue medications; (Examples: asthma inhalers, insulin)
8. It is a privilege for students to be allowed to self-medicate during school hours. Abuse of this privilege will result in its revocation.
9. Under no circumstances will unauthorized over-the-counter medication be given to any student by any member of the school staff.
10. At the end of the year, authorization for medication forms and daily medication logs shall be filed in student’s health folders.
11. At the end of each school year, schools will notify parents/guardians that medications should be picked up from school or they will be disposed of if they remain on school property after a designated date.

## ACADEMIC / INSTRUCTIONAL INFORMATION

### **Report Cards**

#### *Grades K-8*

Report cards serve as a progress report to both parents and students grades K-8 and are distributed every nine weeks. Parents are asked to read report cards carefully, note teachers' comments, make any additional comments, sign and return the report card. If there are any concerns, parents are urged to request a conference with the teacher to discuss the student's performance.

#### *Grades 9-12*

Report cards will be sent to parents at the end of each six-weeks grading period.

### **Recognizing Student Excellence (Policy 3440)**

The Pitt County Board of Education believes that outstanding academic achievement should be recognized. Each school shall have an honor roll and principal's list and shall recognize students in grades 3-12 using the following criteria:

#### *Grades 3-5*

- To qualify for the honor roll, students must have all A's on academic subjects (communication skills, social studies, math, science, and health) and all S's on non-academic subjects.
- To qualify for principal's list, students must have all B's or higher on academic subjects (communication skills, social studies, math, science, and health) and all S's on non-academic subjects.

#### *Grades 6-8*

- To qualify for the honor roll, students must have all A's on subjects.
- To qualify for principal's list, students must have all B's or higher on subjects.

#### *Grades 9-12*

- Using Letter Grades:
  - To qualify for honor roll, students must earn all A's for the grading period.
  - To qualify for principal's list, students must earn all B's or higher for the grading period.
- Using Grade Point Average:
  - To qualify for honor roll, students must earn a grade point average of 4.0 or higher, and have no letter grade lower than B in an AP course or lower than A in any other course for the grading period.
  - To qualify for principal's list, students must earn a grade point average of 3.0 or higher and have no letter grade lower than C in an AP course or lower than B in any other course for the grading period.

### **Programs of Recognition (9<sup>th</sup>-12<sup>th</sup> grade)**

Special recognition for student achievement in the academic, athletic, cultural arts, and the vocational areas shall be given according to guidelines established by the Pitt County Board of Education and the individual school.

### **Honor Societies**

Pitt County Schools have affiliated with national honor societies and follow the rules and regulations set forth by those organizations.

The administrator of the school shall encourage establishment and maintenance of such organizations which recognize outstanding academic achievement. The principal shall appoint and approve sponsors for such organizations.

### **Promotion/Retention Standards (Policy 3420 & Procedure 9.616-P)**

K-8 students must be in attendance at least 160 school days AND meet the following criteria to be promoted to the next grade:

#### *Grades K-2*

- Demonstrate grade level proficiency in Reading and Mathematics.

#### *Grades 3-8*

- Demonstrate grade level proficiency in Reading and Mathematics by scoring Level III on the End-of-Grade test.
- Pass the following with a grade of at least 60:
  - English/Language Arts (including Reading and Writing)
  - Mathematics
  - Science
  - Social Studies
- Grade 3 only: In accordance with the Read to Achieve Law, a student in third grade must meet mastery on reading as set by the House Bill legislation 950/S.L. 2012-142 and the district plan.

#### *Grades 9-12*

To earn credit in a course, students must:

- Have a passing final average
- Have no more than ten absences in a course (per semester)

#### *Promotion to Grade 10*

- Earn 6 units of credit

#### *Promotion to Grade 11*

- Earn 13 units of credit – must include English I

#### *Promotion to Grade 12*

- Earn 20 units of credit – must include: English II



## Graduation Requirements- Policy 3460

Content Area	Credits	FUTURE READY CORE Course of Study Requirements	Credits	OCCUPATIONAL Course of Study Requirements
English	4	English I, II, III, IV	4	English I, II, III, IV
Mathematics	4	Math I, Math II, Math III, and a 4th Math Course	3	Intro to Math, Math I, Financial Management
Science	3	Biology, an Earth/Environmental, a Physical Science	2	Applied Science, Biology
Social Studies	4	World History, Civics and Economics, American History I and II	2	American History I and II
Health & Physical Education	1	Health/Physical Education	1	Health/Physical Education
Arts Education	1	1 Credit ( <i>Can count toward concentration</i> )	X	Not Required
<b>Concentration**</b>  Students will complete 4 credits under one of the listed concentrations  <b>**Concentrations options may vary school to school</b>	4	<ul style="list-style-type: none"><li>• AVID</li><li>• ESL</li><li>• Career &amp; Technical</li><li>• JROTC</li><li>• Sports Medicine</li><li>• Arts Discipline <i>(Must include a level 2 course)</i></li><li>• World Language <i>(Must include a level 2 course)</i></li><li>• Advanced Placement</li><li>• College Courses</li><li>• English, Math, Science, or Social Studies*</li></ul> <i>*Excludes courses that meet other graduation requirements</i>	4	<ul style="list-style-type: none"><li>• Career &amp; Technical</li><li>• JROTC</li><li>• Arts Discipline</li></ul>
<b>Electives and other requirements</b>	7	Elective Credits ( <i>Excludes Concentration</i> )  <i>2 electives come from one of the following: CTE, Arts, or World Languages</i>  <i>To meet minimum admissions requirement for the UNC-system two credits must be in the same World Language.</i>	6	Occupational Preparation I, II, III, IV INCLUDING: Completion of 300 hours school based training; 240 hours of community based training; 360 hours of paid employment
			6	6 Elective Credits
<b>TOTAL</b>	28 Credits or 87.5% of total possible credits		28 Credits or 87.5% of total possible credits	

### **Examinations (Policy 3410 & Procedure 9.604-P)**

Students in high school courses shall be required to take examinations each semester in each subject in which enrolled. Examinations will count a minimum of 25 percent of the final course grade. An examination schedule of a minimum of two (2) days is observed at the end of each semester. A minimum of a two-hour and twenty-minute examination period is allowed for each examination. A student taking an examination remains in the class during the entire examination period. Examinations are to be taken at schedule times. An examination is defined as a comprehensive test covering material taught during the entire semester. No extracurricular activities (example: athletic events, rehearsals) and/or participation or practice for such activities may be scheduled after school is dismissed on the day prior to the first day of examinations until after school is dismissed on the last day of examinations.

### **Course Offerings**

Course offerings within the Pitt County high schools are comprehensive and are designed to help all students develop their maximum potential. Courses differ in instructional aims in order to provide for varying student vocational and academic aspirations. In keeping with the system's commitment to excellence, ALL students are encouraged to select challenging courses that allow them to pursue their individual interests.

A system of open enrollment through "parent-student informed choice" is used throughout Pitt County high schools. The following criteria are used to inform and counsel students and parents regarding selecting the appropriate level of course difficulty:

- Standardized achievement test scores
- Grades / Performance
- Teacher recommendations

More information and a detailed listing of available courses can be found in the *Pitt County Schools High School Registration Guide*.

### **Quality Points and Descriptions of Course Levels 9<sup>th</sup>-12<sup>th</sup> grade (Procedure 9.303-P)**

Students in the high schools will have the opportunity to enroll in several different academic pathways. Enrolling in the proper pathway should make it possible for students to work at their individual level of ability.

The following are the approved quality points for Pitt County Schools:

#### **Standard – 4 Quality Points for an A**

Courses at this level are college preparatory and help prepare students to directly enter post-secondary training or the world of work following graduation.

#### **Honors – 4.5 Quality Points for an A for students entering 9<sup>th</sup> grade in 2015-2016 and thereafter; 5 Quality Points for an A for students entering 9<sup>th</sup> grade in 2014-2015 or prior**

Courses allow students to explore topics in more depth than in a standard college preparatory course. The emphasis in an honors course is on discovery and inquiry learning, the utilization of research skills, and higher level thinking as related to the specific course content.

Advanced Placement – 5 Quality Points for an A for students entering 9<sup>th</sup> grade in 2015-2016 and thereafter; 6 Quality Points for an A for students entering 9<sup>th</sup> grade in 2014-2015 or prior  
 Courses at this level are designed for accelerated students attempting to receive college credit via an Advanced Placement exam. Students should be self-motivated, critical thinkers.

Students taking Advanced Placement courses in Pitt County Schools will be required to take the Advanced Placement exam. Participating universities may grant university credit and appropriate college-level placement to students who satisfy university requirements relative to AP exam scores.

Registration determines which courses are available in each high school on an annual basis. Registration in an Honors or Advanced Placement course is an academic commitment. It is very difficult to drop an Honors or Advanced Placement class and transfer to a standard section of the same course. Because Honors and Advanced Placement require additional work, the decision to enroll in them should be made with care. Standard sections of courses are geared to meet college requirements.

All classes other than Honors and Advanced Placement will be considered by College Admissions officials as Standard Course of Study.

For Students Entering 9<sup>th</sup> Grade in 2015-2016 and thereafter:

***Standard Level Courses***

If an A Equals 4 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59 and below	0

***Honors Level Courses***

If an A Equals 4.5 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	4.5
B	89-80	3.5
C	79-70	2.5
D	69-60	1.5
F	59 and below	0

***Advanced Placement Courses***

If an A Equals 5 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	5
B	89-80	4
C	79-70	3
D	69-60	2
F	59 and below	0

For Students Entering 9<sup>th</sup> Grade in 2014-2015 and prior:

***Standard Level Courses***

If an A Equals 4 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59 and below	0

***Honors Level Courses***

If an A Equals 5 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	5
B	89-80	4
C	79-70	3
D	69-60	2
F	59 and below	0

***Advanced Placement Courses***

If an A Equals 6 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	100-90	6
B	89-80	5
C	79-70	4
D	69-60	3
F	59 and below	0

**North Carolina Academic Scholars Program**

To become a North Carolina Academic Scholar, students must complete all requirements indicated below:

- Complete all requirements of the North Carolina Academic Scholars Program.
- Have an overall four-year unweighted grade point average of 3.5.
- Complete all requirements for a North Carolina high school diploma, including all local graduation requirements.

***NC Academic Scholars Recognition***

The students who qualify for this special recognition:

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises and other community events.
- may be considered for scholarships from the local and state business/industrial community.

- may use this special recognition in applying to post-secondary institutions (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions).

To be recognized as a NC Academic Scholar, students must:

- Begin planning for the program before entering ninth grade to ensure they obtain the most flexibility in their courses.
- Earn 28 units of credit that must include:
  - 4 units of English (I, II, III, and IV)
  - 4 units of Mathematics (should include Math I, Math II, Math III, and a higher level math course)
  - 3 units of Science (Physics or Chemistry course, Biology, and an earth/environmental science course)
  - 4 units of Social Studies (World History, Civics and Economics, American History I & II)
  - 1 unit of Health and Physical Education
  - 6 units of elective credits as follows: Two (2) elective units in a second language required for the UNC-system; four (4) additional elective units constituting a concentration recommended from one of the following: Career & Technical Education cluster (CTE), JROTC, Arts Education, Second Language, or any other subject area
  - 1 unit of Arts Education
  - 5 units of elective credits consisting of higher level courses taken during the junior & senior years which carry 4.5 or 5 quality points such as: CTE/CTE credentialing courses, other honors or above designated courses

### **Post-Secondary Admission Requirements**

*Minimum Course Requirements for Admission to the Sixteen Campuses of The University of North Carolina:*

To be eligible for admission to any of the 16 public universities that make up the University of North Carolina, students must meet the following requirements:

- English – 4 units (Eng. I, II, III, IV)
- Mathematics – 4 units (Math I, Math II, Math III and higher level math course with Math III as a prerequisite)
- Science – 3 units (to include a biological science, such as Biology; a physical science, such as Chemistry or Physics; and a laboratory science, such as Biology, Chemistry, or Physics)
- Social Studies – 4 units (World History, Civics/Economics, and American History I & II)
- Second Language – 2 units

EACH UNIVERSITY MAY REQUIRE OTHER COURSES IN ADDITION TO THESE REQUIREMENTS. Therefore, prospective students should refer to the catalogs and contact the admission offices of any universities to which they plan to apply. In determining the admissibility of each applicant, institutions also consider factors other than courses completed,

such as high school grades, rank in class, and scores on college entrance examinations, recommendations, and essays.

### **Student Email Accounts**

Your child will be given a Pitt County Schools email account. If you want your child to opt out of this email access, contact the Media Coordinator at your school.

### **Network / Internet Use By Students (Policies 3220, 3225/4312/7320, 3226/4205, 3227/7322, and 3230/7330)**

#### **Rules for Use**

- A. Internet access at school is intended to be used for class participation, educational or career-development research, and other access that has been approved by school personnel and does not violate the other provisions of this policy, in accordance with local and state educational objectives. Other uses of school access are to be considered inappropriate and are not allowed.
- B. Student-created websites relating to the school curriculum must have a faculty member sponsoring them. The faculty member is responsible for monitoring the content of the site and helping the student to update the site regularly. Pitt County Schools is not responsible for any student-created and student-maintained websites that are not related to the classroom curriculum.
- C. Users are expected to abide by the common rules of Network etiquette, as follows:
  - 1. Students should use appropriate language and be polite in communications across the PCS network or Internet.
  - 2. Students should not disrupt or attempt to disrupt the functioning of the PCS network communications or equipment in any manner, nor should they gain or attempt to gain unauthorized access to the PCS network or any electronic records maintained by any other organization (hacking).
  - 3. Students should not reveal last names, ages, telephone numbers, or other personal identifying information about themselves or someone else to another person across the Internet or network.
  - 4. Students should not use another person's PCS network password or give their password to another student for that person's use.
  - 5. Students should not access, publish, save, send, or display illegal, defamatory, inaccurate, obscene, harmful, or profane images or text.
  - 6. Students should not violate copyright laws by copying files, programs, or other materials protected by copyright or by failing to give credit to Internet sources used in their research.
- D. The following activities and/or materials are specifically not permitted:

1. Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
2. Using threatening or obscene material.
3. Vandalizing or attempting to vandalize hardware or software including the creation or spread of viruses and hacking.
4. Spamming (*i.e.* sending junk mail), political lobbying, advertising or any commercial uses of the network.
5. Wasting limited network resources, including excessive use of the PCS network, downloading files, and loading programs or games to the local workstation or the PCS network without the prior approval of a teacher or administrator.
6. Arranging/agreeing online to meet someone in person who is a stranger or non-school district personnel.
7. Demonstrating security problems such as distributing someone else's password, personal information, or access to restricted network software to others or failure to notify a teacher and/or staff member when a violation has occurred.
8. Distributing material protected by trade secret.

#### E. Social Media Use

The board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21<sup>st</sup> Century learning. The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the board will provide access to secure social media tools and board approved technologies for use during instructional time and for school-sponsored activities.

#### F. Personal Computing Devices

1. Use of student-owned personal devices is a site-based decision at the discretion of the site administrator.
2. Student use of personal devices to access the Internet while on Pitt County Schools property must be limited to the Pitt County Schools public wireless network. Use of any other network connection is prohibited.
3. When the site administrator has allowed students to bring personal devices to school, the decision to bring that device remains with the parent/guardian and student. Students will not be required to bring their own personal electronic devices to school do school

work. Pitt County Schools does not accept liability for personal devices damaged or stolen on school property. Any damage or loss will be the responsibility of the owner of the device.

