

Pasquotank Elementary School

2017-2018

PES : On the Road to Greatness

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PASQUOTANK ELEMENTARY SCHOOL

HOME OF THE INVINCIBLE ROADRUNNERS

Our Belief Statement

At PES, we believe that the alliance of home, school and community promotes student success

Our Beliefs about Teaching and Learning:

We believe that students learn best:

- When they believe they can learn, in different ways and at different rates
- When the classroom and school environment supports their emotional, social, cultural and educational needs
- When they feel respected
- When there is a positive relationship between teacher and student

We believe that as teachers we must:

- Believe all children can learn
- Display enthusiasm and passion for what we teach
- Provide a quality classroom environment in which all students feel valued and respected by the teacher and fellow students
- Work hard to develop positive relationships with all students
- Provide explicit feedback that helps students move from their current to a higher level of understanding
- Keep learning

School Contact Information

Pasquotank Elementary School
1407 Peartree Road
Elizabeth City, North Carolina 27909
Telephone; (252) 335-4205
Fax: (252) 335-4966
Website: <http://www.ecpps.k12.nc.us/pasquotank-elementary>

STUDENT HANDBOOK/ AGENDA

Each student will be given a student handbook to be used daily for writing down assignments and as hall passes. Lost or misplaced handbooks may be purchased at the office for \$5.00. **Students are asked to refrain from defacing their agendas. i.e., tearing pages out, folding the agenda into small parts, etc.**

Principal's Message

Dear Parents/Guardians and Students:

On behalf of the faculty and staff at Pasquotank Elementary School, I am happy to welcome you to the 2017-2018 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As

partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
 - 3) Reads daily to develop a love for reading and to improve literacy skills
 - 4) Shares school experiences with you so that you are aware of his/her school life
 - 5) Informs you if he/she needs additional support in any area or subject

Our priority is raising academic achievement in a safe environment conducive to learning. With your help, we will increase proficiency (number of students on grade level) in reading, math and science. Students will be provided instructional time at school, which will be reinforced at home via homework and practice. We must have high expectations for our students! To carry out our school's vision and mission, we will reflect on instructional successes and challenges to move our practices forward, promote positive interactions between school and the community and provide students with feedback that will create opportunities for them to self-monitor and develop ownership of their learning.

We are implementing a process this year, Multi-Tiered Systems Support (MTSS), which provides a continuum of support for students who may be struggling in academic or behavioral areas. MTSS is a combination of Positive Behavior Intervention Support (PBIS) and Response to Intervention (RtI). MTSS focuses on addressing concerns when they first begin in the classroom, so that learning and or behavior support can be implemented in a timely manner. In MTSS, families and teachers team together in intervention planning, monitoring, and decision-making to determine what needed student support can be made available.

In closing, please consider joining our school volunteer program and our Parent Teacher Organization (PTO) as our students can greatly benefit from your involvement and contributions to the school's program and its operations. Again, we welcome you to Pasquotank Elementary School and to our wonderful learning community . . . a place alive with much *energy . . . enthusiasm . . .* and a *high standard of excellence!* It is, indeed, a place where opportunities abound! Here's to an AWESOME new school year as we work together to make our school a great place to work and learn each day!

Sincerely,

Antoinette Reid

Antoinette Reid, Ed.S

WHAT EVERY STUDENT SHOULD KNOW ABOUT Grades 4 & 5

In fourth grade children take on new types of work and social experiences, and for some, these can be tough. Fourth graders may struggle to follow the many directions and long-range planning that their school assignments require. They have to collaborate with their peers on group projects, which can be stressful in the charged social dynamics that emerge in fourth grade. Students will probably have a textbook for each subject, as well as multiple folders, all of which can present organizational challenges (plus heavy backpacks). The work gets harder and they need to manage it more independently — that includes homework assignments in multiple subjects, as well as keeping track of those assignments and tasks.

Fifth grade is a major transition year for students. From beginning to grapple with pre-algebraic concepts to conducting research for essays, this is the year students enter the realm of deeper study in writing, reading, history, math, science and the arts. As independent readers, most fifth graders should be ready to read a meaty full-length novel, whether classics like *The Secret Garden* and *Tom Sawyer* or more contemporary fare—there are so many great choices!

Advancement Via Individual Determination (AVID) will target our 5th grade students in the academic middle- B, C and even D students- who have the desire to go to college and the willingness to work hard. These are students who are capable of completing rigorous curriculum but are falling short of their potential. AVID is not a "remedial education" program; instead it is a program designed to provide whatever support may be lacking for at-risk students who possess academic potential, but who may not be working to the best of their abilities.

The AVID program serves to support its students by teaching and reinforcing study and organizational skills (Cornell note-taking, 3-ring binder with labeled dividers, etc.), encouraging students to take more rigorous and challenging classes once they enter high school, providing skills necessary to succeed in college (public speaking, team building skills, interaction with professors, etc.), and ultimately preparing them for success at a four-year university/college. AVID students often have skilled tutors, often college students studying to be teachers or studying one of the major subject areas, to help them with their studies. Students are taken on field trips to local colleges and universities throughout the program to familiarize them with some options.

PES supports MTSS (Multi-tiered Systems Support)

Multi-tiered Systems Support is an application of an academically and behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

In regard to discipline, the behaviors that were most problematic at PES for the 2016-2017 academic year were **DEFIANCE AND PHYSICAL AGGRESSION**. **Defiance** is defined as a daring or bold resistance to authority, i.e school staff. **Physical aggression** is hitting, pushing and tripping other students. All too often horseplaying and playfighting leads to a physical fight which will result in a suspension from school.

PASQUOTANK ELEMENTARY SCHOOL PBIS MATRIX

Students, parents and school personnel share the responsibility of maintaining a safe and orderly learning environment. We strive to maximize parent/community involvement in the total school program. Each student has the responsibility for his/her own behavior and learning.

