



# PARENT-STUDENT HANDBOOK

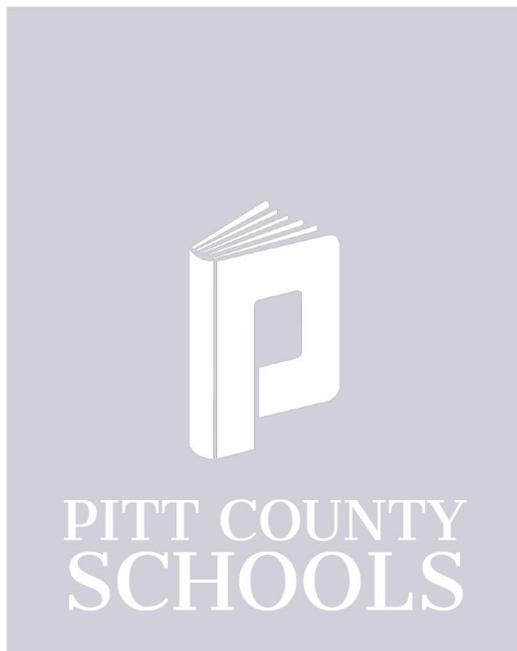
2019-2020



CELEBRATING  
EVERY  
CHILD



CHALLENGING  
EVERY  
LEARNER







## 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](http://www.pitt.k12.nc.us)) and social media. 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 11, 2019 - Teacher Workday
November 27, 2019 - Annual Leave Day
January 2, 2020 - Teacher Workday
January 3, 2020 - Teacher Workday
February 24, 2020 - System Designated Workday
March 10, 2020 & April 1, 2020 - Early Release Days (each day will be extended to a full day)

### OPEN HOUSE: AUGUST 22, 2019

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

### EARLY RELEASE DAYS

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

## MARKING PERIODS

Grades K-8 (Nine Week) Marking Periods		
WEEK	END DATE	REPORT CARD ISSUED
1 <sup>st</sup> 9 Weeks	October 29, 2019	November 4, 2019
2 <sup>nd</sup> 9 Weeks	January 22, 2020	February 3, 2020
3 <sup>rd</sup> 9 Weeks	March 27, 2020	April 6, 2020
4 <sup>th</sup> 9 Weeks	June 5, 2020	Mailed Home

Grades 9-12 (Six Week) Marking Periods		
WEEK	END DATE	REPORT CARD ISSUED
1 <sup>st</sup> 6 Weeks	October 4, 2019	October 14, 2019
2 <sup>nd</sup> 6 Weeks	November 19, 2019	November 25, 2019
3 <sup>rd</sup> 6 Weeks	January 22, 2020	February 3, 2020
4 <sup>th</sup> 6 Weeks	March 5, 2020	March 16, 2020
5 <sup>th</sup> 6 Weeks	April 23, 2020	May 4, 2020
6 <sup>th</sup> 6 Weeks	June 5, 2020	Mailed Home

## PARENT CONFERENCES

GRADES K-8	
November 7, 2019	3:00 pm – 7:00 pm
April 1, 2020	3:00 pm – 7:00 pm

GRADES 9-12	
October 10, 2019	3:00 pm – 7:00 pm
March 10, 2020	3:00 pm – 7:00 pm

Follow Pitt County Schools on Facebook, Twitter & Instagram



## **Vision**

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

## **Mission**

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

## **Pitt County Board of Education**

Tracy Everette-Lenz – District 1

Amy Cole – District 2

Mary Blount Williams – District 3

Betsy Flanagan, Vice Chair – District 4

Anna Barrett Smith, Chair – District 5

Worth Forbes – District 6

Caroline Doherty – District 7

Melinda Fagundus – District 8

Benjie Forrest – District 9

## **Disclaimer**

The *Pitt County Schools Parent-Student Handbook* is to serve as a resource for parents and students. Although it references some of the policies and procedures of Pitt County Schools, it is not all-inclusive. To access all district policies, please visit our website at [www.pittschools.org](http://www.pittschools.org).

The information contained within this Handbook is not intended to and shall not supersede the policies of the North Carolina State Board of Education or Pitt County Board of Education. This handbook is a “living” document; therefore, for the more current information and guidelines, please refer to the online version of the *Pitt County Schools Parent-Student Handbook* found on the Pitt County Schools website: [www.pittschools.org](http://www.pittschools.org). Should there be any required policy changes based on actions of the State Board of Education, North Carolina General Assembly or the Pitt County Board of Education, the content of this Parent-Student Handbook is subject to change without prior notice.

## **Pitt County Schools Directory Information**

Central Office	(252) 830-4200
Athletics	(252) 830-4208
Child Nutrition	(252) 830-4226
Community Schools & Recreation	(252) 902-1975
Educational Programs & Services	(252) 830-4235
Facility Services	(252) 756-2313
Public Information	(252) 830-4219
Student Assignment	(252) 830-4255
Student Services	(252) 830-4204
Transportation	(252) 756-1424

## **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 Schools 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, every single day.

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. In order to stay informed about district initiatives and school activities, I encourage you to visit our website at [www.pittschools.org](http://www.pittschools.org) and download our mobile app.

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



Dr. Ethan Lenker  
Superintendent





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

**ALPHA Center (K-8)**  
1019 Fleming Street  
Greenville, NC 27834  
(252) 830-3564

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

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

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

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

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

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

**Chicod School (K-8)**  
3383 Stokestown-St. Johns Road  
Greenville, NC 27858  
(252) 746-6742

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

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

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

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

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

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

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

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

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

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

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

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

**Innovation Early College High (9-12)**  
Brewster Bldg, Room D107  
East Carolina University  
Greenville, NC 27858  
(252) 737-3860

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

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

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

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

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

**Pitt Academy /RISE(K-12)**  
400 Spruce Street  
Greenville, NC 27834  
(252) 830-3501

**Pitt County Early College High (9-12)**  
1959 Warren Drive  
Winterville, NC 28590  
(252) 493-7821

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

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

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

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

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

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

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

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

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

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

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

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## **GENERAL INFORMATION**

### **PCS Mobile App**

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

The free app offers news and alerts for the entire Pitt County School System. Users can receive notifications about school delays, cancellations, and special events, read the latest announcements and headlines, submit safety concerns through the tip line, access school menus, the parent portal and events calendars. Additionally, parents can “follow” their child or children’s school(s) through the app and receive school-specific updates and information. Users must enable push notifications when downloading the app in order to receive the breaking alerts.

### **Blackboard Connect**

Blackboard Connect is a messaging system that allows our school district to personally communicate with parents via phone, email text and/or push notification to the PCS app about emergency situations, school events, school closings and delays and important issues relative to your child’s school or the entire district. It is important that your child’s school has your accurate contact information so that your family does not miss any important announcements. By providing a phone number and /or an email address, you are consenting to PCS sending you communications at that number or address. If you wish to opt-out of receiving such communication, please follow the prompts at the end of the communication messages on how to unsubscribe.

### **Home Base 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 Home Base 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 school or district social media or website. If you do not wish for your child to be interviewed, recorded, videotaped or photographed, please notify the principal in writing expressing your child’s restriction to the news media and/or PCS publications.

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

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

The Pitt County Schools Coordinator of Student Services is designated the Discrimination, Harassment and Bullying Coordinator. Students and/or their parents (or legal guardians) are encouraged to submit any complaints of discrimination, harassment, or bullying through the complaint process established in Policy 1720/4015/7225 (Discrimination, Harassment, and Bullying Complaint Procedures).

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

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

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

### **Enrollment / Withdrawal**

#### *Enrollment of New Students:*

When a student enters school without having previously been registered, the student and parent should make immediate contact with the principal/designee. Every effort will be made immediately to obtain the student's records from the previous school attended by the student. Once the registration process has been completed, tentative placement will be made based upon the information available. Final placement will take place after the principal has had the opportunity to review the student's records.

#### *Enrollment Requirements:*

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

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

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

1. The parent, guardian, or custodian must provide a notarized statement indicating whether the student is under suspension or expulsion from another school, or has been convicted of a felony.

2. The receiving school shall, within 30 days of enrolling students, obtain the student’s records from the transferring school, including immunization records. If a student or parent provides a copy of the student’s record, the receiving school shall, within 30 days, request written verification of the record.

*Registration of Students Entering During the School Year:*

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

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

It shall be standard procedure for the student and his or her parent/guardian to receive a complete registration packet on the first visit to the school and to have ample opportunity to discuss the registration of the student with appropriate school personnel. Registration packets are also available online at [www.pittschools.org](http://www.pittschools.org) .

*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 (K-12)**

- Student Fees - \$10.00/ year
- Return Check Fees - \$25.00
- Students / parents liable for damage to school buildings and textbooks.

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

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

*High School Fees:*

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

- Parking: \$50.00/year
- Graduation Fees at Cost to Student (Seniors Only)
- Locks at Cost to Student
- Gym Uniform at Cost to Student
- All fees will be collected based upon a student's ability to pay. Teachers may request students to purchase classroom materials that they determine to be critical to teach the standard course of study.

### **School Nutrition**

#### *MEAL PRICES FOR 2019-20 (PK-12):*

Breakfast \$1.00

Breakfast is FREE for students approved for Free or Reduced-price meal benefits

Lunch \$2.35

Lunch, reduced price \$.40

PK-12 Milk, 8 oz. carton \$.60

Students are expected to pay for purchases in advance or at the time of service. Students and parents may bring money to the cafeteria daily, deposit money on account at the cash register or pay on-line using PaySchools Central.

Student lunch monies can be deposited to the student's account over the internet 24 hours a day, 7 days a week using PaySchools Central. By logging onto [www.payschoolscentral.com](http://www.payschoolscentral.com) 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 PowerSchool identification number

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

#### *MEAL CHARGE POLICY (excerpt from Policy 6220)*

Students who are required to pay for meals are expected to provide payment prior to or at the time of service. The board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student is unable to pay for a meal on a particular day, the

student may charge a reimbursable meal. Students in Pre-K through 12th grade will be permitted to charge up to 7 breakfasts and 7 lunches. Individual food items cannot be charged by students or adults at any time. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's unpaid meal charges. The school nutrition director and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the child nutrition program on a regular basis and before the end of the school year. Notices of low or negative balances in a child's meal account will be sent by each cafeteria manager to parents and the principal at regular intervals during the school year. If a parent regularly fails to provide meal money and does not qualify for free or reduced-price meal benefits, the cafeteria manager shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. Parents are expected to pay all meal charges in full as they occur, but no later than the last day of each school year. Principals will be permitted to notify parents in writing that meal charges will not be allowed during the last two (2) weeks of school. Negative balances on student meal accounts will be carried forward to the following school year. However, the superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and that the School Nutrition Program is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year. This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professionals, parents, and students. Parents will receive the meal charges policy and any applicable procedures at the start of each school year in the Parent/Student Handbook and at any time their child transfers into the school district from another school district during the school year.

#### *COMMUNITY ELIGIBILITY PROVISION SCHOOLS*

The Healthy, Hunger Free Kids Act of 2010 (HHFKA) provides an alternative to household applications for free and reduced price meals in local educational agencies (LEAs) and schools in high poverty areas. This alternative is referred to as the Community Eligibility Provision (CEP). All students enrolled in CEP designated schools receive breakfast and lunch at no charge. Applications for Free or Reduced-price meal benefits are not collected at CEP schools.

#### *CEP SCHOOLS IN PITT COUNTY:*

Ayden Grifton High School, Belvoir Elementary, Bethel School, C. M. Eppes Middle School, Pitt County Early College, E. B. Aycock Middle School, Falkland Elementary, Farmville Middle School, Farmville Central High School, H. B. Sugg Elementary, Sam D. Bundy Elementary, Grifton School, Lakeforest Elementary, North Pitt High School, Northwest Elementary, Pactolus School, Sadie Saulter Early Childhood Center, South Greenville Elementary, Wahl Coates Elementary and Wellcome Middle School.

#### *FREE & REDUCED-PRICE MEAL APPLICATION*

For students enrolled in all other Non-CEP schools, the **federal guidelines require a new application each year for households applying for free or reduced-price meal benefits.** (There are some exceptions for students who are directly certified through the cooperation of the NC Department of Health and Human Services and the SNAP and Cash Assistance programs.)

