



CELEBRATING EVERY CHILD,
CHALLENGING EVERY
LEARNER

Parent/ Student Handbook

2015-2016



2015-2016 Pitt County Schools Academic Calendar for students & 10 month employees

July							August							September							October							November							December						
Calendar Legend							Calendar Legend							Calendar Legend							Calendar Legend							Calendar Legend							Calendar Legend						
First and last days of school							Teacher Workday							Teacher Workday							Teacher Workday							Teacher Workday							Teacher Workday						
Teacher Workdays							System Designated Workday							System Designated Workday							System Designated Workday							System Designated Workday							System Designated Workday						
System Designated Workdays							Holidays																																		
Holidays							Early Release Days							Early Release Days							Early Release Days							Early Release Days							Early Release Days						
Early Release Days							Annual Leave Days							Annual Leave Days							Annual Leave Days							Annual Leave Days							Annual Leave Days						
Annual Leave Days							Unscheduled Day							Unscheduled Day							Unscheduled Day							Unscheduled Day							Unscheduled Day						
Unscheduled Day							Unscheduled Day							Unscheduled Day							Unscheduled Day							Unscheduled Day							Unscheduled Day						
July 2015							August 2015							September 2015							October 2015							November 2015							December 2015						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a closing, delayed opening, or early dismissal of school for any reason, PCS officials will notify area television and radio stations to announce specific details. Information will be posted on the PCS website (www.pitt.k12.nc.us), notifications are sent through the PCS Mobile App, and Connect 5 calls will be made to PCS faculty, staff and parents. You may also call our Information Hotline at 830-3535 for updates.

MAKE-UP DAYS

Make up days are scheduled in the school calendar to be used in case of school closings due to inclement weather or any other circumstances that cause a day of school to be missed. If vacation or family plans are made on any of these days, one should be aware of the possibility that these days could become student days.

POSSIBLE MAKE-UP DAYS:

October 26, 2015; November 25, 2015; January 19, 2016;
January 20, 2016; February 15, 2016; March 4, 2016;

UNSCHEDULED WORKDAY

Students do not report to school on this day. This is a non-working day for 10 month employees only. 11 & 12 month employees should work their regular schedule or take appropriate leave.

OPEN HOUSE: AUGUST 20, 2015

Grades K-5, 4:00 pm - 6:30 pm
Grades K-8, 5:00 pm - 7:30 pm
Grades 6-8, 5:00 pm - 7:30 pm
Grades 9-12, 6:00 pm - 8:30 pm

MARKING PERIODS

Grades K-8 (Nine-Week) Marking Periods

<u>Nine Week</u>	<u>End Date</u>	<u>Report Cards Issued</u>
1st 9 weeks	10/23/15	11/2/15
2nd 9 weeks	01/15/16	2/1/16
3rd 9 weeks	03/24/16	4/11/16
4th 9 weeks	06/08/16	Mailed

Grades 9-12 (Six-Week) Marking Periods

<u>Six Weeks</u>	<u>End Date</u>	<u>Report Cards Issued</u>
1st 6 weeks	10/02/15	10/12/15
2nd 6 weeks	11/13/15	11/23/15
3rd 6 weeks	01/15/16	2/1/16
4th 6 weeks	03/03/16	3/14/16
5th 6 weeks	04/22/16	5/2/16
6th 6 weeks	06/08/16	Mailed

EARLY RELEASE DAYS

October 13, 2015**; November 10, 2015*; December 18, 2015;
March 17, 2016**, April 14, 2016*; June 8, 2016

Conference times: 3:00 pm – 7:00 pm
* Indicates Parent Conference Days for Grades K-8
** Indicates Parent Conference Days for Grades 9-12

On Early Release Days, each school will dismiss three hours earlier than its regular dismissal time and lunch will be served.



Our Mission: Pitt County Schools will ensure that every student is provided a rigorous and personalized education that prepares them for the ever changing challenges of the 21st century.

Vision

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

Mission

The Pitt County Schools will ensure that every student is provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21st century.

Pitt County Board of Education

Worth Forbes, Chair—District 6 Seat A

Benjie Forrest, Vice Chair—Districts 3 & 6

Mary Blount-Williams-- D

Mildred A Council—District 1, Seat A

Caroline Doherty—Districts 4 & 5

Walter Gaskins—District 3, Seat A

Sean Kenny—District 5, Seat A

Billy Peaden—District 2, Seat A

Marc Whichard—District 4, Seat A

Foreword

This book is to serve as a resource for parents and students. Although it contains some of the policies and procedures of Pitt County Schools, it is not all-inclusive. For a complete listing of district policies and annual public notices from the Federal and State Government, please visit our district website at www.pitt.k12.nc.us.

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

Pitt County Schools Directory Information

Board of Education	830-4200
Child Nutrition	830-4226
Transportation	756-1424
Student Services	830-4204
Facility Services	756-8209

Superintendent's Message

Dear Pitt County Families,

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

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

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



Ethan Lenker, Superintendent

School Directory

<p>A.G. Cox Middle School (6-8) 2657 S. Church Street Winterville, NC 28590 756-3105 Fax: 756-1081</p>	<p>E.B. Aycock Middle School (6-8) 1325 Red Banks Road Greenville, NC 27858 756-4181 Fax: 756-2408</p>	<p>JH Rose High School (9-12) 600 W. Arlington Blvd. Greenville, NC 27834 321-3640 Fax: 321-3653</p>	<p>W.H. Robinson Elementary School (K-5) 2439 Railroad Street Winterville, NC 28590 756-3707 Fax: 756-5072</p>
<p>Ayden Elementary (K-5) 187 Third Street Ayden, NC 28513 746-3672 Fax: 746-6470</p>	<p>Eastern Elementary School (K-5) 1700 Cedar Lane Greenville, NC 27834 758-4813 Fax: 758-7508</p>	<p>Lakeforest Elementary (K-5) 3300 Briarcliff Drive Greenville, NC 27834 756-3941 Fax: 756-3946</p>	<p>Wahl Coates Elementary School (K-5) 2200 E. 5th Street Greenville, NC 27858 752-2514 Fax: 758-6205</p>
<p>Ayden-Grifton High School (9-12) 7653 NC 11 South Ayden, NC 28513 746-4183 Fax: 746-6470</p>	<p>Elmhurst Elementary School (K-5) 1815 W. Berkley Road Greenville, NC 27858 756-0180 756-0513</p>	<p>North Pitt High School (9-12) 5659 NC 11 North Bethel, NC 27812 825-0054 Fax: 825-1310</p>	<p>Wellcome Middle School (6-8) 3101 N. Memorial Drive Greenville, NC 27834 752-5938 Fax: 752-1685</p>
<p>Ayden Middle (6-8) 192 Third Street Ayden, NC 28513 746-3672 Fax: 746-9923</p>	<p>Falkland Elementary School 503 NC 121 Greenville, NC 27834 752-7820 Fax: 752-3017</p>	<p>Northwest Elementary School (K-5) 1471 Holland Road Greenville, NC 27834 752-6329 Fax: 752-6906</p>	<p>Wintergreen Intermediate School (3-5) 4720 County Home Road Greenville, NC 27858 355-2411 Fax: 355-0284</p>
<p>Belvoir Elementary School (K-8) 2568 NC 33 West Greenville, NC 27834 752-6365 Fax: 752-5008</p>	<p>Farmville Central HS (9-12) 3308 E Wilson Street Farmville, NC 27828 753-5138 Fax: 753-7873</p>	<p>Pactolus Elementary School (K-8) 3405 Yankee Hall Road Greenville, NC 27834 752-6941 Fax: 758-5817</p>	<p>Wintergreen Primary (K-2) 4710 County Home Road Greenville, NC 27858 353-5270 Fax: 353-5275</p>
<p>Bethel Elementary School (K-8) 210 E. Washington Road Bethel, NC 27812 825-3801 Fax: 825-1203</p>	<p>Farmville Middle School (6-8) 3914 Grimmersburg Street Farmville, NC 27828 757-2116 Fax: 753-7995</p>	<p>Ridgewood Elem School (K-5) 3601 South Bend Drive Winterville, NC 28590 355-7879 Fax: 355-3349</p>	<p>Sadie Saulter- Pre-K & ALPHA 400 Spruce Street Greenville, NC 27834 758-4621 (PreK) 830-3565 (ALPHA)</p>
<p>C.M. Eppes Middle School (6-8) 1100 South Elm Street Greenville, NC 27858 757-2160 Fax: 757-2163</p>	<p>G.R. Whifield Elementary School (K-8) 4839 School Road Grimesland, NC 27837 752-6614 Fax: 752-7484</p>	<p>Sam D. Bundy Elementary School (3-5) 3994 Grimmersburg Street Farmville, NC 27828 753-2013 Fax: 753-2812</p>	<p>Pitt Academy/Transition Center @ Boys and Girls Club 621 W Firetower Rd Winterville, NC 28590 355-0657</p>
<p>Chicod Elementary School (K-5) 7557 NC 43 South Greenville, NC 27834 746-6742 Fax: 746-4751</p>	<p>Grifton Elementary School (K-8) 513 E. McCrae Street PO Box 219 Grifton, NC 28530 524-5141 Fax: 524-4505</p>	<p>South Central High School (9-12) 570 West Forlines Road Winterville, 28590 321-3232 Fax: 321-7909</p>	<p>Pitt Co Early College PO Drawer 707 Greenville NC 27835-707 493-7821</p>
<p>Creekside Elementary School (K-5) 431 W. Forlines Road Winterville, NC 28590 353-5253 Fax: 353-8107</p>	<p>H.B Sugg Elementary School (K-2) 3992 Grimmersburg Street Farmville, NC 27828 753-2671 Fax: 753-7997</p>	<p>South Greenville Elementary School (K-5) 811 Howell Street Greenville, NC 27834 756-7004 Fax: 756-3285</p>	
<p>D.H. Conley High School (9-12) 2006 Worthington Road Greenville, NC 27858 756-3440 Fax: 756-3028</p>	<p>Hope Middle School (6-8) 2995 Mills Road Greenville, NC 27858 355-7071 Fax: 355-6055</p>	<p>Stokes Elementary School (K-8) 2683 NC 903 North Stokes, NC 27884 752-6907 Fax: 752-2956</p>	

