

Pitt County Schools
NOTICE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION

In compliance with federal law, the Pitt County Board of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, programs, activities, admissions or employment. Inquiries or complaints should be made to the Director of Student Services, Pitt County Schools, 1717 West Fifth Street, Greenville, NC 27834; telephone (252) 830-4237. The Director of Student Services is the designated Title IX Coordinator and Section 504 Coordinator.

NOTICE OF RIGHTS CONCERNING STUDENT EDUCATION RECORDS
Under the Family Educational Rights and Privacy Act (FERPA)

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

Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A written request that identifies the record(s) they wish to inspect should be submitted to the school principal (or appropriate school official). The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. Parents or eligible students have the right to request the amendment of the student's education records that they believe to be inaccurate or misleading. They should make a written request to the School principal (or appropriate school official) that clearly identifies the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
2. Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is: (1) 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); (2) a person serving on the School Board; (3) a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or (4) a volunteer or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Pitt County Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school

will make a reasonable attempt to notify the parent or eligible student of the records disclosure.

3. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-8520.

NOTICE OF RIGHTS CONCERNING DIRECTORY INFORMATION Under the Family Educational Rights and Privacy Act (FERPA)

Federal law gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Under the law, Pitt County Schools may disclose directory information about your child unless you notify your child's school in writing that you do not want such information disclosed. Directory information in Pitt County Schools is limited to the student's name, parents' names, address, telephone number, date and place of birth, major field of study, dates of attendance at Pitt County Schools, diplomas and awards, school most recently attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, and photographs of students.

The primary purpose of directory information is to allow Pitt County Schools to include information in school publications such as yearbooks, honor roll or other recognition lists, graduation programs, and sports activity sheets. Directory information can also be disclosed to outside organizations.

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

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

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

NOTICE OF RIGHTS CONCERNING INFORMATION TO MILITARY RECRUITERS Under the No Child Left Behind Act and the National Defense Authorization Act

Two federal laws require Pitt County Schools to give to military recruiters upon request the names, addresses, and telephone numbers of students in the ninth through twelfth grades unless parents or students over 18 years of age ("eligible students") have advised the school in writing that they do not want that information disclosed.

If you are a parent of a high school student and you do not want Pitt County Schools to disclose the name, address, and telephone number of your child 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. **That notification is valid for the current school year only.**

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

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

NOTICE OF RIGHTS CONCERNING SCHOOLS SURVEYS Protection of Pupils Rights Amendment (PPRA)

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

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

Pitt County Schools will directly notify parents and eligible students at the start of each school year of the specific or approximate dates of the above activities and provide an opportunity to opt a student out of participating in them.

3. **INSPECT:** Parents and eligible students have the right to review, upon request and before its administration or use, any of the following:
- a. Surveys of students that concern any of the aforementioned areas of protected information and any instructional materials used in connection with them
 - b. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the educational curriculum

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

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

**Notice to Parents Regarding
MOMENT OF SILENCE
(Policy 9.003)**

I. Introduction

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

II. General Guidelines

- A. Students simply are asked to observe the moment of silence for a reasonable and appropriate period of time which shall not exceed one minute in length.
- B. Exceptions may be approved by the Superintendent and/or his/her designee for legitimate educational or administrative reasons. If any teacher or principal believes that the moment of silence should not be administered in a particular class or group, he/she shall submit the request, in writing, to the Superintendent or designee for review. A written response to the request shall be given to the teacher making the request.
- C. The moment of silence must be completely unstructured and free of any influence from any source. School personnel shall not offer advice or suggestions to students on how to use the moment or what to do during the time. If a student asks whether

or not he/she may use the moment of silence to pray, the teacher should state that each student may decide individually and personally how to use the time.

- D. No activity will be allowed during the moment of silence. Students should be advised that if they are not in the classroom during the moment of silence, they should pause respectfully until the moment has ended.
- E. Noncompliance with this policy will be addressed in accordance with the Student Code of Conduct.

III. Suggestions for Implementation

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

NOTICE OF RIGHTS CONCERNING ACCESS TO TEACHER QUALIFICATIONS

Under the No Child Left Behind Act (NCLB)

The federal No Child Left Behind Act of 2001 allows parents to request and receive the following information regarding their child's classroom teacher.

1. Whether the teacher has met state qualification and licensing criteria for the grade and subject(s) taught;
2. Whether the state qualifications and licensing criteria have been waived for the teacher;
3. The college degree(s) of the teacher including the college major; and
4. If the child is receiving the services of a paraprofessional (teacher assistant), that person's qualifications.