You may pick up an application at a school or from the Child Nutrition Central Office at 1717 West 5<sup>th</sup> Street, Greenville, NC or go online to [www.pittschools.org](http://www.pittschools.org) to download a form. Please complete only ONE application for your entire household. A complete set of instructions will be provided in the application packet. Households may apply for meal benefits at any time during the school year.

### *SPECIAL DIETARY NEEDS*

School Nutrition Services strives to meet the daily nutritional needs of all students through the National School Breakfast, Lunch and After School Snack programs. If your child has a special dietary need/unique mealtime need (such as a severe food allergy, modified food texture, or food intolerance), please review the important information below to ensure your child's needs are being met. *If your child is a vegetarian or has other food preferences such as a pork-free diet, School Nutrition Services can meet these needs with the variety of choices available at breakfast, lunch, and snack. It is the policy of Pitt County Schools to substitute regular milk with lactose free milk for lactose intolerance and to substitute regular milk with soy milk for milk allergy.*

### *FOOD ALLERGIES (PEANUT, TREE NUT, MILK, EGGS, SOY, WHEAT, FISH, SHELLFISH)*

If your child has a medically documented disability according to the Americans with Disabilities Act (ADA)\* that requires dietary modifications, a Medical Statement must be completed and submitted to School Nutrition Services.

The Medical Statement includes Part A, Part B, and Part C and must be completed by different parties.

*Part A should be completed by the parent/guardian.* Part A (page 1) of the Medical Statement includes all information needed from the parent/guardian and should be completed in its entirety.

*Part B should only be completed by the Licensed Physician/Medical Authority.* Part B (page 2) of the Medical Statement is required as documentation of the medical need and should be completed in its entirety and signed by the licensed physician.

*Part C indicates the Medical Statement has been reviewed by School Nutrition Staff and UMN Team Coordinator.* Completion of Part C indicates that the form has been received by School Nutrition staff and UMN Coordinator reviewed for compliance, databases updated with current information, and becomes the final copy once signed by designated staff. You may be contacted regarding any concern related to the Medical Statement that has been submitted for your student.

### **Please note:**

- **If a Medical Statement from a licensed physician is not received by School Nutrition Services, the child's diet order cannot be processed and he/she may receive a regular meal.**
- **Part B of the Medical Statement must be completed by a Licensed Physician or Medical Authority (Physician's Assistant, Nurse Practitioner). Part B of the Medical Statement completed by parents/guardians will not be accepted.**

- **The current Medical Statement on file will be honored until a new Medical Statement is updated by the licensed physician and received by School Nutrition Services.**
- **School staff must follow the dietary orders on the current Medical Statement on file and cannot make dietary changes without an updated form from the licensed physician.**
- **Please return completed forms to your child's teacher or school nurse or the staff person who gave you this form.**

Medical Statement Link: <https://www.pitt.k12.nc.us/Page/2082>

## **MEDICAL/ HEALTH INFORMATION**

The School Health Program provides registered nurses who coordinate health services to manage students' health needs during the school day. The school nurses serve as the link between the schools, parents and healthcare providers. Parents should notify school administration and/or the school nurse of any chronic health conditions, acute hospitalizations, or any change in medical condition that may affect the student's academic success. If a health-related emergency occurs during the school day, it may be deemed necessary to call 911 to active emergency medical services (EMS) for continuation of prompt medical care. The policies and procedures of Pitt County Schools' must be adhered to when determining whether or not a student should be excluded from school due to a health-related condition or illness.

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

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

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

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

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

North Carolina State Law requires the following minimum doses:

- 5 DTaP, DTP, or DT doses (If 4th dose is after 4th birthday, 5th dose is not required); DT requires medical exemption.
- 4 Polio Vaccine doses. The booster (4<sup>th</sup>) dose is required on or after the 4<sup>th</sup> birthday and before entering school for the first time.
- 1-4 Hib doses (Children beyond their 5<sup>th</sup> birthday are not required to have any Hib vaccine).
- 3 Hep B doses (Children born on or after July 1, 1994 are required to have 3 doses; 3rd dose on/after 6 months).
- 2 Measles doses (At least 28 days apart; 1st dose on/after 12 months of age).
- 2 Mumps dose (1st dose on/after 12 months of age).
- 1 Rubella dose (On/after 12 months of age).
- 2 Varicella doses administered at least 28 days apart or documentation of disease from a physician, nurse practitioner or physician's assistant verifying history of varicella disease. (Documentation must include student's name, approximate date or age of infection and healthcare provider signature.)

Students entering 7<sup>th</sup> grade or who have reached 12

- 1 Booster dose of tetanus/diphtheria/pertussis (Tdap)
- 1 Meningococcal conjugate vaccine (MCV) doses. \*A booster dose is required for individuals entering the 12th grade or by 17 years of age, whichever comes first. Individuals who entered seventh grade before July 1, 2015 are not required to

receive the first dose. The booster dose does not apply to individuals who entered the 12th grade before August 1, 2020.

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 NCGS § 130A-157. Documentation of any exemption must be on file at the school in the student's permanent record. Parents/guardian seeking an exemption should contact the Pitt County Health Department at (252) 902-2305.

### **Epinephrine Auto-Injector Devices (Epi-Pens) (Policy 6125)**

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

Epinephrine auto-injector devices provided by the school are not intended, and cannot be used, as the sole supply for students known to have medical conditions requiring the availability of an epinephrine auto-injector device. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order in accordance with Policy 6125, Administration of Medication. If an epinephrine auto-injector is administered to a student while on school campus, 911 will be called to activate emergency medical services (EMS).

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

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

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

#### *Reportable Diseases and Conditions*

The diseases and conditions that are declared to be dangerous to the public health are reportable to the local health department within specific time periods after the disease or condition is reasonably suspected to exist. The local health director will advise the school of precautionary action(s) needed to prevent the spread of disease. The list of reportable diseases can be found at [http://epi.publichealth.nc.gov/cd/lhds/manuals/cd/reportable\\_diseases.html](http://epi.publichealth.nc.gov/cd/lhds/manuals/cd/reportable_diseases.html)

#### *Non-Reportable Contagious Conditions*

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

1. Varicella (Chickenpox): Student is excluded from school until all blisters have formed scabs.
2. Pediculosis (Head Lice): Student should be referred for treatment at the end of the school day. Until the end of the school day, avoid any activity that involves the student in head-to-head contact with other children or sharing of any headgear. Student can return to school when treatment is completed and proof of treatment (prescription or box top from over-the-counter treatment) is provided to the school.

3. Scabies: Student is excluded from school until one (1) treatment with prescription medication is completed (usually overnight).
4. Conjunctivitis (Pink Eye): Student does not need to be isolated from other students, and treatment is not required in order for the student to return to school. If student is unable to participate in classroom activities or drainage cannot be contained, parent should be notified and consider sending student home.
5. Impetigo: Student is considered contagious until treated with antibiotics for at least 24 hours or the crusting lesions are no longer present. If the student is at school when the lesions are discovered, direct contact with other students should be minimized to the extent possible for the rest of the day. The student should remain out of direct contact with other children if he or she has more than three to four sores until seen by a physician for evaluation and treatment. The student may return to school when topical, oral or other systemic antibiotics are started or if the sores can be covered and kept dry.
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 should be referred to his/her healthcare provider and 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 while at school.
9. Vomiting: Student should be excluded from school when vomiting occurs more than 2 times in a 24 hour period, or when there is vomiting with a fever and the child looks or acts ill.
10. Diarrhea: If a student is unable to participate in classroom activities or has accompanying signs of illness such as fever then the parent school be notified. A student with frequent loose stools, especially if the child is unable to control those bowel movements, should be evaluated by a physician as the condition may lead to dehydration.
11. Fever: Student is excluded from school when the student is unable to participate in classroom activities and when oral temperature is above 101 degrees F. Student may return to school when fever-free for 24 hours without the use of fever reducing medications.
12. Bed Bugs: See Pitt County Schools Bed Bug Protocol for the prevention of bed bug infestations in the school setting.

### **Administration of Medication (Policy 6125)**

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

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

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

*Medication Procedures:*

1. "Authorization for Medication" form will be completed by the physician and parent.
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" or electronic health record.
6. Parents are responsible for informing the school principal of any serious changes in the child's health or any change in the medication to be administered. Changes in medication, including altered dosage and changes in time and frequency of administration, requires authorization from the prescribing physician on a new "Authorization for Medication" form.
7. All medications shall be transported to and from school by parent/guardian for elementary and middle school students. The only exception is that with prior documentation on the "Authorization for Medication" form, students who have permission to self-medicate may carry rescue medications; (Examples: asthma inhalers, insulin)
8. It is a privilege for students to be allowed to self-medicate during school hours. Abuse of this privilege will result in its revocation.
9. Under no circumstances will unauthorized over-the-counter medication be given to any student by any member of the school staff.
10. At the end of the year, authorization for medication forms and daily medication logs shall be filed in student's health folders.
11. At the end of each school year, schools will notify parents/guardians that medications should be picked up from school or they will be disposed of if they remain on school property after a designated date.

## ACADEMIC / INSTRUCTIONAL INFORMATION

### **Report Cards**

Report cards serve as a progress report to both parents and students grades K-12. 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.

### **Multi-Tiered System of Supports**

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. We do this through our commitment of implementing and sustaining a layered system of support, Multi-Tiered System of Support (MTSS), so that all students succeed academically, behaviorally, and emotionally. MTSS is a multi-tiered framework which promotes school improvement through engaging, research-based academic and behavioral practices.

We believe that all children have the capacity to grow and learn in an environment that fosters understanding and provides effective instruction tailored to meet the needs of each learner.

School based teams use various points of student data and a structured problem solving model to improve learning outcomes for all students. Schools provide educational support to all students at increasing levels of intensity based on their individual needs. The goal is to prevent problems and intervene early so that all students can be successful. Pitt County Schools layer different types of support into three tiers:

- Tier One includes high quality curriculum and instruction in the classroom that **all** children receive--Core Instruction.
- Tier Two includes additional targeted, supplemental instruction for small groups of students who need more support on a targeted skill.
- Tier Three includes intensive interventions that are customized to meet the individual needs of students.

For more information on the specific supports available at your child's school, please contact your child's teacher or school counselor.

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

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

*Grades 3-5*

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

*Grades 6-8*

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

*Grades 9-12*

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

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

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

**Honor Societies**

Pitt County Schools have affiliated with national honor societies and follow the rules and regulations set forth by those organizations. The administrator of the school shall encourage establishment and maintenance of such organizations which recognize outstanding academic achievement. The principal shall appoint and approve sponsors for such organizations.

**Promotion/Retention Standards (Policy 3420)**

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

*Grades K-2*

- Demonstrate grade level proficiency in Reading and Mathematics.

*Grades 3-8*

- Demonstrate grade level proficiency in Reading and Mathematics by scoring Level III on the End-of-Grade test.
- Pass the following with a grade of at least 60:
  - English/Language Arts (including Reading and Writing)
  - Mathematics
  - Science
  - Social Studies

- Grade 3 only: In accordance with the Read to Achieve Law, a student in third grade must meet mastery on reading as set by the House Bill legislation 950/S.L. 2012-142 and the district plan.

*Grades 9-12*

To earn credit in a course, students must:

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

*Promotion to Grade 10*

- Earn 6 units of credit

*Promotion to Grade 11*

- Earn 13 units of credit – must include English I

*Promotion to Grade 12*

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

## Graduation Requirements- Policy 3460

### *Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2015-2016 and Thereafter:*

<b>Courses Required*</b>	<b>State Requirements</b>	<b>Additional Local Requirements</b>
English	4 sequential (English I, II, III, and IV)	0
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***	0
Science	3 (a physical science course, Biology, and earth/environmental science)	0
Social Studies	4 (including American History: Founding Principles, Civics and Economics; American History Parts I and II; and World History)****	0
Health/P.E.	1	0
Art Education	0	1
Concentration Electives	4 (electives must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. The state recommends a four-course concentration.)	The board <b>requires</b> the four-course concentration which is recommended by the state.
Other Electives	2 (electives must be any combination of Career and Technical Education, Arts Education, or World Language)*****	5
<b>Total Credits</b>	<b>22</b>	<b>28</b>

\*Certain International Baccalaureate (IB), and Advanced Placement (AP) courses will satisfy specific graduation requirements. See SBE policy GRAD-008.

\*\* Students entering ninth grade for the first time prior to the 2014-15 school year have alternate math course options. See SBE policy GRAD-004.