#### G. General Principles

1. Students and parents should be aware that any files stored in home directories, mobile devices or on the local hard drive(s) and any Internet activity may be screened, supervised, or viewed by school and system staff, and parents will be given access to their child's files on request. Students should not expect any privacy in these files.
2. Students must immediately notify a teacher or staff member when they see or receive a message or materials that is inappropriate or makes them feel uncomfortable. Failure to notify a teacher immediately will constitute culpability on the student's part for any actions they have taken or take thereafter.
3. Pitt County Schools does not warrant the service it is providing, including delays, loss of data or connections, service interruptions, and e-mail deliveries. Pitt County Schools does not control the material available on the Internet, and cannot be responsible for inaccurate data or offensive material encountered on the World Wide Web.

Pitt County Schools will cooperate with law enforcement agencies on the investigation of any illegal activities involving internet/network use.

#### **Athletic Eligibility (Middle School)**

Students participating in athletics will be governed by local, county and state athletic regulations.

##### *Eligibility Requirements*

1. *Legal Birth and Age Limits:* The principal must have evidence of the legal birth date of a student. A student shall not participate on a seventh or eighth grade team if he/she becomes 15 years of age on or before August 31 of said school year. A middle school student who is over age for middle school play shall be eligible for high school participation.
2. *Attendance:* A student must have been in attendance for at least 85% of the previous semester at an approved school.
3. *Academic Requirements:* A student must receive passing grades in five out of six courses the preceding semester. The student must also meet local promotion standards.
4. *Domicile:* The student must meet the domicile criteria of NCGS 115C-366(a), which states "All students under the age of 21 years who are domiciled in a school administrative unit who have not been removed from school for cause, or who have not obtained a high school diploma, are entitled to all the privileges and advantages of the public schools to which they are assigned by local boards of education." Out-of-district domicile fraud will result in the student being deemed ineligible for athletics for 365 days.



5. *Medical Examination:* The student must receive a medical examination each year (365 days) by a duly licensed physician, nurse practitioner, or physician's assistant. After January 1, 2016, medical examinations are valid for 395 days towards eligibility.
6. *Special Needs:* A special needs student will meet the same requirements as anyone else in all areas of eligibility except the academic eligibility, which will be identified through an IEP and the school-based committee.
7. *Discipline:* Students assigned to In-School Suspension for more than one day may not participate until required days are completed. If a student sits on the bench and is dressed out, he/she will be considered to be participating in that game.

#### *Conduct at Athletic Events*

While participating in or attending as representatives of the school any school-related activity held on the school grounds or at some other location, students are subject to the same rules and regulations concerning conduct which apply during the regular school day.

#### **Athletic Eligibility (High School)**

1. Must be a properly enrolled student at the time he/she participates. That student must be enrolled no later than the 15th day of the present semester and meet local attendance policy.
2. Any student subject to the NCHSAA eight semester rule who:
  - a. is convicted of a crime classified as a felony under North Carolina or Federal law, or
  - b. is adjudicated delinquent for an offense that would be a felony if committed by an adult,
 is not eligible to participate in the North Carolina High School Athletic Association sports program. Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction or adjudication of delinquency through the end of the student's high school career. Appellate or other post-conviction or adjudication of delinquency does not affect the student's immediate ineligibility.

Note: "Convicted" and "conviction", for the purpose of this policy, includes the entry of (a) a plea of guilty; or (b) a plea of no contest, nolo contendere, or the equivalent; or (c) a verdict or finding of guilty by a jury, judge, magistrate, or the other duly constituted, established, and recognized adjudicating body, tribunal or official, either civil or military. A person is "convicted" or "adjudicated delinquent" for the purposes of this policy, in North Carolina state courts, the courts of the United States, other states, the armed services of the United States, or other countries.

3. Must not have graduated.
4. Must be under 19 years of age on August 31 of current school year.

5. Must live with parents or legal custodian within the school administrative unit (exceptions must be approved by your principal and the NCHSAA). A student is eligible if he has attended school within that unit the previous two semesters (if eligible in all other respects).
6. Must have passed a minimum load of work and have met local promotion standards during the previous semester. (This means that three courses must have been passed.)
7. Must have received a medical examination each year (365 days) by a duly licensed physician, nurse practitioner, or physician's assistant. If a student misses five or more days of practice due to illness or injury, he/she must undergo another medical examination before practicing or playing. After January 1, 2016, medical examinations are valid for 395 days towards eligibility.
8. Must not accept prizes, merchandise, money or anything that can be exchanged for money as a result of athletic participation. This includes being on a free list or loan list for equipment, etc.
9. Must not have signed a professional contract or have played on a junior college team.
10. Must not participate in unsanctioned all-star or bowl games.
11. May not receive team instructions from your school's coaching staff during the school year outside your sport's season (from first practice through final game). Instruction is limited to coach and athletes in skill development sessions. These sessions may not be held during certain prescribed "dead periods" during the year.
12. Must not be guilty of unsportsmanlike conduct or ejected from the previous contest.
13. May not, usually, as an individual or on a team, practice or play during the school day (from first contest through conference tournament).
14. May not play, practice or assemble as a team with his/her coach on SUNDAY.
15. May not dress for a contest or sit on the bench or practice if he/she is not eligible to participate.
16. Must not play more than three games in one sport per week, (exception softball and volleyball) and no more than one contest per day in the same sport (exception baseball, softball, and volleyball).
17. May attend only those summer camps for which the student's parents/guardians paid the fees.

This summary of key athletic regulations is provided so that students can be made aware of rules which might affect their eligibility. The rules above are general statements only. See your principal, athletic director, or coach if you have any questions or need further explanation of details and exceptions.

# STUDENT BEHAVIOR AND CONDUCT

## **School Attendance (Policy 4400)**

It is illegal for a child between the ages of 7 and 16 to fail to be in school for any reason other than those set forth by the State Board of Education as constituting legitimate, lawful reasons for temporary nonattendance. The following is a list of the valid lawful reasons for temporary nonattendance of a child at school, provided satisfactory evidence of the absence is given to the appropriate school official.

### *Lawful Absences:*

1. **Illness or Injury:** when the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** when the absence results from the death of a member of the immediate family of the student. For purposes of this regulation, the immediate family of a student includes, but is not necessarily limited to grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** when the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** when the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the child is a part to the action or under subpoena as a witness.
6. **Religious Observance:** a minimum of two days each academic year when the tenets of a religion to which a student or his parent/guardian adhere require or suggest a religious observance or event.
7. **Pregnancy:** pregnancy and related conditions or parenting when medically necessary.
8. **Military Visitation:** visitation with a parent/legal guardian, at the discretion of the superintendent or designee, if parent/legal guardian (a) is an active duty member of the uniformed services 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.
9. **Educational Opportunity:** when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity such as travel or service as a legislative or Governor's page. The principal's approval for such an absence must be gained prior to the absence.
10. **Post-Secondary Education:** with prior approval of principal, up to two days each academic year for a high school junior or senior to visit college campuses in order to

qualify for scholarships, attend orientation sessions, or determine whether to apply for admission.

When a student is absent for any of the reasons listed above, he or she shall provide appropriate documentation of that absence as lawful as required by policy of the local school and as made known to parents through the school handbook. Such documentation shall be kept on file. If there is any question regarding lawful absences, a person designated by the principal shall make contact with the parent or guardian of the child.

If a student is to be absent for medical or dental appointments, court or administrative proceedings, religious observances, or educational opportunities, the parent shall, except in emergencies, file the excuse and the dates for absences with the principal ahead of the date that the student is to be absent.

*School-Sponsored Activities:*

Attendance at school-sponsored activities such as field trips, athletic contests, student conventions, and so forth, with approval of appropriate school authorities, are to be regarded as "being in attendance."

*Suspension:*

A student shall be recorded present in school when participating in any disciplining techniques grouped under the term "in school suspension". Absences resulting from involuntary suspensions shall not deny the student the opportunity to take quarterly, semester, or grading period examinations missed during the period of suspension (G.S. 115C 390.5).

*Tardiness/Early Dismissal:*

Attendance in school for the full time allotted for classes is essential for student success. Unexcused Tardies/Early Dismissals cost your child valuable educational instruction. They also interrupt the learning process for other students. Additionally, punctuality is an important trait to reinforce at school. Students are expected to arrive at school and class on time and stay for the entire day of instruction.

Repeated tardiness to and early dismissals from school or class is addressed according to the PCS Code of Student Conduct and may result in a suspension of up to 2 days.

*Required Attendance for Students in Grades K-8*

Students are required to be in attendance at least 160 school days to receive required credit. Any exception to this policy shall be ruled on by the principal.

Parents who are denied an exception may appeal the decision to the Board of Education. Requests for a board hearing must be received in the Superintendent's office no later than the fifth business day after grades are reported.

*Effect of Absences on Grades:*

Attendance requirements for course credit in Grades 9-12 are that a student may be absent no more than ten (10) periods per course to receive credit.

*Lawful Absences:*

Lawful absences are still absences and are counted as such. However, student grades may not be lowered as a result of the lawful absences. Tests and work missed may be made up by the student within a reasonable period of time. A reasonable period will be determined at the school level.

*Unlawful Absences:*

Decisions concerning the lowering of a grade, making up work, or taking a major test shall be left to the discretion of the principal in cases of unlawful absences.

*Guidelines for Absences Beyond 10 Periods - (Grades 9-12 only):*

The student may be absent no more than ten (10) periods per course in order to receive credit. Both lawful and unlawful absences are counted in determining that attendance requirements for course credit have been met. Any exception to this policy shall be ruled on by the principal.

A student who is absent a total of 11 or more periods per course shall fail that course. Each high school shall provide sufficient make-up opportunities to allow the make-up of a maximum of three days (twelve class periods) per student per semester.

A student who has missed a total of 11 or more periods and is passing a course may appeal to the principal for waiver of his/her health-related absences at the conclusion of the semester in which the absences occurred. If waivers are granted, absences will be recalculated. If waivers are not granted, an appeal can be made to the Pitt County Board of Education at the conclusion of the semester in which the absences occurred. Requests for a Board hearing must be received in the Superintendent's office no later than the fifth business day after grades are reported.

There will be no school-level appeal or option for students who are absent more than 15 periods in a course.

A. Medical Waivers

To provide some degree of system-wide uniformity and consistency, the following waiver considerations are recommended in grades 9-12:

- Necessary Medical Absences – with doctor's note (Note: Routine doctor/dental appointments should be scheduled outside the school day)
- Hospitalization
- Homebound – served by a homebound teacher
- Home recovery – doctor's recommendation

Absences that are waived do not have to be made up.

B. Attendance Makeup Options

A student, who is passing a course and has amassed less than fifteen (15) absences in the course after waivers, if any have been granted, may appeal to the principal for a makeup ruling. The principal has the option to do any or all of the following:

1. Assign a student to after-school make-up and require one and a half (1 ½) class periods to be made up for each class period missed. Example: missing a 90-minute class requires 135 minutes of make-up.
2. Assign a student to Saturday make-up and require one and a half (1 ½) class periods to be made up for each class period missed. Example: missing a 90-minute class requires 135 minutes of make-up.
3. Assign a student to a teacher workday make-up and require one and a half (1 ½) periods to be made up for each period missed. Example: missing a 90 minute class requires 135 minutes of make-up.

Note: Each high school shall provide sufficient make-up opportunities to allow the make-up of a maximum of three days (twelve class periods) per student per semester.

#### C. Board Appeals

Appeals concerning a principal's denial of waivers or appeals concerning absences of more than fifteen (15) periods shall be made to the Pitt County Board of Education at the conclusion of the semester in which the absences occurred. Requests for a Board hearing must be received in the Superintendent's office no later than the fifth business day after grades are reported.

#### *Noncompliance with the General Compulsory Attendance Law (NCGS 115C-378):*

The parent, guardian, or custodian of a student shall notify the school of the reason for each known absence of the student in accordance with the Pitt County Schools policy.

Whenever a student has accumulated three unlawful absences in a school year, the principal or his/her designee shall notify the parent, guardian, or custodian of the student's excessive absences. After not more than six unlawful absences, the principal or his/her designee shall notify the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and of the Pitt County Schools. Following this notification, the counselor or school social worker shall work with the student and the family to eliminate the attendance problems and may request that a law enforcement officer accompany him/her on a home visit.

After ten accumulated unlawful absences in a school year, the principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and his/her parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the parent, guardian, or custodian has not made a good faith effort, the principal shall notify the District Attorney. If the principal determines that the parent, guardian or custodian has made a good faith effort, he/she may file a complaint with the juvenile intake counselor. Evidence showing that the parent, guardian, or custodian of the student was notified of ten accumulated absences which cannot be justified by established policies of the Pitt County Schools shall

constitute a prima facie case that the student's parent, guardian or custodian is responsible for the absences.

### **Student Uniforms and Appearance (Policy 4316 & Procedure 10.209-P)**

The Pitt County Board of Education believes a safe and disciplined learning environment is the first requirement of a high performing school. School uniforms help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The Board also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences and encourages students to concentrate on learning rather than on what they are wearing. In addition, it allows for identification of intruders on campus and identification of students off campus when participating in a school related functions.

#### *Appearance:*

In addition to being required to wear school uniforms, all students are to be groomed and dressed appropriately for school and school activities. A student's dress and/or appearance shall:

1. Support, not disrupt, the learning environment
2. Constitute no threat to health or safety
3. Be tasteful and unable to be construed as provocative or obscene
4. Reflect practices of good hygiene and cleanliness

#### *Special Considerations:*

Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal's designee on an annual basis. In considering a waiver request, the principal and/or principal's designee have the right to request additional documentation from medical officials and/or religious leaders.

Reasonable accommodation shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to athletics, career and technical education, P.E. classes, special events, and other activities that require non-conforming dress on a school campus during a school-sponsored event.

Parents and/or guardians who have concerns about the affordability of a school uniform should contact the school social worker. The social worker will assist the family with identifying community resources. The school system will not be responsible for funding uniforms for any students.

The principal and/or principal's designee will implement the school uniform and appearance policy in a manner that is age and developmentally appropriate.

Good judgment in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and

appearance. The manner of a student's wear of the school uniform shall be neat, clean, properly fitted, age-appropriate, and suitable for the learning environment.

*Requirements:*

Check with your school or the Pitt County Schools' Uniform Color Chart ([www.pitt.k12.nc.us](http://www.pitt.k12.nc.us)) to determine which colors are permissible for shirts, sweaters, and sweatshirts at your individual school.

**A. Shirts**

- a. Solid white, black, navy, or up to two additional colors designated by the individual school (see PCS School Color Chart).
- b. Students must wear long or short-sleeved shirts with a collar. Shirts may have one or two chest pockets.
- c. With the exception of school approved logos, shirts may not have insignias, logos, labels, words, or pictures. Shirts with school approved logos must have collars.
- d. Shirts must be appropriately sized and tucked in unless the shirt is designed for outside wear and is no longer than 3 inches below the natural waist.
- e. Shirts shall be long enough to cover the midriff when sitting or standing. Furthermore, shirts must cover the chest and back so the chest and the back of the body are not inappropriately exposed.
- f. Undergarments may not be visible at any time. However, students may wear plain T-shirts or camisoles under collared shirts which are plain white, black, navy, or one of the additional designated school colors (see PCS School Color Chart).
- g. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
- h. Clothing shall be worn appropriately (not inside-out or backwards; no rolled up pants legs, etc.).