PBIS (Positive Behavior Intervention Support) Behavioral Expectations for Students

Setting Expectations	All Settings (inc. playground, gym, media center)	Classrooms	Hallway s	Cafeteria	Bathroom	Buses

Responsible	<ul style="list-style-type: none"> *Accept the consequences of my behavior *Take care of myself *Refrain from chewing gum *Have a hall pass with you 	<ul style="list-style-type: none"> *Follow teacher directions *Make good choices *Demonstrate self-control 	<ul style="list-style-type: none"> *Walk to the right *Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> *Eat promptly *Use table manners *Clean up behind yourself *Return to class promptly 	<ul style="list-style-type: none"> *Flush the toilet *Wash your hands *Clean up behind yourself *Return to class promptly 	<ul style="list-style-type: none"> *Be on time *Keep belongings out of the aisle *Wait patiently and in designated area *Enter and exit in an orderly manner
Respectful	<ul style="list-style-type: none"> *Use polite words *Respect all adults (staff, subs, mentors) and peers *Use quiet voices 	<ul style="list-style-type: none"> *Follow teacher directions *Be a good listener *Be prompt and prepared 	<ul style="list-style-type: none"> *Walk to the right *Keep hands, feet and objects to self * Use quiet voices 	<ul style="list-style-type: none"> *Respect cafeteria rules *Speak politely *Use “Quiet” voices 	<ul style="list-style-type: none"> *Respect others privacy *Report damages to adult 	<ul style="list-style-type: none"> *Respect others and Space *Use a quiet voice *Dispose of trash
Safe	<ul style="list-style-type: none"> *Follow directions & school rules *Maintain personal space 	<ul style="list-style-type: none"> *Follow class rules & directions *Use equipment appropriately 	<ul style="list-style-type: none"> *Walk to the right *Keep hands, feet and objects to self 	<ul style="list-style-type: none"> *Stay in your place in line *Eat only your own food 	<ul style="list-style-type: none"> *Refrain from horseplay 	<ul style="list-style-type: none"> *Follow directions *Stay in assigned seat *Keep your seat in your seat”

PBIS Matrix: Bus
Pasquotank Elementary Bus Riders Support Positive
Student Behavior

Setting Expectations	Bus
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Responsible	<ul style="list-style-type: none"> ● Keep belongings out of the aisle ● Wait patiently and in designated area ● Enter and exit the bus in an orderly manner ● Report incidences to the bus driver first
Respectful	<ul style="list-style-type: none"> ● Respect others and their space ● Use a quiet voice ● Dispose of trash
Safe	<ul style="list-style-type: none"> ● Follow directions ● Stay in assigned seat ● Keep your seat in your seat

***Pasquotank Elementary School
Roadrunner Code***

I am responsible.

I am **respectful**.

I am **safe**.

As a **Roadrunner**, my first priority is to **learn**.

I am **responsible** for my own **work** and **behavior**.

I will do my part to give every other student
the opportunity to achieve **excellence together**.

I will show respect and do my best,
because Roadrunners **strive for success and nothing less**.

WHAT PARENTS SHOULD EXPECT FROM PASQUOTANK ELEMENTARY SCHOOL:

- * That teachers and staff members demonstrate a positive attitude toward education and the school.
- * That the school be operated in a businesslike and responsible manner with requirements and regulations being reasonable and understandable.
- * That parental inquiries, visits, and complaints receive prompt and courteous attention and that the school's responses to these inquiries

reflect a constructive and helpful attitude.

- * That the student's progress in his/her schoolwork is the primary priority of the school.
- * That the teachers' grading be fair, impartial, and understandable.
- * That the teachers' assignments are definite with a reasonable amount of assistance given in class, and that on the student's initiative
as much help is given, as resources will permit.
- * That the school will do its best to maintain a wholesome atmosphere and encourage acceptable student behavior.

WHAT THE SCHOOL SHOULD BE ABLE TO EXPECT FROM THE PARENTS:

- * That the students' attendance is regular and punctual, and that the school is informed in writing regarding the absence.
- * That the parents encourage and promote both good study habits and acceptable behavior for their children.
- * **That parental inquiries be registered first with the teacher.** If this meeting does not produce the desired results, then the parent
should request a meeting with the principal.
- * That parents demonstrate a positive attitude toward education and the school. A negative home attitude will too often damage the
student's outlook and affect his/her behavior and success.
- * That the parents keep themselves informed of any difficulty between the school and their child.
- * Whenever there is a change in demographic information, i.e. change of address and or phone contact information, please notify the
school's data manager/secretary as soon as possible. This will help to avoid a major delay in you receiving school connect messages
and written correspondences.

IDEAS FOR PARENTS TO HELP YOUR CHILD BE SUCCESSFUL IN SCHOOL

When expectations, such as getting up and going to bed, eating routines, chores and homework, the use of appropriated language, visiting friends, telephone privileges, are clearly explained, taught and reinforced, it's easier for children to make choices about their behavior. Parental limits keep children safe and healthy until they achieve independence and the ability to keep themselves safe and healthy. The more clear and consistent your expectations are, the safer your child will feel. Parents need to continually let their child know when rules are followed and state clear consequences when rules are violated.

DO

- Use a neutral tone.
- Use consequences.
- Provide encouragement.
- Be consistent.
- Know where your child is.
- Know who your child is with.

DON'T

- Yell.
- Make empty threats.
- Call your child names.
- Change your rules when you feel like it.
- Allow your child to go places that you have no information about.
- Allow your child to go to someone's house if you haven't checked with the adults in charge.

SUBSTITUTE TEACHERS

Our school is fortunate to have people help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate. Treat our substitutes with the same respect you would show your regular teacher.

GUIDANCE OFFICE

Goals of the Elementary Guidance Counselor:

- To help students understand themselves.
- To provide crisis intervention when necessary.
- To coordinate the efforts of others with those of parents, teachers, and other staff members.
- To help develop personalized programs based on each child's strengths, weaknesses, and needs.
- To help students learn to become aware of the consequences of their behavior.
- To encourage students to become successful and self-aware learners.

Services provided by an Elementary Guidance Counselor:

Some ways in which these services may be provided

- Reviewing student records.
- Consulting about student progress.
- Observing student behavior.
- Facilitating special interest groups for students.
- Meeting with students and/or their families regarding situations in which the student is experiencing difficulty or is unable to function appropriately.

How can Elementary Guidance Counselor help students?

Elementary Guidance Counselors serve the needs of elementary students by:

- Helping students perform successfully in school.
- Helping students build positive self-images.
- Helping students develop better interpersonal skills.
- Helping students develop good feelings about work, family and society.

BEHAVIOR COACH

This year PES is fortunate to have a behavior coach on staff full-time. Our behavior coach will focus on those students (and their teachers) in school who are struggling behaviorally despite the teacher's class-wide teaching & management strategies. These students may require individualized planning and additional/different interventions and strategies.

Behavior coaches work primarily in the following three ways:

1. Class-wide intervention and prevention,
2. Small group work, and/or
3. Individual intervention (including crisis intervention/de-escalating volatile behavior)

Additionally, building a connection with and having regular communication with parents/caregivers can greatly support the work with students.

In the classroom, the behavior coach co-facilitates---along with the classroom teacher---in teaching & supporting pro-social skill building. Students identified as needing more assistance in developing and using positive behaviors may be invited to join a small group of peers (social skills group) to learn and practice social skills, which may include: social skills curriculum, sharing experiences, group activities, and role-playing scenarios.