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GENERAL INFORMATION

PCS mobile app

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

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

Parent Portal

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

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

News Media Access & PCS Publications

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

CONNECT 5

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

ANTI-DISCRIMINATION, HARASSMENT AND BULLYING (Policy 10.200)

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

The Pitt County Schools Director of Student Services is designated the Anti-Discrimination, Harassment and Bullying Coordinator. Students and/or their parents (or legal guardians) are encouraged to submit any complaints of discrimination, harassment, or bullying through the complaint process established in Procedure 10.212-P (Procedures for Student and Parent Grievances).

STUDENT AND PARENT COMPLAINTS AND GRIEVANCES (Policy 10.212 and Procedure 10.212-P)

While the Board encourages informal resolutions to student and parent grievances, it recognizes that students and parents may want a more formal process for certain types of complaints or to follow if an informal process is not found to be satisfactory. Board Procedure 10.212-P outlines the grievance process to address situations in which a student or parent believes that a violation, misapplication, or misinterpretation of school board policy or of state or federal law or regulation has occurred. The exception is of the appeals related to disciplinary actions under the *Code of Student Conduct* and other situations for which a specific appeal process has been identified by policy.

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

ENROLLMENT / WITHDRAWAL

Enrollment of New Students

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

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

ENROLLMENT REQUIREMENTS (Grades 9-12)

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

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

When students transfer from another school:

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

REGISTRATION OF STUDENTS ENTERING DURING THE SCHOOL YEAR

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

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

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

Withdrawal from School

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

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

SCHOOL FEE SCHEDULE

Elementary/Middle/High School Fees

Student Fees (K-12)	Year - \$10.00
Breakfast Paid	Day - \$1.00

Lunch Paid	Day - \$2.25
Lunch Reduced	Day - \$0.40
K-12 Milk, 8 oz carton	\$0.50
Damaged Book Fees	Based on Formula
Return Check Fees	\$25.00

Student Accident Insurance:

Type	Gold	Silver	Bronze	Copper
School Time	\$35.00	\$18.00	\$11.00	\$10.00
24-Hour	\$160.00	\$88.00	\$55.00	\$50.00
Extended Dental	\$8.00	\$8.00	\$8.00	\$8.00

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

High School Fees

Club dues may exceed \$1.00 only when the club is affiliated with the national or state organization.

Parking	Year - \$50.00
Graduation Fees – (Seniors Only)	at Cost to Student
Locks	at Cost to Student
Gym Uniform	at Cost to Student

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

CHILD NUTRITION

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

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

All that is needed to set up an account is:

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

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

Child Nutrition Charge Procedure

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

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

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

MEDICAL/ HEALTH INFORMATION

STUDENT PHYSICAL EXAMS (Kindergarten Health Assessment) (Policy 10.603)

Pursuant to NCGS 130A-440, all children entering kindergarten in the public schools in Pitt County shall receive a health assessment made no more than 12 months prior to the date of school entry:

1. A completed health assessment transmittal form must be presented by the parent/guardian to the principal on or before the child's first day of attendance. This transmittal form is the blue Kindergarten Health Assessment Report form (PPS-2K) and is the only acceptable form.
2. A 30-calendar day grace period after school entry is allowed. Non-compliance after the grace period will result in suspension from school. Principals have both the authority and the responsibility to suspend children who have not had an assessment by the deadline of 30 calendar days after school entry.
3. Within 60 calendar days after the commencement of the school year, principals are required to file health assessment status reports with the Department of Environment, Health and Natural Resources on forms provided by the Department.

4. Religious exemptions from North Carolina Health Assessment requirements must be documented according to NCGS 130A-442.

IMMUNIZATIONS (Policy 10.604)

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

North Carolina State Law requires the following minimum doses:

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

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

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

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

Medical or religious exemptions from North Carolina immunization requirements must be documented according to NCGS 130A-156 or NCGS130A-157. Documentation of any

exemption must be on file at the school in the student's permanent record. Parents/guardian seeking an exemption should contact the Pitt County Health Department at (252) 902-2305.

Epinephrine Auto-injector devices (Epi pen)

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

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

COMMUNICABLE DISEASES (Policy 10.605 & Procedure 10.605-P)

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

A safe and secure environment shall be provided for all students and employees. Under certain circumstances, students with communicable diseases or conditions may pose a threat to the health and safety of others. Students with communicable diseases or conditions shall remain at home according to recommended precautions and procedures for reportable and non-reportable diseases and conditions.

REPORTABLE DISEASES AND CONDITIONS

The diseases and conditions that are declared to be dangerous to the public health are reportable to the local health department within specific time period after the disease or condition is reasonably suspected to exist. The local health director will advise the school of precautionary action(s) needed to prevent the spread of disease. The list of reportable diseases can be found in Board Procedure 10.605-P.

NON – REPORTABLE CONTAGIOUS CONDITIONS

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

1. Chickenpox: Student is excluded from school until all blisters have formed scabs.

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

ADMINISTRATION OF MEDICATION (Policy 10.607 & Procedure 10.607-P)

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

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

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

Medication Procedures

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

ACADEMIC/ INSTRUCTIONAL INFO

REPORT CARDS – GRADES K-8

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

GRADES 9-12

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

STUDENT RECOGNITION

Honor Roll / Principal's List (Policy 9.613)

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

Grades 3-5

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

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

Grades 6-8

To qualify for the honor roll, students must have all A's on subjects.

To qualify for principal's list, students must have all B's or higher on subjects.

Grades 9-12

Letter Grades

- a. To qualify for honor roll, students must earn all A's for the grading period.
- b. To qualify for principal's list, students must earn all B's or higher for the grading period.

Grade Point Average

- a. To qualify for honor roll, students must earn a grade point average of 4.0 or higher, and have no letter grade lower than B in an AP course or lower than A in any other course for the grading period.

b. To qualify for principal's list, students must earn a grade point average of 3.0 or higher and have no letter grade lower than C in an AP course or lower than B in any other course for the grading period.

PROGRAMS OF RECOGNITION (9th-12th grade)

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

HONOR SOCIETIES

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

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

PROMOTION/RETENTION STANDARDS (Policy 9.616 & Procedure 9.616-P)

Pitt County Schools' Promotion Standards

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

Grades K – 2

- Demonstrate grade level proficiency in Reading and Mathematics.

Grades 3 – 8

- Demonstrate Grade level proficiency in Reading and Mathematics by scoring Level III on the End-of-Grade test.
- Pass the following with a grade of at least 70:
 - English/Language Arts (including Reading and Writing)
 - Mathematics
 - Science
 - Social Studies

GRADES 9 – 12

To earn credit in a course, students must:

- Have a passing final average
- Score at a proficient level on the End-of-Course test (if applicable)
- Have no more than seven absences in a course (per semester)

Promotion to Grade 10

- Earn 6 units of credit

Promotion to Grade 11

- Earn 13 units of credit – must include English I

Promotion to Grade 12

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

Graduation

· Must earn 87.5% of credits attempted or 28 credits, whichever is greater, to graduate

Graduation requirements for first time 9th graders in 2012-2013

- Earn 28 units of credit that must include:

4 units of English (I, II, III, and IV)

4 units of Mathematics I, Mathematics II, Mathematics III, and a 4th Math Course to be aligned with the student's post high school plans

3 units of Science (Biology, an earth/environmental science course, a physical science course)

4 units of Social Studies (World History, Civics and Economics, US History A & B

1 unit of Health and Physical Education

1 unit of Art Education

4 units of Concentration

7 units of Elective Credits (Excludes Concentration)

Pitt County Policy recognizes the right of a principal to make the final decision on grading and classifying students.

Other Considerations

For students who fail the course:

- Re-enroll in the course during the school year (Twilight, NCVPS, or adjustment of schedules)

For students who do not meet attendance requirements

- Students who have passed the course may appeal in conformity with Pitt County Board of Education Policy and Procedure 10.101 on Attendance.

