

Chicod Parent & Student Handbook



2020-2021

Mission of Pitt County Schools

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 21st Century.

Mission of Chicod School

To Engage And Empower Every Student To Become A Life-Long Learner



School Policies Governing Students

CALENDAR OF EVENTS

Please refer to the Chicod website <https://www.pitt.k12.nc.us/site/Default.aspx?PageID=2117> and the Chicod Facebook page for school events.

Arrival and Dismissal Times

Teachers Arrive	7:15 a.m.
All Teachers on duty:	7:25 a.m.
Breakfast begins for students	7:30 a.m.
Building open for students	7:30 a.m.
Tardy Bell rings	7:55 a.m.
Homeroom	7:55 – 8:00

*Students entering classrooms after 8:00 a.m. without an excused/unexcused tardy note are considered tardy and should be sent to the office.

Dismissal for students	1:30 p.m. (Staggered Dismissal)
Dismissal for all teachers	3:00 p.m.

For school closings or delays, call **PCS Hotline at 830-3535**. Alert Now calls will be made to notify students and staff of closings. Be sure that your phone number is updated with the county office to ensure you receive Black Board Connect Messages.

COMMUNICATION, COMMUNICATION FOLDERS, AND STUDENT PLANNERS

A communication folder will be sent home on Wednesdays for students in grades K-2. In those folders you will find student work and teacher/administrative letters.

3-8 students will receive one student planner for the year.

The school uses various platforms to communicate and inform families including but not limited to: the Chicod Website, Newsletters, Fliers, Blackboard Telephone calls, Remind App., Class Dojo, and Chicod Facebook Page.

Student Cohorts & Identification Placards:

Each Cohort will be provided with a colored Car Placard (Purple/Gold) corresponding with their assigned cohort. Students who have siblings that live in the same household but have last names will be assigned to the cohort of the youngest child.

Student Schedules

Parents should have completed the online PCS Registration Form choosing a Learning Option for their child/children. Student schedules have been created by using an extensive process that includes: 1) Teacher input and anecdotal notes 2) Individual Student Education Plans and 504 Plans 3) 2019-2020 Student Performance Data (Kindergarten 2019-2020 BOY Test Data) 4) Student Discipline Data 5) Gender and Ethnicity 6) Parent choice under Plan B of the PCS School restart plan. Students and their families do have an option of choosing a year-long Fine Arts Class.

All **Student Schedule Changes** will be evaluated by the principal. The principal will make all final decisions on any schedule change. Schedule changes will only be granted in extenuating circumstances for educational reasons. The only exception to this procedure is Band and Orchestra. A written request from the student's parent/guardian to join, or be removed from the Band and Orchestra program must be presented to the Band and Orchestra Director for approval. Once approved by the Band and Orchestra Director, he/she will submit the change to the principal for final approval.

A requested schedule change should be submitted in writing to a Chicod School Counselor.

The D.H. Conley attendance designated Learning Zones:

Curriculum and Instruction

In **Plan B**, Pitt County Schools will follow an A/B week schedule. Learning Zone A week students will participate in the learning experience at school, Learning Zone B week students will participate in scheduled or anytime and vice versa.

Learning Zone A (A-L) - **PURPLE (In-School Learning)**

Learning Zone B (M-Z) - **GOLD (At-Home Learning)**



EVERY. SINGLE. DAY.



Educational Programs and Services

Learning Zones A and B Example

Susy Q, is in third grade and has been assigned to Learning Zone A. Learning Zone A, is in their assigned week of Face-to-Face instruction. Susy Q, is in the classroom for five days, the standards and learning targets for the week are on multiplication facts. The teachers has created activities in the classroom centered around learning multiplication facts.

Shania K, is third grade and has been assigned to learning Zone B. Learning Zone B, is in their assigned week of Virtual Learning at home. While Shania K, is at home for five days, the standards and learning goals for the week are on multiplication facts. The teachers has created online activities, centered around learning multiplication facts.

Chicod School will follow all Covid-19 Toolkits and Guidelines:

If you leave home, know your Ws!