**B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts**

- a. Colors: solid khaki, black, or navy
- b. No denim of any color is allowed.
- c. Must be free of graphics and embroidery. With the exception of small labels, they may not have insignias, logos, words, or pictures.
- d. Shorts, skirts, skorts and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three inches above the top of the knee when standing.
- e. No pants or shorts with pockets halfway down the legs.
- f. Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants must not be worn with the waistband below the hipbone.
- g. Clothing shall be worn appropriately (not inside-out or backwards; no rolled up pants legs, etc.).
- h. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
- i. If belts are worn, they must be a plain black or brown belt with a plain belt buckle that is not oversized. All belts must be buckled.



### C. Dresses

- a. Dresses may be solid white, black, navy, khaki, or the school color (see PCS School Color Chart).
- b. Students may wear long or short-sleeved dresses with a collar. Dresses may have one or two chest pockets.
- c. With the exception of school approved logos, dresses may not have insignias, logos, labels, words, or pictures.
- d. Dresses must cover the chest and back so that the chest and the back of the body are not inappropriately exposed.
- e. Dresses shall be modest and of sufficient length. The length of the dresses shall be no shorter than three inches above the top of the knee when standing.
- f. Undergarments may not be visible at any time. Students may wear T-shirts or camisoles which are plain white, black, navy, or one of the additional designated school colors (see PCS School Color Chart)
- g. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.

### D. Shoes

- a. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, ROTC, science labs, etc.).
- b. Shoes that have laces shall be laced and tied.
- c. No bedroom shoes shall be allowed.

### E. Outerwear

- a. Students may wear plain unhooded sweaters, sweatshirts, or vests including those made out of lightweight fleece material over school uniforms. The items may be solid white, black, navy, or one of the additional designated school colors (see PCS School Color Chart). Down vests are not acceptable.
- b. Light weight fleece jackets, which are the school approved colors and do not have a hood are allowed.
- c. Sweaters and sweatshirts, with the exception of school approved logos, may not have insignias, logos, labels, words, or pictures. Sweaters and sweatshirts with school approved logos may not have hoods.
- d. Coats
  - Coats may not be worn inside the school building during the school day.
  - Coats may be worn during a class change if the student is exiting the building.
  - Coats may be worn to school and placed in the student's locker. If a locker is not available, it may be hung in the classroom or another location designated by the principal and/or the principal's designee.
  - The principal and/or the principal's designee may make an exception if the building/classroom is unusually cold.
- e. School Spirit Week
  - Principal approved school spirit wear such as club and/or organizational jackets, letter jackets, etc. may be worn in the high schools.

F. Other Clothing Items or Accessories

- a. Students may not wear large pendants or medallions.
- b. No adornment is allowed that reasonably could be perceived as, or used as, a weapon (such as chains, spikes, etc.).
- c. No gang-related clothing, accessories, symbols, or intimidating manner of dress as identified by local law enforcement agencies, are allowed.
- d. No headwear and no sunglasses shall be worn inside school buildings.
- e. No bandanas shall be allowed.
- f. Solid color, pattern or stripe ties may be worn. They may not have any insignias, logos, labels, words, or pictures.
- g. Leggings and footed tights may be worn only as an accessory under skirts, skorts, dresses, shorts, pants, or capris that meet uniform requirements. They must be solid white, black, or navy.
- h. No jeggings allowed.
- i. Only school activity buttons approved by the principal are permitted to be worn on a student's school uniform.

G. Other Uniform Requirements

- a. Students are expected to be dressed according to the uniform standards at all times school is in session.
- b. Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that uniform to other classes.
- c. Students who take a class at another school must wear the uniform shirt of their home school.
- d. Principals may make exceptions to the uniform policy for special events.
- e. Clothing designed for school athletic events (i.e. cheerleader outfits, etc.) that does not meet the above guidelines shall not be worn during the instructional day unless appropriate additional garments are worn with the outfit.

***Pitt County School Shirt Color Chart:***

At all schools, students can wear black, white and navy blue. Below indicates the additional colors per school.

<b>School</b>	<b>Colors (in addition to black, white &amp; navy)</b>
A.G. Cox Middle School	Kelly green
Ayden Elementary School	Royal blue or gold
Ayden-Grifton High School	Hunter green or gray
Ayden Middle School	Royal blue or gold
Belvoir Elementary School	Royal blue or green
Bethel School	Red
C.M. Eppes Middle School	Light blue or gray
Chicod School	Purple or gold
Creekside Elementary School	Gray or red
D.H. Conley High School	Gray or yellow
E.B. Aycock Middle School	Gray or Kelly green
Eastern Elementary School	Green or gold
Elmhurst Elementary School	Royal blue or yellow
Falkland Elementary School	Burgundy or Hunter green
Farmville Central High School	Khaki or gold
Farmville Middle School	Dark purple or gold
G.R. Whitfield School	Red or gray
Grifton School	Red or gray
H.B. Sugg Elementary School	Royal blue or gold
Hope Middle School	Gray or yellow
J.H. Rose High School	Columbia blue or Kelly green
Lakeforest Elementary School	Kelly green or gold
North Pitt High School	Orange or gray
Northwest Elementary School	Gold
Pactolus School	Royal blue or red
Ridgewood Elementary School	Royal blue
Sam D. Bundy Elementary School	Royal blue or gold
South Greenville Elementary School	Yellow or gold
South Central High School	Burgundy or gray
Stokes School	Royal blue or gold
W.H. Robinson Elementary School	Red or blue
Wahl-Coates Elementary School	Purple or gold
Wellcome Middle School	Carolina blue or gray
Wintergreen Primary & Intermediate Schools	Kelly green or royal blue

***Enforcement:***

The principal and/or principal's designee shall ensure that the policy is enforced in a consistent manner and require the student and the student's parent or guardian to take

appropriate action to remedy situations determined to be in conflict with this policy. Disciplinary action shall be taken for violation of the School Uniforms and Appearance Policy in accordance with the Pitt County Board of Education Code of Student Conduct. (Board of Education Policy 4316 and this Code)

Appropriate disciplinary actions for violations shall include the following:

1. First Offense: Students shall be informed that they have violated the policy. They shall be given the opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, the students may be placed in in-school suspension or isolation for the remainder of the day.
2. Second Offense: A second infraction of the policy may be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference may be held.
3. Third (and additional) Offenses: A third or additional infraction of the policy outlined in the Pitt County Board of Education Code of Student Conduct (Procedure 4300-P), and is subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during the current school year.

Students who do not comply with the School Uniforms and Appearance Policy also may be excluded from participating in certain school programs, including graduation ceremonies. Copies of the School Uniforms and Appearance Policy shall be made available to students and parents.

Students new to Pitt County Schools will be given a two week grace period from enrollment to obtain and wear the proper school uniforms

### **School Bus Conduct (Procedure 6.201-P-E)**

#### *Conduct and Safety Rules for School Bus Passengers:*

The school bus is an extension of the school. All school rules and regulations apply. Failure to comply with these rules could result in the denial of transportation privileges and/or suspension/expulsion.

#### **A. Meeting and Entering the Bus**

1. Safe Route: In walking to a bus stop, passengers should select the safest route. If there is no sidewalk, they should walk on the left side of the street or highway on the road shoulder facing traffic.
2. Being on Time: Passengers must be waiting at the bus stop prior to the arrival of the bus. The driver has a schedule to follow and cannot wait for tardy passengers.
3. Waiting for the Bus: Passengers must stay off the street or roadway while waiting at a bus stop. They should never play, but pay attention to the traffic and move out of the way quickly if a vehicle appears to be closely approaching. As the bus arrives, they

should never run alongside the bus or approach it, but wait until the bus comes to a complete stop. If the street or highway must be crossed to enter a bus, they should not cross until the bus and all traffic have stopped unless traffic is controlled at the crossing by stop and go signals.

4. Entering the Bus: As soon as the bus has stopped, passengers should walk quickly (not run) to the bus. If the highway or street has to be crossed, passengers should look in all directions and make sure the way is clear of traffic, the bus door is open, and bus signals working before crossing. They should then walk quickly (not run) across the highway or street approximately ten feet in front of the bus in full view of the driver to the front bus entrance.

#### B. On the Bus

1. Taking a Seat: Passengers entering the school bus should take their assigned seat quickly and remain seated. They should refrain from moving around in the bus when it is in motion.
2. Opening Windows: Passengers must ask the driver for permission if a window needs to be opened.
3. Keeping Inside: Passengers must keep their head, arms, and feet inside the bus at all times.
4. Throwing Objects, Shouting, Waving: Objects should never be thrown about in the bus or out of the window. Passengers should not shout and wave to pedestrians or occupants of other vehicles from bus windows.
5. Eating: Passengers should never eat or drink on the school bus. Eating on a school bus can be dangerous.
6. Keeping the Aisle Clear: Passengers should never pile books, musical instruments, lunch boxes, or other objects in the bus aisle. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle when possible.
7. Indecent Language, Tobacco: Passengers must not use profane, indecent language or use tobacco products while riding on a bus.
8. Diverting the Driver's Attention: Passengers shall not be loud, boisterous, or distract the driver's attention in any other way. They shall not talk to the driver, except in an emergency, while he is operating the bus.
9. Playing: Playing or scuffling on the school bus will not be tolerated.
10. Railroad Crossings: Passengers must maintain complete silence at all railroad crossings.
11. Emergency Door: Passengers must never tamper with the emergency door or any other part of the bus. An open emergency door is very dangerous while the bus is in motion.
12. Care of the Bus: Passengers must never mar or deface the bus in any way. They shall not cut or damage seat coverings. Passengers are to pay for any damage they cause.

13. Fire Extinguishers and First Aid Supplies: Passengers must never tamper with the fire extinguishers and first aid supplies. The fire extinguishers and first aid supplies are placed in the school bus only for the driver to use in an emergency.
14. Bus Assignment: Passengers shall not ride on a school bus unless assigned to it by the principal.

C. Arrival on the School Grounds

1. Remain Seated: Passengers shall remain seated until the bus reaches the unloading area, has come to a complete stop, and the driver has opened the front door.
2. Front Passengers First Off: Passengers shall not rush to get off the bus. Passengers in front should move out first. They should walk quickly and in an orderly manner to the front, hold the handrail, and step out of the bus. They must never leave the bus through the emergency door or window except in an emergency.
3. Move Away from Bus: Passengers shall not loiter or play near a stopped bus, but shall walk quickly away from the bus to the school building.
4. Parking Area Restricted: During the school day, all persons shall stay away from the bus parking area. They must never re-enter a bus during the school day without permission of the principal, and must never eat lunch or play in a bus.
5. Use Care: Passengers should be careful not to hit the driver or other students with their book bags when entering or exiting the bus.

D. Entering the Bus After School

1. Follow Instructions: Passengers shall obey and follow instructions of the principal and teachers in a planned system for going to the bus parking area and entering the bus after school.
2. Be Orderly: Passengers shall not run but walk quickly to the bus and get on as soon as the principal, teacher, or bus driver permits.
3. Take Places Quietly: After entering the bus, passengers shall take their places and be quiet so the driver and all passengers can hear instructions. Passengers will sit in their assigned seats.
4. Written Permission: If a friend is going home with a passenger, he/she will have written permission from the principal before the driver will allow him/her to ride.

E. Leaving the Bus En Route Home

1. At Unassigned Stop: A passenger must leave the bus only at his/her designated stop. Only with permission of the principal will the driver be permitted to let a passenger leave the bus at any stop not designated for him/her.
2. At Stores or Service Stations: Passengers must not get off the bus at unauthorized stops to make purchases, visits, or perform errands. Neither shall they request the driver to

make unauthorized stops for such purposes. The driver is not permitted to make accommodations of this kind.

3. At Assigned Stop: When the bus arrives at the assigned stop, passengers shall remain in position until the bus has completely stopped, then walk quickly to the front of the bus. No passengers should attempt to open the door, but should wait for the driver to open it. When the door is opened, passengers getting off the bus shall hold the handrail, watch the steps, and alight from the bus with caution.
4. Care in Leaving Bus Stop: If the highway must be crossed after getting off the bus, passengers shall move about ten feet to the front of the bus, make certain the stop signal is extended, and all traffic is stopped. On a signal from the driver, each passenger must look both ways, make sure the way is clear, and walk quickly in full view of the driver across the highway or street. Each must be sure to stay out of the line of traffic until the roadway is free from any danger. If the highway is not crossed after getting off the bus, passengers shall move quickly away from the bus in view of the driver, and go directly home. They must never remain near the bus to talk with or touch hands with bus passengers. In crossing in front of a school bus, passengers should never stop for any reason unless they have first informed the driver of this intention. After passengers have alighted and moved away from a bus at a bus stop on the route or on the school grounds, they should not return to the bus without first getting the attention of the bus driver.

#### F. Passenger Behavior

1. There are numerous student behaviors which create safety hazards and consequently must be corrected. Therefore, students may be suspended for violating any of the following rules:
  - a. Delaying the bus schedule
  - b. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a bus driver while riding a bus
  - c. Tampering with the bus
  - d. Refusing to meet the bus at the designated stop
  - e. Unauthorized leaving of the bus when en route from home to school or vice versa
  - f. Playing, throwing paper or other objects, or otherwise distracting the driver's attention while the bus is in operation
  - g. Failure to observe established safety rules and regulations
2. The following actions may be taken if a child is reported for any of the above listed violations:
  - a. When a student is initially reported to the appropriate school official, he/she will be called for a conference during which he/she will have the opportunity to justify his/her behavior and the school official will attempt to reach an understanding with the student which will prevent further trouble. At this time, parents will be notified of the student's misconduct and the subsequent steps to be taken.

- b. If a student is guilty of a second offense or if any rider commits a serious offense, he/she may be suspended from the bus for 3 to 5 days.
- c. If a previously suspended student misbehaves again, he/she may be suspended from the bus 1 to 2 weeks.
- d. If a student who has been suspended twice and is guilty of another offense, he/she may be suspended or forfeit transportation privileges for the remainder of the year. He will be allowed to resume riding only at the discretion of the principal.

#### G. Students with Disabilities

Students with disabilities, like all other students, are subject to disciplinary action(s) pursuant to the written rules of state and local education agencies.

However, school bus disciplinary or suspension action requires an IEP review when this service is being provided as a related service. A student with a disability may not be subjected to punitive action solely on the basis of the disability.

If the behavior is of danger to the driver and/or to students, transportation may be interrupted. Such interruption should result in an emergency IEP meeting to determine the relationship of the behavior causing disciplinary action to the child's disability, and to determine alternative transportation services or methods.

#### **Student Searches (Policy 4342)**

##### *Random Use of Metal Detectors/Drug Dogs:*

Board Policy 4342 authorizes general random searches from time to time using metal detectors and certified narcotics detection dogs for the purpose of maintaining a safe and orderly school environment and for upholding standards of conduct established by the Board or the school. Such general random searches do not require reasonable suspicion or student or parent consent. This is notice that such searches may occur from time to time during the school year, with the prior approval of the Superintendent, as follows:

- School officials may use from time to time metal detectors at certain school entry points or in certain areas of the school to screen students and visitors and their belongings for weapons. This will be done in a minimally-intrusive and nondiscriminatory manner. A student's failure to permit such check will be considered grounds for disciplinary action including possible suspension.
- A certified narcotics detection dog and a qualified and authorized trainer may conduct from time to time a search for illegal or unauthorized substances, accompanied by the principal or other administrator. Areas likely to be inspected include student lockers, hallways, restrooms and other common areas. Student belongings, including backpacks and purses, may be inspected by the dog and trainer, but at no time will students be present where the inspection is taking place or come into contact with the narcotics detection dog.