EXAMINATIONS (Policy 9.604 & Procedure 9-604-P)

Students in high school courses shall be required to take examinations each semester in each subject in which enrolled. Examinations will count a minimum of 25 percent of the final course grade. No extracurricular activities (example: athletic events, rehearsals) and/or participation or practice for such activities may be scheduled after school is dismissed on the day prior to the first day of examinations until after school is dismissed on the last day of examinations.

COURSE OFFERINGS

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

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

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

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

QUALITY POINTS AND DESCRIPTIONS OF COURSE LEVELS (9th-12th grade) (Procedure 9.303-P)

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

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

Standard – 4 Quality Points for an A

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

Honors – 4.5 Quality Points for an A

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

Advanced Placement – 5 Quality Points for an A

Courses at this level are designed for accelerated students attempting to receive college credit via an Advanced Placement exam. Students should be self-motivated, critical thinkers.

Students taking Advanced Placement courses in Pitt County Schools are eligible to sit for the Advanced Placement exam, but are not required to take the corresponding Advance Placement examination in order to receive AP credit on their high school transcript. AP exam fees are jointly paid by the student and Pitt County Schools. Participating universities may grant university credit and appropriate college-level placement to students who satisfy university requirements relative to AP exam scores.

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

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

STANDARD LEVEL COURSES

If an A Equals 4 Quality Points:

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

HONORS LEVEL COURSES

If an A Equals 4.5 Quality Points:

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

ADVANCED PLACEMENT COURSES

If an A Equals 5 Quality Points:

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

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

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

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

	Students entering 9 th grade 2009-2010, 2010-2011, and 2011-2012		Students entering 9 th grade 2012-2013
Credits	Future-Ready Core Course of Study	Credits	Future-Ready Core Course of Study
4	English I, II, III, IV	4	English I, II, III, IV
4	Mathematics (should include Algebra I, Algebra II, Geometry, and a higher level math course	4	Mathematics (should include Math I, Math II, Math III, and a higher level math course).

	with Algebra II as a prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)		
3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)	3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
3	Social Studies (World History, Civics/Economics, and US History	4	Social Studies (World History, Civics/Economics, and US History A & B
1	Health and Physical Education	1	Health and Physical Education
6	Two (2) elective credits in a second language required for the UNC System; four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education Cluster (CTE), JROTC, Arts Education, Second Languages, and any other subject area	6	Two (2) elective credits in a second language required for the UNC system; four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education Cluster (CTE), JROTC, Arts Education, Second Languages, any other subject area
1	Elective Credit		
1	Arts Education	1	Arts Education
5	Higher level courses taken during junior and/or senior years which carry 4.5 or 5 quality points such as: AP, Dual or college equivalent course, Advanced CTE/CTE credentialing courses- Other honors or above designated courses	5	Higher level courses taken during junior/senior years which carry 4.5 or 5 quality points such as: AP, Dual or college equivalent course, Advanced CTE/CTE credentialing courses, other honors or above designated courses
28		28	

NC Academic Scholars Recognition

The students who qualify for this special recognition:

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises and other community events.
- may be considered for scholarships from the local and state business/industrial community.
- may use this special recognition in applying to post-secondary institutions (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions).

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

- Begin planning for the program before entering ninth grade to ensure they obtain the most flexibility in their courses.
- Complete all the requirements of this North Carolina Academic Scholars Program
- Have an overall four-year un-weighted grade point average of 3.500
- Complete all requirements for a North Carolina high school diploma, including all local graduation requirements.

POST-SECONDARY ADMISSION REQUIREMENTS

Minimum Course Requirements for Admission to the Sixteen Campuses of The University of North Carolina - To be eligible for admission to any of the 16 public universities that make up the University of North Carolina, students must meet the following requirements:

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

EACH UNIVERSITY MAY REQUIRE OTHER COURSES IN ADDITION TO THESE REQUIREMENTS. Therefore, prospective students should refer to the catalogs and contact the admission offices of any universities to which they plan to apply. In determining the admissibility of each applicant, institutions also consider factors other than courses completed, such as high school grades, rank in class, scores on college entrance examinations, recommendations, and essays.

Student Email Accounts

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

NETWORK / INTERNET USE BY STUDENTS (Policy 10.213)

Rules for Use

- A. Internet access at school is intended to be used for class, participation, educational, or career-development research, and other access that has been approved by school personnel and does not violate the other provisions of this policy, in accordance with local and state educational objectives. Other uses of school access are to be considered inappropriate and are not allowed.

- B. Student-created websites relating to the school curriculum must have a faculty member sponsoring them. The faculty member is responsible for monitoring the content of the site and helping the student to update the site regularly. Pitt County Schools is not responsible for any student-created and student-maintained websites that are not related to the classroom curriculum.

- C. Users are expected to abide by the common rules of Network etiquette, as follows:
 - 1. Students should use appropriate language and be polite in communications across the PCS network or Internet.
 - 2. Students should not disrupt or attempt to disrupt the functioning of the PCS network communications or equipment in any manner, nor should they gain or attempt to gain unauthorized access to the PCS network or any electronic records maintained by any other organization (hacking).
 - 3. Students should not reveal last names, ages, telephone numbers, or other personal identifying information about themselves or someone else to another person across the Internet or network.
 - 4. Students should not use another person's PCS network password or give their password to another student for that person's use.
 - 5. Students should not access, publish, save, send, or display illegal, defamatory, inaccurate, obscene, harmful, or profane images or text.
 - 6. Students should not violate copyright laws by copying files, programs, or other materials protected by copyright or by failing to give credit to Internet sources used in their research.

- D. The following activities and/or materials are specifically not permitted:
 - 1. Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
 - 2. Using threatening or obscene material.
 - 3. Vandalizing or attempting to vandalize hardware or software including the creation or spread of viruses and hacking.
 - 4. Spamming (*i.e.* sending junk mail), political lobbying, advertising or any commercial uses of the network.

5. Wasting limited network resources, including excessive use of the PCS network, downloading files, and loading programs or games to the local workstation or the PCS network without the prior approval of a teacher or administrator.
6. Arranging/agreeing online to meet someone in person who is a stranger or non-school district personnel.
7. Demonstrating security problems such as distributing someone else's password, personal information, or access to restricted network software to others or failure to notify a teacher and/or staff member when a violation has occurred.
8. Distributing material protected by trade secret.

E. Social Media Use

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

F. Personal Computing Devices

- Use of student-owned personal devices is a site-based decision at the discretion of the site administrator.
- Student use of personal devices to access the Internet while on Pitt County Schools property must be limited to the Pitt County Schools public wireless network. Use of any other network connection is prohibited.
- When the site administrator has allowed students to bring personal devices to school, the decision to bring that device remains with the parent/guardian and student. Students will not be required to bring their own personal electronic devices to school do school work. Pitt County Schools does not accept liability for personal devices damaged or stolen on school property. Any damage or loss will be the responsibility of the owner of the device.

G. General Principles

- Students and parents should be aware that any files stored in home directories, mobile devices or on the local hard drive(s) and any Internet activity may be screened, supervised, or viewed by school and system staff, and parents will be given access to their child's files on request. Students should not expect any privacy in these files.
- Students must immediately notify a teacher or staff member when they see or receive a message or materials that is inappropriate or makes them feel uncomfortable. Failure to notify a teacher immediately will constitute culpability on the student's part for any actions they have taken or take thereafter.

Pitt County Schools does not warrant the service it is providing, including delays, loss of data or connections, service interruptions, and e-mail deliveries. Pitt County Schools does not control the material available on the Internet, and cannot be responsible for inaccurate data or offensive material encountered on the World Wide Web.

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

ATHLETIC ELIGIBILITY (Middle school)

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

Eligibility Requirements

1. Legal Birth and Age Limits

The principal must have evidence of the legal birth date of a student. A student shall not participate on a seventh or eighth grade team if he/she becomes 15 years of age on or before October 16 of said school year.

A middle/junior high school student who is over age for middle/junior high school play shall be eligible for senior high school participation.

2. Attendance

A student must have been in attendance for at least 85% of the previous semester at an approved school.

3. Academic Requirements

A student must receive passing grades in math, science, communication skills and social studies the preceding semester. The student must also meet local promotion standards.

4. Residence

The student must meet the residence criteria of NCGS 115C-366(a), which states "All students under the age of 21 years who are domiciled in a school administrative unit who have not been removed from school for cause, or who have not obtained a high school diploma, are entitled to all the privileges and advantages of the public schools to which they are assigned by local boards of education." By Board Policy 10.103, out-of-district domicile fraud will result in the student being deemed ineligible for athletics for 365 days.

5. Medical Examination

The student must receive a medical examination each year (365 days) by a duly licensed physician, nurse practitioner, or physician's assistant.

6. Special Needs

A special needs student will meet the same requirements as anyone else in all areas of eligibility except the academic eligibility, which will be identified through an IEP and the school-based committee.

7. Discipline

Students assigned to In-School Suspension for more than one day may not participate until required days are completed.

If a student sits on the bench and is dressed out, he/she will be considered to be participating in that game.