Know your Toolkits and Keep up on the Updates:

NC Strong Schools Toolkit and FAQ:

<https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>

<https://files.nc.gov/covid/documents/guidance/education/Strong-Schools-NC-FAQs.pdf>

PPE Guidance:

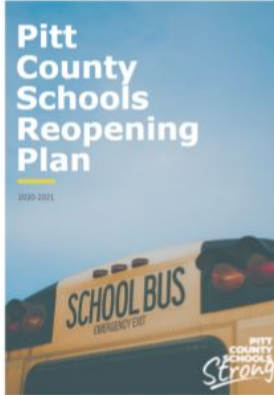
<https://files.nc.gov/covid/documents/guidance/education/Strong-Schools-NC-Public-Health-Toolkit-PPE-Guidance.pdf>

Reference for Suspected/Presumptive/Confirmed COVID

https://files.nc.gov/covid/PHT-ScreeningReferenceGuide_6.30.pdf

Public Information

PCS Information



Internal Document Coming



Working on Parent FAQs



Public Reporting-COVID 19

Covid-19 Contacts: Mrs. Jeffries and Mrs. Jordan

Covid-19 Quarantine Room: ISS Room in MU (NO ISS/CHOICES)

PROCEDURE 4316/5020/7340-P

ADOPTED: August 6, 2020

REVISED:

RULES REGARDING FACE MASK WEARING IN RESPONSE TO COVID-19 PANDEMIC

As the COVID-19 pandemic evolves, emergency measures are required in response. In consideration of the recommendations issued by the Centers for Disease Control and Prevention and the North Carolina Department of Health and Human Services and the requirements issued by the North Carolina Department of Public Instruction, the superintendent is adopting this emergency procedure for all students, visitors, and employees.

I. Students

A. Requirement to Wear Masks

Until further notice, all kindergarten through 12th grade students shall be required to wear a face mask (a) while attending school or a school function in any school building, facility, or other area of a school campus, including outside, (b) when riding on school buses or other school transportation vehicles, and (c) when waiting at bus or other school transportation stops. All face masks must cover the nose and mouth of the student. Students shall wear masks and face coverings at all times except for the following:

1. The student is actively eating or drinking;
2. The student is engaged in strenuous physical activity and able to maintain 6 feet of distance from other people;
3. The student has difficulty breathing or otherwise cannot tolerate a face mask due to a developmental, medical, or behavioral health need as evidenced by documentation from a healthcare provider;
4. The student is unconscious; or
5. The student is incapacitated or otherwise unable to remove the mask without assistance.

Documentation from a healthcare provider necessary to establish an exemption under Section (I)(A)(3) must specifically state that the student is not able to wear a mask and further opine that the healthcare provider has discussed the ramifications of not wearing a mask with the student's parent and that both believe that it will be safe for the student to attend school without wearing a mask.

B. Consequences for Violating the Requirement

Students who do not meet the requirements of section (I)(A)(3) of this procedure and who refuse to wear a face mask in all instances shall be referred for fully online instruction after a conference with the students' parents or guardians. Students who temporarily remove their masks (i.e. full removal from the face, uncovering their nose, or uncovering their mouths) in violation of this policy shall receive consequences as follows:

1. For a first time offense, the student shall receive counseling on the importance of mask wearing.
2. For a second offense, the teacher or principal shall conduct a parent-teacher conference.
3. For a third offense, the student will receive a disciplinary consequence in accordance with the Code of Conduct and/or policy 4316.
4. For a fourth offense, the student will be referred for full time online instruction.

Principals have discretion to impose a higher level consequence for an earlier offense based on the severity of the incident and the age of the student.

II. Visitors

Individuals holding safety sensitive positions are prohibited from engaging in conduct prohibited by Pitt County Board of Education Policy 7240, Procedure 7240-P, and from

A. Requirement to Wear Masks

Until further notice, all visitors, except for children under the age of 2, shall be required to wear a face mask while present in any school building, facility, or other area of a school campus, including outside. All face masks must cover the nose and mouth of the visitor.

B. Consequences for Violating the Requirement

Visitors who violate this requirement shall not be permitted to be on the premises of the school building, facility, or other area of a school campus, including outside.

III. Employees

A. Requirement to Wear Masks

Until further notice, all employees, including Pre-K staff, shall be required to wear a face mask while working or attending a school function in any school building, facility, or other area of a school campus, including outside, and when operating a school bus or other school transportation vehicles. All face masks must cover the nose and mouth of the employee.

Employees shall wear masks and face coverings at all times except for the following:

1. The employee is working in a classroom, office, or other enclosed space and no other person is present;
2. The employee is actively eating or drinking;
3. The employee is engaged in strenuous physical activity and able to maintain 6 feet of distance from other people;
4. The employee has a documented medical condition, has submitted a request for an exemption from this policy to the human resources department, and the human resources department has approved the request;
5. The employee is unconscious; or
6. The employee is incapacitated or otherwise unable to remove the mask without assistance.

B. Consequences for Violating the Requirement

Employees who violate this policy may be subject to disciplinary action, up to and including dismissal.

IV. Contractors

A. Requirement to Wear Masks

Until further notice, all contractors, including Pre-K contractors, shall be required to wear a face mask while working or attending a school function in any school building, facility, or other area of a school campus, including outside, and when operating a school bus or other school transportation vehicles. All face masks must cover the nose and mouth of the contractor.