# **Code of Student Conduct - Board Procedure 4300P**

## **Section I –General Information and Rules**

### **Preamble**

Violation of Board policies, the *Code of Student Conduct* (also referred to as the *Code*), regulations issued by the individual school, or the General Statutes of North Carolina or other state or federal law may result in disciplinary action and/or criminal prosecution.

Breaking local school rules may result in in-school discipline, short-term suspension, alternative placement, long-term suspension, 365-day suspension or expulsion.

Repeated violations of this *Code* or of local school rules may subject a student to alternative placement or long-term suspension. A serious violation of any of the policies listed in this *Code* may result in long-term suspension, 365-day suspension or expulsion of a student.

### **Definitions**

"Student" means any person attending or enrolled in any of the Pitt County Schools. Unless the context otherwise requires, pronouns referring to students apply to students of either gender.

For purposes of the *Code*, North Carolina General Statute numbers will be indicated by the acronym "NCGS".

### **Purpose**

The purpose of this *Code* is to set forth in one document, rules with respect to the conduct of students in the Pitt County Schools, as the Pitt County Board of Education deems proper and necessary for the positive governance and operation of the schools. This *Code* shall apply to all students in all schools in the Pitt County Schools system.

North Carolina law delegates to principals the duty and authority for maintaining discipline in their respective schools. This *Code* is designed to clarify required standards of behavior.

This *Code* is intended as a guide for school personnel in the exercise of their legal disciplinary responsibilities. It is not intended to restrict the authority of principals to make rules consistent with this *Code*. Principals are authorized by law to make rules for the governance and operation of their respective schools, and teachers are authorized to make rules consistent with this *Code* for their respective classes.

This *Code* is not intended to discourage, restrict or prevent prosecution of students and non-students for misconduct or for violations of state or federal law.

### **Applications**

The following rules apply to all students under the following circumstances:

- While in any school building or on any school premises before, during or after school hours;
- While on any bus or other vehicle as part of any school activity;
- While waiting at any school bus stop;
- During any school-sponsored activity or extracurricular activity;
- When subject to the authority of school employees; and
- At any place or time when the student's behavior has or is reasonably expected to have a direct or immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

**Offense Categories**

The Code of Student Conduct rules are leveled, indicating the severity of the violation and the type of consequence. The principal shall inform students of any additional school rules that, if broken, may result in suspension from school.

## **Level 1 Offenses**

**Level 1 – Behaviors do not significantly violate the rights of others and do not appear chronic.**

**Consequences for Level 1 rule violations range from in-school interventions up to 3 days out of school suspension (OSS). In cases where a student refuses to participate in the in-school interventions or engages in repeated violations of a Level 1 rule or other aggravating factors are present, the principal may impose a longer out of school suspension. Any short-term suspension for truancy or tardiness shall not exceed two school days per offense.**

Interventions at this level are designed to provide programs and/or in-school options for students who are at risk of behavioral issues or commit minor infractions on an infrequent basis. These in-school interventions allow the student to attend school and not lose instructional time.

The list below contains some examples of these options but is not intended to be an exhaustive list. Availability of specific interventions may vary from school to school.

- Warning (verbal or written)
- Parental involvement, i.e. conferences
- Isolation or time-out for short periods of time with supervision (i.e. CHOICE, bounce, time out, etc)
- Behavior improvement contracts
- Conference (any combination of parent/student/school officials/counselors and teacher)
- Individual or small group sessions with the school counselor
- Exclusion from extracurricular activities
- Detention (lunch, before and/or after school)
- Restitution
- Confiscation of unauthorized items
- Mediation/ conflict resolution
- Community service on school grounds with supervision (i.e. Project Equal)
- Bus suspension
- In-school suspension (ISS).

### ***Level 1 Offenses (up to 3 days OSS):***

1. **Cutting Class/ Skipping**

No student shall refuse to report or return to class.

2. **Dishonest Acts**

No student shall engage in dishonest acts including, but not limited to, cheating, copying term papers, plagiarism, text messaging, picture taking, forging the signatures of a teacher or parent, or lying to a school official. Cheating may have academic consequences, including, but not limited to, possible grade reduction.

3. **Disruptive Behavior**

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct intentionally cause the disruption of any lawful function, mission, or process of the school to which he/she is assigned, or to any other school in the Pitt County Schools system.

4. **Leaving Class Without Permission**

No student shall leave class without permission from the principal, assistant principal, teacher, substitute teacher, teacher assistant or other school personnel.

5. **School Uniform and Appearance Violation**

Students shall comply with guidelines for appropriate dress and appearance as outlined in the Pitt County Board of Education Student Uniforms and Appearance Policy 4316 and Procedure 10.209P. Students who do not comply with the School Uniform and Appearance Policy may also be excluded from participating in certain school programs, including graduation ceremonies. Students new to Pitt County Schools will be given a two week grace period from enrollment to obtain and wear the proper uniform.

6. **Unauthorized Use of Communication Devices, Television, Video Games, Radios, Laser Pointers**

No student shall have in sight, have turned on, or use any unauthorized personal communication or electronic device on school property during school hours or on school buses transporting students to and from home without permission from a school official. These devices include, but are not limited to, digital paging systems, beepers, walkie-talkies, portable and/or cellular telephones, scanners, laser pointers, televisions, radios, compact disc cassette players, camera, handheld video games, and video recording devices. \*Note: Items may be confiscated by an administrator.

7. **Tardies to School/Class**

Tardiness to school/class and early dismissals from school/class are disruptions to the learning environment. Early dismissals are counted as a tardy.

**K-8 Unexcused Tardy/Early Dismissal Procedure:**

Attendance in school for the full time allotted for classes is essential for student success. Unexcused Tardies/Early Dismissals result in a significant loss of instructional time as well as interrupt the learning environment for other students. Students are expected to arrive to school/class on time and stay for the entire day/period of instruction.

Repeated tardiness to and early dismissals from school/class **may result in a suspension of up to 2 days from school per offense.** The following actions will be initiated on the days indicated:

<b>Days Tardy / Early Dismissal (K-8)</b>	<b>Consequences</b>
3 to 6	Contact from Administration (may be Alert Now message, letter, phone call).
8 to 10	May be assigned an additional consequence for each subsequent tardy/early dismissal. Possible suspension of up to 2 days out of school.
15	School based meeting with parents or School Social Worker visit.
25	Possible suspension of 2 days out of school.
30	Possible suspension of up to 2 days; may be assigned an additional consequence for each subsequent tardy/early dismissal.

*9-12 Tardy Procedure:*

1. Any student arriving to the school site late will be considered either tardy or absent, depending on the time of the arrival. If the student is not present at least 2/3 of the class period (minimum of 60 minutes for a 90-minute class OR minimum of 30 minutes for a 45 minute class), the student will be marked absent for the class period. The same attendance requirement also applies to students being dismissed early from class to sign out of school.
2. Once a student has arrived at school, the student will adhere to the school's class change schedule throughout the school day. In the event a student fails to report to each subsequent class within the allotted time for class change, the student will be considered tardy and will need to follow their respective school's procedure for obtaining "tardy notes" in order to be admitted to class.
3. Failure to obtain a "tardy note" to be admitted to class within a reasonable time frame (5 minutes or less) will be construed as "skipping" and the student will be subject to disciplinary action.
4. Tardies will NOT be recorded if the student arrives with an official note from a medical provider, court, governmental agency, or other such agency stating that the student was seen by that provider or agency during the missed school time. However, the student will be charged a "lawful absence" if the student fails to meet the minimum number of minutes for attendance as stated above.
5. Tardies to class will be considered a disciplinary concern and the consequences will be as follows:

<b>Number of Tardy Offenses (High School)</b>	<b>Consequences</b>
1	Warning
2	May result in 1 day afterschool detention, lunch detention, or Project Equal (student may receive 1 day ISS if the student does not attend the assigned alternative discipline).
3	May result in 2 days after school detention, lunch detention, or Project Equal (student may receive 2 days ISS if the student does not attend the assigned alternative discipline).
4	1 day of in-school suspension (ISS).
5	2 days of in-school suspension (ISS).
6+	Up to 2 days of out-of-school suspension (OSS).

6. Students begin accumulating tardies each semester. In other words, at the beginning of second semester, students start over with 0 tardies. Suspension for tardies or truancy may be up to 2 days per offense.

## **Level 2 Offenses**

**Level 2 – Behaviors that significantly violate the rights of others or puts others at risk of harm.**

**Level 2 rule violations involve more serious misconduct. Consequences for Level 2 rule violations warrant up to 5 days out of school suspension (OSS). Principals may recommend alternative placement or long-term suspension based upon the presence of aggravating factors.**

### ***Level 2 Offenses (up to 5 days OSS):***

1. **Repeated Level 1 Offenses**
2. **Damage/Injury to Personal/Real Property**- No student shall intentionally damage or attempt to damage personal or real property belonging to another person or the school.
3. **Discourteous, Abusive or Insulting Language, Signs or Acts**- No student shall use discourteous, abusive, or insulting language, signs, or other acts (including recording/posting pictures or videos to social media) toward any student or person on school premises, buses, or at any school activity.
4. **Disrespect of Faculty/Staff**- No student shall use discourteous, abusive, or insulting language, signs, or other acts (including recording/posting pictures or videos to social media) towards any faculty or staff member.
5. **Horseplaying**- No student shall encourage or engage in any rough forms of play or similar behavior.
6. **Insubordination**- Students shall comply with all policies and procedures of the Board of Education and all directions of principals, teachers, substitute teachers, teacher assistants, and all other school personnel during any period of time when the students are subject to the authority of the school. No student shall fail to identify one's self or give his/her correct name when requested by a principal, assistant principal, teacher, substitute teacher, teacher assistant, or other school personnel.
7. **Leaving School Without Permission**- No student shall leave the school grounds without permission from the principal, assistant principal, teacher, substitute teacher, teacher assistant, or other school personnel.
8. **Misuse of Technology**- No student shall damage or make unauthorized changes to any Pitt County Schools' computer programs or equipment as outlined in Pitt County Board of Education Policy 3225/4312/7320.
9. **Possession or Use of Tobacco, Lighters, Matches**- No student shall use or possess any form of tobacco product, electronic cigarettes, lighters or matches in any school building, on school grounds, or on any school or activity bus, or at any school related function.

10. **Unauthorized Entry of Personal Property**- No student shall enter without authorization any locker, book bag, pocketbook, or other receptacle containing items of personal property of any other student, school employee, or person.



## **Level 3 Offenses**

**Level 3 – Behaviors that significantly violate the rights of others or put others at risk of harm, and violate PCS policies, NC policies or laws.**

**Level 3 rule violations are more severe in nature. Consequences for Level 3 rule violations warrant up to 7 days out of school suspension. Also, at the discretion of the Principal, charges may be filed. Principals may recommend alternative placement or long-term suspension based upon the presence of aggravating factors.**

### ***Level 3 Offenses (up to 7 days OSS):***

1. **Repeated Level 2 Offenses**

2. **Aggressive Behavior**

No student shall intimidate, confront, posture or behave in such a manner as could threaten physical or mental harm to others.

3. **Bullying and Harassment: Student to Student or Employee**

No student shall direct toward any principal, teacher, or other school employee, student, or person on school premises, buses or bus stops, at any school activity, or at any time or place when behavior has direct effect on maintaining order and discipline in school any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that (a) places a person in actual and reasonable fear of harm to person or property, or (b) creates or is sure to create a hostile environment by substantially interfering with or impairing a student's educational performance or by adversely altering the conditions of an employee's employment in violation of the Pitt County Board of Education Prohibition Against Discrimination, Harassment, and Bullying Policy 1710/4021/7230.

“School Employee”: Any of the following: an employee of Pitt County Schools, an independent contractor of Pitt County Schools, or an employee of an independent contractor of Pitt County Schools.

“Student”: Person who has been assigned to a school by Pitt County Schools or a person who has been suspended or expelled from any of those schools within the last year.

“Bullying and Harassing Behavior”: Includes 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. Sexual harassment, gender-based harassment, or cyber-bullying are types of bullying and harassing behavior. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

4. **Cyber-Bullying and Misuse of Social Media**

No student shall use a computer or computer network to do any of the following:

1. With the intent to intimidate or torment a school employee,
  - a. Build a fake profile or web site;
  - b. Post or encourage others to post on the Internet private, personal, or sexual information pertaining to a school employee;
  - c. Post a real or doctored image of the school employee on the Internet;
  - d. Access, alter, or erase any computer network, computer data, computer program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords; and/or
  - e. Use a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a school employee.
2. Make any statement, whether true or false, intending to immediately provoke, or that is likely to provoke any third party to stalk or harass a school employee.
3. Copy and disseminate, or cause to be made, an unauthorized copy of any data pertaining to a school employee for the purpose of intimidating or tormenting that school employee (in any form, including, but not limited to, any printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network).
4. Sign up a school employee for a pornographic Internet site with the intent to intimidate or torment the employee.
5. Without authorization of the school employee, sign up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages with the intent to intimidate or torment the school employee.

Any student who is convicted under G.S. 14-458.2 of cyber-bullying a school employee shall be transferred to another school within the local school administrative unit. Consideration will be given for placement in an alternative learning program for a finite period of time. If there is no other appropriate school within the local school administrative unit, the student shall be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber-bullying. The superintendent may modify, in writing, the required transfer of an individual student on a case-by-case basis.

5. **Communicating Threats**

No student shall communicate a threat by words or actions towards any principal, teacher or other school employee, student, or person on school premises, buses, or any school activity. This includes acts of extortion or blackmail.

6. **Disruption of School**

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct intentionally cause the disruption of any lawful function, mission, or process of the school to which he/she is assigned, or to any other school in the Pitt County Schools system.

While the following list is not intended to be all-inclusive, it illustrates the kinds of acts prohibited by this rule:

- Occupying any school building, school grounds, or part thereof, with the intent to deprive others of its use.
- Blocking the entrance or exit of any school building, corridor, or room therein with intent to deprive others of lawful access or egress.
- Preventing students from attending a class or school activity.
- Blocking normal pedestrian or vehicular traffic on school premises, except under the direction of the principal.
- Preventing or attempting to prevent by physical act or any other method the convening or continued functioning of any school, class, meeting, assembly, or other activity on the school premises.

7. **False Fire Alarm**

No student shall give a false fire alarm or damage a fire alarm, fire detection or fire extinguishing system. No student shall intentionally activate a fire alarm that creates danger to others or causes unnecessary evacuation.

8. **Fighting**

No student shall fight or engage in violent or dangerous behavior.

9. **Hazing**

Hazing, or aiding and abetting in hazing, are prohibited both on and off campus. Hazing is subjecting students to personal indignity. Any knowledge of hazing or suspected hazing must be reported immediately by students and staff to appropriate law enforcement officials.

10. **Possession of Obscenity**

No student shall have or possess any obscene literature, photographs, slides, motion pictures, videos, or other materials. Students shall not access, view, or disseminate such materials through use of the Internet at school. Students will promptly disclose to their teacher or other school employee any message or material they unintentionally access that is inappropriate or makes them feel uncomfortable.

11. **Refusal to Submit to a Search**

No student shall refuse to submit to a search by school personnel when reasonable suspicion exists. See Board Policy 4342 (Student Searches).