Conduct at Athletic Events

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

ATHLETIC ELIGIBILITY (High School)

1. Must be a properly enrolled student at the time he/she participates. That student must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
 2. Must have been in attendance for at least 85% of the previous semester at an approved school.
 3. Any student subject to the NCHSAA eight semester rule who:
 - (1) is convicted of a crime classified as a felony under North Carolina Federal law, or
 - (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program. Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction or adjudication of delinquency through the end of the student's high school career. Appellate or other post-conviction or adjudication of delinquency does not affect the student's immediate ineligibility.
- Note: "Convicted" and "conviction", for the purpose of this policy, includes the entry of (a) a plea of guilty; or (b) a plea of no contest, nolo contendere, or the equivalent; or (c) a verdict or finding of guilty by a jury, judge, magistrate, or the other duly constituted, established, and recognized adjudicating body, tribunal or official, either civil or military. A person is "convicted" or "adjudicated delinquent" for the purposes of this policy, in North Carolina state courts, the courts of the United States, other states, the armed services of the United States, or other countries.
4. Must not have graduated.
 5. Must be under 19 years of age on October 16 of current school year.
 6. Must live with parents or legal custodian within the school administrative unit (exceptions must be approved by your principal and the NCHSAA). A student is eligible if he has attended school within that unit the previous two semesters (if eligible in all other respects and did not violate Board Policy 10.103 regarding out-of-district domicile fraud).
 7. Must have passed a minimum load of work and have met local promotion standards during the previous semester. (This means that three courses must have been passed.)

8. Must have received a medical examination each year (365 days) by a duly licensed physician, nurse practitioner, or physician's assistant. If a student misses five or more days of practice due to illness or injury, he/she must undergo another medical examination before practicing or playing.
9. Must not accept prizes, merchandise, money or anything that can be exchanged for money as a result of athletic participation. This includes being on a free list or loan list for equipment, etc.
10. Must not have signed a professional contract, have played on a junior college team, or be enrolled and attending class in a college.
11. Must not participate in unsanctioned all-star or bowl games.
12. May not receive team instructions from your school's coaching staff during the school year outside your sport's season (from first practice through final game). Instruction is limited to coach and athletes in skill development sessions. These sessions are limited in number to one less than a team (e.g., 4 in basketball) on a daily basis, and may not be held during certain prescribed "dead periods" during the year.
13. Must not be guilty of unsportsman-like conduct or ejected from the previous contest.
14. May not, usually, as an individual or on a team, practice or play during the school day (from first contest through conference tournament).
15. May not play, practice or assemble as a team with his/her coach on SUNDAY.
16. May not dress for a contest or sit on the bench or practice if he/she is not eligible to participate.
17. Must not play more than three games in one sport per week, (exception softball and volleyball) and no more than one contest per day in the same sport (exception baseball, soft-ball, and volleyball).
18. May attend only those summer camps for which the student's parents/guardians paid the fees.

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

STUDENT BEHAVIOR AND CONDUCT

SCHOOL ATTENDANCE (Policy 10.101 & Procedure 10.101-P)

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

Lawful Absences

1. **Illness or Injury:** when the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** when the absence results from the death of a member of the immediate family of the student. For purposes of this regulation, the immediate family of a student includes, but is not necessarily limited to grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** when the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** when the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the child is a part to the action or under subpoena as a witness.
6. **Religious Observance:** when the tenets of a religion to which a student or his parent/guardian adhere require or suggest a religious observance or service.
7. **Deployment Activities:** when the absence results from the student's attendance at official deployment ceremonies or activities when the parent is a deploying member of the U. S. Armed Forces.
8. **Educational Opportunity:** when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity such as travel. The principal's approval for such an absence must be gained prior to the absence.
9. **Short-Term Suspension:** When a student has been suspended for ten days or less.

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

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

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

Suspension: A student shall be recorded present in school when participating in any disciplining techniques grouped under the term "in school suspension". Absences resulting from involuntary suspensions shall not deny the student the opportunity to take quarterly, semester, or grading period examinations missed during the period of suspension (G.S. 115C 391).

Tardiness/Early Dismissal

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

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

Required Attendance for Students in Grades K-8

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

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

Effect of Absences on Grades: Attendance requirements for course credit in Grades 9-12 are that a student may be absent no more than seven (7) periods per course to receive credit.

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

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

Guidelines For Absences Beyond 7 Periods - (Grades 9-12 only)

The student may be absent no more than seven (7) periods per course in order to receive credit. Both lawful and unlawful absences are counted in determining that attendance requirements for course credit have been met. Any exception to this policy shall be ruled on by the principal.

A student who is absent a total of 8 or more periods per course shall fail that course. Each high school shall provide sufficient make-up opportunities to allow the make-up of a maximum of three days (twelve class periods) per student per semester.

A student who has missed a total of 8 or more periods and is passing a course may appeal to the principal for waiver of his/her health-related absences at the conclusion of the semester in which the absences occurred. If waivers are granted, absences will be recalculated. If waivers are not granted, an appeal can be made to the Pitt County Board of Education at the conclusion of the semester in which the absences occurred. Requests for a Board hearing must be received in the Superintendent's office no later than the fifth business day after grades are reported.

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

A. Medical Waivers

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

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

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

B. Attendance Makeup Options

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

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

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

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

C. Board Appeals

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

NONCOMPLIANCE WITH THE GENERAL COMPULSORY ATTENDANCE LAW (NCGS 115C-378)

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

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

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

STUDENT UNIFORM AND APPEARANCE (Policy 10.209 & Procedure 10.209-P)

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

Appearance

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

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

Special Considerations

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

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

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

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

Good judgment in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and appearance. The manner of a student's wear of the school uniform shall be neat, clean, properly fitted, age-appropriate, and suitable for the learning environment.

Requirements

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

A. Shirts

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

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

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

C. Dresses

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

D. Shoes

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

E. Outerwear

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

F. Other Clothing Items or Accessories

- a. Students may not wear large pendants or medallions.

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

G. Other Uniform Requirements

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

Pitt County School Color Chart

School	Colors
AG Cox (6-8)	White, Black, Navy Blue, or Kelly Green
Ayden Elementary (K-5)	White, Black, Navy Blue, Royal Blue or Gold
Ayden-Grifton (9-12)	White, Black, Navy Blue, Hunter Green or Gray
Ayden Middle (6-8)	White, Black, Navy Blue, Royal Blue or Gold
Belvoir Elementary (K-5)	White, Black, Navy Blue, Royal Blue or Green
Bethel School (K-8)	White, Black, Navy Blue, or Red
CM Eppes Middle (6-8)	White, Black, Navy Blue, Light Blue, or Gray

Chicod School (K-8)	White, Black, Navy Blue, Purple or Gold
Creekside Elementary (K-5)	White, Black, Navy Blue, Gray or Red
DH Conley (9-12)	White, Black, Navy Blue, Gray or Yellow
EB Aycock Middle (6-8)	White, Black, Navy Blue, Gray or Kelly Green
Eastern Elementary (K-5)	White, Black, Navy Blue, Green or Gold
Elmhurst Elementary (K-5)	White, Black, Navy Blue, Royal Blue or Yellow
Falkland Elementary (K-5)	White, Black, Navy Blue, Burgundy or Hunter Green
Farmville Central (9-12)	White, Black, Navy Blue, Khaki or Gold
Farmville Middle (6-8)	White, Black, Navy Blue, Dark Purple or Gold
GR Whitfield (K-8)	White, Black, Navy Blue, or Red
HB Sugg Elementary (K-2)	White, Black, Navy Blue, Royal Blue or Gold
Hope Middle School (6-8)	White, Black, Navy Blue, Gray or Yellow
JH Rose (9-12)	White, Black, Navy Blue, Columbia Blue or Kelly Green
Lakeforest Elementary(K-5)	White, Black, Navy Blue, Kelly Green or Gold
North Pitt (9-12)	White, Black, Navy Blue, Orange or Gray
Northwest Elementary (K-5)	White, Black, Navy Blue, or Gold
Pactolus School (K-8)	White, Black, Navy Blue, Royal
Ridgewood Elementary School (K-5)	White, Black, Navy Blue, Royal Blue or Purple
Sadie Saulter (K-5)	White, Black, Navy Blue, Royal Blue or Light Blue
Sam D. Bundy (3-5)	White, Black, Navy Blue, Royal Blue or Gold
South Greenville Elementary (K-5)	White, Black, Navy Blue, Yellow or Gold
South Central (9-12)	White, Black, Navy Blue, Burgundy or Gray
Stokes School (K-8)	White, Black, Navy Blue, Royal Blue or Gold

WH Robinson (K-5)	White, Black, Navy Blue, Red or Blue
Wahl-Coates Elementary (K-5)	White, Black, Navy Blue, Purple or Gold
Wellcome Middle (6-8)	White, Black, Navy Blue, Carolina Blue or Gray
Wintergreen Primary (K-2) Wintergreen Intermediate (3-5)	White, Black, Navy Blue, Kelly Green or Royal Blue

Enforcement

The principal and/or principal's designee shall ensure that the policy is enforced in a consistent manner and require the student and the student's parent or guardian to take appropriate action to remedy situations determined to be in conflict with this policy. Disciplinary action shall be taken for violation of the School Uniform and Appearance Policy in accordance with the Pitt County Board of Education Code of Student Conduct. (Board of Education Policy 10.206 and Procedure 10.206)

Appropriate disciplinary actions for violations shall include the following:

First Offense: Students shall be informed that they have violated the policy. They shall be given the opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, the students may be placed in in-school suspension or isolation for the remainder of the day.