\*\*\* Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at: <http://maccss.ncdpi.wikispaces.net/file/view/MathCreditOptions-Policy%203.23.17.pdf/609430919/MathCreditOptions-Policy%203.23.17.pdf>

\*\*\*\* American History: Founding Principles, Civics and Economics must follow the North Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by an AP/IB course, dual enrollment, or any other course that does not fully address the NCSCOS.

\*\*\*\*\* Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

***Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP):***

<b>Courses Required</b>	<b>State Requirements</b>	<b>Additional Local Requirements</b>
English	4 (including English I, II, III, IV)	0
Mathematics	3 (including Introduction to Math , NC Math I, and and Financial Management)	0
Science	2 (including Applied Science and Biology)	0
Social Studies	<u>9th grade entry of 2017-18 or later:</u> 2 (including American History; Founding Principles, Civics, and Economics; and American History I <b>OR</b> American History II <u>9th grade entry prior to 2017-2018:</u> American History I and II	0
Health/P.E.	1	0
Career/Technical	4 (Career /Technical Education electives)	0
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment*)	In addition to the hours required by the state, the board requires an additional 150 hours of school-based training (for 300 total school- based training hours), 15 hours of community-based training (for a total of 240 community- based training hours), and 135 hours of paid employment (for a total of 360 hours of paid employment
Electives	0	6
Other Requirements	• Completion of IEP objectives • Career Portfolio	none
<b>Total Credits</b>	<b>22</b>	<b>28</b>

\* Paid employment is the expectation; however, when paid employment is not available, 225 hours of unpaid vocational training, unpaid internship experience, paid employment at community rehabilitation facilities, and volunteer and/or community service hours may substitute for 225 hours of paid employment.

**Examinations (Policy 3410)**

**HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING**

High school students must take all end-of-course (EOC) tests, NC Final Exams, and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education. The results of EOC tests, NC Final Exams, and CTE Post-Assessments will count a percentage of a student’s final grade in each high school course for which there is an EOC test, NC Final Exam, or CTE Post-Assessment. This percentage will be determined and set forth in Board Policy 3410. This requirement does not apply to EOC tests for students following the Occupational Course of Study. Further, CTE students who earn a credential will not be required to take the CTE Post-Assessment in the course.

**Course Offerings**

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

More information and a detailed listing of available courses can be found in the *Pitt County Schools High School Registration Guide* at [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us).

*Quality Points and Descriptions of Course Levels 9<sup>th</sup>-12<sup>th</sup> Grade*

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

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

***Standard 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 and College 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

*\*The state weighting system adds the equivalent of one (1) quality point to the grade earned in community college courses included on the most recent Comprehensive Articulation Agreement Transfer List, and for courses taught at four-year universities and colleges. Please be advised **not all** courses taught at the community college level earn 5 quality points.*

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

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

### **NC High School Diploma Endorsement Seals Guide**

Students enrolled in North Carolina high schools shall have the opportunity to earn Endorsements to their High School Diploma that identify a particular area of focused study. Criteria for the earning of endorsements can be found at:

[www.ncpublicschools.org/curriculum/scholars](http://www.ncpublicschools.org/curriculum/scholars)

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

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

[www.northcarolina.edu/prospective-students/minimum-admission-requirements](http://www.northcarolina.edu/prospective-students/minimum-admission-requirements)

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

### **Student Email and Digital Resource Accounts**

Your child will be given a Pitt County Schools email account. Additionally, teachers may have students create accounts for digital resources that are directly related to instructional needs in

the classroom. If you want your child to opt out of this email or digital resource account access, contact the Media Coordinator at your school.

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

**Rules for Use**

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

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

#### E. Social Media Use

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

#### F. Personal Computing Devices

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

stolen on school property. Any damage or loss will be the responsibility of the owner of the device.

#### G. General Principles

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

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

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

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

##### *Eligibility Requirements*

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

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

### *Conduct at Athletic Events*

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

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

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

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

3. Must not have graduated.
4. Must be under 19 years of age on August 31 of current school year.
5. Must live with parents or legal custodian within the school administrative unit (exceptions must be approved by your principal and the NCHSAA). A student is

eligible if he has attended school within that unit the previous two semesters (if eligible in all other respects).

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

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

## STUDENT BEHAVIOR AND CONDUCT

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

Under state law, all children between the ages of 7 (or younger if enrolled) and 16 shall be in school, except for those legitimate, lawful reasons for temporary nonattendance as set forth by the NC State Board of Education. The following is a list of the valid lawful reasons for temporary nonattendance of a child at school, provided satisfactory evidence of the absence is given to the appropriate school official.

#### *Lawful Absences:*

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

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

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

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

*School-Sponsored Activities:*

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

*Suspension:*

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

*Tardiness/Early Dismissal:*

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

*Lawful Absences:*

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

*Unlawful Absences:*

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

*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.

#### *Required Attendance for Students in Grades 9-12*

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

A high school student who is absent from a course for a total of eleven (11) or more periods (after all make-ups and waivers are applied) will fail that course. At the discretion of the principal, a high school student who is passing a course and has been absent from the course at least eleven (11) but no more than fifteen (15) periods may be provided an opportunity to make up time missed. Each high school will provide sufficient make-up opportunities to allow a student to make up fifteen (15) class periods per semester, if the work is made up in a reasonable amount of time. A high school student who is passing a course and has missed eleven (11) or more periods of the course may appeal to the principal for a waiver of his or her lawful absences.

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 fifteen (15) 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 (5<sup>th</sup>) 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 Dress Code and Appearance (Policy 4316)**

The Pitt County Board of Education requests that parents outfit their children in clothing that is conducive to learning. The board prohibits any appearance or clothing that does the following: (1) violates the guidelines in this policy; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others. Student appearance should reflect practices of good hygiene and cleanliness.

## A. STUDENT DRESS CODE

Students are expected to be dressed in accordance with this policy at all times school is in session. The principal or designee shall implement this 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 and parents in the selection of school attire and appearance. Each student's school attire must be neat, clean, properly fitted, age-appropriate, and suitable for the learning environment. Schools may not charge students for wearing clothing approved below.

1. Shirts and Tops
  - a. Shirts and tops must have a collar and be a solid color.
  - b. With the exception of manufacturer's logos or school-approved logos, shirts and tops may not display any insignias, logos, labels, graphics, embroidery, words, or pictures.
  - c. Shirts and tops must be appropriately sized and long enough to cover the midriff when sitting or standing and must also cover the chest and back so the chest and the back of the body are not exposed.
2. Bottoms, Jumpers, Dresses, Pants, Capris, Shorts, Skorts, and Skirts
  - a. Bottoms must be solid khaki, black, or navy.
  - b. Dresses must have a collar and sleeves.
  - c. Denim bottoms must be black, blue, or khaki with no holes or cuts.
  - d. With the exception of manufacturer's logos or school-approved logos, bottoms and dresses must be free of graphics and embroidery and may not display any insignias, logos, labels, words, or pictures.
  - e. Dresses, shorts, skorts, skirts, and jumpers must be modest and of sufficient length. The length of these articles of clothing may not be above the student's fingertips when the student's arms are relaxed at his or her sides.
  - f. Bottoms must be appropriately sized. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants and shorts must be worn with the waistband at or above the hipbone.
  - g. Footed tights may be worn under pants, capris, shorts, skorts, skirts, dresses, or jumpers. No fishnet stockings are allowed.
  - h. If belts are worn, they must not be oversized and must be buckled.

3. Shoes
  - a. Shoes must be worn at all times and must conform to requirements for specific classes or activities as necessary, such as P.E. classes, ROTC, science labs, etc.
  - b. If the shoes have laces, the shoes must be laced and tied.
  - c. No bedroom slippers are allowed.

4. Outerwear
  - a. Students may wear solid colored sweatshirts, sweaters, jackets, coats, hoodies, and vests, including lightweight fleece jackets, over school attire but with the exception of manufacturer's logos or school-approved logos, may not display any insignias, logos, labels, words, graphics, embroidery, or pictures.
  - b. Hoodies and hooded jackets may not have the hood covering the head while in a school building. Violation of this requirement may result in not being allowed to wear a hoodie at school.

5. Spirit Wear and School Club Wear

In order to promote school and community spirit, principals at their discretion will have the authority to approve school spirit wear and school club wear to be worn on any school day. This includes t-shirts, sweatshirts, fleece jackets, and hoodies.

6. Other Clothing Items or Accessories
  - a. Clothing must be worn as intended.
  - b. Undergarments may not be visible at any time. Underneath the collared shirts, students may wear t-shirts or camisoles which are solid in color. No see-through or mesh clothing that will reveal the body or will reveal undergarments are allowed.
  - c. Students may not wear large pendants or medallions. No adornment is allowed that reasonably could be perceived or used as a weapon (such as chains, spikes, etc.).
  - d. No gang-related clothing, accessories, symbols, or intimidating manner of dress are allowed (see policy 4328, Gang-Related Activity). No headwear and no sunglasses may be worn inside school buildings. No bandanas are allowed.
- d. Solid color, patterned, or striped ties may be worn. They may not have any insignias, logos, labels, words, or pictures.

## B. EXCEPTIONS TO DRESS AND APPEARANCE REQUIREMENTS

### 1. Religious or Medical Waivers

Reasonable consideration will be made for those students who, because of sincerely held religious beliefs or medical reasons, request a waiver of a particular requirement for dress or appearance. Written waiver requests must be submitted on an annual basis. In considering a waiver request, the principal or designee has the right to request additional documentation from medical officials and/or religious leaders.

### 2. Special Activity Accommodations

The principal shall make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. Such special duties, activities, and projects include, but are not be limited to, athletics, P.E. classes, and other activities that require non-conforming dress on a school campus during the school day. Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that clothing to other classes.

### 3. Principal Exceptions

Any exception from these requirements that a Principal wants to implement during any school year must be presented to and approved by the Board of Education before the start of any school year.

## C. ENFORCEMENT

Each principal shall ensure that this policy is enforced in a manner that is consistent with other Pitt County schools and consistently applied within their school. Before having a disciplinary consequence, a student who is not in compliance with this policy will be given the opportunity within a reasonable period of time to change into acceptable clothing by using available clothes at school or by calling a parent to bring acceptable clothes. Disciplinary consequences for a student who fails to comply after being offered this opportunity will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Students new to the school system will be given up to one week grace period from enrollment to obtain and wear the proper school attire.

### **School Bus Conduct**

*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 and/or interfering with the safe transportation of students could result in consequences as outlined in the Code of Student Conduct.

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, and Waving: Objects should never be thrown about in the bus or out of the window. Passengers should not shout and wave to pedestrians or occupants of other vehicles from bus windows.
5. Eating: Passengers should never eat or drink on the school bus. Eating on a school bus can be dangerous.
6. Keeping the Aisle Clear: Passengers should never pile books, musical instruments, lunch boxes, or other objects in the bus aisle. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle when possible.

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

#### C. Arrival on the School Grounds

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

#### D. Entering the Bus After School

1. Follow Instructions: Passengers shall obey and follow instructions of the principal and teachers in a planned system for going to the bus parking area and entering the bus after school.
2. Be Orderly: Passengers shall not run but walk quickly to the bus and get on as soon as the principal, teacher, or bus driver permits.

3. Take Places Quietly: After entering the bus, passengers shall take their places and be quiet so the driver and all passengers can hear instructions. Passengers will sit in their assigned seats.
4. Written Permission: If a friend is going home with a passenger, he/she will have written permission from the principal before the driver will allow him/her to ride.

#### E. Leaving the Bus En Route Home

1. At Unassigned Stop: A passenger must leave the bus only at his/her designated stop. Only with permission of the principal will the driver be permitted to let a passenger leave the bus at any stop not designated for him/her.
2. At Stores or Service Stations: Passengers must not get off the bus at unauthorized stops to make purchases, visits, or perform errands. Neither shall they request the driver to make unauthorized stops for such purposes. The driver is not permitted to make accommodations of this kind.
3. At Assigned Stop: When the bus arrives at the assigned stop, passengers shall remain in position until the bus has completely stopped, then walk quickly to the front of the bus. No passengers should attempt to open the door, but should wait for the driver to open it. When the door is opened, passengers getting off the bus shall hold the handrail, watch the steps, and alight from the bus with caution.
4. Care in Leaving Bus Stop: If the highway must be crossed after getting off the bus, passengers shall move about ten feet to the front of the bus, make certain the stop signal is extended, and all traffic is stopped. On a signal from the driver, each passenger must look both ways, make sure the way is clear, and walk quickly in full view of the driver across the highway or street. Each must be sure to stay out of the line of traffic until the roadway is free from any danger. If the highway is not crossed after getting off the bus, passengers shall move quickly away from the bus in view of the driver, and go directly home. They must never remain near the bus to talk with or touch hands with bus passengers. In crossing in front of a school bus, passengers should never stop for any reason unless they have first informed the driver of this intention. After passengers have alighted and moved away from a bus at a bus stop on the route or on the school grounds, they should not return to the bus without first getting the attention of the bus driver.