Contractors shall wear masks and face coverings at all times except for the following:

1. The contractor is working in a classroom, office, or other enclosed space and no other person is present;
2. The contractor is actively eating or drinking;
3. The contractor is engaged in strenuous physical activity and able to maintain 6 feet of distance from other people;
4. The contractor is unconscious; or
5. The contractor is incapacitated or otherwise unable to remove the mask without assistance.

B. Consequences for Violating the Requirement

Contractors who violate this policy will be subject to termination of contracts/agreements, restricted from school property, and/or subject to other consequences as appropriate.

V. Permitted Face Masks

A face mask is any face covering that covers the nose and mouth which can be secured to the head with ties or straps or wrapped around the lower face. Ideally, a face mask is two or more layers. The state of North Carolina will supply students and staff with five reusable cloth face masks.

To meet the requirements of this policy, students and employees may wear the state supplied face masks, disposable masks, clear plastic masks, or cloth masks that are solid colored, spirit wear, or have a small repeating pattern. Visitors and contractors may wear disposable

masks, clear plastic masks, or reusable cloth masks that are solid colored, spirit wear, or have a small repeating pattern. Masks should not have lewd or obscene images and should not display any insignias or words. Photographic examples of permitted face masks are depicted below.

The board will also permit students, visitors, employees, and contractors to wear solid colored “ear saver” straps which fit across the back of the head or headbands.

Tie/ Strap Mask Example



Gaiter Style Mask



Disposable Mask Example



Spirit Wear



VI. Face Shields

Plastic face shields that wrap around the wearer’s face and extend below the chin may protect a wearer from respiratory droplets spread by others. Unlike with face coverings, it is not known if face shields provide any benefit in controlling the spread of respiratory droplets to others. The CDC does not currently recommend a face shield as a replacement for a face mask. However, employees and students who qualify for an exception under section (I)(A)(3) or III(A)(3) of this procedure may wear a plastic face shield as a substitute for a face mask.

Health & Safety During the Covid-19 Pandemic:

Student Temp Checks Prior to Entering Building

- Car Riders - Prior to exiting cars
- Bus Riders - Exiting Buses
- ❖ All students will receive a ticket indicating that their temperature has been checked before entering the building. The ticket will be collected in a container by the HR teacher when the student arrives at HR.
- ❖ Staff are to report to the office upon arrival to have their temperature checked.
- ❖ Breakfast - Grab-n-Go
- ❖ Lunch Grab-n-Go. Eat in classrooms after going through the cafe'.

AFTER SCHOOL PROGRAM

Parents interested in this program should contact the Pitt County Community Schools office at 252-902-1975 for additional information and charges.

SCHOOL FEES

All students are expected to pay school fees for the current year. The money is used to purchase additional instructional supplies to enhance the curriculum. Fees are to be paid via our online payment system at <https://www.schoolcashionline.com/>.

Total \$10.00

ASSIGNMENTS-GRADING

Each day, every student should come to school prepared for the day's work. All assignments should be completed and on time. Each student shall be fully prepared with all materials that are necessary for the day's work at school. Students should plan to have paper and pencil daily for class work. Grades 3-8 will use a 10 point grading scale.

HOMEWORK POLICY – GRADES 5-8

Pitt County policy 9.611 revised on 1-16-96 states that the weighted value of homework is not to exceed 20 percent of a student's total grade. Homework with no feedback is unacceptable and should never be used as punishment. Students should not be punished excessively for unsigned or missed work.

PCS Suggested Homework Amounts:

Grades K-3 - 0-30 minutes per day three to four times a week

Grades 4-8 - 40-80 minutes per day three to four times a week.

MAKE-UP WORK

In the case of a lawful absence, the student must make arrangements for making up the work missed. This should be done as soon as possible when the student returns to school with the student assuming the initiative. Students will have **three days** in which to make up tests and work assignments missed with a **lawful absence**. In the case of an unexcused absence, the student may be denied the right to make up work or test.

Upon returning to school after an absence, the pupil should bring a written excuse. This excuse should include the name, date(s) of the absence, reason, and the signature of the parent or guardian.

The State of North Carolina recognizes the following reasons for lawful absence:

1. illness or injury
2. quarantine
3. death in the immediate family
4. medical or dental appointments
5. court or administrative proceedings
6. religious observances
7. educational opportunity

Board of Education Policy: A student who is absent a total of 21 days per class period, per school year shall automatically fail the work for the school year. See Board of Education Policy on page B-10 – B-12 in Section B.