TENTATIVE DAILY SCHEDULE

7:20 - 7:40

Breakfast

7:40 - 7:45

Morning Announcements

7:45 - 2:40

Instructional Time

2:40

Dismissal

The school assumes no liability of or supervision for unattended students prior to 7:20 a.m. or after 2:40 p.m. unless directly involved in a school-sponsored function.

Students will not be allowed to return to their classrooms after 3:00 p.m. except for tutoring or teacher sponsored events without permission from the office.

ARRIVALS & DEPARTURES

ARRIVAL

Arrival: Our doors are unlocked for students to enter the building at 7:20 a.m. Persons bringing students to school should be aware of traffic patterns. Please park in designated areas only. **Do not park in front of the school in the Kiss 'n Go Lane.** Use extreme care when unloading children and be aware of other children and adults on campus. **When students arrive in the morning by vehicle other than the bus, vehicles should pull forward as far as possible before stopping.** Passengers should be ready to get out of the vehicle as soon as it stops. If it is necessary to take a few minutes before a child gets out of the vehicle, please pull into one of the parking spaces instead of holding up traffic. **When traffic is held up, it blocks passage on Peartree Road for vehicles that may not be coming to school.** Do not ever let out students where they have to cross in front of a car. Please be considerate of others and mindful of the safety of all. Being patient, alert and respectful to others can help prevent accidents.

Attendance: Parents of every student with 9 or more unexcused absences will be expected to attend a conference with the school. During the conference with the parent, the school will document that the parent:

A. is aware of the number of absences,

B. is aware that the absences are having an effect on their child's academic progress, and C. is aware of the compulsory attendance law's requirement that their child not accumulate more than 10 unexcused absences in a year.

The parent will be asked to sign a statement indicating that the he/she has met with the school and understands A, B and C above. Once the school has held a conference with the parent and has had the parent sign the appropriate documentation, if the absences continue, the school will submit a referral to the district's attendance officer using the online referral form. The matter then is subject to be reported to the district attorney due to the violation of the compulsory attendance law.

Tardiness: Students are expected to be on time for the beginning of school. Students arriving late to school are required to sign in at the main office. They will be given a tardy pass to take to class with them. Parents are asked not to escort their children to class when they are tardy to avoid interrupting instructional time. **If you need to speak with the teacher, please make an appointment to meet with the teacher during his/her planning time or before or after school.** Each classroom teacher will establish his/her own system for making up work missed due to tardiness. Students arriving to school late without the knowledge of their parents will be considered truant. Excessive tardies (5 or more) will result in a note or phone call from the principal/AP to discuss making up instructional time lost.

DEPARTURES (2:40 p.m.)

Back Campus: Students who will be picked up in a vehicle after school will remain in the Media Center until their numbers are called. Each family will be given a number so that your child/ren can be called to the Loading Zone once you arrive on campus. Students will be escorted to the Loading Zone. Follow our traffic pattern and please be patient – Safety First!

Buses: Students are called to buses for a 2:40 departure. They will board buses on the front campus.

Note: It is against state law for any unauthorized person (student or adult) to board a bus. All

communication between drivers and parents should be handled in a respectful manner especially in front of students.

Changes: Transportation changes should be sent to school via note to ensure the safety and well-being of your child. . **Phone calls will not be accepted for change in transportation.** When changes are in writing, it minimizes confusion and mishaps. If it is necessary for a student to ride a different bus, attend Boys' and Girls' Club, ride with someone else, remain after school or in any way change the normal method of departure, the student must bring a note to the homeroom teacher indicating specifically what the student should do. The note must be signed and dated by the parent/guardian. Please provide the name and phone number of the adult who is the legal guardian so that the school personnel can contact and verify the change in transportation. This is very important for the safety of your child.

Early Departures: Please avoid taking your child out of school before 2:00. **If it is necessary for a student to leave school early, the teacher must have written permission from the parent.** Please have a picture ID ready to show upon request. IF someone other than you is permitted to pick your child up from school on any given day, please make sure their name is on the pick-up list and that they have a picture ID available to show upon request. Before a student leaves the school property, the parent/guardian must sign the student out in the office. If you send a note, the teacher can make sure your child is packed and ready when the secretary calls into the classroom for you to pick him/her up for the appointment. If a student returns to school after being permitted to leave, he/she must sign back in. **No student will be called to the office for early departure unless there is an emergency or arrangements to leave early were made that morning.** Character building lessons, PBIS activities, class meetings, or reviews occur at the end of each day. This is also a time for organizing materials for homework and making announcements. Try to reschedule appointments for after school hours.

Early pick-up for students will not be allowed after 2:00. Habitual requests for early departure shall be reported to the attendance counselor for investigation. Dismissal is 2:40. Parents will not be allowed to go to the classrooms without approval from the principal. This includes the mornings and afternoons at dismissal. Appointments made in advance are appreciated to help us protect instructional time and maintain safety and order.

Parking: Use parking spaces (in front of or in back of the school) when available. However, at dismissal, avoid parking in the staff parking lot UNLESS you have a scheduled conference with your child's teacher or any other school official. No car riders will be permitted to be picked up in front of the building. Only bus riders and walkers are released in front of the building during dismissal. On special occasions, drivers will park in designated spaces in the grassy area behind the parking lot or staff parking lot.

Walkers: Students should use the crosswalks to and from school. They should stay on the sidewalk and be aware of traffic at all times.

SAFE & ORDERLY SCHOOLS

Expectations: Pasquotank Elementary School believes all children can learn. It is our responsibility to provide a safe, orderly and effective learning environment for all children. We expect students to use the Positive Behavior Intervention Matrices and Roadrunner Code. We have included a copy of the matrix at the end of this handbook. Appropriate behavior will be taught, modeled, and monitored through class meetings, role playing, character education, and positive reinforcement that promote a respectful atmosphere for all. We ask that parents support our efforts to create and maintain a safe, orderly environment of mutual respect where all teachers can teach and all students can learn. **We are teaching students non-violent ways to resolve conflicts.** Inappropriate behavior will be addressed in a fair, firm, and consistent manner. Consequences will be reasonable, related (when possible), and respectful and will be in alignment with the district discipline policy for student behavior. Our goal is to provide students with alternative methods for handling peer pressure, bullying, frustration, and conflict. Students, teachers, parents, and administrators must work cooperatively to ensure the safety of our children. We will use a Student Follow up Agreement (for minor incidents) to help students redirect their behavior whenever they do not follow the PBIS Matrix. The teacher will notify the parent after each report. We will use the District's Handbook/Student Discipline to help us determine the next step whenever a student receives an office referral. Office referrals are submitted for Level II incidents (and higher). The District Handbook defines the levels of inappropriate behavior and consequences for each level. **We do not tolerate physical and verbal threats which include BULLYING of any nature. PES does have a bully prevention program which will be firmly enforced.**

Fire, Tornado & Safety Drills: Drills are conducted monthly. Instructions are posted in each classroom indicating how to leave the building and where to report. Students should become familiar with this procedure. Teachers will teach and review safety procedures throughout the school year for all types of emergencies. During a drill, students will not be permitted to talk to ensure successful practice and preparation in the event an actual emergency does arise. Any student that is uncooperative and refuses to comply with directions given will receive a consequence from his/her teacher OR the school principal or assistant principal. If you have any questions, please contact the teacher, guidance counselor or principal.