12. **Sexual Harassment**

Sexual harassment is prohibited. Pitt County Schools believes that all students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, students are prohibited from engaging in sexual harassment and students are advised that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including long term suspension and expulsion in certain instances.

“Sexual Harassment”: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- a. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s academic progress or completion of a school-related activity; or,
- b. Such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance or creating an intimidating, hostile, or offensive environment.

Examples of Physical Sexual Harassment: Include, but are not limited to, fondling, grabbing, pinching, kissing, or any other deliberate, unwelcome, and/or offensive touching.

Examples of Non-Physical or Verbal Sexual Harassment: Include, but are not limited to, any unwelcome and/or offensive comments or gestures of sexual nature, including:

- a. Continued or repeated sexual or lewd jokes or comments;
- b. Sexually degrading words used toward a person or to describe an individual;
- c. Continued or repeated verbal remarks about an individual’s body
- d. Continued or repeated sexual flirtations advances, or propositions;
- e. Pressure for sexual activity;
- f. Suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats; or
- g. The display of sexually suggestive objects or pictures.

13. **Sexual Misconduct**

Sexual misconduct includes, but is not limited to, sexual offenses, consensual sexual activities, inappropriate exposure or fondling of private areas of the body.

14. **Simple Assault on a Student / Non-Employee**

No student shall assault or behave in a way likely to cause minor injury to a student or non-employee.

15. **Theft or Possession of Stolen Property**

No student shall steal or attempt to steal personal or real property belonging to another person or the school. No student shall be unlawfully in possession of property belonging to another person or the school.

16. **Trespassing-** No student shall be on any Pitt County School campus during a suspension period or at other unauthorized times.

## **Level 4 Offenses**

**Level 4 – Behaviors that compromise the safety and welfare of students and staff**

**Level 4 rule violations result in up to 10 days out of school suspension and a recommendation for alternative placement and/or long-term suspension. Also, at the discretion of the Principal, charges may be filed.**

*\*Project FIND may also be a consequence ONLY for first time offenders for substance/drug/alcohol possession and/or use.*

***Level 4 Offenses (up to 10 days OSS and a recommendation for alternative placement and/or long-term suspension):***

1. **Repeated Level 3 offenses**

2. **Assault Inflicting Serious Injury (No Weapon Involved)**

No student shall assault, or attempt to assault, or behave in a way likely to cause serious physical injury to a student or non-employee.

3. **Assault on or Physical Injury to a School Employee, School Official or Volunteer**

No student shall assault, attempt to assault, or behave in a way likely to cause physical injury to any school employee, school official, independent contractor, or volunteer.

4. **Disorderly Conduct**

No student shall instigate, encourage, or engage in behavior that results in such a disruption to the school environment that learning or school activities are prevented from occurring.

5. **Gangs and Gang-Related Activities**

The Board of Education believes that gangs and gang-related activities pose a serious safety threat to students and staff members of the Pitt County Schools. Even acts absent of violence, gang-related activities disrupt the educational environment and increase the risks of future violence. In light of these serious concerns, the school system will not tolerate any gang-related activities as outlined in this code of conduct.

No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. As used herein, the phrase “gang-related” shall mean any conduct engaged in by a student (1) on behalf of an identified gang, (2) to perpetuate the existence of any identified gang or (3) to effect the common purpose and design of any identified gang. Conduct prohibited by this policy includes:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to

convey or promote membership or affiliation in any gang; \*Items may be confiscated by an administrator.

- Communicating either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in a gang;
- Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
- Requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity;
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership;
- Committing any other illegal act or other violation of school district policies in connection with gang-related activity.

This procedure shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

Before being suspended for a first offense of wearing gang-related attire, a student will receive an individualized warning and will be allowed to immediately change or remove the attire that is in violation of this procedure. In a situation where a student has violated this procedure or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal shall conduct an intervention involving the principal/assistant principal, the student and the student's parent or legal guardian. Such intervention may also include the school resource officer and others as appropriate. The purpose of such intervention is to discuss the school's observations and concerns and to offer the student and the parent information and an opportunity to ask questions or provide other information.

6. **Over-the-Counter Medication**

No student shall unlawfully possess, distribute, sell, or attempt to distribute or sell any over-the counter medication. The proper use of a drug authorized by written parental permission shall not be considered a violation when the person for whom it is intended takes the drug. Parents of students in elementary and middle schools must turn in medication to the appropriate school personnel for safekeeping and dispensing. High school students may administer their own medication if the proper documentation is placed on file with the school.

7. **Possession of Alcoholic Beverages, Non-Alcoholic Beverages/Pseudo-Beer**

No student shall possess, use, or transmit any alcoholic beverages.

8. **Possession, Handling, Transmitting or Use of Weapons (Not a Firearm or Destructive Device) and/or Dangerous Objects**

No student shall possess, handle, transmit, or use any weapon or other dangerous object (not a firearm or destructive device), concealed or open, or that can reasonably be considered or used as a weapon or dangerous object on school property or at any school-sponsored activity on or off school property.

“Weapons and dangerous objects”: include, but are not limited to, BB gun, paintball gun, stun gun or taser, air rifle, air pistol, mace/pepper spray, knife, slingshot, leaded cane, blackjack, metal knuckles, razors and razor blades, icepicks, fireworks, gun powder, ammunition, or bullets, box cutters, or any sharp-pointed or sharp-edged instrument or any look-a-like weapon. Exceptions may include, but are not limited to, instructional supplies, unaltered nail files and clippers, and tools used under supervision for instruction or for maintenance or the preparation of food. Principals shall have the latitude to determine that pocket knives inadvertently brought to school and not used or displayed by the student may be considered exemptions.

9. **Possession of Narcotics, Controlled Substances, Chemicals, Counterfeit Drugs and Drug Paraphernalia**

No student shall possess, use, or transmit any drug paraphernalia or counterfeit drugs.

10. **Prescription Drugs**

No student shall possess, sell, transport, or deliver any non-controlled prescription drugs for which the student does not possess a lawful and legitimate prescription.

As outlined in Pitt County Board of Education Administration of Medication Policy 10.607 and Procedure 10.607-P, the proper use of a drug authorized by valid medical prescription shall not be considered a violation when the drug is taken by the person for whom the drug was prescribed. Parents of students in elementary and middle school must turn in such medication to the appropriate school personnel for safekeeping and dispensing. The only exception is for any student authorized to carry rescue medications) such as, but not limited to, asthma inhalers or insulin). High school students may administer their own medication if proper documentation is placed on file with the school, with the exception of Schedule I and II controlled substances (such as, but not limited to, Ritalin, Oxycontin, Percocet, Adderall, Concerta) that must be transported by parents to school personnel for safe keeping and dispensing.

11. **Under the Influence (but Not in Possession) of Controlled Substance, Alcoholic Beverage or Non-Controlled Prescription Drug**

No student shall be under the influence (but not in possession of) any controlled substance, alcoholic beverage or non-controlled prescription drug for which the student does not possess a lawful and legitimate prescription. (Not state reportable).

12. **Violation of Any Criminal Law**

No student shall engage in any conduct on or off campus that would be a violation of state or federal criminal law. When considering the suspension or expulsion of a student for the commission of a criminal act on or off campus, the principal shall consider the following factors:

- a. The nature of the crime and level of offense,
- b. The age of the student,
- c. The effect of the crime on the school environment,
- d. Whether the victim of the crime was a student or school employee, and
- e. Whether the student’s continued presence in school constitutes a clear threat to the safety of other students or employees or constitutes disruption to the school environment.

## **Level 5 Offenses**

**Level 5 – Behaviors that compromise the safety and welfare of students and/or staff and warrant a recommendation for long term suspension and/or require a suspension of a specific length under the North Carolina General Statutes.**

**Level 5 rules violations will result in a 10 day out of school suspension and a recommendation for long term suspension or expulsion.**

*Level 5 Offenses (10 days OSS and recommendation for long term suspension or expulsion):*

1. **Repeated Level 4 Offenses**

2. **Assault Inflicting Serious Injury (Involving a Weapon)**

No student shall assault, or attempt to assault, or behave in a way likely to cause serious physical injury to a student or non-employee using a gun or other weapon.

3. **Bomb Threat or Bomb Hoaxes**

No student shall make or communicate a bomb threat in any form, including a computer message, or perpetrate a bomb threat hoax by bringing a fake-explosive device, whether openly or concealed, onto school property or to school-sponsored events.

No student shall make a report by any means of communication, knowing or having reason to know the report is false, that there is located on school property or at a school-sponsored activity, any device designed to destroy or damage property by explosion, blasting, or burning.

No student shall conceal, place, or display any device, machine, instrument, or artifact on school property or at a school-sponsored activity so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing serious injury to persons or property.

4. **Distribution or Sale of Narcotics, Controlled Substances, and/or Chemicals**

No student shall possess, use, distribute, sell, attempt to distribute or sell, transport, or be under the influence of any illegal or controlled substance. Nor shall any student inhale or ingest any chemical substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or otherwise altering a student's mood or behavior. Substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, anabolic steroid, and other controlled substances. Forbidden products include any substance used to bring about an altered state of mood or behavior.

5. **Malicious Burning / Arson**

No student shall attempt to burn or intentionally burn any personal or real property belonging to another person or the school.



6. **Possession, Handling, Transmitting or Using a Firearm or Destructive Device**

No student shall possess, handle, transmit or use, whether concealed or open, a firearm, including but not limited to handgun, shotgun, rifle, pistol, or starter pistol; or any destructive device designed to destroy or damage property by explosion, blasting or burning, including but not limited to, dynamite cartridges, bombs, grenades, and mines on school property, whether operational or not.

365-Day Suspensions are only permitted if a student brings or possesses a firearm or destructive device on school property or at a school-sponsored event and, if so, the 365-day suspension is mandatory unless modified by the superintendent. For purposes of a 365-day suspension, a “*firearm*” is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm a BB gun, a stun gun, an air rifle, or an air pistol. For purposes of a 365-day suspension, a “*destructive device*” is an explosive, incendiary, or poison gas (1) bomb), (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

**Expulsion**

Level 5 allows for expulsion of a student, as provided by N.C. General Statute 115C-390.11, for a violation of the Code of Student Conduct, if the student is fourteen (14) years of age or older and the student’s behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or school staff and the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C.G.S. 14-208.18 may be expelled pursuant to N.C.G.S. 115C-390.11 (a)(2)and Board Policy 4260.

## **Section II – Disciplinary Guidelines**

A school climate conducive to serious study and respect for oneself, other people and property is essential for a school to meet the needs of youth. Principals have the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy.

### **A. General Information**

1. Teachers have the responsibility and authority for disciplining students, except in those cases requiring the attention of the principal.
2. Principals must fully investigate student discipline matters and consider the mitigating and aggravating factors in determining the disciplinary action warranted.
3. If, in questioning a student, the principal determines that a law enforcement officer should carry out the questioning, the principal shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) to give them an opportunity to be present during questioning.
4. Student misconduct at after-school events and other school-sponsored extracurricular activities may lead to additional disciplinary action such as, but not limited to, being banned from extracurricular activities and events for the remainder of the school year.
5. In-school disciplinary actions must not unreasonably compromise the educational environment for others.
6. Principals may require a student to attend an after school detention program/ Project Equal for a stated period of time and purpose, provided the parent or guardian has received at least one day's notice and has assumed responsibility for the transportation home.
7. A student may be suspended from school short-term (10 days or less), for cause, by the principal in accordance with the provisions of law and Board Policy 4351. The principal shall inform the student of the charges either orally or in writing, give them an opportunity to respond to the charges, and make a good faith effort to notify a parent, guardian or responsible adult at least by telephone on the day of the decision and follow up within two days by providing written notice to the parent/guardian with a description of the conduct and the student's rights during the suspension.
8. The principal may recommend an alternative educational program for a student based on the totality of the circumstances.
9. A student may be recommended for suspension from school long-term (more than 10 days) by the principal, in accordance with provisions of law and Board policy 4353. The superintendent shall review the circumstances for the recommended long-term suspension. Following the review the superintendent may impose the suspension if it is

consistent with board policies and appropriate under the circumstances; may impose another penalty authorized by board policy; or may decline to impose any other penalty.

10. The Board, upon the recommendation of the Superintendent, may expel a student, as provided by state statute, for a violation of the Code of Student Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or school staff and the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C.G.S. 14-208.18 may be expelled consistent with state law.

11. Principals shall report system-required data on each student suspended or expelled to the superintendent.

**B. State Reportable Offenses**

The following criminal offenses are to be reported to law enforcement and the superintendent when the principal has personal knowledge or actual notice that an act as occurred on school property:

1. Assault resulting in serious personal injury\*
2. Assault using a weapon\*
3. Kidnapping\*
4. Possession of controlled substance in violation of law
5. Possession of a firearm in violation of law
6. Possession of a weapon in violation of law
7. Rape\*
8. Sexual assault\*
9. Sexual offense\*
10. Taking indecent liberties with a minor\*

***\* These offenses, among others, are used in the calculation of Persistently Dangerous Status.***

### **Section III – Due Process Procedures for Suspension and Expulsion (Board Policies 4340, 4351, 4352, 4353, 4362)**

#### **Statement of Purpose**

In meeting its responsibility to safeguard every student's right to an educational opportunity and to assure an atmosphere conducive to learning while protecting the individual rights of all students, the Board of Education has adopted the following procedures for those cases when misconduct is of such a serious nature that it results or might result in material and substantial disruption of normal school functions. The procedures adopted concern themselves with those disciplinary matters requiring the attention of the principal or his/her assistant principal(s). Any suspension is a serious measure, and principals should utilize resources reasonably at their disposal in an effort to achieve a different solution. Parent(s)/guardian(s) must be notified in any instance of serious misconduct.

**The principal has the final authority regarding in-school discipline and short-term suspensions. Board Policy provides no appeal to the Board of Education for these decisions.** For recommended long-term suspensions and/or expulsions, the board policies provide for (1) adequate notice of the charge against a student and the evidence to support the charge, (2) an opportunity for a hearing, (3) a fair and impartial decision-maker, and (4) a decision supported by the evidence.

#### **I. General Provisions For Suspensions**

##### **A. Application**

The principal or his/her designee ("principal" hereinafter is used to include any school professional to whom the principal may delegate authority) shall deal with instances of alleged misconduct:

1. Whenever a teacher refers a problem of classroom discipline to the principal
2. Whenever the alleged misconduct violates the Pitt County Schools' *Code of Student Conduct*
3. Whenever the principal deems it advisable that he/she deal personally with the misconduct

##### **B. Investigation**

The principal shall investigate instances of alleged misconduct and endeavor to hear all available accounts of the controversy. Students may raise any defense believed to be available. The student's record shall be reviewed by the principal to determine whether or not the student is identified according to federal or state law as a student with a disability or special need. The principal shall secure written statements if applicable and keep all documents and relevant information received about the misconduct on file.

##### **C. Power to Suspend**

If, upon investigation, it is determined that student misconduct has occurred, the principal shall have the authority to suspend for a period of ten days or less any student who willfully violates policies of conduct established by the local Board of Education, provided that the suspended student shall be given the opportunity to take textbooks

home for the duration of the suspension; upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment; and an opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

## **II. Summary and Short-Term Suspensions**

### **A. Summary Suspensions**

If the principal personally observes any serious student misconduct, or receives information about such from a reliable informant, and in the exercise of his/her professional judgment he/she concludes that the presence of the student creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school, he/she may suspend the student immediately and then investigate and provide notice and an informal hearing with the principal as soon as practicable.