INTERNET USE

Chicod School now offers students access to the Internet through the Pitt County computer network. Computers are used to support learning and to enhance instruction. Because access to the Internet provides connections to other computer systems all over the world, users (students, teachers, and parents) must understand that neither Chicod School nor any staff member controls the content of the information available on these other systems. Some of the information is controversial and sometimes may be offensive. Chicod School does not condone the access or the use of such materials.

A responsible user may use the Internet to research assigned classroom projects and personal areas of interest under the direct supervision of an adult. E-mail at Chicod School is to be conducted only under the direct supervision of the classroom teacher in correlation with the North Carolina Standard Course of Study. All e-mails are screened by Pitt County School personnel.

A responsible user:

- **may not use the Internet for any illegal purpose**
- **may not use impolite or abusive language**
- **may not send or receive copyrighted material without permission**
- **may not share his or her USER ID password**

Also, as stated in the Pitt County Code of Student Conduct (Rule 17): “No student shall have or possess any obscene literature, photographs, slides, motion pictures, videos, or other materials. Students shall not intentionally access or view on the Internet at school or disseminate across the Internet or in any manner such materials.” This is a Category I offense which may result in up to **5 days suspension** from school for the first offense.

Please notify the school in writing if you do not want your child to have access to the Internet at Chicod School. Send the notification to your child’s teacher and they will forward a copy to the office.

INSURANCE ENROLLMENT FOR STUDENT ACCIDENT COVERAGE

For more information about Student Accident Insurance or to enroll, please go to the Pitt County Schools website www.pitt.k12.nc.us. Please click on the Parents and Students link and then on Student Insurance Forms. You will also find a price list and information list located in section B of this handbook.

LUNCH

Students who qualify may receive free or reduced lunches. For a student to qualify, parents must fill out an application, which remains on file in the administrative offices of the Pitt County Schools and is approved by the child nutrition staff. Should anyone need assistance in this process, please contact the cafeteria manager at 746-2330.

Microwaves will be available to students in grades 6-8 only to warm and reheat lunches. Due to student safety, microwaves are NOT to be used to cook pre-packaged foods/meals or food with glassware. Use of the microwaves is a middle school privilege. Violation of this policy may result in the loss of microwave privileges.

MEDIA CENTER - BOOK CHECK -OUT POLICY

Students in grades K-2 are allowed 1 book per checkout for a two (2) week period. Grades 3-8 are allowed 2 books per two (2) week period. Students are expected to pay for lost or damaged books.

MEDICATIONS

Please refer to B-41 in the Pitt County Policy Section. Note: Any Medication to be administered at school will require a physician's order. Medicine **MUST** be in the original bottle and be accompanied by the signed green Authorization for Medication form.

STUDENT LOCKERS

Lockers are provided for students in grades 4-8 to store limited items. Lockers are not large enough to store every school item. Students need to be careful about putting valuable items in the locker because they do not serve the purpose of a safe. Only locks secured through the school master lock system will be allowed on the lockers. Students are encouraged to purchase a lock for their PE locker as well. This lock would only be used during their PE period and may be a store bought lock.)

Students are not to store items from other students in their locker or give their combinations to other students. This will result in the student(s) losing their locker privileges for the remainder of the year.

SCHOOL DAY

The official school day begins at 7:50 a.m. each morning. All students should be in homeroom/first period class by the 7:55 a.m. bell. (This is the TARDY BELL.) K-2 students will be dismissed at 2:45 p.m. 3-8 students will be dismissed at 2:50 p.m.

No student should arrive on campus prior to 7:30 a.m. unless enrolled in the Before School Program. Parents arriving on campus with students before 7:30 a.m. are to remain with their students in designated parking areas until the bell rings at 7:30 am. A bell will sound at 7:30 a.m. as a signal for all students to report to their homerooms/first period class. The main entrance doors will not be unlocked until 7:30 a.m. each day and will lock back at 8:00 a.m. and will stay locked for the remainder of the school day. Once students arrive on campus, they are expected to follow Chicod's discipline policy. No student should remain after school unless involved in a supervised activity, and must be picked up by 3:00 p.m. unless they are enrolled in the After School Program.

- ***Early dismissal is discouraged. Under normal operations early sign-outs should be made prior to 2:15. This policy is for the safety of your child, and to preserve precious instructional time for all students.***
- ***Students leaving school other than their normal departure must have a written note from their parent or legal guardian. Please include a daytime phone number.***

EARLY BIRD PROGRAM

Chicod School will offer an Early Bird Program for students arriving on campus between 7:00 a.m. and 7:15 a.m. All students will report directly to the cafeteria and remain in a seat until 7:30 a.m. Parents will pay \$1.00 per day for each student that is dropped off before 7:15 a.m. due to buses entering the parking lot. Any inappropriate behavior will result in the student being exited from the program for the remainder of the year. Students' temperatures will be checked before the parent can drop off the child. Parents walking their student(s) inside the cafe must wear a mask.