Vandalism & Property Damage: The construction and maintenance of our school buildings and their contents are a cost to the taxpayers. Students who destroy or vandalize school property will be required to pay for loss or damage they inflict. If students willfully destroy school property, suspension from school and restitution may be necessary. If a student happens to damage school property by accident, he/she should report it to a teacher or to the office immediately.

Personal Belongings: **All of your child's belongings (sweaters, hats, supplies, etc.) should be labeled with some type of permanent marker.** In case items are lost, they may be relocated more easily if they are marked. A Lost and Found Department has been designated in the building.

Dress Code: Students are encouraged to maintain a standard of dress that meets the measure of being modest, clean and appropriate. ***Beginning this year, dress code will be firmly enforced by all faculty, staff and administration.*** We look to parents for their support and follow through in meeting this standard as they send their youngsters off to school each day. Inappropriate clothing would be the attire which draws abnormal attention to the wearer (which includes very short attire) or presents an element of possible danger either to the wearer or fellow students. **We are encouraging students to wear longer shirts when wearing leggings, no tank tops or spaghetti straps unless an appropriate blouse is worn over or under the garment. Shorts and skirts need to be no more than three inches from the knee.** If students choose to wear pants with gaping holes that expose the thigh area, a pair of leggings will need to be worn underneath. We are preparing them for the dress codes at the secondary levels. ***All staff members are required to model appropriate dress and we ask parents to model appropriate dress when they attend school events.***

ALL FACULTY AND STAFF ARE ASKED TO HELP ENFORCE DRESS CODE PROCEDURES DAILY.

Consequences for Dress Code Violations:

- 1) Warning---** although your agenda serves as your warning
- 2) Teacher will make parent contact which may include a dress code “citation.”**
- 3) Teacher detention**
- 4) Office Referral- ** 1st referral= up to 2 hours of school service, 2nd referral= ISS or OSS**

Electronic Devices, Trading Cards, and Toys including Spinners: Students are not allowed to use electronic devices such as cell phones, CD players, radios, and etc. during school hours (unless directed by the teacher). Any electronic device, trading cards, spinners or toys of any type brought to school may be confiscated by staff members and returned to the parent. Parents will be required to pick up the item. Toys should not be brought to school unless the teacher specifically requests them. (Example: for Show and Tell) **The staff is not responsible for lost or stolen items.**

HEALTH AND SAFETY

Child Nutrition: Research indicates that nutritious, well-balanced meals improve student performance. Therefore, breakfast and lunch are available to all students in Elizabeth City Pasquotank School System. Breakfast is served at Pasquotank Elementary tentatively from 7:20 - 7:40. If school is delayed one hour, breakfast will be served from 8:20 - 8:40. If school is delayed two hours, breakfast will not be served. We are participating in the No Cost Breakfast and Lunch Program (CEP) for all of our students. Parents are requested to pack nutritional snacks for students. **No food or beverages from outside restaurants shall**

be brought to a child while in the cafeteria. This includes items from fast food and pizza restaurants (unless this is part of a packed lunch from home).

Health & Immunization: The North Carolina Immunization law requires that all students be immunized. Students in grades K-12 must show evidence of at least four doses of diphtheria, pertussis, tetanus (DPT) and oral polio (OPV) vaccines. In addition, measles, mumps, rubella vaccine (MMR) are required for school attendance. Students entering kindergarten and first grade must have a least one booster dose of MMR, DPT and OPV on or after their fourth birthday. After the deadline, students will not be allowed to attend school until requirements are met.

Medication: Students will be administered medicine by a designated school employee. In order for this to occur, an authorization form must be submitted and signed by the physician and either a parent or guardian. This includes over the counter medicines, i.e. Tylenol. The form will be kept on file until the end of the school year. All medications will be secured in the school office. NOTE: A new form has to be completed by the parent at the beginning of each school year.

Accident or Illness: In the event of illness at school or minor accidents needing medical attention, the school will notify parents as soon as possible. A parent or other responsible adult must be reached to give permission before any student will be allowed to leave school. If we cannot reach a parent, we will use emergency contact information you have provided. **Please make sure the emergency information is up to date at the school, should there be any changes during the school year.** Students who leave without proper clearance, regardless of the reason, will be considered truant.

Emergency Contact: All students should have the name and phone number and/or address of someone who can be reached in case of an emergency when the parent cannot be reached. This information should be updated throughout the year.

Change of Address &/or Telephone Numbers: Parents are requested to keep the school informed of any changes of address or telephone number. **This information is needed in case of emergency.** Forms for changes should be completed and submitted to the main office (in addition to the classroom teacher). This will ensure that you will get automated school and district calls.

Telephones & Messages: School phones are for office use only. Students will not be allowed to use the phone for personal calls except in an emergency and with staff permission. Parent calls will be transferred to Teacher Voice Mail or a message will be placed in the teacher's box during instructional hours. Parents may call to speak to a teacher during the teacher's planning time or after school.

Voice Mail: Your calls will be directed to voicemail. Please leave a message. If you do not receive a response within 24 hours please call the main office.

EMERGENCY SCHOOL CLOSING

It may be necessary for the school to close or have delayed opening during the school year because of inclement weather conditions or unsafe driving conditions. Local radio stations and Cable TV Channel 8 will broadcast school closing information if weather warrants closing. In addition, the school system uses a phone reporting system. Please do not call the school to request the information.

GRADING POLICY

A	90-100	Superior
B	89-80	Above Average
C	79-70	Average
D	69-60	Below Average
F	Below 60	Failing

Report cards for all grades will be sent home at the end each nine-week grading period unless specified otherwise.

The dates for distribution of report cards are listed on the school calendar.

Each report card should be signed by the parent or guardian and returned to school the following day.

Interim progress reports are sent home during the middle of the nine weeks grading period. The dates for distribution of the progress reports are listed on the school calendar.

We have high expectations for all students. The students are responsible for their own assignments and any work assigned by their teachers. Students will be informed of missed assignments and given a deadline for completing the work.