Second Offense: A second infraction of the policy may be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference may be held.

Third (and additional) Offenses: A third or additional infraction of the policy outlined in the Pitt County Board of Education Code of Student Conduct (Policy 10.206 and Procedure 10.206-P), and is subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during the current school year.

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

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

SCHOOL BUS CONDUCT (Procedure 6.201-P-E)

Conduct and Safety Rules for School Bus Passengers

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

A. MEETING AND ENTERING THE BUS

1. Safe Route: In walking to a bus stop, passengers should select the safest route. If there is no sidewalk, they should walk on the left side of the street or highway on the road shoulder facing traffic.
2. Being on Time: Passengers must be waiting at the bus stop prior to the arrival of the bus. The driver has a schedule to follow and cannot wait for tardy passengers.
3. Waiting for the Bus: Passengers must stay off the street or roadway while waiting at a bus stop. They should never play, but pay attention to the traffic and move out of the way quickly if a vehicle appears to be closely approaching. As the bus arrives, they should never run alongside the bus or approach it, but wait until the bus comes to a complete stop. If the street or highway must be crossed to enter a bus, they should not cross until the bus and all traffic have stopped unless traffic is controlled at the crossing by stop and go signals.
4. Entering the Bus: As soon as the bus has stopped, passengers should walk quickly (not run) to the bus. If the highway or street has to be crossed, passengers should look in all directions and make sure the way is clear of traffic, the bus door is open, and bus signals working before crossing. They should then walk quickly (not run) across the highway or street approximately ten feet in front of the bus in full view of the driver to the front bus entrance.

B. ON THE BUS

1. Taking a Seat: Passengers entering the school bus should take their assigned seat quickly and remain seated. They should refrain from moving around in the bus when it is in motion.
2. Opening Windows: Passengers must ask the driver for permission if a window needs to be opened.
3. Keeping Inside: Passengers must keep their head, arms, and feet inside the bus at all times.
4. Throwing Objects, Shouting, Waving: Objects should never be thrown about in the bus or out of the window. Passengers should not shout and wave to pedestrians or occupants of other vehicles from bus windows.
5. Eating: Passengers should never eat or drink on the school bus. Eating on a school bus can be dangerous.

6. Keeping the Aisle Clear: Passengers should never pile books, musical instruments, lunch boxes, or other objects in the bus aisle. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle when possible.
7. Indecent Language, Tobacco: Passengers must not use profane, indecent language or use tobacco products while riding on a bus.
8. Diverting the Driver's Attention: Passengers shall not be loud, boisterous, or distract the driver's attention in any other way. They shall not talk to the driver, except in an emergency, while he is operating the bus.
9. Playing: Playing or scuffling on the school bus will not be tolerated.
10. Railroad Crossings: Passengers must maintain complete silence at all railroad crossings.
11. Emergency Door: Passengers must never tamper with the emergency door or any other part of the bus. An open emergency door is very dangerous while the bus is in motion.
12. Care of the Bus: Passengers must never mar or deface the bus in any way. They shall not cut or damage seat coverings. Passengers are to pay for any damage they cause.
13. Fire Extinguishers and First Aid Supplies: Passengers must never tamper with the fire extinguishers and first aid supplies. The fire extinguishers and first aid supplies are placed in the school bus only for the driver to use in an emergency.
14. Bus Assignment: Passengers shall not ride on a school bus unless assigned to it by the principal.

C. ARRIVAL ON THE SCHOOL GROUNDS

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

D. ENTERING THE BUS AFTER SCHOOL

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

E. LEAVING THE BUS EN ROUTE HOME

1. At Unassigned Stop: A passenger must leave the bus only at his/her designated stop. Only with permission of the principal will the driver be permitted to let a passenger leave the bus at any stop not designated for him/her.
2. At Stores or Service Stations: Passengers must not get off the bus at unauthorized stops to make purchases, visits, or perform errands. Neither shall they request the driver to make unauthorized stops for such purposes. The driver is not permitted to make accommodations of this kind.
3. At Assigned Stop: When the bus arrives at the assigned stop, passengers shall remain in position until the bus has completely stopped, then walk quickly to the front of the bus. No passengers should attempt to open the door, but should wait for the driver to open it. When the door is opened, passengers getting off the bus shall hold the handrail, watch the steps, and alight from the bus with caution.
4. Care in Leaving Bus Stop: If the highway must be crossed after getting off the bus, passengers shall move about ten feet to the front of the bus, make certain the stop signal is extended, and all traffic is stopped. On a signal from the driver, each passenger must look both ways, make sure the way is clear, and walk quickly in full view of the driver across the highway or street. Each must be sure to stay out of the line of traffic until the roadway is free from any danger. If the highway is not crossed after getting off the bus, passengers shall move quickly away from the bus in view of the driver, and go directly home. They must never remain near the bus to talk with, frolic with, or touch hands with bus passengers.

In crossing in front of a school bus, passengers should never stop for any reason unless they have first informed the driver of this intention. After passengers have alighted and moved away from a bus at a bus stop on the route or on the school grounds, they should not return to the bus without first getting the attention of the bus driver.

F. PASSENGER BEHAVIOR

1. There are numerous student behaviors which create safety hazards and consequently must be corrected. Therefore, students may be suspended for violating any of the following rules:

- a. Delaying the bus schedule
- b. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a bus driver while riding a bus
- c. Tampering with the bus
- d. Refusing to meet the bus at the designated stop
- e. Unauthorized leaving of the bus when en route from home to school or vice versa
- f. Playing, throwing paper or other objects, or otherwise distracting the driver's attention while the bus is in operation
- g. Failure to observe established safety rules and regulations

2. The following actions may be taken if a child is reported for any of the above listed violations:

- a. When a student is initially reported to the appropriate school official, he/she will be called for a conference during which he/she will have the opportunity to justify his/her behavior and the school official will attempt to reach an understanding with the student which will prevent further trouble. At this time, parents will be notified of the student's misconduct and the subsequent steps to be taken.
- b. If a student is guilty of a second offense or if any rider commits a serious offense, he/she may be suspended from the bus for 3 to 5 days.
- c. If a previously suspended student misbehaves again, he/she may be suspended from the bus 1 to 2 weeks.
- d. If a student who has been suspended twice and is guilty of another offense, he/she may be suspended or forfeit transportation privileges for the remainder of the year. He will be allowed to resume riding only at the discretion of the principal.

G. STUDENTS WITH DISABILITIES

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

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

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

**PITT COUNTY SCHOOLS
CODE OF STUDENT CONDUCT**

Board Procedure 10.206

SECTION I – GENERAL INFORMATION AND RULES

PREAMBLE

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

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

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

DEFINITIONS

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

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

PURPOSE

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

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

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

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

APPLICATIONS

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

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

OFFENSE CATEGORIES

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

LEVEL 1 OFFENSE

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

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

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

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

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

Level 1 offenses (up to 3 days OSS):

Cutting class/ Skipping- No student shall refuse to report or return to class.

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

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

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

School uniform and appearance violations- Students shall comply with guidelines for appropriate dress and appearance as outlined in the Pitt County Board of Education K-12 Student Uniform and Appearance Policy 10.209 and Procedure 10.209P. Students who do not comply with the School Uniform and Appearance Policy may also be excluded from participating in certain school programs, including graduation ceremonies. Students new to Pitt County Schools will be given a two week grace period from enrollment to obtain and wear the proper uniform.

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

*Items may be confiscated by an administrator.

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

K-8 Unexcused Tardy/Early Dismissal Procedures

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

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

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

9-12 TARDY PROCEDURE

1. Any student arriving to the school site late will be considered either tardy or absent, depending on the time of the arrival. If the student is not present at least 2/3 of the class period (minimum of 60 minutes for a 90-minute class OR minimum of 30 minutes for a 45 minute class), the student will be marked absent for the class period. The same

attendance requirement also applies to students being dismissed early from class to sign out of school.

2. Once a student has arrived at school, the student will adhere to the school's class change schedule throughout the school day. In the event a student fails to report to each subsequent class within the allotted time for class change, the student will be considered tardy and will need to follow their respective school's procedure for obtaining "tardy notes" in order to be admitted to class.

3. Failure to obtain a "tardy note" to be admitted to class within a reasonable time frame (5 minutes or less) will be construed as "skipping" and the student will be subject to disciplinary action.

4. Tardies will NOT be recorded if the student arrives with an official note from a medical provider, court, governmental agency, or other such agency stating that the student was seen by that provider or agency during the missed school time. However, the student will be charged a "lawful absence" if the student fails to meet the minimum number of minutes for attendance as stated above.