Students will pay a \$10.00 enrollment fee. This fee registers them for a space in the program. Additionally, students will pay \$20 on the first school day of each month per student. This can be paid for online at <https://www.schoolcashonline.com/>.

TARDY POLICY

ALL students that arrive on campus, after the tardy bell has rung, need to report to the office to sign-in and receive a Tardy Pass. Students entering late/tardy are a disruption to the instructional day and will need to have a Tardy Pass from the office to enter the classroom. Students will need to walk themselves to class once the tardy bell has rung. (7:55 am)

Attendance in school for the full time allotted for classes is essential for student success. Unexcused tardies and early dismissals cost our children 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 on time and stay for the entire day of instruction.

Repeated tardiness and early dismissals from school or class is a Category I offense according to the PCS Code of Conduct. The following actions will be initiated on the days indicated.

Days Tardy/Early Dismissal	Consequences
3 to 6	At the 4th tardy/early dismissal the school will generate a letter to the parent.
10	At the 10th tardy/early dismissal the school will generate a letter to the parent. The School Social Worker and/or School Counselor will contact parent. The student will be assigned consequences per the PCS Code of Conduct.
>11	The student will be assigned consequences per the PCS Code of Conduct. A Truancy Mediation meeting will be held with the school social worker, administration or designee and the parent.
>15	The student will be assigned consequences per the PCS Code of Conduct. The school social worker, administration or designee will file Truancy Mediation Charges with the Pitt County District Attorney's office.

Excused Tardies:

- (1) Illness or injury-bring doctor's note
- (2) Quarantine
- (3) Serious Injury Death in Immediate Family
- (4) Medical or Dental Appointments – bring doctor's note
- (5) Court or Administrative Proceedings – bring note from the Courthouse
- (6) Religious Observances
- (7) Educational Opportunity – must receive prior approval from administrator.
- (8) Late Bus

SCHOOL TELEPHONES

Students will be allowed to use the school phones per staff permission.

TRANSPORTATION

Alternate Rides Home

If you wish to request a change of transportation for your child, you ***must send a written note*** to school. True emergencies will be dealt with on a case by case basis. Students will NOT be allowed to ride a bus if they are NOT a bus rider. Students are NOT allowed to ride a bus that they are NOT assigned to.

Bus Riders

Bus Riders should be at their designated Bus Stop 15 minutes prior to their scheduled pick up time. Students are unloaded at the school at 7:30 a.m.. Bus loading at dismissal will be staggered. No changes to bus assignment will be honored.

Car Riders

In the 2020-2021 school year, there will be a centralized drop off and pick up location for all students regardless of grade level. Grades K-3 will drop off and pick up at the canopy adjacent to the Mobile Classroom Building. Grades 4-8 students will be dropped off and picked up adjacent to the 600 & 700 wings.

UNIFORM POLICY

Please refer to the Pitt County Schools website at www.pitt.k12.nc.us , for more detailed information regarding the Uniform Policy. Chicod School will allow students to wear “Spirit Wear” as a part of the student uniform policy. Students who do not wear “Spirit Wear” must wear a collared shirt.

VISITATION BY PARENTS /FAMILY MEMBERS

Visitation for ALL visitors will be limited during the Covid-19 Pandemic. Under normal operations parents are welcome to visit Chicod. All visitors must secure a visitor’s pass and sign in using the computer monitoring system located in the front office. If you wish to observe in a classroom, please make an appointment through the main office. Observations should be made 24 hours in advance and be limited to 30 minutes. Appointments with faculty can also be scheduled through the office and are to take place during a teacher’s planning time, before, or after school. Check with your child’s teacher or the front office for the times teachers are available. Delivering items to your child will be done only through the office. Please label notes, lunches, etc. for delivery purposes. Teachers have been asked to refer parents to the office prior to classroom contact. Visitors will not be allowed to go to a classroom unless scheduled with the teacher.

VOLUNTEERS

PTA sponsored volunteers work throughout the school. All volunteers must report to the office to secure a volunteer badge through the computer monitoring system. We have many working committees at the school. Please let us know if you are available to work on a committee or some other type of volunteer effort. Contact our PTA Volunteer Coordinator, Renita Holt.

YEARBOOKS

We will be sending an order form home at the beginning of school for you to purchase yearbooks as well as personal and/or business ads.

STUDENT SERVICES

Pitt County Schools strive to provide optimum teaching and learning conditions for all students through a comprehensive education program. If it is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional, and behavioral issues that may interfere with their educational success. Qualified professional personnel are available to provide preventive, remedial, and crisis intervention to identify and remove barriers to learning. Utilizing a team approach, these professionals partner with other educators, parents, and the community to support students throughout the educational process. The Student Services Team includes school counselors, school social workers, school psychologists, school health specialists and additional specialized staff.