### **B. Short-Term Suspensions**

A short-term suspension is a denial to a student of the right to attend school, take part in any school function, or be on any Pitt County Schools property for a period of time up to ten school days.

Except as described in Section A, the principal may invoke a short-term suspension only after investigating the misconduct and allowing the student an opportunity to be heard, and only for the following reasons:

1. A violation of the Pitt County Schools *Code of Student Conduct*
2. Misconduct of the same type as that prohibited by the *Code of Student Conduct*
3. Misconduct that is proscribed by the rules adopted by the School Board or the school
4. Misconduct in violation of state or federal law

Once a principal has decided to invoke a short-term suspension, he/she shall follow the procedure for "Sending a Student Home During the School Day" as hereafter set forth.

***The principal has the final authority for imposing short-term suspensions.***

### **C. Sending a Student Home During the School Day**

When a student is suspended, the principal shall attempt to reach the student's parents or legal guardian ("parent" or "parents" hereinafter includes legal guardian or legal guardians) to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for their child, the school may transport the student to his/her home, assuming that a parent is there to receive him/her. If the principal cannot reach the parents, then the student may remain on school property until the close of the school day. The age of the student or any special circumstance would be an important consideration in making this decision.

Notwithstanding the above requirement that a suspended student be released only to a parent or responsible adult approved by the parent, the principal may order students to leave the school premises immediately when faced with mass violations of school rules

and when, in the exercise of his/her professional judgment, it is not possible to keep the students on school grounds and restore or maintain order or protect school property or people on the school grounds. Even in this case, distance to home and the age and sex of the student may suggest keeping him/her until his/her parents can be contacted.

D. Advising Parents when a student is short-term suspended, the principal shall:

1. Inform the student and notify the parent/guardian.
2. Provide a statement on an approved form that describes the student's misconduct and the length of the suspension directly to the parents or to the parents by the student with a copy sent through the mail.
3. Provide such notice in the parent's primary language, when the appropriate foreign language resources are readily available, and in English. Both versions shall be in plain language and shall be easily understandable.
4. Make an effort to hold a conference with the parents before the suspension or at the time the student returns to school.

**III. Long-Term Suspensions and Expulsions**

A. Definitions

1. A long-term suspension is removal from school for more than ten days but not exceeding the remainder of the school year, except that if the offense leading to the long-term suspension occurs during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.
2. A 365-day suspension is a suspension for 365 calendar days. Such suspensions are reserved for students who bring or possess a firearm or destructive device on school property or to a school-sponsored event off of educational property.
3. An expulsion is a permanent removal from school. The principal will recommend expulsion to the superintendent for any student whose behavior constitutes a clear threat to the safety of other students or employees. Upon the recommendation of the superintendent, the Board may expel a student who is fourteen years of age or older if the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or employees.

B. Procedural Requirements

1. Principals retain the authority to invoke a short-term suspension, a disciplinary reassignment to an alternative program or other disciplinary action instead of long-term suspension if, after their investigation, they deem it preferable.
2. If, following a thorough investigation, the principal determines that a long-term suspension, 365-day suspension or expulsion is appropriate, he/she shall invoke a short-term suspension of ten days and immediately forward a recommendation for the long-

term suspension, 365-day suspension or expulsion to the superintendent or designee. When recommending an expulsion, the principal shall also recommend a long-term suspension.

3. The principal shall immediately inform the student and his/her parent(s) of the recommendation (see below) and provide a copy of the applicable board policies. Procedural safeguards will be provided to students with disabilities as specified in Policies Governing Services for Children with Disabilities.

C. Due Process for Long-Term Suspensions and Expulsions

1. Notice from the School

- a. When long-term suspension or expulsion is recommended by the principal, the principal shall impose a ten day short-term suspension and immediately forward the recommendation for the long-term suspension or expulsion to the superintendent or designee.
- b. The principal shall immediately notify the student and his/her parent(s) by personal contact or by certified mail (return receipt requested) concerning the recommended suspension or expulsion and the right to a hearing. If notice by certified mail (return receipt requested) is returned unclaimed or delivery is refused, the principal or his/her designee shall attempt to notify the student and his/her parent(s) by regular mail, postage prepaid, addressed to the last known address for the student and his/her parent(s).

2. Requesting a Hearing

- a. In the event the student or parent(s) desire a hearing on the alleged misconduct and the recommended penalty, they shall give notice to the superintendent or his/her designee within three (3) school days of receipt of the notice from the principal.
- b. Upon the receipt of such notice from the parent or student, the superintendent or his/her designee shall immediately refer the matter to the Hearing Officer and a hearing will be arranged. The principal, the parents and the student will be notified as to the date of the hearing. It is suggested that a hearing be held within five (5) instructional school days of invoking the penalty and in no event later than ten (10) school days.
- c. If witness statements or written materials are to be presented in the hearing process, the principal must first delete the names of any other students.

3. Failure to Attend a Scheduled Hearing

If a student or parent who requested a hearing does not attend the scheduled hearing and has not called in advance to re-schedule it, the right to a hearing is forfeited and the superintendent shall make a decision on the recommended long-term suspension without a decision from the Hearing Officer. In this case, there is no further appeal process.

4. The Initial Hearing

- i. The Hearing Officer shall be designated by the superintendent.

- ii. Duties of Hearing Officer
  - i. Schedule the hearing at a specified date, time, and place; authorized to postpone the date and time or change the place for good cause.
  - ii. Answer any questions that the student, his/her parents, or representative may have about the nature and conduct of the hearing.
  - iii. Retain full charge of the hearing: direct its proceedings and control the conduct of all persons present, subject to the general directions of this procedural code. He/she may limit questioning or testimony that is unproductively lengthy or irrelevant.
  - iv. Make a record of any information orally presented at the hearing. In any case in which the student or parents so request, a copy of the record shall be made for them.
  - v. Write findings of fact and recommendations for action.
  - vi. Transmit the written findings and recommendations to the superintendent for review and action as soon as possible after the hearing.
- c. The hearing may be attended by the Hearing Officer, the superintendent or designee, the principal or designee of the school involved the student, the parents, and the student's representative. Witnesses may be sequestered. If students are alleged to have acted in concert and the facts are basically the same, group hearings may be held at the discretion of the Hearing Officer.
- d. The student may testify or may remain silent without penalty. The principal or his/her designee shall present all notices, statements and other information relating to the misconduct and the penalty recommended.
- e. The hearing shall consist of a review of the statements and records presented by the principal or his/her designee and by or on behalf of the student. If the principal, the student, or the Hearing Officer requests that any witnesses appear in person and answer questions, due process requires either that they appear or that their absence be considered by the Hearing Officer in determining the weight to be given to such evidence.
- f. The student may be represented by an attorney if he/she chooses. The attorney may present the student's position and question witnesses, and otherwise advise the student or the parents. An attorney acts in lieu of the parents. The Hearing Officer and the principal must be advised of the decision to have an attorney present at least 48 hours before the time set for the hearing so that the School Attorney may be in attendance as well.
- g. The student or parents may be accompanied by a representative or advocate of their choosing in lieu of an attorney.
- h. At the discretion of the superintendent, the Board of Education may provide the principal with an attorney.
- i. The Hearing Officer may limit nonproductive questioning or procedures.
- j. Based upon the information presented at the hearing, the Hearing Officer shall privately determine whether a preponderance of the evidence has shown that the student engaged in the alleged misconduct. (If the recommended action is expulsion, there must be clear and convincing evidence that the student engaged in the alleged misconduct.) If the Hearing Officer concludes that misconduct occurred, he/she shall provide a recommendation to the Superintendent of Pitt County Schools



concerning what action, if any, should be taken with respect to the student. The recommended action may not be more severe than that recommended by the principal.

- k. The Superintendent will determine what discipline will be imposed. The Superintendent may accept, reject or modify the recommendation of the Hearing Officer.
- l. The Superintendent will notify the parents or guardian in writing of his/her decision and the basis for the decision. Once a hearing has been conducted and the Superintendent has sent his/her written decision, a long-term suspension may be appealed to the Board of Education.

5. The Board Hearing

- a. The student or parent may appeal the Superintendent's decision to long-term suspend or recommend expulsion of a student to the Pitt County Board of Education. A student or parent who desires a Board hearing shall notify the Superintendent's office within three days of receipt of the Superintendent's decision.
- b. A hearing will be scheduled with the Board within 10 days of the request.
- c. The appeal will be based upon the Hearing Officer's report and the written and audio record made from the hearing.
- d. Newly-discovered evidence will be considered only as is necessary to avoid substantial threat of unfairness.
- e. If the parents/guardian and student do not want to be present at the Board hearing, the parents/guardian or student will give notice within three (3) days of the scheduled hearing. The Superintendent may then provide written evidence to support the recommendation to the Board, provided that the Board may elect to request a hearing or request additional records and documents.
- f. The Board will provide the parents or guardian with a written decision and the basis for the decision.
  - (1) If the Superintendent or designee has recommended a long-term or 365-day suspension, the Board will indicate whether it finds that a preponderance of the evidence supports such suspension and whether the Board accepts any modification recommended by the superintendent. In the event of an expulsion, Board will indicate whether it finds that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.
  - (2) The Board will consider alternative education services and make a written determination as to whether alternative education services will be provided for any expelled student. As required by federal and North Carolina law, students with disabilities recognized by the Individuals with Disabilities Education Act must receive educational services during the time of the expulsion in order to continue to receive a free appropriate public education.
  - (3) The Superintendent's decision will be altered only if the Board of Education concludes it to be clearly erroneous or in violation of Board policy or law.
- g. An adverse decision by the Board of Education may be appealed by the student to superior court.

- h. The Superintendent will keep all records required by state or federal law on all suspensions made pursuant to this policy.

D. Requests for Readmission

Students suspended for 365 days or expelled may, after 180 calendar days from the date of the beginning of the suspension or expulsion, make a written request to the Board to reconsider that decision on the basis that the student is no longer a threat to the safety of students or employees. With the request, the student should provide any documents supporting the request, such as signed statements from individuals knowledgeable about the student or documentation of the completion of counseling or rehabilitative programs.

The written request and supporting information shall be provided to the superintendent. The superintendent may request an in-person meeting with the student. Within a reasonable time frame, not to exceed ten (10) calendar days, the superintendent or designee must provide the student and Board with a written response in support of or in opposition to the student's request. If the readmission is supported, the superintendent or designee will make a recommendation on the school or program to which the student should be assigned and a date for readmission.

The Board or a panel of the Board will review the request and supporting documentation and the superintendent's response. The Board shall invite the student and superintendent, along with individuals whom it deems may have credible evidence, to be heard during a closed session of the Board.

The Board will notify the student in writing of its decision in regard to the request within thirty (30) days of the initial petition for readmission. If the student has demonstrated to the satisfaction of the Board that he or she is no longer a threat to the safety of students and employees, the Board will establish the date for readmission and designate the school or program to which the student will be assigned. The Board's decision on readmission is not subject to judicial review.

E. Long-Term Suspensions or Expulsions and Student Records

1. Pursuant to Section 115C-402(b) of the General Statutes of North Carolina, any student who has been suspended for a period of more than ten (10) days or has been expelled following the procedures set forth above, shall have notice of said suspension or expulsion and the conduct for which the action was taken placed upon his or her school record.
2. Said notice shall be removed from the record of the student if (a) the student or parent requests the removal, (b) the student either graduates from high school or is not expelled or suspended again for a period of two years after his or her return to school, (c) the superintendent or superintendent's designee determines that maintenance of the record is no longer needed to maintain safe and orderly schools, and (d) the superintendent or superintendent's designee determines that maintenance of the record is no longer needed to adequately serve the child.

3. Notwithstanding number two above, a superintendent or superintendent's designee may remove notice of suspension or expulsion from a student's official record without a request from the student or parent if all the other above criteria are met.

#### **IV. Students with An Individualized Education Plan (IEP) Or Section 504 Plan**

Unless otherwise stated, a "child with a disability" as used in this section refers to both a child identified as disabled in accordance with the Individuals with Disabilities Education Act (IDEA) and a child found eligible for services under Section 504 of the Rehabilitation Act of 1973 (Section 504). "Suspension" refers to out-of-school suspension. However, if a child with a disability serving an in-school suspension fails to receive the special education and related services as indicated in the child's IEP or 504 Plan during the term of in-school suspension, the in-school suspension shall be treated as an out-of-school suspension for purposes of this policy.

##### **A. Out-of-School Suspensions of Up to Ten (10) Days in a School Year (Short-Term Suspensions)**

A child with a disability may be subject to out-of-school suspension for up to 10 cumulative school days in a school year, and the same disciplinary rules and procedures shall be followed as for non-disabled children. There is no requirement that the team (IEP OR 504) conduct a manifestation determination review (MDR) at this time, nor is there a requirement that the child receive any educational services beyond what the district may choose to offer to non-disabled students.

##### **B. Out-of-School Suspensions Greater than Ten (10) Cumulative School Days in a School Year, Long-Term Suspensions, and Expulsions**

If a child with a disability is subject to a series of short-term suspensions that exceeds ten (10) cumulative school days, is recommended for alternative placement, long-term suspension, or is recommended for expulsion, the school shall immediately, if possible, but not later than 10 school days after the decision to take such disciplinary action, require the IEP team to meet to complete a Manifestation Determination Review (MDR).

- i. If manifestation is not found, the child may be suspended pursuant to the same disciplinary rules and procedures followed for non-disabled children. The IEP team must determine what would be the appropriate services for the child to receive during the term of his suspension, in order to enable the child to continue to participate in the general education curriculum and to progress toward meeting the annual goals in the child's IEP. The IEP team must also determine what would be the appropriate services for the child in the event there is a subsequent disciplinary reassignment by the Superintendent or designee. These services must enable the child to continue to participate in the general education curriculum and to progress toward meeting the annual goals of the child's IEP.
- ii. If manifestation is found, the child's placement is not to be changed and the child must return to his or her current placement immediately. The child shall not be "administratively reassigned" to an alternative school if a manifestation has been determined to exist. In addition, when manifestation is found, the IEP team must

conduct a Functional Behavioral Assessment (if one has not already been completed during the current school year) and develop a Behavior Intervention Plan; if there is an existing Behavior Intervention Plan, the team may elect to review and revise that Plan in lieu of developing a new one, if appropriate.

- iii. Regardless of the team's decision regarding manifestation, the district must offer educational services to any child with a disability under the IDEA who has been subject to out-of-school suspensions beyond ten (10) cumulative days in the school year. These services shall be designed to enable the child to continue to participate in the general education curriculum and to progress toward meeting the annual goals of the child's IEP. If these services are offered prior to the manifestation determination meeting described above, the IEP team at the MDR meeting shall review, as appropriate, the services offered and determine if any additional services are warranted.

C. Interim 45-Day Placement for Violation of the Code of Conduct Involving Weapons, Drugs, or Serious Bodily Injury

In limited circumstances, a student with a disability under the IDEA may be removed from his or her current placement and assigned to an Interim Alternative Educational Setting for up to forty-five (45) school days without the need to conduct a manifestation determination review (MDR), and without the need to implement standard suspension or other disciplinary procedures.