5. Tardies to class will be considered a disciplinary concern and the consequences will be as follows:

a. First Tardy – Warning

b. Second Tardy – May result in 1 day after school detention, lunch detention, or Project Equal (Student may receive 1 day ISS if the student does not attend the assigned alternative discipline.)

c. Third Tardy – May result in 2 days after school detention, lunch detention, or Project Equal (Student may receive 2 days ISS if the student does not attend the assigned alternative discipline.)

d. Fourth Tardy – 1 day ISS

e. Fifth Tardy – 2 days ISS

f. Sixth and subsequent Tardies – up to 2 days OSS

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

LEVEL 2 OFFENSE

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

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

Level 2 offense (up to 5 days OSS):

Repeated Level 1 offenses

Damage/injury to personal/real property- No student shall intentionally damage or attempt to damage personal or real property belonging to another person or the school.

Discourteous, abusive or insulting language signs or acts- No student shall use discourteous, abusive, or insulting language, signs, or other acts (including recording/posting pictures or videos to social media) toward any student or person on school premises, buses, or at any school activity.

Disrespect of faculty/staff- No student shall use discourteous, abusive, or insulting language, signs, or other acts (including recording/posting pictures or videos to social media) towards any faculty or staff member.

Horseplaying- No student shall encourage or engage in any rough forms of play or similar behavior.

Insubordination- Students shall comply with all policies and procedures of the Board of Education and all directions of principals, teachers, substitute teachers, teacher assistants, and all other school personnel during any period of time when the students are subject to the authority of the school. No student shall fail to identify one's self or give his/her correct name when requested by a principal, assistant principal, teacher, substitute teacher, teacher assistant, or other school personnel.

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

Misuse of technology- No student shall damage or make unauthorized changes to any Pitt County Schools' computer programs or equipment as outlined in Pitt County Board of Education Policy 10.213.

Possession or use of tobacco, lighters, matches- No student shall use or possess any form of tobacco product, electronic cigarettes, lighters or matches in any school building, on school grounds, or on any school or activity bus, or at any school related function.

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

LEVEL 3 OFFENSE

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

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

Level 3 offenses (up to 7 days OSS):

Repeated Level 2 offenses

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

Bullying: student to student/employee-No student shall direct toward any principal, teacher, or other school employee, student, or person on school premises, buses, or at any school activity any language, signs, or other acts that reasonably place a person in fear of harm, or that are intended to intimidate, bully, harass, or discriminate against a person in violation of the Pitt County Board of Education Anti-Discrimination, Harassment, and Bullying Policy 10.2011 and Procedure 10.200-P.

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

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

Bullying Behavior: May be characterized as offensive, intimidating, malicious, or insulting behavior. It is an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. It is not limited to behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a

differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Cyber-bullying is one type of bullying behavior.

Cyber-bullying and social media- No student shall use a computer or computer network to do any of the following:

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

Any student who is convicted under G.S. 14-458.2 of cyber-bullying a school employee shall be transferred to another school within the local school administrative unit. Consideration will be given for placement in an alternative learning program for a finite period of time. If there is

no other appropriate school within the local school administrative unit, the student shall be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber-bullying. The superintendent may modify, in writing, the required transfer of an individual student on a case-by-case basis.

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

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

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

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

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

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

Harassment- No student shall direct toward any principal, teacher, or other school employee, student, or person on school premises, buses, or at any school activity any language, signs, or other acts that reasonably place a person in fear of harm, or that are intended to harass or discriminate against a person in violation of the Pitt County Board of Education Anti-Discrimination, Harassment, and Bullying Policy 10.200 and Procedure 10.200-P.

Harassment behavior is any pattern of gestures or written, electronic, or verbal communications or any physical act or any threatening communication that:

- a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

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

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

Refusal to submit to a search- No student shall refuse to submit to a search by school personnel when reasonable suspicion exists. See Board Policy 10.201 (Search and Seizure).

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

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

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

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

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

1. Continued or repeated sexual or lewd jokes or comments;
2. Sexually degrading words used toward a person or to describe an individual;
3. Continued or repeated verbal remarks about an individual's body
4. Continued or repeated sexual flirtations advances, or propositions;
5. Pressure for sexual activity;
6. Suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats; or
7. The display of sexually suggestive objects or pictures.

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

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

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

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

LEVEL 4 OFFENSE

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

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

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

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

Repeated Level 3 offenses

Assault inflicting serious injury (no weapon involved)-No student shall assault, or attempt to assault, or behave in a way likely to cause serious physical injury to a student or non-employee.

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

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

Gangs and gang related activities-

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

No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. As used herein, the phrase

“gang-related” shall mean any conduct engaged in by a student (1) on behalf of an identified gang, (2) to perpetuate the existence of any identified gang or (3) to effect the common purpose and design of any identified gang. Conduct prohibited by this policy includes:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey or promote membership or affiliation in any gang; *Items may be confiscated by an administrator.
- Communicating either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in a gang;
- Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
- Requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity;
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership;
- Committing any other illegal act or other violation of school district policies in connection with gang-related activity.

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

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

Possession of alcoholic beverages, non-alcoholic beverages/ pseudo-beer, - No student shall possess, use, or transmit any alcoholic beverages.

Possession, handling, transportation or use of weapons (not a firearm) and/or dangerous objects- No student shall possess, handle, transport, or use any weapon or other object that can reasonably be considered or used as a weapon, firearm, or dangerous object on school property or at any school-sponsored activity on or off school property.

Weapons (not a firearm) and dangerous instruments include, but are not limited to BB gun, paintball gun, stun gun, air rifle, air pistol, mace/pepper spray or gas (or other chemical of like kind), bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, fireworks, or any sharp-pointed or sharp-edged instrument or any look-a-like weapon. Exceptions may include, but are not limited to, instructional supplies, unaltered nail files and clippers, and tools used under supervision for instruction or for the maintenance and preparation of food. Principals shall have the latitude to determine that pocket knives inadvertently brought to school and not used by the student may be considered exemptions.

Possession of narcotics, controlled substances, chemicals, counterfeit drugs and drug paraphernalia- No student shall possess, use, or transmit any drug paraphernalia or counterfeit drugs.

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

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

Under the influence (but not in possession) of controlled substance, alcoholic beverage or non-controlled prescription drug- No student shall be under the influence (but not in

possession of) any controlled substance, alcoholic beverage or non-controlled prescription drug for which the student does not possess a lawful and legitimate prescription. (Not state reportable).

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

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

LEVEL 5 OFFENSE

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

Level 5 rules violations will result in a recommendation for long term suspension, 365-Day suspension, or expulsion.

Level 5 offenses (10 days OSS and recommendation for long term suspension, 365-Day suspension or expulsion):

Repeated Level 4 offenses

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

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

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

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

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

marijuana, anabolic steroid, and other controlled substances. Forbidden products include any substance used to bring about an altered state of mood or behavior.

Malicious burning/ arson- No student shall attempt to burn or intentionally burn any personal or real property belonging to another person or the school.

Possession of a firearm or explosive device- No student shall possess or bring a firearm, including but not limited to handgun, shotgun, rifle, pistol, starter pistol; any device designed to destroy or damage property by explosion, blasting or burning; or any bomb or powerful explosive (including but not limited to, dynamite, nitroglycerin, trinitrotoluene, blasting cap) on school property, or any other powerful device, whether operational or not. No student shall possess or willfully and maliciously use any explosive or incendiary device, firecrackers/fireworks, or material to injure or attempt to injure another or to damage or attempt to damage property.

Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statute 14-208 may be expelled consistent with state law.

SECTION II – DISCIPLINARY GUIDELINES

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

A. General Information

1. Teachers have the responsibility and authority for disciplining students, except in those cases requiring the attention of the principal.
2. Principals must fully investigate student discipline matters and consider the mitigating and aggravating factors in determining the disciplinary action warranted.
3. If, in questioning a student, the principal determines that a law enforcement officer should carry out the questioning, the principal shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) to give them an opportunity to be present during questioning.
4. Student misconduct at after-school events and other school-sponsored extracurricular activities may lead to additional disciplinary action such as, but not limited to, being banned from extracurricular activities and events for the remainder of the school year.
5. In-school disciplinary actions must not unreasonably compromise the educational environment for others.
6. Principals may require a student to attend an after school detention program/ Project Equal for a stated period of time and purpose, provided the parent or guardian has received at least one day's notice and has assumed responsibility for the transportation home.
7. A student may be suspended from school short-term (10 days or less), for cause, by the principal in accordance with the provisions of law and Board Procedure 10.303. The principal shall inform the student and make a good faith effort to notify a parent, guardian or responsible adult.
8. The principal may recommend alternative placement for a student based on the totality of the circumstances.
9. A student may be recommended for suspension from school long-term (more than 10 days) by the principal, in accordance with provisions of law and Board procedure 10.303. *The*

superintendent shall review the circumstances for the recommended long-term suspension. Following the review the superintendent may impose the suspension if it is consistent with board policies and appropriate under the circumstances; may impose another penalty authorized by board policy; or may decline to impose any other penalty.