#### F. Students with Disabilities

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

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

If the behavior is of danger to the driver and/or to students, transportation may be interrupted. Such interruption should result in an emergency IEP meeting to determine

the relationship of the behavior causing disciplinary action to the child's disability, and to determine alternative transportation services or methods.

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

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

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

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

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

## **I. INTRODUCTION**

### **A. Preamble**

The mission of Pitt County Schools (PCS) is to ensure that all students are provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21st century. To help carry out this mission, PCS is committed to disciplinary practices that encourage the development of self-control, personal responsibility and respect for the dignity of all individuals and to maintaining fair, just, and effective discipline in order to establish a safe, positive learning environment where students have the opportunity to receive an appropriate public education. *For purposes of this Code, a student is any person attending or enrolled in any of the Pitt County Schools.*

In order for fair, just, and effective discipline to be maintained in a safe, positive learning environment, PCS acknowledges that cooperative relationships must be established among students, parents and school personnel. School personnel shall actively seek effective, positive methods and strategies to help each student learn to behave in a manner conducive to effective learning and that respects the rights of others.

Each school principal shall be responsible for systematically identifying potential issues within their respective schools that may contribute to discipline problems and working collaboratively with students, parents, staff and when appropriate community partners to address these issues. *For purposes of this Code, principal shall mean the principal or his/her designee (e.g. an assistant principal), and parent shall mean a student's parent(s), legal custodian(s), or legal guardian(s).*

### **B. Purpose and Overview**

The purposes of this Code, are as follows:

- 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;
- To ensure that students and their families aware of the basic rules governing conduct that are applicable to all Pitt County Schools and the consequences for violating these rules;

- To ensure that students and their families are aware of due process rights available to students; and
- To guide school personnel in the exercise of their legal disciplinary responsibilities.

North Carolina law gives principals the authority to discipline students pursuant to this Code. Principals also have authority to make rules for the governance and operation of their respective schools consistent with this Code. (For example, a principal might have rules related to what portion of their facilities students may access during school hours to ensure that students are not in unsecured areas of the school.) Additionally, teachers are authorized to make rules for the governance and operation of their respective classrooms that are consistent with this Code. Parents and students may request a copy of an individual school's rules, if the principal has adopted any, from the principal and a copy of classroom rules, if the teacher has adopted any, from the teacher.

Parents and students should be aware that this Code governs disciplinary consequences at the school level and does not prevent or restrict the prosecution of students for violations of state or federal law. Parents and students should also be aware that principals are required by North Carolina law to report certain offenses to law enforcement.

## **II. WHEN THIS CODE APPLIES**

This Code of Conduct applies to all students in 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 or extracurricular activity;
- When subject to the authority of school employees; and / or
- 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.

## **III. WHAT CONSEQUENCES ARE IMPOSED FOR CODE OF CONDUCT VIOLATIONS**

### **A. Alternatives to Out of School Suspension or Expulsion**

Pitt County Schools recognizes the effectiveness of Positive Behavioral Intervention and Supports (PBIS) and other progressive, alternative disciplinary measures such as

restorative practices that build positive relationships. These interventions, can be used as alternatives to out of school suspension or expulsion or in conjunction with out of school suspension or expulsion, and are intended to educate students about the harm caused by their actions, while seeking to reunite them with the school community.

The following list contains some examples of in-school interventions but is not intended to be an exhaustive list. The availability of specific interventions may vary from school to school:

- Teaching replacement behavior and coping strategies
- Assigning a reflective activity, project, or essay related to the misbehavior
- Warning (verbal or written)
- Parental involvement / conferences
- Isolation or time-out for short periods of time with supervision (i.e. CHOICE, bounce, time out, etc.)
- Behavior improvement contracts
- Conference (any combination of parent/student/school officials/counselors and teacher)
- Individual or small group sessions with the school counselor
- Exclusion from extracurricular activities
- Detention (lunch, before and/or after school)
- Restitution
- Confiscation of unauthorized items
- Mediation/ conflict resolution
- Community service on school grounds with supervision (e.g., Project Equal)
- Online discipline modules focused on instruction of social-emotional skills (e.g., ABE)
- Bus suspension
- In-school suspension (ISS)
- A loss of privileges (e.g. 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)
- Referral to community based alternative program (e.g., Project Bridges).

## **B. Disciplinary Consequence Levels**

Offenses in this Code are leveled to indicate the severity of the violation. The consequence levels described below provide a guide to teachers and administrators in using progressive interventions and responses to address inappropriate student behavior. As school officials are determining the appropriate consequence and intervention to apply when addressing student misbehavior, the following factors should be considered:

- Whether psychological or physical harm was caused to another person and the degree of such harm;
- Whether harm was caused to school property or to the property of another person and the degree of such harm;
- Whether the student expresses remorse for engaging in conduct in violation of this Code;
- The student’s age; and / or
- Whether the student has previously engaged in conduct in violation of this Code and been disciplined for the conduct but continues to engage in the same conduct in spite of school interventions.

The following level of consequences and interventions are provided to ensure all students are treated with dignity and respect. School officials will apply appropriate measures to hold students accountable while also restoring safe and respectful behaviors.

		<b>Offense Level</b>	<b>Disciplinary Consequences</b>
S E V E R E I T Y  I N C R E A S E S  ↓	<b>Level 1</b>	Level 1 rule violations are behaviors that do not significantly violate the rights of others and do not appear chronic.	Consequences for a Level 1 rule violation may include but are not limited to one or more in-school interventions that are designed to provide programs and/or in-school options for students who are at-risk or commit minor infractions an infrequent basis (e.g. teaching a replacement behavior, assigning a project or essay related to misbehavior, etc.). These in-school interventions allow the student to attend school and not lose instructional time.
	<b>Level 2</b>	Level 2 offenses are behaviors that violate the rights of others or put others at risk of harm.	Consequences for a Level 2 rule violation may include Level 1 consequences increased in intensity or frequency.  A Level 2 rule violation <i>may</i> also warrant in-school suspension and/or 1 to 5 days out of school suspension (OSS).
	<b>Level 3</b>	Level 3 rule violations are behaviors that significantly violate the rights of others or put others at risk of harm.	Consequences for a Level 3 rule violation may include Level 1 or 2 consequences increased in intensity or frequency.  A Level 3 rule violation <i>may</i> also warrant in-school suspension and/or 1 to 7 days out of school suspension (OSS). Principals may recommend alternative placement or long-term suspension based upon the presence of any aggravating factors. Also, at the discretion of the Principal, criminal charges or a juvenile petition may be pursued.
	<b>Level 4</b>	Level 4 rule violations significantly compromise the safety and welfare of others.	Consequences for Level 4 rule violations warrant 1 to 10 days out of school suspension and may warrant a recommendation for alternative placement and/or long-term suspension. Also, at the discretion of the Principal, charges may be filed. <i>Project FIND should be offered as a consequence ONLY for first time offenders for substance/drug/alcohol possession and/or use.</i>
	<b>Level 5</b>	Level 5 offenses are behaviors that significantly compromise the safety and welfare others and warrant a recommendation for long term suspension and/or require a	Level 5 rules violations will result in a 10 day out of school suspension and a recommendation for long term suspension or expulsion. <i>However, pursuant to N.C.G.S. § 115C-390.11, students who are fourteen (14) years of age or older who engage in Level 5 rules violations and whose behavior indicates that their continued presence</i>

	suspension of a specific length under the North Carolina law.	<i>in school constitutes a clear threat to the safety of other students or school staff may be suspended for 365 days.</i>
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**IV. OFFENSES**

<b>Rule Violation</b>	<b>Definition</b>	<b>Maximum Consequence Level</b>
<b>Aggressive Behavior</b>	No student shall intimidate, confront, posture, engage in a verbal confrontation, or behave in such a manner that would threaten physical or mental harm to others.	<b>3</b>
<b>Assault Inflicting Serious Injury (No Weapons Involved)</b>	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.  N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.	<b>4</b>
<b>Assault On or Physical Injury to a School Employee, School Official, or Volunteer</b>	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.  N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.	<b>4</b>
<b>Assault Involving a Weapon</b>	No student shall intentionally threaten or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm through the use of one of the following: (1) any gun rifle, pistol, or other firearm; (2) BB gun; (3) stun gun; (4) air rifle; (5) air pistol; (6) bowie knife; (7) dirk; (8) dagger; (8) slingshot; (9) leaded cane; (10) switchblade knife; (11) blackjack; (12) metallic knuckles; (13) razors and razor blades; (14) fireworks; OR (15) any sharp-pointed or edged instrument with the exception instructional supplies, unaltered nail files and clips, and tools used solely for the preparation of food, instruction, and maintenance.  N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.	<b>5</b>
<b>Bomb Threat or Bomb Hoaxes</b>	No student shall make, aid, and/or abet in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property. No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the principal immediately.  N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement	<b>5</b>
<b>Bullying, Discrimination, or Harassment</b>	No student shall engage in conduct in violation of Pitt County Board of Education Policy 1710/4021/7230  ( <a href="https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/Policy%201710-4021-7230%20PROHIBITION%20AGAINST%20DISCRIMINATION%208.6.2018.pdf">https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/Policy%201710-4021-7230%20PROHIBITION%20AGAINST%20DISCRIMINATION%208.6.2018.pdf</a> ).	<b>3</b>

<b>Classroom Disruption</b>	No student shall instigate, encourage, or engage in behavior that results in a disruption to the classroom environment such that classroom learning is prevented from occurring. Examples of behavior coerced by this offense include but are not limited to talking out of turn in class, moving from the student’s assigned seating area or seat without permission, throwing objects, horseplay, teasing, or making rude noises.	2
<b>Cyberbullying and Misuse of Social Media</b>	<p>No student shall use a computer, computer network, or any other electronic device to engage in conduct in violation of Pitt County Board of Education Policy 1710/4021/7230  <a href="https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/Policy%201710-4021-7230%20PROHIBITION%20AGAINST%20DISCRIMINATION%208.6.2018.pdf">https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/Policy%201710-4021-7230%20PROHIBITION%20AGAINST%20DISCRIMINATION%208.6.2018.pdf</a>.</p> <p>Examples of conduct that constitutes cyberbullying or misuse of social media include but are not limited to:</p> <ul style="list-style-type: none"> <li><b>A.</b> Building a fake profile or web site to intimidate or torment a school community member;</li> <li><b>B.</b> Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school community member;</li> <li><b>C.</b> Posting a real or doctored image of a school community member on the Internet;</li> <li><b>D.</b> Accessing, altering, or erasing any computer network, computer data, computer program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords;</li> <li><b>E.</b> Using a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a school community member;</li> <li><b>F.</b> Making any statement, whether or true or false, intended to immediately provoke, or that is likely to provoke any third party to stalk or harass a school community member;</li> <li><b>G.</b> Copying or disseminating, or causing to be made, an unauthorized copy of any data pertaining to a school community member for the purpose of intimidating or tormenting the school community member;</li> <li><b>H.</b> Signing up a school community member for a pornographic internet website;</li> <li><b>I.</b> Without consent, signing up a school community member for electronic mailing lists or to receive junk electronic messages and instant messages with the intent to intimidate or torment the school community member.</li> </ul> <p>Some forms of cyberbullying may also result in criminal charges (e.g. cyberbullying a school employee, stalking, communicating threats, or disclosure of private images). Principals have discretion to refer this Code of Conduct violation to law enforcement.</p> <p>N.C.G.S. § 115C-366.4 requires any student who is criminally convicted of cyberbullying a school employee to be transferred to another school.</p>	3
<b>Communicating Threats</b>	No student shall communicate a threat of violence or physical harm by words or actions towards any principal, teacher or other school employee, student, or person on school premises, buses, or any school activity. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption of school activities. Additionally, no student should engage in blackmail or attempt to extort money, personal property, or personal services.	3