If you have any questions please talk with your child's teacher for further clarification. Continue to use Power Parent, an electronic service provided to parents by ECPS for checking students' academic progress on a daily basis. You must receive a password from the main office to access this system. Passwords must be picked up in person with a valid ID.

HOMework

The reasons for assigning homework include:

- ◆ supplementing and strengthening the student's regular work
- ◆ encouraging and extending learning beyond the classroom
- ◆ providing the opportunity for students to grow in responsibility
- ◆ providing time for students to prepare long-term assignments and projects

Homework is viewed as a part of the student's grade, not punishment. Students are held responsible for completing and turning homework in on time. Students who have been absent from school should request homework assignments from their teachers and should complete the work **within five days** after returning to school.

Individual grade level teams decide the amount of homework and coordinate assignments to avoid homework overload.

TEXTBOOKS

Books that are misplaced, damaged, or lost must be accounted for financially. All textbooks are LOANED to students for their use during the school year. Students are responsible for all books issued to them. Please make sure that all books are secured with book covers if possible. This reduces the risk of fines for damaged books. If a book is lost or damaged throughout the year they will not be re-issued until all fees are paid in full. Report cards will also be held until fees are paid.

ASSEMBLY CONDUCT

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are expected to walk to the assembly with their teachers and sit quietly in all designated areas. All seats must be filled. Students are expected to behave in a respectful manner during the assembly and to extend the proper courtesies to those people conducting the assembly. At the conclusion of the assembly, students should remain seated until dismissed. Inappropriate behavior will result in a student's loss of assembly privileges.

FIFTH GRADE PROMOTION CEREMONY

Inappropriate attire, financial obligations and misbehavior resulting in an out of school suspension (effective three-four weeks prior to event) will prohibit a student's ability to participate in the promotion ceremony.

SEARCH AND SEIZURE

The Fourth Amendment protection against unreasonable searches and seizures applies to students while they are on school property. However, this right is not absolute. Students may be subjected to a reasonable search, including his/her belongings by a school official if there is a reasonable suspicion of a violation of law or school regulations. An extensive policy on this matter has been developed and adopted by the Elizabeth City-Pasquotank Board of Education and is part of the system's policy manual.

FIREWORKS, MATCHES AND LIGHTERS

It is against the law to have and to discharge fireworks of any kind on or around school property. Students possessing or discharging fireworks will be subject to suspension and/or other disciplinary actions. **Students should not bring matches, E-cigarettes or lighters to school.** Students who possess or use matches or lighters on campus will receive consequences mandated for Level II infractions. The Fire Marshall will be contacted to talk with the student and his or her parents if school officials deem it necessary.

RULES OF CONDUCT

All of our adult employees at Pasquotank Elementary School have certain responsibilities to the school and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or a bus driver, the student is expected to accept such correction, and follow directions accordingly.

GENERAL CAFETERIA RULES

THE FOLLOWING RULES APPLY TO ALL STUDENTS:

- *Students are to be orderly and quiet when walking to and from the cafeteria.
- *Screaming or shouting in the cafeteria will not be tolerated.
- *Tables must be cleaned before students leave the cafeteria.
- *Orderly lunch lines are to be maintained at all times.
- *Students are to clean up the tables and return trays when finished eating. Each person at a table is responsible for the whole area
with respect to cleaning up that area.

Students should cooperate and not argue about picking things up.

- ***No food or drink may be taken out of the cafeteria** unless you have a lunch container because you brought your lunch to school

- ***Horseplay and rowdiness are inappropriate in the cafeteria. This includes throwing food, popping bags and smashing milk cartoons.**

*Students will be dismissed from the cafeteria by table and or your teacher.

*Good conduct is expected during the lunch period. Disciplinary action will be taken against students who fail to comply.

*Inappropriate behavior is not permitted in the lunch line or in the cafeteria. Students should throw away all trash and leave the tables clean for the next lunch period.

Students who choose not to comply with the expectations for cafeteria behavior choose the following:

First Offense: Teacher designated Consequences (Preferential Seating during Lunch and/or Cleaning of Lunch area.)

Second Offense: Teacher detention after school

Third Offense: School Service- (minimum 1 hour)

Fourth Offense: 1-2 days OSS

HALLWAYS/ HALL PASSES

Students must obtain a hall pass before they leave a class for any reason. **Hall passes are in the student handbook/agenda.** When passing between classes, all students should keep to the right of the hallways as much as possible. All students are expected to use quiet voices and be orderly when using the hallways for any reason.

Any time you are in the hall during class time, you must have a regulation hall pass or a signed note from your teacher including date, time and destination. **All teachers/staff have the authority to correct any student they see misbehaving. IF a student should misplace or destroy his/her agenda, a replacement fee of \$5.00 must be paid to the school before a new student agenda (handbook) is issued. STUDENTS ARE NOT TO SHARE AGENDAS/HALL PASSES WITH OTHER STUDENTS!**

TELEPHONE/ CELL PHONE

PES is fortunate to have telephones located in each classroom; however, there are a limited number of telephone lines to access. Students are allowed to use the telephone for **emergencies only. Calling home because a student has been reprimanded does not classify as an emergency!** It is important that students spend their time in the classroom learning; therefore, they may not be allowed to use the classroom phones during instructional time. Parents, please give your child instructions prior to them leaving in the morning. **Students caught using a cell**

phone during the school day or on the school bus may have it confiscated and given to an administrator. In this instance, cell phones will only be returned to the parent or parent designee. The school will not accept responsibility of any cell phones lost, damaged or stolen. Students caught using a cell phone during the school day or on the school bus a second time may face additional disciplinary action. ANY STUDENT WHO REFUSES TO HAND OVER HIS/HER CELL PHONE OR ANY OTHER ELECTRONIC DEVICE WILL BE DISCIPLINED FOR LEVEL II INSUBORDINATION.

BUS

To maintain the most effective transportation system possible, parents, please help your child to keep in mind that exercised caution each day will make their journey to and from school more productive and smooth. We ask that you please continuously review the following bus expectations with your child to safeguard their well- being and others.