School Counselors are assigned at each school to provide on-site services and essential student services coordination. Counselors provide developmental, preventive, and responsive direct services to students through individual and group counseling, group guidance, academic and career planning, student assessment, and consultation, referral, and follow-up. Indirect services include the coordination of support services within the system and from outside agencies, assisting teachers in integrating guidance goals into classroom instruction, and consultation and collaboration within schools, with parents and the community to address student needs.

School Health Specialists are being provided by Pitt County Memorial Hospital to serve the K-8 schools on a weekly basis. These professionals are Registered Nurses and have multiple school assignments. Coordination of health care services is provided to promote healthy lifestyles and behaviors, disease and injury prevention education, evaluation of specific medical concerns affecting student achievement, linking students to health care providers, medication management, and assisting with coordinating care of children with exceptional needs.

School Psychologists also serve the K-12 schools through weekly and as needed contact at their multiple school assignments. Psychologists provide evaluations and analyze test results to identify students' cognitive strengths and weaknesses and learning, emotional, and behavioral problems. They are extensively involved in all aspects of the Exceptional Children's Program including consultations with staff and parents, behavioral intervention plans, serving as members of School-Based and Administrative Placements Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments.

School Social Workers have multiple school assignments and work in K-12 schools on a weekly and as needed basis. Social workers serve as a liaison between the home, school, and community, with a primary focus on encouraging parental input and involvement. Assistance is provided in identifying and addressing concerns through assessment of the influences in a student's total environment that may impact the educational setting.

Direct services are provided to students and families in the school and home that includes individual, group, and family counseling, community resource information and referral, and advocacy. Consultation with staff, parents, and the community is provided to address student's needs, school board policy and procedures, and family and child welfare laws.

To contact any member of your school's Student Services Team, please call your school's office at 252-746-6742.

CHICOD PTA

We encourage all parents and guardians to join the PTA! We are dedicated to promoting our Chicod children's health, well-being, and educational success through strong parent, family and community involvement. Please contact us anytime at our general contact information:

ChicodPTA@gmail.com or (252) 493-6742.

2020-2021 PTA

President: Sherry House

- o Vice President: Vanessa York
- o Treasurer: Heather Waddell
- o Secretary: Summer Dail

For PTA information contact our PTA President, Sherry House.

ATHLETICS

Dressing-Out for Physical Education

Students will NOT be required to dress out during the Covid-19 Pandemic. Under normal operating guidelines, students in grades 6-8 are expected to dress out (change clothes) for Physical Education. Students may change into the **Chicod Physical Education uniform, or approved “Spirit Wear”**. The cost for the **Chicod Physical Education uniform (Shorts and t-shirt)** is \$20.00. Separately, they are \$10 each. Orders will be taken the first two weeks of school. **K-5 may order the uniform sets as “Spirit Wear” but will not be required to wear them.**

Consequences for not dressing Out for Physical Education:

1st time not dressed - Verbal warning to student

>1 time not dressed - Deduction of 5 points from participation grade

Athletic Insurance for 2019-2020 School Year

You may acquire information regarding this insurance through the Athletic Director, Daniel Hall or on the Pitt County Schools website.

After each nine weeks students will begin with a clean record.

Attendance Policy for Participating on Sport Teams/Events

1. A student must be in attendance 85% of the previous semester to be eligible for a sport.
2. Students must be present in school until 11:30 am or report to school by 11:30 am to be eligible to participate in a game the same day.

Athletics Academic Policy

Athletes are expected to be students first. Students must pass 5 out of 6 classes the previous marking period. If a student fails more than one class during the season that student will be removed from the team. Grades will be checked periodically throughout each sport season.

Athletics Discipline Policy

Office Referral	Athletics Discipline
1 st Referral	No practice or game the day of referral and/or 1 game Suspension
2 nd Referral	No practice or game the day of referral and/or 2 game Suspension
3 rd Referral	Off the team for the remainder of that sports season
OSS	Off the team for the remainder of that sports season
>=2 OSS	Ineligible for any sport the remainder of school year.

Staying for Ball Games

Kindergarten, first, second, and third grade students are welcome to stay after school for ballgames when accompanied by a parent. This is for safety reasons. Fourth through eighth grade students may stay after school without a parent. They are to go in the gym or ball field immediately after school and someone will be there to monitor them. Snacks are available at the concession stand in the gym lobby for them to purchase. Students must follow all school rules during ball games including the Uniform Policy. Failure to do so will result in not being able to stay for any athletic events for the remainder of the school year and will result in punishment based on the Pitt County

Schools Code of Conduct. Students serving In-School or Out-of-School Suspension for that day cannot attend any Chicod School events on or off campus during the duration of their suspension.