<b>Damage / Injury to Property</b>	No student shall intentionally damage or attempt to damage property belonging to another person or the school.	<b>2</b>
<b>Dishonest Acts</b>	No student shall engage in dishonest acts, including but not limited to, cheating (i.e. giving or receiving of any unauthorized assistance on academic work), plagiarism (i.e. copying the language, structure, or idea of another and representing it as one's own work), text messaging information about an exam, taking pictures of exam, forging the signatures of a teacher or parent, or lying to a school official.  Academic consequences (e.g. grade reduction) may also be imposed.	<b>1</b>
<b>Disorderly Conduct</b>	No student shall instigate, encourage, or engage in behavior that results in a major disruption to the school environment such that learning or school activities are prevented from occurring. Examples of behavior that covered by this offense include but are not limited to refusing to disperse, creating chaos, or inciting a riot.	<b>4</b>
<b>Disrespect/ Insubordination</b>	Students shall exhibit appropriate respect towards school personnel and volunteers. This includes, but is not limited to, complying with the lawful direction or instruction of a staff member, not walking away from a staff member or volunteer while being spoken to, and speaking to staff or a volunteer in an appropriate manner.	<b>2</b>
<b>Disruption of School</b>	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. The type of conduct prohibited by this rule includes, but is not limited to: <ul style="list-style-type: none"> <li>○ Occupying any school building, school grounds, or part thereof, with the intent to deprive others of its use;</li> <li>○ Blocking the entrance or exit of any school building, corridor, or room therein with intent to deprive others of lawful access or egress;</li> <li>○ Preventing students from attending a class or school activity;</li> <li>○ Blocking normal pedestrian or vehicular traffic on school premises, except under the direction of the principal; or</li> <li>○ 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.</li> </ul>	<b>3</b>
<b>Distribution or Sale of Narcotics, Controlled Substances, and/or Chemicals</b>	No student shall distribute, sell, or attempt to distribute or sell any illegal or controlled substance. Controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, anabolic steroid, and other drug listed in Schedules I-VI of the North Carolina Controlled Substances Act.  N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.	<b>5</b>
<b>False Fire Alarm/ Destruction of Fire Safety Equipment</b>	No student shall give a false fire alarm or damage a fire alarm, fire detection, or fire extinguishing system. Activating a fire alarm that creates danger to others or causes unnecessary evacuation is also prohibited.	<b>3</b>

<b>Fighting</b>	The exchange of mutual aggressive physical conduct between students, with or without injury, is prohibited.	<b>3</b>
<b>Gangs and Gang-Related Activities</b>	<p>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:</p> <ul style="list-style-type: none"> <li>○ 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;</li> <li>○ Communicating either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in a gang;</li> <li>○ Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;</li> <li>○ Requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity;</li> <li>○ Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;</li> <li>○ Soliciting others for gang membership; and/or</li> <li>○ Committing any other illegal act or other violation of school district policies in connection with gang-related activity.</li> </ul> <p>This rule shall be applied in a non-discriminatory manner based on the objective characteristics of the student’s conduct in light of the surrounding circumstances. Clothing and other items described above may be confiscated by the principal.</p> <p>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 rule.</p> <p>Principals shall also conduct an intervention with the student and student’s parent to discuss the school’s observations and concerns, provide an opportunity to respond, and offer information and other resources. Such intervention may also include the school resource officer and others as appropriate</p>	<b>4</b>
<b>Hazing</b>	<p>No student shall engage in hazing, or aiding and abetting in hazing, on and off campus. Hazing is subjecting students to personal indignity as part of an initiation or as a prerequisite for membership into any school group, including groups not formally recognized by the school.</p> <p>If hazing results in physical injury to the student being hazed, a principal has discretion to refer the matter to law enforcement for potential criminal prosecution under N.C.G.S. § 14-53.</p>	<b>3</b>

<b>Horseplay</b>	Encouraging or engaging in any rough forms of play or similar behavior is prohibited.	<b>1</b>
<b>Inappropriate Language</b>	No student shall engage in cursing or use vulgar, profane, or obscene language.	<b>2</b>
<b>Malicious Burning / Arson</b>	No student shall willfully and wantonly set fire to, burn, cause to be burned, procure the burning of, or aid or counsel the burning of any school building or other real or personal property owned, leased, or used by Pitt County Schools. Additionally, no student shall willfully and wantonly set fire to, burn, cause to be burned, procure the burning of, or aid or counsel the burning of any real or personal property belonging to any person affiliated with Pitt County Schools.  N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.	<b>5</b>
<b>Misuse of Technology</b>	No student shall damage or make unauthorized changes to any Pitt County Schools' computer programs or equipment as outlined in Pitt County Board of Education Policy 3225/4312/7320 <a href="https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/3225-4312-7320%2012.5.16.pdf">https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/3225-4312-7320%2012.5.16.pdf</a> .	<b>2</b>
<b>Over-the-Counter Medication</b>	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.	<b>3</b>
<b>Possession, Handling, Transmitting, or Use of Weapons (Other than Firearms or Destructive Devices) and/or Dangerous Objects</b>	No student shall possess, handle, transmit, or use any weapon or other dangerous object (not a firearm or destructive device), concealed or open, or that can reasonably be considered or used as a weapon or dangerous object on school property or at any school-sponsored activity on or off school property.  <ul style="list-style-type: none"> <li>○ For purposes of this policy, “weapons and dangerous objects” include, but are not limited to, BB guns, paintball guns, stun guns or tasers, air rifles, air pistols, mace/pepper spray, knives, slingshots, leaded canes, blackjacks, metal knuckles, razors and razor blades, icepicks, fireworks, gunpowder, ammunition/ bullets, box cutters, or any sharp-pointed or sharp-edged instrument or any look-a-like weapon.</li> <li>○ Exceptions may include, but are not limited to, instructional supplies, unaltered nail files and clippers, and tools used under supervision for instruction or for maintenance or the preparation of food. Principals shall have the latitude to determine that pocket knives inadvertently brought to school and not used or displayed by the student may be considered an exception.</li> </ul> N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.	<b>5</b>

<p><b>Possession, Handling, Transmitting, or Using a Firearm or Destructive Device</b></p>	<p>No student shall possess, handle, transmit or use, whether concealed or open, a firearm, including but not limited to handgun, shotgun, rifle, pistol, or starter pistol; or any destructive device designed to destroy or damage property by explosion, blasting or burning, including but not limited to, dynamite cartridges, bombs, grenades, and mines on school property, whether operational or not</p> <p>For purposes of a 365-day suspension, a “<i>firearm</i>” is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle, or an air pistol. For purposes of a 365-day suspension, a “<i>destructive device</i>” is an explosive, incendiary, or poison gas (1) bomb), (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.</p> <p>N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.</p> <p>Unless modified by the superintendent, a 365 day suspension is mandatory if a student brings or possesses a firearm or destructive device on school property or at a school sponsored event.</p>	<p>4</p>
<p><b>Possession of Alcohol, Alcoholic Beverages, and/or Pseudo Alcoholic Beverages</b></p>	<p>No student shall possess, use, or transmit any alcohol, alcoholic beverages (i.e. malt beverages, fortified wine, unfortified wine, spirituous liquor, mixed drinks, or beer), or pseudo alcoholic beverages (e.g. non-alcoholic malt beverages).</p> <p>N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement.</p>	<p>4</p>
<p><b>Possession of Narcotics, Controlled Substances, Chemicals, Counterfeit Drugs, and Drug Paraphernalia</b></p>	<p>No student shall possess, use, or transmit any narcotics, controlled substances as defined by the North Carolina Controlled Substances Act, industrial hemp as defined in N.C.G.S. 106-568.51 in consumable form (i.e. hemp / CBD oil, smokable hemp, hemp / CBD oil containing e-cigarette cartridges, hemp / CBD oil containing pills, soft gels, or capsules, or hemp / CBD oil containing food products), chemicals, counterfeit drugs, or drug paraphernalia.</p> <p>N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement. First time offenders who have not previously participated in Project F.I.N.D. are eligible for Project F.I.N.D. as an alternative to long-term suspension. Students who violate this policy a second time may also be subject to a principal’s recommendation of alternative placement or long-term suspension.</p>	<p>4</p>
<p><b>Possession of Pornographic, Profane, and/or Violent Material</b></p>	<p>No student shall have or possess any pornographic or profane material, including but not limited to pictures, magazines, CDs, DVDs, electronic text, electronic images, and / or sexually explicit or graphically violent materials (including but not limited to documents or instructions concerning the creation and / or use of weapons). 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.</p>	<p>3</p>

<b>Possession or Use of Nicotine Containing Products and Paraphernalia</b>	No student shall use or possess any form of nicotine, including any tobacco product or electronic cigarette and / or any paraphernalia connected to the use of nicotine containing products. Examples of paraphernalia connected to the use of nicotine containing products includes but is not limited to lighters, matches, cartridges for electronic cigarettes, and/or components of electronic cigarettes.	<b>2</b>
<b>Prescription Drugs</b>	<p>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</p> <p>As outlined in Pitt County Board of Education Policy 6125 (<a href="https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/6125%202017.9.25.pdf">https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/6125%202017.9.25.pdf</a>), 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 safekeeping and dispensing.</p> <p>N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement. First time offenders who have not previously participated in Project F.I.N.D. are eligible for Project F.I.N.D. as an alternative to long-term suspension. Students who violate this policy a second time may also be subject to a principal's recommendation of alternative placement or long-term suspension.</p>	<b>4</b>
<b>Refusal to Submit to a Search</b>	No student shall refuse to submit to a search by school personnel when reasonable suspicion exists. Pitt County Board of Education Policy 4342 ( <a href="https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/4342%208.1.16.pdf">https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/4342%208.1.16.pdf</a> ) provides additional information.	<b>4</b>
<b>Sexual Harassment</b>	<p>No student shall engage in conduct prohibited by Pitt County Board of Education Policy 1710/4021/7230 (<a href="https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/Policy%201710-4021-7230%20PROHIBITION%20AGAINST%20DISCRIMINATION%208.6.2018.pdf">https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/Policy%201710-4021-7230%20PROHIBITION%20AGAINST%20DISCRIMINATION%208.6.2018.pdf</a>).</p> <p>Students who engage in sexual harassment of other students or employees in violation of Policy 1710/4021/7230 are subject to discipline for a level 3 offense, and in certain instances, additional disciplinary action, up to and including long term suspension and expulsion.</p>	<b>3-5</b>
<b>Sexual Misconduct</b>	No student shall engage in consensual sexual activities, inappropriate exposure, fondling of private areas of the body, or similar behavior.	<b>3</b>

<b>Simple Assault on a Student or Any Person Other than School Employee, School Official, or Volunteer</b>	No student shall assault another student or any person other than a school employee, school official, or volunteer or behave in a way likely to cause minor injury to a student or person other than a school employee, school official, or volunteer.	<b>3</b>
<b>School/ Class Attendance</b>	No student shall be tardy to class, skip class/school, or leave campus without permission.	<b>1</b>
<b>Student Dress Code Violation</b>	Students shall comply with guidelines for appropriate dress and appearance as outlined in the Pitt County Board of Education Policy 4316 ( <a href="https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/4316%202018-5-24.pdf">https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/4316%202018-5-24.pdf</a> ). Students new to Pitt County Schools will be given a one-week grace period from enrollment to obtain and wear the proper attire.	<b>1</b>
<b>Theft/ Attempted Theft/ Possession of Stolen Property</b>	Students shall not steal, attempt to steal, or be in possession of property belonging to another person or the school. Examples of attempted theft include, entering without authorization, any locker, book bag, pocketbook, or other receptacle containing items of personal property of any other student, school employee, or person.	<b>3</b>
<b>Threats, Hoaxes, and Other Acts of Terror</b>	No student shall <ul style="list-style-type: none"> <li>○ Make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity;</li> <li>○ With intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person;</li> <li>○ Threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity;</li> <li>○ Make a report that he or she knows is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity; or</li> <li>○ Aid abet, and/or conspire to commit any of the acts described in the previous bullets.</li> </ul>	<b>5</b>
<b>Trespassing</b>	No student shall be on any Pitt County School campus during a suspension period or at other unauthorized time.	<b>3</b>
<b>Unauthorized Use of Electronic or Communication Devices</b>	No student shall have in sight, have turned on, or use any unauthorized personal communication or electronic device on school property during school hours without permission from a school official. These devices include, but are not limited to, cellular/ smart phones, tablets, scanners, laser pointers, radios, compact disc cassette players, cameras, handheld video games, and video recording devices.  Administrators may confiscate items if used without permission & return them to the parent at the end of the school day.	<b>1</b>

<p><b>Under the Influence (But Not in Possession) of Controlled Substances, Alcoholic Beverages, or Non-Controlled Prescription Drugs</b></p>	<p>No student shall be under the influence of any controlled substance, alcoholic beverage, or non-controlled prescription drug for which the student does not possess a lawful and legitimate prescription.</p> <p>N.C.G.S. § 115C-288 requires principals to report this Code of Conduct violation to law enforcement. First time offenders who have not previously participated in Project F.I.N.D. are eligible for Project F.I.N.D. as an alternative to long-term suspension. Students who violate this policy a second time may also be subject to a principal's recommendation of alternative placement or long-term suspension.</p>	<p><b>4</b></p>
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## HOW SCHOOL STAFF IMPOSE DISCIPLINE

### **A. General Guidelines for Staff**

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 disciplinary and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy.