- Riding the school bus is a privilege. Failure to comply with the written or verbal directions given by school officials (bus drivers included) could result in temporary or permanent suspension from the bus for that academic year.
- Students must ride their assigned bus at all times. Notes to ride a different bus are discouraged to prevent overcrowding. Special permission to ride busses that are at capacity will not be honored. Any request to ride an unassigned bus must be in writing. ALL NOTES MUST BE SUBMITTED TO THE MAIN OFFICE BY NOON IN ORDER TO BE CONSIDERED FOR APPROVAL. Written requests to ride home with friends will not be honored. Due to liability, bus requests by phone cannot be honored. Once students have boarded the bus in the afternoon, please avoid asking the office to have them called off the bus because this causes a delay in our bus schedule. Due to safety and security, we ask that you do not take your child from the bus at dismissal. The bus drivers have been instructed not to release students from to anyone without prior approval from the school's administration.
- All students should refrain from eating, drinking and chewing gum on the bus. Cell phones, electronic and other communication devices are not to be used on the bus.
- All students are expected to be ready when their bus arrives in the morning. There may be times when the busses may run off schedule. In this event, encourage your child to wait at the door or on the porch because a bus will come. Busses will only wait a few seconds for children who are not visible. Students who choose to fight on the bus, at the bus stop before and/or after school will be suspended from school OR suspended from the bus for a minimum of 2 days, first offense.

- If a bus driver has to bring a student back to school or is unable to leave our campus due to unruly behavior, the student will be removed from the bus and will not be allowed to ride the bus that day. If this reoccurs, there will be a minimum 2- day bus suspension,
- Once the signal is given for the busses to leave our campus, students are prohibited from running out to the busses; unfortunately, they have missed the bus for that day. **THIS IS A SAFETY ISSUE THAT WILL BE ENFORCED.**

Consequences for bus misbehavior:

- 1st bus referral= Bus citation or one (1) day bus suspension, pending infraction
- 2nd bus referral= Two-three (2-3) day bus suspension
- 3rd bus referral= Three-Five (3-5) day bus suspension
- 4th bus referral= Five (5) day bus suspension; beyond four referrals= 7-10 day bus suspension and permanent suspension from the bus for the year will be considered.

NOTE: A referral for using profanity will result in a 2- day bus suspension. Talking back to the bus driver could result in a 1-2 day bus suspension. Also, please note that students are monitored by cameras on all regular yellow buses at our school.

Driving a school bus is hard work and requires the drivers to be extremely alert. They do their jobs exceptionally well! Your support helps to make this possible and we hope that we can continue to count on your support, patience and understanding. Together, we will have another great year!

GANG RELATED ACTIVITIES

No student shall commit any act that promotes or 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 or attempted commission of criminal acts or the purposeful violation of any Board of Education policy and having a common name or common identifying sign, colors or symbols. Examples of conduct prohibited by this policy include, without limitation:

- 1) Wearing, possessing, using distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, body markings, or other items, or possessing literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- 2) Communication either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or to promote gang affiliation;
- 3) "Tagging" or otherwise defacing school or personal property with gang or gang-related symbols or slogans;

- 4) Securing payment or protection, money or insurance or otherwise intimidating or threatening any person in connection with gang activity;
- 5) Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang activity;
- 6) Soliciting others for gang membership;
- 7) Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of Board of Education policies that relates to gang activity.

CONSEQUENCES

Violation of this policy shall result in disciplinary consequences as established in the District Handbook for Students and Parents by the principal. *The principal or assistant principal may suspend for any violation that is not in the PES student handbook .*

STUDENT CODE OF CONDUCT

** The following consequences and infractions can be found in their entirety in the District Handbook's Disciplinary Table-Policy numbers are included for your convenience should you wish to read the policy at length. District policy information can be found on the ECPPS webpage.

LEVEL I (Consequences are administered by the classroom teacher)

Offenses:

INFRACTIONS:

- I. DISRUPTIVE/DISRUPTIVE BEHAVIOR (Policy 4315)
 - Excessive talking that interferes with learning
 - Repeated off-task behavior
 - Teasing other students that disrupts the learning process
 - Uncontrolled outbursts (temper tantrums)

I. INSUBORDINATION

- Refusal to cooperate with teacher
- Refusal to engage in academic learning experiences
- Not listening or responding constructively to other team members when in cooperative learning settings or groups.

I. THREATENING/BULLYING/HARASSMENT (Policy 4331, 4015)

- Undesirable behaviors toward others including but not limited to teasing, name-calling, picking –on, making fun-of, embarrassing

I. THEFT/VANDALISM (policy 4330)

- Not respecting others' property ; stealing items valued at less than \$5.00

LEVEL II CONSEQUENCES (Administered by school administrator):

First Offense: Reprimand/ Conference with parent

Second Offense: Loss of school privileges/ one (1) hour of school service or administrative detention

Third Offense: Behavior Contract

Fourth offense: Infraction will be handled as a Level III infraction

Offenses:

II. DISRUPTIVE/DISRESPECTFUL BEHAVIOR Policy 4315)

- Use of electronic devices in school during regular school hours without prior permission (Policy 4318)
- Engaging in play fighting or horse playing
- Inappropriate behavior on a school bus
 - Disrespectful conduct toward teachers or staff members (including but not limited to talking back, walking away) Policy 4310)

II. INSUBORDINATION

- Dress code violation (Policy 4315, 4316)
- Refusal to furnish identification at the request of a staff member
- Antagonistic toward class/ school procedures
- Tardy to class (more than 5 min. late to class)
- Skipping class (more than 5 min. unauthorized time out of class)

- Loitering on school property
- Leaving school or class without permission

II. THREATENING/BULLYING/HARASSMENT (Policy 4331, 4015)

- Repeated undesirable behaviors toward others, multiple Level I offenses including but not limited to taunting, verbal abuse, exclusion, isolation, etc.

II. MISREPRESENTATIONS

- Making false statements to teachers and school officials
- Commercial solicitation (selling items at school without permission)

II. REPEATED VIOLATIONS OF RULES AND REGULATIONS

- Repeated disruptive behavior; multiple Level I offenses. (Students may be placed on a behavior contract at this time.)
- Possession of lighter or matches
- Possession of inappropriate literature or illustrations

II. POSSESSION OF INAPPROPRIATE ITEMS

- Possession of food and beverages outside of cafeteria without administrative approval
- Possession of lighter or matches
- Possession of inappropriate literature or illustrations (Policy 4315)

II. INAPPROPRIATE USE OF TECHNOLOGY (Policy 4312, 4318)

- Sending fraudulent electronic communications misrepresenting the identity of the sender

LEVEL III CONSEQUENCES: (Administered by School Administrator) (OSS= Out of School Suspension)

First Offense: 1 day OSS

Second Offense: 2 days OSS

Third Offense: 3 days OSS

Offenses:

III. INSUBORDINATION

- Failure to follow lawful directions of school officials
- Repeated dress code violation (Policy 4315, 4316)
- Failure to respond to written or verbal directions given by school personnel

III. THREATENING/BULLYING/HARASSMENT (Policy 4331, 4015)

- Repeated undesirable and/ or aggressive behaviors toward others intended to hurt or harm including but not limited to pushing, shoving, getting another person to hurt someone, stalking, etc.