STUDENT DISCIPLINE

At Chicod School, we have clearly defined rules and expectations, which lead to a safe and positive learning environment. The Positive Behavior Instructional Support (PBIS) system will be utilized to encourage positive behaviors. Any behavior that disrupts the learning environment for others is unacceptable, and will result in consequences for the offender. Teachers are expected to provide rigorous and engaging learning activities through extensive lesson planning to help minimize student engagement and minimize student disruptions. Teachers and administration will use a systematic approach in assigning consequences for general student misbehavior (excluding Levels II, III, IV, and V according to the PCS Code of Conduct). Students are to follow the Pitt County Student Code of Conduct. It is our intent to encourage responsible behavior and good citizenship within the Chicod Community. There will be a zero tolerance policy with disrespect, fighting, weapon possession, or drug use. If a child feels threatened in any way, they should report the concern to the nearest adult. **Students are not to take matters into their own hands.**

Electronic Devices

Cell phones, iPods, mp3, video games and other electronic devices are allowed on the school campus. However, once a student arrives on campus, students are instructed to place the device in a locker or secure location out of sight. If a staff member sees a device out or sees a students using a device without authorization they are instructed to:

- 1st Offense Item is taken until a parent picks up and signs for it.
- 2nd Offense Item is taken until a parent picks up and signs for it as well as being a Category 1 Offense.

Hallways

Please speak to your child about the need for safety in the hall by not running or pushing. Loud talking and boisterous behaviors are considered disruptive. Students should walk on the right side of the hall at all times.

Cafeteria

Students should use inside voices to talk with their peers that are in close proximity. No sharing of food. Follow all directions of staff.

Physical Contact

Students shall refrain from outward displays of affection for one another. Doing so will result in disciplinary action ~ refer to Pitt County Schools Code of Conduct.

Plagiarism/Cheating

Incident(s)	Consequences
First	No Credit, Parent Contacted
Second	No Credit, Parent Contacted
Third	No Credit, Parent Contacted, Administrative decision based on the Pitt County Schools Code of Conduct

Classroom Consequences Assigned by Teacher (excluding Levels II, III, IV, and V Offenses)

1ST OFFENSE	WARNING - PARENT CONTACT
2ND OFFENSE	BOUNCE/LUNCH DETENTION/RECESS DETENTION - PARENT CONTACT
3RD OFFENSE	BOUNCE/LUNCH DETENTION/RECESS DETENTION/ASD PARENT CONTACT
4TH OFFENSE	OFFICE REFERRAL

Office Referral Consequences (excluding Levels II, III, IV, and V Offenses)

1ST OFFICE REFERRAL	ISS or PROJECT EQUAL
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2ND OFFICE REFERRAL	ISS or PROJECT EQUAL
3RD OFFICE REFERRAL	ISS or PROJECT EQUAL
4TH OFFICE REFERRAL	OSS 1 DAY
5TH OFFICE REFERRAL	OSS 2 DAYS
6TH OFFICE REFERRAL	OSS 3 DAYS
SUBSEQUENT OFFENSES	OSS 5 DAYS AND/OR RECOMMENDATION FOR LONG TERM SUSPENSION

AFTER SCHOOL DETENTION (ASD) & PROJECT EQUAL

ASD is held for 1 hour after dismissal. Teachers may assign ASD as a consequence. Students must be given written notice of the day(s) that ASD is to be served. Failure to attend ASD will result in ISS. Failure to attend ISS or disruptive behavior in ISS will result in OSS.

Project Equal is held after school. Project Equal is an alternative consequence assigned by the administration. Students assigned to Project Equal will be assigned to work with a school custodian doing general house cleaning activities.

BUS CONDUCT

At Chicod School, we have clearly defined rules and expectations, which lead to a safe and positive environment for all bus riders. If a student behaves in a way that is distracting or dangerous to the driver, the driver is to report the misbehavior to the office. Pitt County Bus Rules are found in the PCS Parent Student Handbook. The driver will assign seats and post a seating chart at the front of the bus. Chicod has summarized the rules and expectations as follows:

- 1. Be at your bus stop (15 minutes prior to assigned pick up time) and follow safety guidelines when boarding the bus.**
- 2. Follow the directions of your driver at all times.**
- 3. Take a seat quickly in your assigned seat and remain seated until exiting the bus.**
- 4. Keep your hands and feet to yourself.**
- 5. No eating, drinking, or chewing gum while on the bus.**
- 6. Talk quietly to your seat partner.**

Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. The following conduct (Pitt County School Board Policy #6.201-F) is

specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

1. **Delaying the bus schedule.**
2. **Fighting, smoking, using profanity, and/or refusing to obey the driver's instructions.**
3. **Tampering with or willfully damaging the school vehicle.**
4. **Getting off at an unauthorized stop.**
5. **Distracting the driver's attention by participating in disruptive behavior while the driver is operating the bus.**
6. **Failing to observe established safety rules and regulations.**
7. **Trespassing on a school bus.**
8. **Violating any other rule of the Code of Student Conduct while on the bus or other school vehicles.**

If a student is suspended from the bus, it is the parent's responsibility to transport their child to and from school.