- Teachers have the responsibility and authority for disciplining students, except in those cases requiring the attention of the principal.
- Principals should review the processes related to the imposition of discipline set forth in Subsections D and E below.
- Principals must fully investigate student discipline matters in accordance with Pitt County Board of Education Policy 4340 (<https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/4340%202017.9.25.pdf>) and consider the mitigating and aggravating factors in determining the disciplinary action warranted. For purposes of this Code, mitigating and aggravating factors include, (a) whether psychological or physical harm was caused to another person and the degree of such harm, (b) whether harm was caused to school property or to the property of another person and the degree of such harm, (c) whether the student expresses remorse for engaging in conduct in violation of this Code, (d) the student's age, (e) whether the student has previously engaged in conduct in violation of this Code and been disciplined for the conduct but continues to engage in the same conduct in spite of school interventions.
- 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.
- In-school disciplinary actions must not unreasonably compromise the educational environment for others.
- Per Pitt County Board of Education Policy 4353 (<https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/4353%202017.9.25.pdf>) the Board believes that suspension and expulsion may be an appropriate and necessary consequence in certain situations, but the Board also recognizes that excessive use of suspension and expulsion may have a negative impact on academic achievement and graduation

rates. Thus, the Board encourages principals and other school administrators to find ways to reduce suspension and expulsion rates in schools.

- Principals may require a student to attend an after school detention program, such as 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.
- The principal may recommend an alternative learning program for a student based on the totality of the circumstances.
- A student may be recommended for suspension from school long-term (more than 10 days) by the principal, in accordance with provisions of law and Board policy 4353 (<https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/242/4353%202017.9.25.pdf>). 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
- The Board, upon the recommendation of the Superintendent, may expel a student, as provided by state statute, for a violation of the Code of Student Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or school staff and the Board determines that there is no appropriate alternative education program. Additionally, the Board may, pursuant to N.C.G.S. § 115C-390.11 and Pitt County Board of Education Policy 4260 (<https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/198/4260.pdf>), expel any student who is a registered sex offender and subject to N.C.G.S. § 14-208.18.
- Principals are to use discretion in disciplining disabled students whose behaviors may be related to their disabilities, especially those with moderate to severe impairments. Refer to Subsections D and E below and the Section 504 Procedures Manual and the Exceptional Children's Program's "Guidelines for the Discipline of Students with Disabilities."
- Principals shall report system-required data on each student suspended or expelled to the superintendent.

## **B. Mandatory Reportable Offenses**

If principals have personal knowledge or actual notice from school personnel that certain acts have occurred on school property, principals are required by state law to

immediately report the acts to law enforcement and the superintendent. Reportable acts, are as follows:

1. Assault resulting in serious personal injury;\*
2. Assault involving use of a weapon;\*
3. Assault on school officials, employees, and volunteers;
4. Making bomb threats or engaging in bomb hoaxes;
5. Willfully burning a school building;
6. Homicide;\*
7. Kidnapping;
8. Unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages;
9. Possession of a 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 (not involving rape or sexual offense);\*
15. Sexual offense;\* or
16. Taking indecent liberties with a minor.\*

*\*Denotes offenses that are used by the North Carolina Department of Public Instruction in determining whether a school is persistently dangerous.*

### **C. Investigating Alleged Student Misconduct**

1. **Pitt County Board of Education Policies 4340 and 4341:** Principals should refer to Pitt County Board of Education Policies 4340 and 4131 when investigating alleged student misconduct. Both policies may be accessed at <https://www.pitt.k12.nc.us/Page/2183>.
2. **Investigative Process:** Where alleged student misbehavior is appropriately referred to the principal, the principal shall take the following steps:
  - (1) Investigate the facts and circumstances related to the alleged misbehavior;
  - (2) Offer the student an opportunity to be heard on the matter; and
  - (3) Determine whether a Pitt County Board of Education policy, school standard, school rule, or this Code has been violated.
- b) **Truthfulness Expected of Witnesses:** All employees and students, including students alleged to have engaged in misconduct, are expected to respond fully and truthfully to any questions or issues raised in the course of the investigation and any related proceedings.

- c) **Imposition of Disciplinary Consequences:** If the principal determines that a violation has occurred, the principal shall implement an appropriate consequence in accordance with the school's plan for managing student behavior, the Code of Student Conduct, or applicable board policy. The principal has final authority regarding in-school discipline and short-term suspensions. Additional information regarding the imposition of suspensions, including short-term suspensions, and expulsions as disciplinary consequences is discussed in Parts B-D below.
- d) **Parental Notification:** Where the school's student behavior management plan contemplates parental involvement in student discipline or requires parental notification, a student is to be suspended (short-term, long-term, or 365 day), a student is to be expelled, or the principal must report the matter to law enforcement, the principal shall notify the parents. Additionally, 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. All records of parental contact should be maintained in a student's records and retained at least through the end of the school year.

#### **D. Due Process and Student Rights in the Context of Short-Term Out of School Suspensions**

1. **Pitt County Board of Education Policies 4351 and 4352:** Principals should refer to Pitt County Board of Education Policies 4351 and 4352 when contemplating short-term suspension. Both policies and other policies may be accessed at <https://www.pitt.k12.nc.us/Page/2183>.
2. **Definition of Short-Term Suspensions:** A short-term suspension is a disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal, or authorized school personnel for the remainder of the subject period or for less than one-half of the school day, (2) the changing of a student's location to another room or place on the school's premises, or (3) a student's absence under N.C.G.S. § 130A-440 (i.e. for failure to submit a school health assessment within 30 days of entering school). A student who is placed on short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the principal.
3. **When Short-Term Suspension Begins:**
  - a. *Removal During the School Day:* In accordance with Board Policy 4352, the principal may remove from school grounds a student who has been suspended during the school day, under the following circumstances:

- i. The parent has been notified and is able to make arrangements for the student to leave school or agrees to the student's using public transportation or driving himself or herself home;
  - ii. The parent has been notified and is available to receive the student, and the principal is able to arrange for transportation from the school to the home; or
  - iii. The principal involves law enforcement in the removal of the student from school grounds because such action is necessary to provide a safe, orderly school environment.
- b. *Suspension to Begin on Subsequent School Day:* If none of the circumstances specified in subsection a) exist, the suspension will begin on the next school day.

**4. Pre-Suspension Rights of the Student:** Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the principal before a short-term suspension is imposed. The principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of these charges. The principal may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat of safety to other students or staff or (2) substantially disrupts or interferes with education of other students or the maintenance of discipline at the school. In such cases, the principal or designee shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

**5. Student Rights During the Suspension:** A student under a short-term suspension must be provided with (1) the opportunity to take textbooks home for the duration of the suspension; (2) upon request, all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments, and (3) the opportunity to take any quarterly, semester, or grading period examinations during the suspension period.

**6. Notice to Parent(s):** When imposing a short-term suspension, the principal shall provide the student's parent(s) with notice that includes the reason for the suspension and a description of the student's conduct upon which the suspension is based. The principal must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event, more than two days after the suspension is imposed. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may

be sent by fax, e-mail, or any other method reasonably designed to give actual notice. School officials also shall maintain a copy of the written notice in student's educational record.

7. **No Right of Appeal:** The principal has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies and procedures are followed. In accordance with N.C.G.S. §§ 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or board unless the decision is appealable on some other basis.

#### **E. Due Process and Student Rights in the Context of Long-Term Suspensions, 365-Day Suspensions, and Expulsion**

1. **Applicable Board Policies:** Principals should refer to Pitt County Board of Education Policies 4353 and 4370 when contemplating long-term suspensions, 365-day suspensions, and expulsions. Both policies and other policies referenced in this subsection may be accessed at <https://www.pitt.k12.nc.us/Page/2183>.

#### **2. Definitions**

- a. *Long-Term Suspension:* A long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than 10 school days. Neither (1) a disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education and that provides the student with the opportunity to make timely progress toward graduation and grade promotion nor (2) an absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) is a long-term suspension requiring the due process procedures set out in this policy.

Upon the recommendation of the principal, the superintendent may impose a long-term suspension on a student who willfully engages in a serious violation of this Code and the violation either (1) threatens the safety of students, staff, or school visitors, or (2) threatens to substantially disrupt the educational environment. The principal may recommend long-term suspension for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.

If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion must be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred 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.

- b. *365-Day Suspension:* A 365-day suspension is the disciplinary exclusion of a student from attending his or her assigned school for 365 calendar days. The superintendent may impose a 365-day suspension only for certain firearm and destructive device violations, as identified in Pitt County Board of Education Policy 4333 (Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety).
- c. *Expulsion:* An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the superintendent, the board may expel a student who is 14 years of age or older for certain types of misbehavior as provided in Pitt County Board of Education Policies 4325 (Drugs and Alcohol), 4330 (Theft, Trespass, and Damage to Property), 4331 (Assaults, Threats, and Harassment), and 4333 (Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety), if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to Pitt County Board of Education Policy 4260 (Student Sex Offenders) may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system.

### **3. Determination of Appropriate Consequence**

- a. *Principal's Recommendation:* The principal may impose a short-term suspension or any other consequence that is consistent with Pitt County Board of Education Policy 4351 (Short-Term Suspension), the school's plan for management of student behavior, and this Code. If the principal determines that a suspension of more than 10 days (either long-term or 365-day) or an expulsion is an appropriate consequence, the principal shall propose the disciplinary penalty based upon a review of the student's culpability and dangerousness and the harm caused by the student, plus any other mitigating or aggravating factors the principal finds relevant.
- i. Culpability of Student-In assessing the culpability of the student for his or her behavior, the principal may consider criteria such as:
  - a) The student's age;
  - b) The student's ability to form the intent to cause the harm that occurred or could have occurred; and
  - c) Evidence of the student's intent when engaging in the conduct.

- ii. Dangerousness of the Student-In assessing the dangerousness of the student, the principal may consider criteria such as:
  - a) The student's disciplinary or criminal record related to antisocial behavior or drugs and alcohol;
  - b) Whether a weapon was involved in the incident and if a weapon was involved, whether the student had the ability to inflict serious injury or death with the weapon;
  - c) Evidence of the student's ability to cause the harm that was intended or that occurred; and
  - d) Whether the student is subject to Pitt County Board of Education Policy 4260 (Student Sex Offenders).
  
- iii. Harm Caused by the Student-In assessing the severity of the harm caused by the student, the principal may consider criteria such as whether any of the following occurred:
  - a) Someone was physically injured or killed;
  - b) Someone was directly threatened or property was extorted through the use of some weapon;
  - c) Someone was directly harmed, either emotionally or psychologically;
  - d) Educational property or others' personal property was damaged; or
  - e) Students, school employees, or parents were aware of the presence of a weapon or of dangerous behavior on the part of the perpetrator.

After considering the above factors, the principal shall make a recommendation to the superintendent, stating the nature of the offense, the substance of the evidence involved, and the length of the suspension recommended. The principal also must consider and make a recommendation as to whether any alternative education services, counseling, or other programs should be part of the consequence for violating board policy, the Code of Student Conduct, school standards, or school rules.

If the principal recommends a 365-day suspension, he or she must identify the type of firearm or destructive device involved and the evidence substantiating that the student brought it to the school grounds or to a school activity or possessed it on school grounds or at a school activity.