10. *The Board, upon the recommendation of the Superintendent, may expel a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statute 14-208 may be expelled consistent with state law.*

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

B. State Reportable Offenses

The following state reportable offenses are to be reported to law enforcement:

1. Assault resulting in serious *personal* injury*
2. Assault using a weapon*
3. Assault on school *officials, employees or volunteers*
4. *Making* Bomb Threats *or Engaging in Bomb Hoaxes*
5. *Willfully* Burning of a School Building
6. Death by other than natural causes*
7. Kidnapping*
8. Possession of alcoholic beverage
9. Possession of controlled substance in violation of law
10. *Possession of a firearm*
11. Possession of a weapon
12. Rape*
13. Robbery with a dangerous weapon*
14. Sexual assault*
15. Sexual offense*
16. Taking indecent liberties with a minor*

** These offenses are used in the calculation for Persistently Dangerous Status.*

SECTION III – DUE PROCESS PROCEDURES FOR SUSPENSION AND EXPULSION (Board Procedure 10.303 - P)

STATEMENT OF PURPOSE

In meeting its responsibility to safeguard every student's right to an educational opportunity and to assure an atmosphere conducive to learning while protecting the individual rights of all students, the Board of Education has adopted the following procedures for those cases when misconduct is of such a serious nature that it results or might result in material and substantial disruption of normal school functions.

The procedures adopted concern themselves with those disciplinary matters requiring the attention of the principal or his/her administrative assistants. Any suspension is a serious measure, and principals should utilize resources reasonably at their disposal in an effort to achieve a different solution. Parent(s)/guardian(s) must be notified in any instance of serious misconduct.

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

I. GENERAL PROVISIONS FOR SUSPENSIONS

A. Application

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

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

B. Investigation

The principal shall investigate instances of alleged misconduct and endeavor to hear all available accounts of the controversy. Students may raise any defense believed to be available. The student's record shall be reviewed by the principal to determine whether or not the student is identified according to federal or state law as a student with a disability or special need.

Secure written statements and keep all documents and relevant information received about the misconduct on file.

C. Power to Suspend

If, upon investigation, it is determined that student misconduct has occurred, the principal shall have the authority to suspend for a period of ten days or less any student who willfully violates policies of conduct established by the local Board of Education, provided that the suspended student shall be given the opportunity to take textbooks home for the duration of the suspension; upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment; and an opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

II. SUMMARY AND SHORT-TERM SUSPENSIONS

A. Summary Suspensions

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

B. Short-Term Suspensions

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

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

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

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

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

C. Sending a Student Home During the School Day

When a student is suspended, the principal shall attempt to reach the student's parents or legal guardian ("parent" or "parents" hereinafter includes legal guardian or legal guardians) to

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

Notwithstanding the above requirement that a suspended student be released only to a parent or responsible adult approved by the parent, the principal may order students to leave the school premises immediately when faced with mass violations of school rules and when, in the exercise of his/her professional judgment, it is not possible to keep the students on school grounds and restore or maintain order or protect school property or people on the school grounds. Even in this case, distance to home and the age and sex of the student may suggest keeping him/her until his/her parents can be contacted.

D. Advising Parents

When a student is short-term suspended, the principal shall:

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

III. LONG-TERM SUSPENSIONS AND EXPULSIONS

A. Definitions

1. A long-term suspension is removal from school for more than ten days but not exceeding the remainder of the school year, except that if the offense leading to the long-term suspension occurs during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.
2. A 365-day suspension is a suspension for 365 calendar days. Such suspensions are reserved for students who bring or possess a firearm or destructive device on school property or to a school-sponsored event off of educational property.

3. An expulsion is a permanent removal from school. The principal will recommend expulsion to the superintendent for any student whose behavior constitutes a clear threat to the safety of other students or employees. Upon the recommendation of the superintendent, the Board may expel a student who is fourteen years of age or older if the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or employees.

B. Procedural Requirements

1. Principals retain the authority to invoke a short-term suspension, alternative placement or other disciplinary action instead of long-term suspension if, after their investigation, they deem it preferable.

2. If, following a thorough investigation, the principal determines that an alternative placement, long-term suspension, 365-day suspension or expulsion is appropriate, he/she shall invoke a short-term suspension of ten days and immediately forward a recommendation for the alternative placement, long-term suspension, 365-day suspension or expulsion to the superintendent or designee. When recommending an expulsion, the principal shall also recommend long-term suspension.

3. The principal shall immediately inform the student and his/her parent(s) of the recommendation (see below) and provide a copy of the Due Process Procedures for Suspension and Expulsion set forth in the *Code of Student Conduct*.

4. A student with disabilities will receive all protections required by law.

C. Due Process for Alternative Placement, Long-Term Suspensions and Expulsions

1. Notice from the School

a. When alternative placement, long-term suspension or expulsion is recommended by the principal, the principal shall invoke the suspension or expulsion and immediately forward the recommendation to the superintendent or designee.

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

2. Requesting a Hearing

a. In the event the student or parent(s) desire a hearing on alleged misconduct and penalty, they shall give notice to the superintendent or his/her designee within three (3) school days of receipt of the notice from the principal.

b. Upon the receipt of such notice from the parent or student, the superintendent or his/her designee shall immediately refer the matter to the Hearing Officer and a hearing will be arranged. The principal, the parents and the student will be notified as to the date of the hearing. It is suggested that a hearing be held within five (5) instructional school days of invoking the penalty and in no event later than ten (10) school days.

c. If witness statements or written materials are to be presented in the hearing process, the principal must first delete the names of any other students.

3. Failure to Attend a Scheduled Hearing

If a student or parent who requested a hearing does not attend the scheduled hearing and has not called in advance to re-schedule it, the right to a hearing is forfeited and the alternative placement or long-term suspension of the student will stand. In this case, there is no further appeal process.

4. The Initial Hearing

a. The Hearing Officer shall be designated by the superintendent.

b. Duties of Hearing Officer

(1) Schedule the hearing at a specified date, time, and place; authorized to postpone the date and time or change the place for good cause.

(2) Answer any questions that the student, his/her parents, or representative may have about the nature and conduct of the hearing.

(3) Retain full charge of the hearing: direct its proceedings and control the conduct of all persons present, subject to the general directions of this procedural code. He/she may limit questioning or testimony that is unproductively lengthy or irrelevant.

(4) Make a record of any information orally presented at the hearing. In any case in which the student or parents so request, a copy of the record shall be made for them.

(5) Write findings of fact and recommendations for action.

(6) Transmit the written findings and recommendations to the superintendent for review and action as soon as possible after the hearing.

c. The hearing may be attended by the Hearing Officer, the superintendent of schools, the principal or principal's designee of the school involved, the student, the parents, and the student's representative. Witnesses may be sequestered. If students are alleged to have acted in concert and the facts are basically the same, group hearings may be held at the discretion of the Hearing Officer.

d. The student may testify or may remain silent without penalty. The principal or his/her designee shall present all notices, statements and other information relating to the misconduct and the penalty invoked.

e. The hearing shall consist of a review of the statements and records presented by the principal or his/her designee and by or on behalf of the student. If the principal, the student, or the Hearing Officer requests that any witnesses appear in person and answer questions, due process requires either that they appear or that their absence be considered by the Hearing Officer in determining the weight to be given to such evidence.

f. The student may be represented by an attorney if he/she chooses. The attorney may present the student's views and question witnesses, and otherwise advise the student or the parents. An attorney acts in lieu of the parents. The Hearing Officer and the principal must be advised of the decision to have an attorney at least 48 hours before the time set for the hearing so that the School Attorney may be in attendance as well.

g. Parents may be represented by an adult of their choosing in lieu of an attorney.

h. At the discretion of the superintendent, the Board of Education may provide the principal with an attorney.

i. The Hearing Officer may limit nonproductive questioning or procedures.

j. Based upon the information presented at the hearing, the Hearing Officer shall privately determine whether a preponderance of the evidence has shown that the student engaged in the alleged misconduct. (If the recommended action is expulsion, there must be clear and convincing evidence that the student engaged in the alleged misconduct.) If the Hearing Officer concludes that misconduct occurred, he/she shall provide a recommendation to the Superintendent of Pitt County Schools concerning what action, if any, should be taken with respect to the student. The recommended action may not be more severe than that invoked by the principal.

k. The Superintendent will determine what discipline will be imposed. The Superintendent may accept, reject or modify the recommendation of the hearing officer.

l. The Superintendent will notify the parents or guardian in writing of his/her decision and the basis for the decision. Once a hearing has been conducted and the Superintendent has sent his/her written decision, a long-term suspension may be appealed to the Board of Education.

6. The Board Hearing

a. The student or parent may appeal the Superintendent's decision to long-term suspend or recommend expulsion of a student to the Pitt County Board of Education. A student or parent who desires a Board hearing shall notify the Superintendent's office within three days of receipt of the Superintendent's decision.

b. A hearing will be scheduled with the Board within 10 days of the request.

c. The appeal will be based upon the Hearing Officer's report and the written record made from the hearing, in addition to the oral presentations by the parties and their witnesses, if any.

d. Newly-discovered evidence will be considered only as is necessary to avoid substantial threat of unfairness.

e. If the parents/guardian and student do not want to be present at the Board hearing, the parents/guardian or student will give notice within three (3) days of the scheduled hearing. The Superintendent may then provide written evidence to support the recommendation to the Board, provided that the Board may elect to request a hearing or request additional records and documents.

f. The Board will provide the parents or guardian with a written decision and the basis for the decision.