***Criteria for IAES Eligibility:***

The Principal, with prior approval from the Director of the Exceptional Children's Department, shall make the determination as to whether to implement an Interim Alternative Educational Placement (IAES), and shall determine the length of removal to the IAES, provided it does not exceed forty-five school days. Such a placement may be implemented only in the following circumstances:

- a. The student carries or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of Pitt County Schools. For purposes of this provision only, a weapon is defined as "a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2.5 inches in length."
- b. The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of PCS.
- c. The student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of PCS. For purposes of this provision only, serious bodily injury is an injury that involves a substantial risk of death; extreme physical pain; a protracted and obvious disfigurement; or a protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

***Procedures for Implementing an IAES:***

- 1. Upon making the determination that the student has engaged in behavior that qualifies for an IAES, the Principal may elect to proceed with an IAES placement.

2. Upon making this determination, the parent must be notified of the determination and given an ***Invitation to Conference/Prior Written Notice*** Form, and be provided with a copy of the Handbook on Parents' Rights.
3. The IEP team shall convene within 10 school days to determine the alternative educational setting. The IEP team may consider all options available on the placement continuum, as appropriate, including but not limited to a more restrictive setting such as a resource setting or a self-contained program, a modified day, or change to an alternative school. The setting must provide for special education services and access to the general education curriculum. The IEP team must document its decision on the DEC-5 Prior Written Notice.
4. The IEP Team is required to complete a Manifestation Determination Review (MDR).
5. If the IEP Team determines it to be appropriate, the student may receive a Functional Behavioral Assessment, and Behavioral Intervention Plan and modifications, that are designed to address the behavior violation so that it does not recur.
6. Upon the expiration of the 45-day placement, the student shall return immediately to his placement prior to the IAES assignment, unless the parent and the school IEP Team agree to a change of placement. The student shall not be "administratively reassigned" to an alternative school or placement.

***Emergency 45-Day Interim Alternative Placement of Dangerous Student:***

In an emergency situation, where maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the school district may seek a judicial order from a court or hearing officer for a change in the child's placement to an appropriate IAES for not more than 45 days, as provided by law.

***D. Parental Notice of Rights***

In all actions involving suspension for more than 10 days of a child identified and served under the IDEA, the school shall notify the child's parent/guardian, not later than the day on which the decision to take disciplinary action is made, of the disciplinary action and of all due process rights available to the parent/guardian pursuant to G.S. 115C-109.1 through -109.9 and 20 U.S.C. § 1415.

In all actions involving suspension for more than 10 days of a child identified and served under Section 504, the parent/guardian shall have available all the rights under Section 504 of the Rehabilitation Act of 1973. The parent/guardian shall be notified of the action and of their rights as soon as practicable under the circumstances.

***E. Consideration of Student Records By Decision-Maker***

Whenever the school initiates disciplinary procedures applicable to a child with a disability, it shall provide a copy of the child's special education and disciplinary records for consideration by the individual(s) making the final determination regarding the disciplinary action.

***F. Students Not Yet Determined to be Eligible for Special Education***

If a child who has not been determined to be eligible for special education services under the IDEA commits a violation of school rules that would result in suspension or expulsion from school, the school may not exclude the child from school to the same extent that it

would exclude a nondisabled child for the same offense, if the school had knowledge that the child was disabled before the violation occurred.

A school is deemed to have knowledge of a child's disability if:

- The parent/guardian has expressed a concern in writing to school officials that the child is in need of special education;
- The parent/guardian has requested an evaluation to consider eligibility for special education;
- The child's teacher or other school staff have expressed concern about a pattern of behavior by the student to the EC Director or other supervisory personnel; or
- Prior to the behavior that precipitated the disciplinary action, the behavior and performance of the child clearly and convincingly established the need for special education. Prior disciplinary infractions alone do not constitute clear and convincing evidence.

## Section IV – Drugs and Alcohol (Board Policy 4325)

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[1] For purposes of this provision, a controlled substance includes: (1) all opiates (including methadone); (2) opium derivatives (including heroin and morphine); (3) hallucinogenics (including LSD, marijuana, hashish, peyote, mushrooms, and mescaline); (4) cocaine; (5) stimulants (including Ecstasy, various amphetamines and methamphetamines); (6) depressants (including barbituric acid and methyprylon); (7) narcotics (including certain quantities of codeine, morphine, and opium); and (8) anabolic steroids. An illegal drug is defined as a controlled substance, except that it does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional, pursuant to PCS Policy 10.607 (“Administration of Medication”) and 10.607-P (“Procedure for Administering Medications”).

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### Drugs & Alcohol

#### I. Procedures for Discipline of Students

- A. Narcotics, Alcoholic Beverages, Non-Alcoholic or Pseudo-Beer, Controlled Substances, Chemicals, and Drug Paraphernalia

No student shall possess, use, distribute, transmit, sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, synthetic stimulants such as bath salts, spice or K2, any alcoholic beverage, non-alcoholic or pseudo-beer, malt beverage, fortified or unfortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs, or inhale or ingest any chemicals, substances or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior, whether or not the sale or transmission occurs on school property.

- B. Periodic searches may be conducted by school officials in accordance with the policy 4342 (Student Searches).
- C. The possession or use of prescription and over-the-counter drugs is not a violation if possessed and used in accordance with Board policy 10.607 and procedure 10.607-P. Students in elementary and middle schools who have prescription drugs must turn in such drugs to the appropriate school personnel for safekeeping and dispensing.
- D. Possession, Use, or Being Under the Influence of an Unauthorized Substance described in I. A.

First Offense: Any first-time offender who possesses, uses or is found to be under the influence of an unauthorized substance is suspended out of school for up to ten (10) days and recommended for Project FIND. A student who has not participated in Project FIND (Families Involved in Normal Development Program) during any school year shall be eligible for Project FIND as an alternative to long-term suspension. In addition to school discipline, a student may be prosecuted under state juvenile or criminal laws.

Second Offense: The student is suspended for up to ten (10) days. ***The principal may also recommend alternative placement or long-term suspension.*** The student shall be referred to the appropriate alcohol or drug agency for assessment, which may include an outpatient or inpatient program. Documentation of assessment shall be verified prior to the student returning to school in another school year. The student may also be prosecuted under the juvenile and criminal laws of the state.

**E. Sale or Distribution of an Intoxicant**

A student who has sold or distributed or has been involved in the sale or distribution of an intoxicant in violation of this policy shall:

- Receive a ten (10) day suspension.
- The principal may recommend alternative placement or long-term suspension.
- Be referred to Project FIND, if eligible.
- Be prosecuted under the juvenile or criminal laws of this state.
- Be considered for re-admittance to school during the current school year if enrolled in Project FIND.
- Be considered for re-admittance to school during a subsequent school year if the Project FIND Program requirement has been completed.

**F. Possession with Intent to Sell, Distribution, Sale, or Conspiracy to Distribute or Sell Schedule I or Schedule II Controlled Substances**

Any student who is 14 years of age or older and who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any Schedule I or Schedule II controlled substance as defined by the North Carolina Controlled Substances Act shall be recommended for long-term suspension and/or expulsion.

**II. Procedures To Be Followed For Implementing Alcohol Or Drug Referral, An Intervention Program For Students (Project F.I.N.D.)**

- A. The student shall be suspended for up to ten (10) days and ***may be*** recommended for alternative placement or long-term suspension.
- B. An investigation by the school administration shall take place. If the offense is a violation of a criminal act, it shall be reported to the appropriate law enforcement authorities for action at their discretion.
- C. Parents will be notified immediately regarding the offense and informed of their right to a formal hearing before a hearing officer. In the hearing, the parent(s)/guardian(s) and/or the school administrator may request that the superintendent consider referring the student to Project FIND as an alternative to long-term suspension.
- D. If the student is offered the opportunity to enroll in Project FIND as an alternative to long-term suspension for a first offense as outlined in I.D. 1, the parent(s)/guardian(s) will be provided with information regarding the content and requirements of Project FIND. The parent(s)/guardian(s) must immediately contact Project FIND to schedule an intake appointment.



- E. If the offer of Project FIND is refused or if the student does not follow through with Project FIND, the school district will proceed with the alternative placement or long-term suspension process.
- F. The parent(s)/guardian(s) must give written permission for participation in the program.
- G. In the event a student who has completed the intervention program commits another substance abuse violation, school officials must recommend the student for long-term suspension or expulsion.
- H. A complete intake process will be completed for Project FIND by PORT Human Services on each student, parent(s) or guardian(s) referred to the intervention program. The purpose for doing the complete intake is to assess the student for problems he/she may be experiencing and, when deemed appropriate, referring the student to an appropriate agency.
- I. Parents of students will be required to sign a release of information at intake so that evaluation data can be obtained from the respective schools.
- J. The student and parent will be in structured workshops for a period of eight (8) weeks. A report will be completed after the final session. These reports will be sent to the school referring the student. These reports will focus on attendance and willingness to become part of the structured group experience.
- K. If a student has any unexcused absences from the intervention program classes, is non-compliant with the program, or is dropped from the program for these or any other reasons, the student may receive alternative placement or if applicable, the student's long-term suspension will be reinstated. A representative of Project FIND from PORT Human Services will notify the school administration of this action as soon as possible, but no later than five days upon the decision to drop the student from the program.
- L. The initial Project FIND enrollment fee shall be paid by the Pitt County Board of Education to encourage students to stay in school. Parents/guardians will be responsible for paying other costs for this program through insurance or sliding scale fees.

### **III. Procedures to Be Followed For Voluntary Admission of Alcohol or Drug Use**

- A. A student may at any time voluntarily share with the school official that he/she has a chemical or substance abuse problem and desires intervention assistance. School officials will then meet with parents/guardians (or surrogate parent approved by the Board of Education) in setting up an appointment to explain the content and requirements of the volunteer intervention program. The principal will assist parent(s)/guardian(s) in setting up an assessment interview with PORT Human Services. Appropriate steps shall be taken to ensure confidentiality for individuals in the referral and follow-up processes.
- B. The principal will follow-up with PORT Human Services to ascertain if follow-up from the assessment interview was conducted.

## **Pitt County Schools Annual Notices of Legal Rights of Parents & Students**

### **Notice of Equal Opportunity and Non-Discrimination**

In compliance with federal law, the Pitt County Board of Education does not discriminate on the basis of race, sex, pregnancy, religion, color, national or ethnic origin, age, disability, genetic information or veterans' status in its policies, programs, activities, admissions or employment and provides equal access to the Boy Scouts and other designated youth groups as required by law. Inquiries or complaints should be made to the Director of Student Services, Pitt County Schools, 1717 West Fifth Street, Greenville, NC 27834; telephone (252) 830-4200. The Director of Student Services is the district's designated Title IX Coordinator and Section 504 Coordinator.

For further information on this notice of non-discrimination, you can contact the U.S. Office of Civil Rights at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **Notice of Rights Concerning Student Education Records Under the Family Educational Rights and Privacy Act (FERPA)**

Federal law gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.** A written request that identifies the record(s) you wish to inspect should be submitted to the school principal (or appropriate school official). The School official will make arrangements for access and notify you of the time and place where the records may be inspected.
- 2. The right to request an amendment of your child's education records that you believe are inaccurate or misleading.** You may make a written request to the School principal (or appropriate school official) that clearly identifies the part of the record you want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested, the School will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in your child's education records.** FERPA requires that the School obtain your written consent prior to the disclosure of any personally identifiable student information with certain exceptions. The exceptions include: (a) disclosure to a school official who needs to review an education record in order to fulfill his or her professional responsibility to the school district (a school official is: (i) a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); (ii) a person serving on the School Board; (iii) a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or cloud computing service provider); or (iv) a parent, student, or other volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks); (b) disclosure upon request to officials of other school districts in which your child seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to his or her enrollment or transfer, including disciplinary records of

long-term suspension or expulsion; (c) disclosure to a state or local child welfare agency, if such agency is legally responsible for the care and protection of the student; and (d) disclosure of your student's "directory information," unless you have advised the School that you do not want some or all directory information disclosed. See the next section for a listing of "directory information."

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.** The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

#### **Notice of Rights Concerning Student Directory Information Under the Family Educational Rights and Privacy Act (FERPA)**

Federal law gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Under the law, Pitt County Schools may disclose directory information about your child unless you notify your child's school in writing that you do not want such information disclosed. Pitt County Schools has designated the following as "directory information": **student's name; parents' names; address; e-mail; telephone number; photograph; date and place of birth; major field of study; dates of attendance at Pitt County Schools; grade level; enrollment status; diplomas, honors and awards; school most recently attended; participation in officially recognized activities and sports; weight and height of members of athletic teams; and other information not generally considered harmful or an invasion of privacy if disclosed.**

The primary purpose of directory information is to allow Pitt County Schools to include information in school publications such as web pages, yearbooks, honor roll or other recognition lists, graduation programs and sports activity sheets. Directory information can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you are a parent or eligible student and do not want Pitt County Schools to disclose some or all of the directory information listed above to all or certain recipients without your prior written consent, you must notify the principal of the student's school in writing within fifteen school days of the start of the school year (or by the fifteenth school day after enrollment if a student enters after the start of the academic year). If you have children in more than one school, you must notify the principal of each school that your children attend. **That notification is valid for the current school year only.**

**Note:** Parents or students, age 18 years or older, who choose to opt out may:

1. write their own letter to the principal at their student's school, or
2. obtain a form for that purpose on the Pitt County Schools website under Board Policies and Procedures 10.901-X Opt Out Form or by contacting your school to request a paper copy.

#### **Notice of Rights Concerning Information to Military Recruiters Under the No Child Left Behind Act and the National Defense Authorization Act**

Two federal laws require Pitt County Schools to give military recruiters, upon request, the names, addresses, and telephone numbers of students in the ninth through twelfth grades unless parents or the student has advised the school in writing that they do not want that information disclosed.

If you are a parent of a high school student or a high school student and you do not want Pitt County Schools to disclose the name, address, and telephone number to military recruiters, you must notify the

principal of the applicable school in writing, within fifteen school days of the start of the school year (or by the fifteenth school day after enrollment if a student enters after the start of the academic year). If you have students in more than one school, you must notify the principal of each school that your children attend. **That notification is valid for the current school year only.**

**Note:** Parents or students who choose to opt out may:

1. write their own letter to the principal at the applicable school, or
2. obtain a form for that purpose on the Pitt County Schools website under Board Policies and Procedures 10.901-X Opt Out Form or by contacting your school to request a paper copy.

### **Notice of Rights Concerning Schools Surveys** **Protection of Pupils Rights Amendment (PPRA)**

Federal law gives parents and students over 18 years of age ("eligible students") certain rights regarding schools conducting surveys, collecting and using information for marketing purposes, and certain physical exams.

1. **CONSENT:** Parents and eligible students must give written consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a. Political affiliations or beliefs of the student or student's parent(s)
  - b. Mental or psychological problems of the student or student's family
  - c. Sexual behavior or attitudes
  - d. Illegal, anti-social, self-incriminating, and demeaning behavior
  - e. Critical appraisals of others with whom students have close family relationships
  - f. Legally recognized privileged relationships such as lawyers, doctors, ministers
  - g. Religious practices, affiliations, or beliefs of the student or student's parent(s)
  - h. Income (other than that required by law to determine eligibility for participation in a program or for financial assistance under a program)
2. **RECEIVE NOTICE:** Parents and eligible students have the right to receive notice and an opportunity to opt out of any of the following:
  - a. Any survey concerning one or more of the aforementioned protected information areas that is not funded in whole or in part by a program of the U.S. Department of Education.
  - b. Any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance, (2) administered by the school or its agent and scheduled in advance, and (3) not necessary to protect the immediate health and safety of a student. Exceptions to this notice requirement include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
  - c. Any activities involving the collection, disclosure, or use of personal information obtained from students for marketing purposes or for purposes of selling the information or otherwise distributing the information to others.