If the principal recommends an expulsion, he or she shall identify the basis for determining that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety other students or employees.

- b. *Notice to the Student's Parent*: The principal must provide to the student's parent written notice of the recommendation for long-term suspension, 365-day suspension, or expulsion by the end of the workday during which the long-term suspension or expulsion is recommended when reasonably possible or as soon thereafter as practicable. The notice must contain the following ten elements:
- i. The notice type (i.e. notice of long-term suspension, 365-day suspension, or expulsion);\*
  - ii. A description of the incident and the student's conduct that led to the recommendation;
  - iii. The specific provision(s) of the Code of Student Conduct that the student allegedly violated;
  - iv. The specific process by which the parent may request a hearing to contest the decision and the deadline for making the request;\*
  - v. The process by which the hearing will be held, including all due process rights to be accorded the student during the hearing;
  - vi. Notice of the right to retain an attorney to represent the student in the hearing process and of the requirement that the principal be advised in advance of the decision to have an attorney present so that the school attorney may be in attendance as well;
  - vii. Notice that an advocate, instead of an attorney, may accompany the student to assist in the presentation of the appeal;
  - viii. Notice of the right to review and obtain copies of the student's educational records prior to the hearing;
  - ix. A reference to Policy 4345, Student Discipline Records, regarding the expungement of disciplinary records; and
  - x. The identity and phone number of a school employee whom the parent may call to obtain assistance in receiving a translation of the English language information included in the document.\*

\*The asterisk denotes information that must be provided on the notice in both English and Spanish. Principals should be advised that it may be necessary to provide additional translations if the student's parents speak a language other than English or Spanish.

- c. *Superintendent's Decision:* Within three days of receiving notice from the principal of the recommendation for long-term suspension, 365-day suspension, or expulsion, the student or student's parent may request an administrative hearing. A decision will be rendered before the long-term suspension is imposed.

If the student or parent makes a timely request for a hearing, the superintendent shall confirm that the charges against the student, if substantiated, could warrant the recommended disciplinary action and immediately refer the matter to the hearing officer who shall give the student and parent and the principal reasonable notice of the time and place of the hearing. It is suggested that a hearing be held within five school days of the principal making the recommendation and in no event later than 10 school days.

If neither the student nor the parent appears for a scheduled hearing after being given reasonable notice of the time and place of the hearing, the student and parent are deemed to have waived the right to a hearing.

If the student and parent fail to make a timely request for a hearing or if they waive the right to a hearing by failing to appear for a duly scheduled hearing, the superintendent shall review the circumstances of the recommended long-term suspension. Following this review, the superintendent (1) may impose the long-term or 365-day suspension if it is consistent with board policies and appropriate under the circumstances, (2) may impose another appropriate penalty authorized by board policy, or (3) may decline to impose any penalty.

If the student or parent requests a postponement of the hearing, or if the request for the hearing is untimely, the hearing will be scheduled, but the student does not have the right to return to school pending the hearing.

Any hearing held will follow the hearing procedures outlined in Section A of Pitt County Board of Education Policy 4370 (Student Discipline Hearing Procedures). The hearing officer shall determine the relevant facts and credibility of witnesses based on substantial evidence presented at the hearing. The superintendent shall adopt the hearing officer's factual determinations unless they are not supported by substantial evidence in the record and decide whether to uphold, modify, or reject the principal's recommendation. The superintendent shall immediately inform the principal of the decision regarding the recommended disciplinary penalty of a long-term or 365-day suspension and, when applicable, of any modifications to the penalty recommended by the principal.

The superintendent shall send notice of the decision via certified mail to the student and parent. This notice must include:

- (a) The basis of the decision with reference to any policies or rules that the student violated;
- (b) Notice of what information will be included in the student's official record pursuant to N.C.G.S. § 115C-402;
- (c) Notice of the student's right to appeal the decision and the procedures for such appeal;
- (d) If the decision is to suspend the student for 365 days, notice of the student's right to petition the board for readmission under N.C.G.S. § 115C-390.12;
- (e) If applicable, notice that the superintendent or designee is recommending to the Board that the student be expelled and any required notifications related to the expulsion if the student did not already receive such notice from the principal;
- (f) If the student is to be suspended, notice of the superintendent or designee's decision on whether to offer alternative education services to the student during the period of suspension, and, as applicable, a description of the services to be offered or the reason justifying the superintendent or designee's decision to deny such services.

Following issuance of the decision, the superintendent shall implement the decision by authorizing the student's return to school upon the completion of any short-term suspension or by imposing the suspension reflected in the decision.

The superintendent shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the superintendent provides a significant or important reason for declining to offer such services. Alternative education services are part-time or full-time programs that provide direct or computer-based instruction to allow the student to progress in one or more core academic courses. Such services may include programs described in Policy 3470/4305 (Alternative Learning Programs/Schools).

The student may appeal to the board the superintendent's decision not to provide alternative education services, as permitted by G.S. 115C-45(c)(2). Any appeal to the board must be made in writing within five days of receiving the superintendent's decision. The superintendent shall inform the board

chairperson of the request for an appeal and arrange in a timely manner a hearing before the board. In advance of the hearing, the superintendent shall provide to the student and parent and to the board a written explanation for the denial of services along with any documents or other information supporting the decision. The hearing will be conducted pursuant to Policy 2500, Hearings Before the Board. The board will provide to the student and parent and to the superintendent written notice of its decision within 30 days of receiving the appeal.

If the superintendent determines that expulsion is appropriate, the superintendent shall submit to the board a recommendation and the basis for the recommendation along with any proposal for alternative education services.

d. *Hearings Before the Board*

- i. Long-Term of 365-Day Suspensions: A student or his or her parent may appeal an imposed long-term or 365-day suspension. The student or parent must appeal to the board in writing within three days of receiving the superintendent's decision. The superintendent shall inform the board chairperson of the request for an appeal and shall arrange a hearing before the board within 10 days of the request. The suspension need not be postponed pending the outcome of the appeal. The hearing will be conducted pursuant to Section B of Policy 4370, Student Discipline Hearing Procedures. The board will provide to the student and parent and to the superintendent written notice of its decision not more than 30 calendar days after receiving the appeal.
- ii. Expulsions: The student or parent may request a hearing within five days of receiving notice of the superintendent's recommendation that the student be expelled. The hearing will be scheduled with the board within 10 days of the superintendent's receipt of the hearing request. The superintendent shall notify the student and parent of the date, time, and place of the hearing. Any appeal of a long-term or 365-day suspension will be addressed in the same hearing. The hearing will be conducted pursuant to Section B of Policy 4370.

If a hearing is not requested by the student or parent, the superintendent shall submit written evidence to support his or her recommendation to the board. The board may elect to request a hearing or to request additional records and documents.

When the board decides to expel a student, the board will document the basis for its determination that there is clear and convincing evidence that

the student's behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The board also will consider and make a written determination of whether alternative education services are to be provided to the expelled student. Regardless of whether the school system provides alternative education services, the board expects school system administrators to work with other agencies to help the student and parent identify other types of services that may be of assistance to the student.

- iii. The board will send via certified mail to the student's parent a copy of the decision, notification of what information will be included in the student's official record, the procedure for expungement of this information under N.C.G.S. § 115C-402, and notice of the right to petition for readmission pursuant to N.C.G.S. § 115C-390.12.

**4. Educational Services for Students with Disabilities During Long-Term Suspension, 365-Day Suspension, or Expulsion:** Students with disabilities recognized by the Individuals with Disabilities Education Act will receive educational services during periods of suspension or expulsion to the extent required by *Policies Governing Services for Children with Disabilities* and state and federal law.

#### **5. Long-Term Suspensions or Expulsions and School Records**

- a. Pursuant to N.C.G.S. § 115C-402(b), 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.
- b. 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.
- c. 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.

#### **6. Requests for Readmission of Students Suspended for 365-Days or Expelled**

- a. *Requests by Students Suspended for 365 Days:* A student who is serving a 365-day suspension may submit a request to the superintendent for readmission any time after the 180th calendar day of his or her suspension. Upon receipt of the request, the superintendent or designee shall offer the student an opportunity for an in-person meeting to be held within five days. The student may provide documents in support of the request, such as signed statements from individuals knowledgeable about the student or documents verifying that the student is participating in or has completed counseling or rehabilitation programs. If the student demonstrates to the satisfaction of the superintendent or designee that the student's presence in school no longer constitutes a threat to the safety of other students or employees, the superintendent must readmit the student.

Within 30 days of the student's request, the superintendent or designee shall provide written notice of his or her decision to the student, the student's parents, and the board. If the superintendent or designee decides to readmit the student, the notice will include the date of readmission, the school or program to which the student will be assigned, and any reasonable restrictions placed on the readmission. If the superintendent or designee rejects the request for readmission, the notice will advise the parents of the right to appeal the decision to the board. Any appeal to the board must be made in writing within five days of receipt of the superintendent or designee's decision. The superintendent or designee shall inform the board chairperson of the request for an appeal and arrange in a timely manner a hearing before the board. The hearing will be conducted in accordance with Policy 2500, Hearings Before the Board. The board will provide to the student, the student's parent, and the superintendent or designee written notice of its decision within 30 days of receiving the appeal of the superintendent or designee's decision.

If the request for readmission is denied, no subsequent requests from that student will be considered during that 365-day suspension.

- b. *Requests by Expelled Students:* A student who has been expelled may submit a request to the board for readmission any time after 180 calendar days from the start date of the student's expulsion. The board chairperson immediately will forward the request to the superintendent, who shall arrange in a timely manner a hearing before the board. The hearing will be conducted in accordance with Policy 2500. After considering the student's request and the superintendent or designee's recommendation regarding readmission, if the board determines that the student has satisfactorily demonstrated that his or her presence in school no longer constitutes a clear threat to the safety of other students or employees, the board will readmit the student. The board will notify the student, the student's parents, and the superintendent in writing of its decision within 30 days of the submission of the request for readmission.

If the board decides to readmit the student, the notice will include the date of readmission, the school or program to which the student will be assigned, and any reasonable restrictions placed on the readmission. If the student was expelled as a result of assaulting or injuring a teacher, the student will not be returned to that teacher's classroom following readmission without the teacher's consent.

If the expelled student's request for readmission is denied, the board will not consider a subsequent request for readmission of that student until six months after the submission of the previous request.

## **F. Disciplinary Policies Pertaining to Suspension for Students who have Individualized Education Plans (IEPs) or Section 504 Plans)**

### **1. Definitions**

- a. *Child With a Disability*: 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).
- b. *Suspension*: "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.

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

**3. Out-of-School Suspensions Greater than Ten (10) Cumulative School Days in a School Year, Long-Term Suspensions, and Expulsions:** If a child with a disability is subject to a series of short-term suspensions that exceeds ten (10) cumulative school days, is recommended for alternative placement, long-term suspension, or is recommended for expulsion, the school shall immediately, if possible, but not later than 10 school days after the decision to take such

disciplinary action, require the IEP team to meet to complete a Manifestation Determination Review (MDR).

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

**4. Special Circumstances for Interim 45-Day Placement for Violation of the Code of Conduct Involving Weapons, Drugs, or Serious Bodily Injury:** In special 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 (IAES) for up to forty-five (45) school days for Code of Conduct violations involving a weapon, drugs, or serious bodily injury. A manifestation determination review must be held but the student can be removed for up to 45 days in an IAES. See criteria below for legal definitions of the special circumstances.

- a. *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:

- i. 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.”
  - ii. 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.
  - iii. 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.
- b. *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.

**5. 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 N.C.G.S. § 115C-109.1-109.9 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.

**6. 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.

- 7. Students Not Yet Determined 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:
- a. The parent/guardian has expressed a concern in writing to school officials that the child is in need of special education;
  - b. The parent/guardian has requested an evaluation to consider eligibility for special education;
  - c. 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
  - d. 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.