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

NOTICE OF RIGHTS FOR PARENTS OF SCHOOL CHILDREN WITH DIABETES

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

**NOTICE OF RIGHTS
FOR PARENTS OF SCHOOL CHILDREN WITH ASTHMA AND SEVERE ALLERGIES**

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

**NOTICE OF RIGHTS
FOR PARENTS CONCERNING NOTIFICATION OF ANY NON-EXEMPT
PESTICIDE USE ON SCHOOL GROUNDS
Under the Schoolchildren's Health Act (House Bill 1502/Section G.S.115C-47)**

The General Assembly of North Carolina, under the Schoolchildren's Health Act, allows parents/guardians the right to request notification of any non-exempt use of pesticides on school grounds. Additional information is available at www.pitt.k12.nc.us under the link for Safety and Environmental Programs.

If you are a parent or guardian and want notification on non-exempt pesticide use or a pre-notice list of chemicals used on school grounds, then 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).

**Notice to Parents Regarding
CHILD FIND**

In accordance with Section 1502 of the Individuals with Disabilities Education Act, Pitt County Schools conducts an annual child find of children with disabilities, including children with disabilities attending private schools, or school children in religious schools regardless of the severity of their disability, and who are in need of special education and related services. Please contact the Exceptional Children's Program Director at 1717 West Fifth Street, Greenville, NC 27834 or by calling (252) 830-4228 for additional information.

**Notice to Parents 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, circulator, 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.

**Notice to Parents Regarding
REPRODUCTIVE HEALTH AND SAFETY EDUCATION
Instructional Materials**

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

Dear Parent(s) and Guardian(s):

As we prepare for your child's instruction this year, we want you to know that the North Carolina Standard Course of Study includes reproductive health and safety education provided in health and physical education classes. Pitt County Schools' policy requires that this instruction follow the state-mandated legislation. This letter is sent to inform you about this instruction and encourage you to review materials we will use. These materials are available for your review 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 me in writing of your decision.

If you have any questions or concerns, please do not hesitate to contact me or your child's health and physical education teacher.

Sincerely,
School Principal

**Notice to Students in Grades 9-12 Regarding
LAWFUL ABANDONMENT OF A NEWBORN BABY**

NCGS 115C-47 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 NCGS 7B-500.

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

**Notice to Parents Regarding
INFLUENZA, HPV, and MENINGOCOCCAL DISEASE and VACCINE INFORMATION**

NCGS 115C-375.4 mandates that schools provide parents and guardians with information about meningitis, influenza, HPV, and their vaccines at the beginning of every school year.

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

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

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

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

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

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

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

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

Notice to Parents Regarding NEWS MEDIA ACCESS AND PITT COUNTY SCHOOLS' PUBLISHINGS

During the school year, students are likely to be recorded, videotaped, photographed, interviewed and/or quoted by various types of news media (radio, television, and newspapers) or for Pitt County Schools' publishings such as the district website. If you do not wish for your child to be interviewed, recorded, videotaped or photographed, please contact the principal in writing expressing your child's restriction to the news media and/or Pitt County Schools' publishings. For further information, contact the office of Public Information at 830-4219.

Notice to Parents Regarding ALERTNOW MESSAGES

Alert Now is a telephone messaging system that allows our school system to personally communicate with parents about emergency situations, school events, school closings and delays, and important issues facing your school and our school district. It is important that your child's school has your accurate contact information so that your child does not miss any important announcements.

Notice to Parents Regarding PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS (Policy 10.301 and Procedure 10.301-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.

Physical Restraint

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

- As reasonably needed to obtain possession of a weapon or other dangerous object on a person or within the control of a person
- As reasonably needed to maintain order or prevent or break up a fight
- As reasonably needed for self-defense
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present; to teach a skill; to calm or comfort a student; or to prevent self-injurious behavior

- As reasonably needed to escort a student safely from one area to another
- If used as provided for in a student's IEP or Section 504 Plan or Behavior Intervention Plan
- As reasonably needed to prevent imminent destruction to school property or another person's property

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

Mechanical Restraint

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

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

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

Seclusion

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

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

- The space is free of objects that unreasonably expose the student or others to harm

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

Isolation

Isolation is permitted as a behavior management technique provided that:

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

Time Out

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

Aversive Procedures

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

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.

ENROLLMENT REQUIREMENTS (Grades 9-12)

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

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

When students transfer from another school:

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

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

REGISTRATION OF STUDENTS ENTERING DURING THE SCHOOL YEAR

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

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

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

COURSE OFFERINGS

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

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

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

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

QUALITY POINTS AND DESCRIPTIONS OF COURSE LEVELS (Procedure 9.303-P)

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

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

Standard – 4 Quality Points for an A

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

Honors – 5 Quality Points for an A

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

Advanced Placement – 6 Quality Points for an A

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

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

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

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

STANDARD LEVEL COURSES

If an A Equals 4 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Failure	0

HONORS LEVEL COURSES

If an A Equals 5 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	93-100	5
B	85-92	4
C	77-84	3

D	70-76	2
F	Failure	0

ADVANCED PLACEMENT COURSES

If an A Equals 6 Quality Points:

	<u>GRADE</u>	<u>QUALITY POINTS</u>
A	93-100	6
B	85-92	5
C	77-84	4
D	70-76	3
F	Failure	0

COURSE LOADS

Student Registration

Each student must register for a minimum of four credits each semester. In order to be concurrently enrolled at a post-secondary institution, a student must be enrolled in a minimum of two courses in the high school each semester. A senior who has earned twenty six credits may take a minimum of two credits in their final semester to receive the twenty eight credits required to graduate.