III. THEFT/VANDALISM (Policy 4330)

- Larceny/theft of money or property or damage to property whose value is greater than \$5 but less than \$100 (may include but not limited to staff property, school property, student property or theft from locker)

III. MISREPRESENTATIONS

- Academic misconduct: (cheating, copyright, plagiarism, intentional misuse of technology such as but not limited to cell phone or other wireless device.)
- Forgery of documents (signing parent's name to papers; signing teacher's name to passes)

III. REPEATED VIOLATIONS OF RULES AND REGULATIONS (Policy 4315)

- Repeated disruptive behavior; multiple Level I-II offenses (Maximum 2 days for truancy or tardiness)

III. POSSESSION OF INAPPROPRIATE ITEMS

- Possession and or use of tobacco and or tobacco products (may include but not limited to cigarettes, e-cigarettes, smoking, dipping, chewing) on school grounds or buses

III. INAPPROPRIATE USE OF TECHNOLOGY

- Creating or intentionally accessing any material that is obscene, pornographic, or considered harmful or abusive
- Revealing personal/ private/confidential identifying information of oneself or others
- Unauthorized use of another individual's ID password
- Using an electronic device to reproduce images of tests or unauthorized use in instruction
- Using an electronic device to obtain unauthorized access to school information

III. GANG ACTIVITY (Policy 4328)

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, body markings, or other items, or possessing literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang, or that promotes gang affiliation (Policy 4315, 4328)
- Communication either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership, affiliation in any gang or to promote gang affiliation

III. INAPPROPRIATE ACTIONS

- Gambling
- Trespassing: no student shall trespass on the campus of another school during the school day

LEVEL IV CONSEQUENCES (Administered by School Administrator)

FIGHTING

First Offense: 2 days OSS	3 days OSS
Second Offense: 3 days OSS	5 days OSS
Third Offense: 5 days OSS	(3rd fight becomes a Level V infraction) 7 days OSS and Discipline Contract)

PROFANITY/ Verbal Abuse DIRECTED TO A SCHOOL EMPLOYEE OR ADULT WILL RESULT IN A TWO (2) - FIVE (5) DAY

SUSPENSION FROM SCHOOL (Level IV)

Offenses:

IV. DISRUPTIVE BEHAVIOR/DISRESPECTFUL BEHAVIOR (Policy 4315)

- Profanity/Verbal abuse directed to a school employee or adult (Policy 4310)
- Student demonstrations, disruption of school activities by verbal, written or symbolic speech
- Excessive and repeated disruptions (talking and behavior) in the classroom
- Fighting, involving 2 students that does not cause a serious bodily injury, but does disrupt the educational process (Policy 4333)

(NOTE: PES IN CONJUNCTION WITH ECPPS DOES NOT HAVE A SELF DEFENSE POLICY

IV. THEFT/ VANDALISM (Policy 4330)

- Larceny: Theft of money or damage to property whose value is between \$100 and \$500 LAW ENFORCEMENT MUST BE NOTIFIED

- Vandalism: Malicious injury to property between \$100-\$500 in damage LAW ENFORCEMENT MUST BE NOTIFIED

IV. REPEATED VIOLATIONS OF RULES AND REGULATIONS (Policy 4315)

- Repeated disruptive behavior; multiple Level I-III offenses (Maximum 2 days for truancy or tardiness)

IV. POSSESSION OF INAPPROPRIATE ITEMS (Policy 4333)

(Note: Possession constitutes on person, in lockers, in personal belongings or in vehicles located on school grounds or at school sponsored events)

- Possession (whether openly or concealed) of a pocket knife (with a blade less than 2.5 inches) if the blade has not been opened and exposed.
- Possession (whether openly or concealed) of mace, tear gas, pepper spray or any other similar item
- Possession of fireworks, bullets, or any similar weapon or explosive
- Possession of inappropriate items on school property, not otherwise specified in these guidelines, which could reasonably be used to harm another person

IV. INAPPROPRIATE USE OF TECHNOLOGY

- Installing or using anonymous proxies to circumvent content filtering
- Installing or introducing computer programs or viruses to degrade or disrupt system performance
- Unauthorized creation or use of foreign programs or software
- Cyber-bullying

IV. GANG ACTIVITY (Policy 4328)

- Repeated Gang Activity Minimal Offense
- "Tagging" or otherwise defacing school or personal property with gang or gang-related symbols or slogans.

IV. THREATENING /BULLYING/HARASSMENT (Policy 4331, 4015)

- Aggressive physical, verbal, and or non-verbal behaviors intended to hurt or harm others including but not limited to threatening, intimidating, harassing, coercing another student or adult
- Retaliation for reporting threats, bullying, harassment, discrimination
- Cyber-bullying

IV. INAPPROPRIATE ACTIONS

- Inappropriate public displays of affection such as kissing, petting, hugging, fondling and or making out when such conduct

is repeated after a warning or is severe or pervasive

- Intentionally burning an object on school property (not arson)
- Unauthorized use of fireworks

LEVEL V CONSEQUENCES (Administered by school administrator)

First Offense: 5 days OSS

Second Offense: 6 days OSS

Third Offense: 7 days OSS

Offenses:

V. DISRUPTIVE BEHAVIOR/DISRESPECTFUL BEHAVIOR (Policy 4315)

- Continued disregard for school rules, procedures or directions of school personnel

V. THEFT/VANDALISM: LAW ENFORCEMENT MUST BE NOTIFIED (Policy 4330)

- Larceny/theft of money or property or damage to property whose value is greater than \$500
- Vandalism-Malicious injury to property greater than \$500 in damage

V. REPEATED VIOLATIONS OF RULES AND REGULATIONS (Policy 4315)

- Repeated disruptive behavior; multiple Level I-IV offenses (Maximum 2 days for truancy or tardiness)

V. POSSESSION OF INAPPROPRIATE ITEMS (Policy 4325)

(Note: Possession constitutes on-person, in lockers, in personal belongings, or in vehicles located on school grounds or at school sponsored events)

- Possession of alcohol or marijuana on school property or at school sponsored events. LAW ENFORCEMENT MUST BE NOTIFIED
- Possession of drug paraphernalia as defined by NC General Statute 90-113.21
- Unauthorized possession of any prescription drug or medication, which has not been lawfully prescribed for the student possessing or using the medication.