**Pitt County Schools will, within a reasonable period of time prior to conducting such surveys, physical exams or activities, notify parents and eligible students and provide an opportunity to opt a student out of participating in them.**

3. **INSPECT:** Parents and eligible students have the right to review, upon request and before its administration or use, any of the following:

- a. Surveys of students that concern any of the aforementioned areas of protected information and any instructional materials used in connection with them
- b. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
- c. Instructional material used as part of the educational curriculum

Pitt County Schools will develop and adopt policies regarding these rights and will notify parents and eligible students of its policies annually at the start of each school year and after any substantive changes.

Parents and eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

### **Notice Regarding Moment of Silence (Policy 3330)**

#### **I. Introduction**

The Board of Education has directed that a moment of silence be observed at the beginning of each day in all schools in the system in order to foster an environment conducive to learning. The following guidelines and suggestions are adopted to advise individual schools and teachers concerning the implementation of the moment of silence.

#### **II. General Guidelines**

- A. Students simply are asked to observe the moment of silence for a reasonable and appropriate period of time which shall not exceed one minute in length.
- B. Exceptions may be approved by the Superintendent and/or his/her designee for legitimate educational or administrative reasons. If any teacher or principal believes that the moment of silence should not be administered in a particular class or group, he/she shall submit the request, in writing, to the Superintendent or designee for review. A written response to the request shall be given to the teacher making the request.
- C. The moment of silence must be completely unstructured and free of any influence from any source. School personnel shall not offer advice or suggestions to students on how to use the moment or what to do during the time. If a student asks whether or not he/she may use the moment of silence to pray, the teacher should state that each student may decide individually and personally how to use the time.
- D. No activity will be allowed during the moment of silence. Students should be advised that if they are not in the classroom during the moment of silence, they should pause respectfully until the moment has ended.
- E. Noncompliance with this policy will be addressed in accordance with the Student Code of Conduct.

#### **III. Suggestions for Implementation**

- A. While the moment of silence should be conducted in a dignified and decorous manner, it is recognized that the age and maturity of the students, the structure of the school day, and the existing school opening procedures at each school will have to be considered in developing each school's method of implementation. Principals shall review this policy and regulation with their faculties; shall discuss methods of implementing the policy with their faculties; and shall decide how the policy will be implemented.
- B. When a school or class normally begins the day with the Pledge of Allegiance to the flag, the moment of silence could be conducted immediately following the pledge.

### **Notice of Rights Concerning Access to Teacher Qualifications Under the No Child Left Behind Act (NCLB)**

The federal No Child Left Behind Act of 2001 allows parents of a student in a Title I school to request and receive the following information regarding their child's classroom teacher to insure that the teacher meets Highly Qualified standards.

1. Whether the teacher has met state qualifications and licensing criteria for the grade and subject(s) taught;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications and licensing criteria have been waived;
3. The college degree(s) of the teacher including the college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
4. If the child is receiving the services of a paraprofessional (teacher assistant), that person's qualifications.

If you would like to receive this information, please notify your child's principal in writing, including the name of each teacher and/or teacher assistant, as well as the grade or subject that person teaches. The school will provide you the information within one week of receiving your request.

### **Notice of Rights for Parents Of School Children With Diabetes**

NCGS 115C-375.3 requires that schools develop and implement individual care plans for students with diabetes upon parent/guardian request. Additional information is available at [www.ncdiabetes.org](http://www.ncdiabetes.org), [www.nchealthyschools.org](http://www.nchealthyschools.org), or at your local school.

### **Notice of Rights for Parents of School Children With Asthma And Severe Allergies**

NCGS 115C-375.2 allows for possession and self-administration of medication for students with asthma (inhalers) or students with severe allergies who are subject to anaphylactic reactions (epinephrine), if parents provide the required written information to the school. Additional information is available at your school or from the school nurse.

## **Notice of Rights Concerning Use Of Any Non-Exempt Pesticide On School Grounds** **North Carolina General Statute 115C-47 (47)**

The General Assembly of North Carolina, under N.C.G.S. 115C-47 (47), requires principals or their designees to notify parents of the schedule of non-exempt pesticide use on school property and the right of parents/guardians to request notification of any non-exempt use of pesticides on school grounds. Additional information is available at [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us) under the link for Safety and Environmental Programs.

If you are a parent or guardian and want notification of non-exempt pesticide use or a pre-notice list of chemicals used on school grounds, then notify the principal of the student's school.

## **Notice of Rights Regarding Child Find**

In accordance with Section 1502 of the Individuals with Disabilities Education Act, Pitt County Schools conducts an annual child find to identify children with disabilities, ages 3 to 21, residing in the school district, including children who may attend private schools or religious schools or who are home schooled, who are in need of special education and related services. Please contact the Exceptional Children's Program Director at 1717 West Fifth Street, Greenville, NC 27834 or call (252) 830-4200 for additional information.

## **Notice of Rights Regarding Homeless Students**

For information concerning the educational rights of homeless students, please consult Board Policy 4125 and/or contact the Pitt County Schools Homeless Education Liaison at (252) 830-4200.

## **Notice of Rights Regarding Section 504**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against any individual on the basis of a disability. Any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment may qualify for a 504 Plan. A disability is a physical or mental impairment that substantially limits one or more major life activities such as performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. If a student has a medical condition or other physical or mental impairment that creates a substantial limitation on a major life activity, he/she may be eligible for accommodations and/or modifications to allow for equal access to the educational environment. For more information, please call or set up an appointment with the Section 504 contact at your child's school. **The Section 504 Coordinator for the School System is the Director of Student Services who can be contacted at (252) 830-4200.**

## **Notice Regarding Reproductive Health, Sex, Trafficking and Safety Education** **Instructional Materials**

In compliance with NCGS 115C-81(e1)(7), please note the following information about the Reproductive Health and Safety Education instruction and the availability of instructional materials for review.

As we prepare for your child's instruction this year, we want you to know that the North Carolina Standard Course of Study includes reproductive health, sex trafficking and safety education provided in health and physical education classes. Pitt County Schools' policy requires that this instruction follow the state-mandated curriculum. Materials that will be used may be reviewed in the school's Media Center. We also encourage you to talk with your child about the topics covered.

If you do not want your child to participate in this instruction, you should notify your principal in writing of your decision. If you have any questions or concerns, please contact your principal or your child's health and physical education teacher.

### **Notice to Students in Grades 9-12 Regarding Lawful Abandonment of A Newborn Baby**

NCGS 115C-47 (52) requires that students in grades 9-12 receive information annually on the manner in which a parent may lawfully abandon a newborn baby with a responsible person in accordance with N.C.G.S. 7B-500.

Safe Haven Law – A parent of a newborn baby, up to 7 days old, can leave their unharmed baby with anyone on duty at a hospital, health department, or community health clinic under North Carolina's Safe Haven Law. The parent can also leave the baby with an on-duty law enforcement officer (sheriff or police), social services worker, or certified EMS worker (fire station or emergency services station). The baby will get needed medical care and be placed for adoption. The parent can remain anonymous (does not have to give name or other information). The purpose of the law is to save babies and protect parents who do not know how to cope with a new baby.

### **Notice Regarding Influenza, HPV, Meningococcal Meningitis, Cervical Cancer, Cervical Dysplasia And Available Vaccines**

NCGS 115C-375.4 and 115C-47 (51) mandate that schools provide parents and guardians with information about meningitis, influenza, HPV, cervical cancer, cervical dysplasia and their vaccines at the beginning of every school year.

Influenza - Influenza, commonly called "the flu," is a respiratory illness caused by influenza viruses and can be easily spread to others. Symptoms of the flu include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting and diarrhea, are much more common among children than adults.

There is a vaccine that prevents the flu. It is recommended because flu can lead to other serious illnesses and even death in young children, older adults, and vulnerable people of all ages. The ideal time to obtain a flu shot is in the fall. Good health habits such as frequent hand washing, avoiding close contact with people who are sick, and covering your mouth and nose with a tissue when coughing or sneezing may also help prevent the spread of illnesses like the flu.

Meningococcal Meningitis - Meningococcal Meningitis is a form of bacterial meningitis that is a rare but potentially fatal infection that can cause severe swelling of the fluid around the brain and spinal cord. The disease is spread from person to person through the air or by contact with saliva, usually through close, personal contact with an infected person. Symptoms progress rapidly and may resemble flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness, and sensitivity to light. Some people may also develop a rash, mainly on their arms and legs.



A safe and effective vaccine is available to protect against four of the five most common types of meningitis. Studies have shown that certain college students are especially at risk and that a high percentage of cases in college students can be prevented with the vaccination.

*Human Papillomavirus* - Human Papillomavirus (HPV) is a common virus that is spread to another person by skin-to-skin contact in the genital area. Many people get HPV and do not have symptoms but can spread the virus to others. HPV is most common in young women and men who are in their late teens and early 20's. Some types of HPV can infect a woman's cervix and can cause cervical dysplasia which leads to cancer over time if not treated.

The only sure protection against HPV infection is lifelong abstinence or a monogamous relationship with an uninfected partner. However, a new vaccine can now protect females and males (ages 9 to 26) from four major types of HPV which can lead to cervical cancer and genital warts. The vaccine is given as a series of three shots over six months and is recommended for all 11 and 12 year old girls and boys and all males and females 13-26 years of age who did not receive it when they were younger.

Talk with your physician or the local health department for additional information about these illnesses and the available vaccines. Other resources include:

- [www.immunizenc.com](http://www.immunizenc.com) Immunization Branch, N.C. Department of Health and Human Services
- [www.cdc.gov/flu](http://www.cdc.gov/flu) Centers for Disease Control and Prevention Flu Home Page
- [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo) CDC – Disease Information
- [www.immunizationinfo.org](http://www.immunizationinfo.org) National Network for Immunization Information

*Cervical Cancer and Cervical Dysplasia* - Information on these diseases and their vaccines can be found at [www.cdc.gov/vaccines/vpd-vac](http://www.cdc.gov/vaccines/vpd-vac). Those without internet access may contact a school nurse or the Pitt County Health Department for more information.

### **Notice Regarding the Asbestos Hazard Emergency Response Act**

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for Pitt County Schools. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to “ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review.” (Section 763.84(c)).

The AHERA Management Plan contains documents of the initial AHERA inspection, 6-month periodic Surveillances, Triennial re-inspections, employee training, and Operations and Maintenance procedures.

If you have any questions regarding the AHERA Management Plan for Pitt County Schools or you would like to obtain a copy of the plan, you may contact Mike Whitford, Safety Coordinator, at (252) 756-2313.

## **Notice Regarding Physical Restraint and Seclusion of Students (Regulation 4302-R)**

Principals, teachers, substitute teachers, voluntary teachers, teacher assistants, and student teachers may use reasonable force in the exercise of lawful authority to restrain or correct students and to maintain order; provided, however, that the use of corporal punishment is not permitted.

The Superintendent is authorized and directed to promulgate such administrative regulations and procedures as may be appropriate for the implementation of this policy and as may be appropriate for compliance with relevant federal and state laws.

Any employee, as provided herein, shall enjoy the full faith and support, including legal representation, of the Board of Education in the proper application of this policy, except for any action not in compliance with this policy and any and all administrative regulations and procedures pursuant thereto.

Nothing herein contained shall be construed to repeal, abrogate, amend or otherwise change any other duly adopted policy or administrative procedure of the Pitt County Schools.

NCGS 115C-391.1 defines the permissible use of restraint and seclusion in the public schools. Nothing in it modifies the rights of school personnel to use reasonable force as permitted under NCGS 115C-390.3 or modifies the rules and procedures governing student discipline under Article 27 of NCGS 115C.

### **Physical Restraint**

Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:

- As reasonably needed to obtain possession of a weapon or other dangerous object on a person or within the control of a person
- As reasonably needed to maintain order or prevent or break up a fight
- As reasonably needed for self-defense
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present; to teach a skill; to calm or comfort a student; or to prevent self-injurious behavior
- As reasonably needed to escort a student safely from one area to another
- If used as provided for in a student's IEP or Section 504 Plan or Behavior Intervention Plan
- As reasonably needed to prevent imminent destruction to school property or another person's property

NOTE: Except in the above circumstances, physical restraint of students is prohibited. Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

### **Mechanical Restraint**

Mechanical restraint of students by school personnel is permissible only in the following circumstances:

- When properly used as an assistive technology device included in the student's IEP or Section 504 Plan or Behavior Intervention Plan or as otherwise prescribed for the student by a medical or related service provider
- When using seat belts or other safety restraints to secure students during transportation
- As reasonably needed to obtain possession of a weapon or other dangerous object on a person or within the control of a person
- As reasonably needed for self-defense
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present

NOTE: Except as set forth above, mechanical restraint including the tying, taping, or strapping down of a student is prohibited and shall not be considered a reasonable use of force.

### **Seclusion**

Seclusion of students by school personnel may be used in the following circumstances:

- As reasonably needed to respond to a person in control of a weapon or other dangerous object
- As reasonably needed to maintain order or prevent or break-up a fight
- As reasonably needed for self defense
- As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school property or another person's property
- When used as specified in the student's IEP, Section 504 Plan or Behavior Intervention Plan AND
  - The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times
  - The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 Plan
  - The space to which the student is confined has been approved for such use by the local education agency
  - The space is appropriately lighted
  - The space is appropriately ventilated and heated or cooled
  - The space is free of objects that unreasonably expose the student or others to harm

NOTE: Except in the above circumstances, the use of seclusion is prohibited. Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

### **Isolation**

Isolation is permitted as a behavior management technique provided that:

- The space used for isolation is appropriately lighted, ventilated, and heated or cooled
- The duration of the isolation is reasonable in light of the purpose of the isolation
- The student is reasonably monitored while in isolation
- The isolation space is free of objects that unreasonably expose the student or others to harm

### **Time Out**

Nothing in the above guidelines is intended to prohibit or regulate the use of timeout as a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

### **Aversive Procedures**

Aversive procedures are prohibited. They are defined as a systematic physical or sensory intervention for modifying the behavior of a student with a disability which causes or may reasonably be expected to cause significant physical harm, serious, foreseeable psychological impairment, or obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable standard practice.

### **Notice and Reporting**

Notice of these requirements will be provided annually to parents in the Parent/Student Handbook and to employees in the Employee Handbook.

School personnel shall promptly notify the principal or principal's designee of (1) any use of aversive procedures, (2) any prohibited use of mechanical restraint, (3) any use of physical restraint resulting in observable physical injury to a student, and (4) any prohibited use of seclusion that exceeds ten minutes or the amount of time specified on a student's Behavior Intervention Plan.

A principal or principal's designee with personal knowledge or actual notice of one of the above events shall promptly notify the student's parent or guardian and provide the name of a school employee with whom the parent or guardian can discuss the incident. The school shall provide the parent or guardian with a written report within a reasonable time, but in no event later than 30 days after the incident.

**Non-Retaliation**

No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee made a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure or seclusion unless the employee knew or should have known that the report was false.

**No Cause of Action**

According to NCGS 115C-391.1(k), nothing in the permissible use of seclusion and restraint law shall be construed to (1) create a private cause of action against any local board of education, its agents or employees, or against any institutions of teacher education or their agents or employees, or (2) to create a criminal offense.