Consequences for Bus misbehavior: (Exceptions: Fighting, drugs, and weapons):

First Offense:	Verbal warning.
Second Offense:	1 Day Bus Suspension
Third Offense:	2 Day Bus Suspension
Fourth Offense:	3 Day Bus Suspension
Fifth Offense:	5 Day Bus Suspension
Six or more:	5 Day Bus Suspension and/or year long suspension

BUS ISSUES

What should my child do if someone is bothering or threatening him/her? If someone is bothering your child, your child should ask him or her to stop. If they do not stop, then tell the bus driver and let the bus driver handle it. Hitting will not be tolerated. Please do not encourage your child to hit back. If they do, they are in violation of the same school board policy as the person who hit first.

Adults boarding and obstructing a school bus: Adults are not allowed to enter or obstruct a school bus. N.C. State Law 14-132.2 Section B states: **“Any person who shall enter a public school bus after being forbidden to do so by the authorized school bus driver in charge**

thereof, or the school principal to whom the public school bus or public school activity bus is assigned, shall be guilty of a misdemeanor punishable by a fine not to exceed one hundred (\$100.00), imprisonment for not more than 30 days or both.” If you need to speak to a driver, send the driver a written request with your phone number for the driver to call you. Please do not talk with drivers at the bus stop.

If your child misses the bus: Please drop them off in the front office. If your child misses the bus in the afternoon, you will be called to pick him/her up.

If the bus is overcrowded: In the event that the bus is over capacity, students will either be moved to a different bus just for that afternoon or the driver may have to make a double route. This doesn't happen often and we will try to notify the parent(s).

Late buses: Occasionally, buses run late due to having a different driver (substitute), inclement weather (heavy rain / fog), or mechanical problems. Our main goal is to get students safely to campus.

Whom to call: If you have concerns about any transportation matters, please call the assistant principal (746-6742 ext. 8003). Please know the bus number, driver, and any names of other students. **Be sure to download the Chicod School App on your smartphone for bus and school information.**

DANCE POLICY

Dances sponsored by the school require students to comply with the standard code of conduct expected at any other extracurricular activity.

Dress code: The length of skirts and shorts should still fall within the guidelines set forth in the standard uniform policy. Tight fitting articles of clothing are not allowed at no time should undergarments be visible. Dress Code for Prom will be outlined in a separate letter to allow semi-formal clothing.

Behavior: Students are required to stay in the assigned area throughout the dance. There is to be no loitering outside and students are not permitted in any other location of the building. Restrooms will be available.

School Fees need to be paid before students are allowed to attend a school dance. If you have questions please speak with either the homeroom teacher or principal.

Students that fail to comply with the attendance or dress requirement will be banned from future dances for the remainder of the school year (including prom).

Students who receive a Category I suspension from the beginning of the school year until the first dance are not allowed to attend the first dance. The same procedure will apply for the time period between future dances. Students receiving a Category II, III, or IV suspension or 2nd suspension will not be allowed to attend any dance after the Category II, III, or IV suspension or 2nd suspension. The dance sponsor should request suspension information a week prior to the dance to notify ineligible students.

EMERGENCY PROCEDURES

Fire Drill

The state of North Carolina requires regular fire drills each month throughout the year.

The signal for a fire drill will be one long continuous ring. This will be our primary method of alerting our school population of the fire alarm. When the fire alarm sounds, students should move at once to the exit in the designated area and walk in an orderly manner.

In the event of a power failure, an alternative system using an air horn will be used to assist in sounding the alarm.

Students exiting the building will move far enough away from the building that all students are safe.

Lockdown

In the event of a lockdown, an announcement will be made school wide that “**we are in currently in LOCKDOWN.**”

1. Students must remain calm and quiet.
2. Clear students from the hallway immediately and report to the nearest classroom.
3. The teachers and students should not leave the location.
4. Students will sit on the floor against a wall that would provide them with protection and concealment.
5. Students should remain in lockdown positions until an announcement is given.

Tornado Drill

The signal for a tornado alert is a series of two short rings of the bell repeated as quickly as possible. Students are to move to the predetermined areas as soon as possible and assume the protected position immediately.