# ANNUAL NOTICES OF LEGAL RIGHTS OF PARENTS & STUDENTS

## NOTICE OF RIGHTS CONCERNING STUDENT EDUCATION RECORDS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.** Parents or eligible students should submit, to the principal (or appropriate school official), a written request that identifies the records you wish to inspect. The school official will make arrangements for access and notify you of the time and place where the records may be inspected.
- 2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's rights under FERPA.** Parents or eligible students who wish to ask the school to amend a record should submit a written request to the principal (or appropriate school official) that clearly identifies the part of the record you want changed and specifies why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
- 3. The right to provide written consent before the school discloses personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials who need the records in order to fulfill a professional responsibility to the school district. A school official is: (i) a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); (ii) a person serving on the School Board; (iii) a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or cloud computing service provider); or (iv) a parent, student, or other volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Additionally, disclosure can be made without consent to a caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access a student's case plan, if such agency is legally responsible for the care and protection of the student. A record of disclosures of the education records will be maintained. Parents and eligible students have the right to inspect and review the record.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.** The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

**NOTICE OF RIGHTS CONCERNING THE DISCLOSURE OF STUDENT DIRECTORY INFORMATION TO CERTAIN RECIPIENTS AND MILITARY RECRUITERS**

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

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

**In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon requests, with three directory information categories—student names, addresses, telephone numbers—unless parents or eligible of age or older have advised the LEA that they do not want information disclosed without their prior written consent.**

If you are a parent or eligible student and do not want Pitt County Schools to disclose (1) some or all of the directory information listed above to all or certain recipients without your prior written consent or (2) do not want Pitt County Schools to disclose a student name, address, and telephone number to military recruiters, you must notify the principal of the student's school in writing within fifteen school days of the start of the school year (or by the fifteenth school day after enrollment if a student enters after the start of the academic year). If you have students in more than one school, you must notify the principal of each school that your children attend. **A written notification that you wish to opt out is valid for the current school year only and may be given in the form of (1) your own letter to the principal of the school that you or your student attends OR (2) completing an opt out form that can be accessed on the Pitt County Schools' website under Parents & Students > Directory Information or by request to your school for a paper copy.**

**NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students 18 years of age or older or emancipated students ("eligible students") certain rights regarding schools conducting surveys, collecting and using information for marketing purposes, and certain physical exams. These include the right to:

1. **CONSENT:** Parents and eligible students must give written consent before students are required to submit to a survey that concerns one or more of the following protected areas

(“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- a. Political affiliations or beliefs of the student or student's parent(s);
- b. Mental or psychological problems of the student or student's family;
- c. Sexual behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of others with whom students have close family relationships;
- f. Legally recognized privileged relationships such as lawyers, doctors, ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
- h. Income (other than that required by law to determine eligibility for participation in a program or for financial assistance under a program).

2. **RECEIVE NOTICE:** Parents and eligible students have the right to receive notice and an opportunity to opt out of any of the following:

- a. Any other protected information survey, regardless of funding;
- b. Any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance, (2) administered by the school or its agent and scheduled in advance, and (3) not necessary to protect the immediate health and safety of a student. Exceptions to this notice requirement include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- c. Any activities involving the collection, disclosure, or use of personal information obtained from students for marketing purposes or for purposes of selling the information or otherwise distributing the information to others.

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

- a. Protected information surveys;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

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

Pitt County Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Pitt County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes are made. Pitt County Schools will directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his/ her child out of participation of the specific activity or survey. Pitt County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and an opportunity to opt their child out of such activities and surveys. Parents will also be provided an

opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED; and
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920.

### **NOTICE OF RIGHTS REGARDING ACCESS TO TEACHER QUALIFICATIONS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) OF 2015**

Pursuant to the Elementary and Secondary Education Act (also known as the Every Student Succeeds Act or ESSA), Pitt County Schools is required to notify parents of children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. At a minimum, if a parent requests it, Pitt County Schools must report:

- Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in a field or discipline of the certification of the teacher;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, if a child is assigned to or taught by a teacher who is not "highly qualified" for four or more consecutive weeks, the parents must receive a timely notice. Requests for information about a teacher's qualifications may be directed to Pitt County Schools' Department of Human Resources (252-830-4242).

### **NOTICE OF RIGHTS REGARDING TITLE IX, EQUAL OPPORTUNITY & NON-DISCRIMINATION**

As required by Title IX and the Educational Amendments of 1972, 20 USC § 1681 et seq and its implementing regulations, 34 CFR Part 106, the Pitt County Board of Education gives notice that it does not discriminate against any person on the basis of gender in admission or access to the programs, services, or activities of the Pitt County Schools or in any aspect of operations. Additionally, the Pitt County Board of Education does not discriminate on the basis of gender in its hiring or employment practices. Any inquiries regarding compliance with Title IX should be reported to Pitt County Schools' Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights:

**Pitt County Schools Title IX Coordinator**  
Director of Student Services

**Office of Civil Rights**  
Post Office Box 14620

Karen Harrington  
1717 W 5<sup>th</sup> Street  
Greenville, NC 27834  
252-695-7925

Washington, DC 20044 – 4620  
(202) 208-2545  
OCR.DC@ed.gov

In addition to gender, the Pitt County Board of Education does not discriminate on the basis of race, sex, pregnancy, religion, color, national or ethnic origin, age, disability, genetic information or veterans' status in its policies, programs, activities, admissions or employment and provides equal access to the Boy Scouts and other designated youth groups as required by law. Inquiries or complaints should be directed to Pitt County Schools' Director of Student and Community Services or to the U.S. Department of Education's Office of Civil Rights using the contact information provided above.

Additional resources, including the Pitt County Board of Education's policies in this area can be found at <https://www.pitt.k12.nc.us/domain/198>.

### **NOTICE OF RIGHTS REGARDING THE INDIVIDUALS WITH DISABILITIES ACT (IDEA) AND CHILD FIND**

Pursuant to the Individuals with Disabilities Act (IDEA), Pitt County Schools must provide special education services to children residing in the school district who have been diagnosed with or are suspected to have mental, physical, or emotional disabilities and who are unable to benefit from a regular school program without special assistance. In accordance with Section 1502 of IDEA, Pitt County Schools conducts an annual child find to identify children with disabilities between the ages of 3 and 21, who reside in the school district, including children who may attend private schools or religious schools or who are homeschooled, who are in need of special education and related services. **If you or a child you know may qualify for such assistance, please contact Virginia Gaynor, Exceptional Children's Program Director, at 1717 W Fifth Street, Greenville, NC 27834 or call (252) 695-7989 for additional information.**

### **NOTICE OF RIGHTS REGARDING SECTION 504**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against any individual on the basis of a disability. Any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment may qualify for a 504 Plan. A disability is a physical or mental impairment that substantially limits one or more major life activities such as performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. If a student has a medical condition or other physical or mental impairment that creates a substantial limitation on a major life activity, he/she may be eligible for accommodations and/or modifications to allow for equal access to the educational environment. For more information, please call or set up an appointment with the Section 504 contact at your child's school. **The Section 504 Coordinator for the Pitt County Schools is Karen Harrington, Coordinator of Student Services, who can be contacted at 1717 W Fifth Street, Greenville, NC 27834 or by phone at (252) 695-7925.**

**NOTICE REGARDING PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS**  
**(PROCEDURE 4302-P)**

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

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

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

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

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

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

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

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

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

- When properly used as an assistive technology device included in the student's IEP or Section 504 Plan or Behavior Intervention Plan or as otherwise prescribed for the student by a medical or related service provider
- When using seat belts or other safety restraints to secure students during transportation

- As reasonably needed to obtain possession of a weapon or other dangerous object on a person or within the control of a person
- As reasonably needed for self-defense
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present

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

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

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

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

**Isolation:** Isolation is permitted as a behavior management technique provided that:

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

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

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

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

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

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

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

**No Cause of Action:** According to NCGS 115C-391.1(k), nothing in the permissible use of seclusion and restraint law shall be construed to (1) create a private cause of action against any local board of education, its agents or employees, or against any institutions of teacher education or their agents or employees, or (2) to create a criminal offense.

#### **NOTICE OF RIGHTS REGARDING STUDENTS WITH DIABETES**

Section 115C-375.3 of the North Carolina General Statutes requires that schools develop and implement individual care plans for students with diabetes upon parent/guardian request. Additional information is available at [www.diabetesnc.com](http://www.diabetesnc.com), [www.nchealthyschools.org](http://www.nchealthyschools.org), or at your local school.

#### **NOTICE OF RIGHTS REGARDING STUDENTS WITH ASTHMA OR SEVERE ALLERGIES**

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

#### **NOTICE REGARDING INFLUENZA, HPV, MENINGOCOCCAL MENINGITIS, CERVICAL CANCER, CERVICAL DYSPLASIS, AND AVAILABLE VACCINES**

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

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

There is a vaccine that prevents the flu. It is recommended because flu can lead to other serious illnesses and even death in young children, older adults, and vulnerable people of all ages. The ideal time to obtain a flu shot is in the fall. Good health habits such as frequent hand washing, avoiding close

contact with people who are sick, and covering your mouth and nose with a tissue when coughing or sneezing may also help prevent the spread of illnesses like the flu.

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

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

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

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

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

- [www.immunize.nc.gov](http://www.immunize.nc.gov) Immunization Branch, N.C. Department of Health and Human Services
- [www.cdc.gov/flu](http://www.cdc.gov/flu) Centers for Disease Control and Prevention Flu Home Page
- [www.cdc.gov/DiseasesConditions/](http://www.cdc.gov/DiseasesConditions/) CDC – Disease Information
- [www.immunizationinfo.net](http://www.immunizationinfo.net) National Network for Immunization Information

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

### **NOTICE OF RIGHTS REGARDING REPRODUCTIVE HEALTH AND SAFETY EDUCATION PROGRAM**

Beginning in 7th grade, the North Carolina Standard Course of Study for health and physical education classes includes curricula related to prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS); avoidance of out-of-wedlock pregnancy; and reproductive health and safety education. Pitt County Schools' policy requires that this instruction follow the state-mandated curriculum. Pursuant to Section 115C-81.30 of the North Carolina General Statutes, parents may review materials that will be used to provide this instruction in the school's Media Center. We also encourage you to talk with your child about the topics covered.

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

**NOTICE TO STUDENTS IN GRADES 9-12 REGARDING  
LAWFUL ABANDONMENT OF A NEWBORN BABY**

Section 115C-47(52) of the North Carolina General Statutes requires that students in grades 9-12 receive information annually on the manner in which a parent may lawfully abandon a newborn baby with a responsible person in accordance with Section 7B-500 of the North Carolina General Statutes.

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

**NOTICE OF RIGHTS REGARDING HOMELESS STUDENTS**

For information concerning the educational rights of homeless students, please consult Board Policy 4125. **The Homelessness Education Liaison for Pitt County Schools is Cassandra Campbell, Lead School Social Worker, who can be contacted at (252) 830-3578.**

**NOTICE OF RIGHTS REGARDING  
THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) as part of the Toxic Substance Control Act. AHERA requires schools to "ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan[s] for public review." 40 CFR Section 763.84(c).

Asbestos is a naturally occurring mineral and has been used in building materials for many years. Unless it is disturbed or damaged, it poses no health risk. As required by AHERA, Pitt County Schools facilities have been inspected to identify the type, quantity, and location of asbestos containing materials (ACM), if any, in each facility. Whether or not a facility contains ACM, an AHERA Management Plan has been developed for each Pitt County Schools facility.

Each facility's AHERA Management plan contains documents of the initial AHERA inspection, 6-month periodic surveillances, triennial re-inspection reports, employee training, and operations and maintenance procedures. **If you have questions regarding an AHERA Management plan or would like to access a copy of a plan, you may contact Mike Whitford, Safety Coordinator, at (252) 753-2313. Copies of AHERA Management plans are also available online at <https://www.pitt.k12.nc.us/Page/253>.**

**NOTICE OF RIGHTS CONCERNING USE ANY NON-EXEMPT PESTICIDE ON  
SCHOOL GROUNDS PURSUANT TO SECTION 115C-47(47)  
OF THE NORTH CAROLINA GENERAL STATUTES**

Section 115C-47(47) of the North Carolina General Statutes gives parents the right to request notification of any non-exempt use of pesticides on school grounds. Additional information is available at <https://www.pitt.k12.nc.us/Page/5172>. Parents who wish to receive notification of non-exempt pesticide use or a pre-notice list of chemicals used on school grounds, should notify the principal of their student's school.

**NOTICE REGARDING MOMENT OF SILENCE POLICY**

Through its Policy 3330, the Pitt County Board of Education has directed that a moment of silence be observed at the beginning of each day in all schools in the system in order to foster an environment conducive to learning. Policy 3330 can be accessed by requesting a copy from your child's school or online: <https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/198/3330%206.6.2016.pdf>.