V. INAPPROPRIATE USE OF TECHNOLOGY (Policy 4312, 4318)

- Intentional damage to a computer, computer program/software, computer data, computer system, or computer network
- Using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts. Hacking

- Creating an unauthorized copy of computer data, programs, or software
- Using an electronic device to tamper or alter grades
- Deliberate destruction of a computer, computer program/software, computer data, computer system, or computer network

V. GANG ACTIVITY (Policy 4328)

- Repeated Gang Offense (Moderate Offense)
- Requiring payment of protection, money, or insurance or otherwise intimidating or threatening any person in connection with gang activity; inciting other students to intimidate or to act with physical violence upon any other person in connection with gang activity (ex. Jump-in, sex-in)
- Soliciting others for gang membership

V. INAPPROPRIATE ACTIONS

- Breaking and entering into school buses or buildings. LAW ENFORCEMENT MUST BE NOTIFIED
- Extortion. Threatens or communicates a threat to another with the intention to thereby wrongfully obtain anything of value or advantage. LAW ENFORCEMENT MUST BE NOTIFIED (Policy 4331)
- Affray-Fighting involving more than 2 students that does not cause serious bodily injury but does disrupt the educational process. (Policy 4333)
- Engaging in a fight or disruptive behaviors that result in bodily injury to a staff member or adult who attempts to gain control of the situation (Policy 4333)
- Sexual harassment of students or adults
- Consensual sexual misconduct SCHOOL SOCIAL WORKER MUST BE NOTIFIED
- False fire alarm or other unlawful disruption of school LAW ENFORCEMENT MUST BE NOTIFIED

V. POSSESSION OF A WEAPON AND WEAPON-LIKE ITEMS (Policy 4333, 4335)

(Note: Possession constitutes on person, in lockers, in personal belongings, or in vehicles located on school grounds or at school sponsored events)

- Possession (whether openly or concealed) but not actual use of any air rifle, air pistol, stun gun, BB gun, paintball gun, bowie knife, dirk, dagger, or slingshot. LAW ENFORCEMENT MUST BE NOTIFIED
- Possession (whether openly or concealed) but not actual use (blade has not been opened and exposed) of any type of knife (other than a pocket knife with a blade of less than 2.5 inches whose blade has not been opened and exposed), razor, razor blade, box cutter, ice pick, or any other sharp-pointed or edged instrument except instructional supplies, unaltered nail files and tools used solely for the preparation of food, instruction and maintenance on educational property. LAW ENFORCEMENT MUST BE NOTIFIED

LEVEL VI CONSEQUENCES (Administered by the Board of Education)

- Long-term suspension: 11 days or more (LTS can include the first semester of the following school year if the offense leading to suspension occurs during the final quarter of the year IF it is shown that the student's continued presence is likely to disrupt the educational environment.)
- Out of school suspension, not to exceed 10 days, and possible referral to an alternative learning program, where it is not shown that the student's continued presence is likely to constitute a threat to the safety of other students or to disrupt the educational environment.

Note: Should a student with disabilities exhibit behavior for which a Level II or higher sanction is appropriate; the procedures set out in Policy IGB-RI must be followed.

Note: If any of the above acts occur off campus, a student is subject to discipline if the victim is a student or school employee and there is reasonable basis to believe that the continued presence of the student either constitutes a clear threat to the safety of the victims or others in the school environment or is likely to lead to the disruption of the educational environment.

Offenses:

- POSSESSION OF INAPPROPRIATE ITEMS (Policy 4333)

Note: Possession constitutes on person, in lockers, in personal belongings, or in vehicles located on

School grounds or at school sponsored events.

- Sale, distribution, or use (including being under the influence) of alcohol or marijuana on school property or at school sponsored events. LAW ENFORCEMENT MUST BE NOTIFIED
- Sale, distribution or possession of a controlled substance (or counterfeit controlled substance) as defined by the N. C. Controlled Substance Act (General Statute 90-86) including but not limited to: narcotics, depressants, stimulants, hallucinogens, and anabolic steroids (which are commonly known or referred to as: acid, LSD, speed, Quaaludes, valium, cocaine, crack, PCP, ice, steroids, and other names). LAW ENFORCEMENT MUST BE NOTIFIED

VI. SEXUAL OFFENSES (Policy 4333)

Sexual Assault (not involving Rape or Sexual Offense) which involves the unauthorized or forcible touching of another person's sex organs (which include a female's breast and the genital areas of both sexes) without the consent of the victim. LAW

ENFORCEMENT AND SCHOOL SOCIAL WORKER MUST BE NOTIFIED

VI. UNLAWFUL DISRUPTION OF SCHOOL (Policy 4333)

- Communicating (or conspiring to communicate) a false bomb threat or perpetuating a hoax that would disrupt the educational process. LAW ENFORCEMENT MUST BE NOTIFIED

VI. USE OF A WEAPON (Policy 4333)

- Use of any weapon (other than a firearm or powerful explosive) to threaten to harm or to actually harm another person. This includes any knife whose blade has been opened and exposed. LAW ENFORCEMENT MUST BE NOTIFIED

VI. COMMISSION OF A FELONY

- Any student who commits an act of misconduct on or off campus that is defined or described as a felony under the criminal laws of the United States or of the State of North Carolina and whose continued presence in school DOES NOT
constitute a clear threat to the safety of other students or employees.

LEVEL VII CONSEQUENCES : (Administered by the Board of Education)

Students under the age of 14 at the time of the offense are subject to Level VI consequences

Please refer to the district handbook for specific details regarding infractions

ACTIVITIES: Students must meet academic and behavior standards in order to participate in all extracurricular activities. Extracurricular activities are limited to students in grades 4 and 5. These events will be determined. All students are eligible to participate in other activities designed for specific age groups as part of Positive Behavior Intervention Support (PBIS).

HANDBOOK/ SIGNATURE SHEET

NOTE: STUDENTS ARE NOT TO TEAR OUT ANY PAGES IN THIS HANDBOOK, SHARE THEIR HANDBOOK WITH OTHER STUDENTS NOR FOLD/DEFACE THIS HANDBOOK IN ANY WAY.

Please present this page (signed) to your home base teacher before September 8, 2017. (Do not remove from handbook)

I have read this handbook with my child/children and have shared the various responsibilities, rules, policies, and services with them. I have also read completely the following sections:

Student Code of Conduct

Bus

Attendance

Grooming and Dress Code

Student Expectations

Absence / Absence Excuses

Drop off/ Pick up Procedures

Gang Related Activities

I also understand that if I have any questions regarding these specific sections or any of the information in this student handbook, I should speak with the principal/assistant principal. Please encourage your child, to ask his/her teacher, principal or assistant principal any questions regarding the student handbook.

Signature of Parent/Guardian

Signature of Student

Date

Teachers: Please sign the forms and EXPECT students to have them signed by September 8, 2017

Teacher's Signature _____ Room # _____ Grade level _____

Date _____