(1) If the Superintendent/designee has recommended a 365-day suspension, the Board will indicate whether it finds that a preponderance of the evidence supports the 365-day suspension and whether the Board accepts any modification recommended by the superintendent. In the event of an expulsion, Board will indicate whether it finds that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

(2) The Board will consider alternative education services and make a written determination as to whether alternative education services will be provided for any expelled student. So long as required by federal or North Carolina law, students with disabilities recognized by the Individuals with Disabilities Education Act must receive alternative educational services during the time of the expulsion in order to continue to receive a free appropriate public education.

(3) The Superintendent's decision will be altered only if the Board of Education concludes it to be clearly erroneous or in violation of Board policy.

g. An adverse decision by the Board of Education may be appealed by the student to superior court.

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

D. Requests for readmission

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

The written request and supporting information shall be provided to the superintendent. The superintendent may request an in-person meeting with the student. Within a reasonable

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

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

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

E. Long-Term Suspensions or Expulsions and Student Records

1. Pursuant to Section 115C-402(b) of the General Statutes of North Carolina, any student who has been suspended for a period of more than ten (10) days or has been expelled following the procedures set forth above, shall have notice of said suspension or expulsion and the conduct for which the action was taken placed upon his or her school record.

2. Said notice shall be removed from the record of the student if (a) the student or parent requests the removal, (b) the student either graduates from high school or is not expelled or suspended again for a period of two years after his or her return to school, (c) the superintendent or superintendent's designee determines that maintenance of the record is no longer needed to maintain safe and orderly schools, and (d) the superintendent or superintendent's designee determines that maintenance of the record is no longer needed to adequately serve the child.

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

IV. IDENTIFIED EXCEPTIONAL CHILDREN OR SECTION 504 STUDENTS

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

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

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

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

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

a. If manifestation is not found, the child may be suspended pursuant to the same disciplinary rules and procedures followed for non-disabled children. The IEP team must determine what would be the appropriate services for the child to receive during the term of his suspension, in order to enable the child to continue to participate in the general education curriculum and to progress toward meeting the annual goals in the child's IEP. The IEP team must also determine what would be the appropriate services for the child in the event there is a subsequent disciplinary reassignment by the Superintendent or designee. These services must enable the child to continue to participate in the general education curriculum and to progress toward meeting the annual goals of the child's IEP.

b. If manifestation is found, the child's placement is not to be changed and the child must return to his or her current placement immediately. The child shall not be "administratively reassigned" to an alternative school if a manifestation has been determined to exist. In addition, when manifestation is found, the IEP team must conduct a Functional Behavioral Assessment (if one has not already been completed during the current school year) and develop a Behavior Intervention Plan; if there is an existing Behavior Intervention Plan, the team may elect to review and revise that Plan in lieu of developing a new one, if appropriate.

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

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

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

Criteria for IAES Eligibility:

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

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

Procedures for Implementing an IAES:

1. Upon making the determination that the student has engaged in behavior that qualifies for an IAES, the Principal may elect to proceed with an IAES placement.
2. Upon making this determination, the parent must be notified of the determination and given an ***Invitation to Conference/Prior Written Notice*** Form, and be provided with a copy of the Handbook on Parents' Rights.
3. The IEP team shall convene within 10 school days to determine the alternative educational setting. The IEP team may consider all options available on the placement continuum, as appropriate, including but not limited to a more restrictive setting such as a resource setting or a self-contained program, a modified day, or change to an alternative school. The setting must

provide for special education services and access to the general education curriculum. The IEP team must document its decision on the DEC-5 Prior Written Notice.

4. The IEP Team is not required to complete a Manifestation Determination Review (MDR).

5. If the IEP Team determines it to be appropriate, the student may receive a Functional Behavioral Assessment, and Behavioral Intervention Plan and modifications, that are designed to address the behavior violation so that it does not recur.

6. Upon the expiration of the 45-day placement, the student shall return immediately to his placement prior to the IAES assignment, unless the parent and the school IEP Team agree to a change of placement. The student shall not be “administratively reassigned” to an alternative school or placement.

Emergency 45-Day Interim Alternative Placement of Dangerous Student:

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

D. Parental Notice of Rights

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

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

E. Consideration of Student Records By Decision-Maker

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

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

If a child who has not been determined to be eligible for special education services under the IDEA commits a violation of school rules that would result in suspension or expulsion from school, the school may not exclude the child from school to the same extent that it would exclude a nondisabled child for the same offense, if the school had knowledge that the child was disabled before the violation occurred.

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

- The parent/guardian has expressed a concern in writing to school officials that the child is in need of special education;
- The parent/guardian has requested an evaluation to consider eligibility for special education;
- The child's teacher or other school staff have expressed concern about a pattern of behavior by the student to the EC Director or other supervisory personnel; or

Prior to the behavior that precipitated the disciplinary action, the behavior and performance of the child clearly and convincingly established the need for special education. Prior disciplinary infractions alone do not constitute clear and convincing evidence.

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

SECTION VI – SUBSTANCE ABUSE PROCEDURES (Board Procedure 10.207 – P)

ALCOHOL & DRUGS

I. PROCEDURE FOR DISCIPLINE OF STUDENTS

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

No student shall possess, use, distribute, sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, non-alcoholic or pseudo-beer, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

B. Periodic searches may be conducted by school officials in accordance with the policy 10.201 (Search and Seizure).

C. The possession or proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this Rule when the drug is taken by the person for whom the drug was prescribed. Students in elementary and middle schools who have prescription drugs must turn in such drugs to the appropriate school personnel for safekeeping and dispensing.

D. Possession, Use, or Being Under the Influence of an Unauthorized Intoxicant described in I. A.

First Offense: Any first-time offender who possesses, uses or is found to be under the influence of an unauthorized substance is automatically suspended for ten (10) days and

recommended for Project FIND. A student who has not participated in Project FIND (Families Involved in Normal Development Program) during any school year shall be eligible for Project FIND an alternative to long-term suspension. In addition to school discipline, a student may be prosecuted under state juvenile or criminal laws.

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

E. Sale or Distribution of an Intoxicant

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

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

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

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

II. PROCEDURES TO BE FOLLOWED FOR IMPLEMENTING ALCOHOL OR DRUG REFERRAL, AN INTERVENTION PROGRAM FOR STUDENTS (Project F.I.N.D.)

A. The student shall be immediately suspended for ten (10) days and *may be* recommended for alternative placement or long-term suspension.

B. An investigation by the school administration shall take place. If the offense is a violation of a criminal act, it shall be reported to the appropriate law enforcement authorities for action at their discretion.

C. Parents will be notified immediately regarding the offense and informed of their right to a formal hearing before a hearing officer. In the hearing, the parent(s)/guardian(s) and/or the school administrator may request that the superintendent consider referring the student to Project FIND as an alternative to long-term suspension.

D. If the student is offered the opportunity to enroll in Project FIND as an alternative to long-term suspension for a first offense as outlined in I.D. 1, the parent(s)/guardian(s) will be provided with information regarding the content and requirements of Project FIND. The parent(s)/guardian(s) must immediately contact Project FIND to schedule an intake appointment.

E. If the offer of Project FIND is refused or if the student does not follow through with Project FIND, the school district will proceed with the alternative placement or long-term suspension process.

F. The parent(s)/guardian(s) must give written permission for participation in the program.

G. In the event a student who has completed the intervention program commits another substance abuse violation, school officials must recommend the student for long-term suspension or expulsion.

H. A complete intake process will be completed for Project FIND by PORT Human Services on each student, parent(s) or guardian(s) referred to the intervention program. The purpose for doing the complete intake is to assess the student for problems he/she may be experiencing and, when deemed appropriate, referring the student to an appropriate agency.

I. Parents of students will be required to sign a release of information at intake so that evaluation data can be obtained from the respective schools.

J. The student and parent will be in structured workshops for a period of eight (8) weeks. A report will be completed after the final session. These reports will be sent to the school referring the student. These reports will focus on attendance and willingness to become part of the structured group experience.

K. If a student has any unexcused absences from the intervention program classes, is non-compliant with the program, or is dropped from the program for these or any other reasons, the student may receive alternative placement or if applicable, the student's long-term suspension will be reinstated. A representative of Project FIND from PORT Human Services will notify the school administration of this action as soon as possible, but no later than five days upon the decision to drop the student from the program.

L. The initial Project FIND enrollment fee shall be paid by the Pitt County Board of Education to encourage students to stay in school. Parents/guardians will be responsible for paying other costs for this program through insurance or sliding scale fees.

III. PROCEDURES TO BE FOLLOWED FOR VOLUNTARY ADMISSION OF ALCOHOL OR DRUG USE

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

B. The principal will follow-up with PORT Human Services to ascertain if follow-up from the assessment interview was conducted.