DROP / ADD (Policy 9.614)

Once the registration form is completed and signed by the parent/guardian and student, that class schedule shall prevail. Because scheduling is a complicated process, it is frequently impossible to provide each student every choice made.

The drop-add period for valid educational reasons will extend through the first five (5) days of school. Such changes in schedules can be effected by visiting the school counselor's office for a class change application. On that application, the student should indicate the course that he/she wishes to add, the course he/she wishes to drop, and the reason for dropping the course. The parent/guardian signature is required. The parent/guardian may also be required to visit the school to effect a schedule change.

At the end of the first five days of school, no schedule changes will be allowed except in extreme circumstances. If students drop a course after the first five (5) days of school, they will receive a failing grade for that course and the failing grade will be used in computing class rank. Medical drops will be made without penalty. Should a schedule change about which the parent or student has strong feelings be denied, due process will be provided through an appeal to the principal.

REPEATED COURSES (Policy 9.614)

The Board endorses the following guidelines for students who desire to repeat a course in grades 9-12:

1. Students should be permitted to take a course over if they fail.
2. If students retake a course that they have previously failed, both attempts will be computed in the grade point average (GPA). Each course attempted will be used in computing class rank.

PROMOTION STANDARDS (Policy 9.616 & Procedure 9.616-P)

The Board of Education shall require students to meet established standards in order to be promoted to the next grade level.

The major criteria to be used in promotion decisions shall be demonstrated student achievement. Students at risk of failure shall be provided remedial instructional opportunities consistent with the Board's philosophy of continuous progress, flexible grouping, and direct instruction. It shall be the students' responsibility to exert the necessary effort to avail themselves of the opportunities provided to them.

The Board recognizes the legal authority of the principal of each school to grade and classify students and provides standards to assist principals as they make these determinations. Exceptions to promotion guidelines will be made only through approved and established procedures.

Pitt County Schools' Promotion Standards GRADES 9 – 12

To earn credit in a course, students must:

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

Promotion to Grade 10

- Earn 6 units of credit

Promotion to Grade 11

- Earn 13 units of credit – must include English I

Promotion to Grade 12

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

Graduation

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

Graduation requirements for first-time 9th graders in 2009-2010 and thereafter:

- Earn 28 units of credit that must include:
 - 4 units of English (I, II, III, and IV)
 - 4 units of Math (Mathematics I, Geometry, Mathematics II, and a 4th math course to be aligned with the student's post high school plans)
 - 3 units of Science (Biology, Physical Science and Earth/Environmental Science)
 - 3 units of Social Studies (World History, Civics & Economics and US History)
 - 1 unit of Health and Physical Education
 - 1 unit of Art Education
 - 4 units of Concentration
 - 8 units of Elective Credits (Excludes Concentration)

- Score at a proficient level on End-of-Course tests
- Graduation requirements for first time 9th graders in 2012-2013**
- **Earn 28 units of credit that must include:**
 - 4 units of English (I, II, III, and IV)**
 - 4 units of Mathematics I, Mathematics II, Mathematics III, and a 4th Math Course to be aligned with the student's post high school plans**
 - 3 units of Science (Biology, an earth/environmental science course, a physical science course)**
 - 4 units of Social Studies (World History, Civics and Economics, US History A & B**
 - 1 unit of Health and Physical Education**
 - 1 unit of Art Education**
 - 4 units of Concentration**
 - 7 units of Elective Credits (Excludes Concentration)**

Interventions

School Level Promotion Committees may require that students participate in focused interventions including, but not limited to:

- | | |
|-------------------------------|-----------------------------------|
| • alternative learning models | • modified instructional programs |
| • special homework | • parental involvement |
| • smaller classes | • credit recovery |
| • tutorial sessions | • Saturday school |
| • retention | • extended school day |

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

Other Considerations

For students who fail the course:

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

For students who do not meet attendance requirements

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

Promotion Policy Waiver Procedures

Students with Disabilities

If a student participates in the State Standard Course of Study on grade level:

- Participate to the extent possible in the State Student Accountability Standards.
- Students with disabilities who participate in the promotion standards will be provided all interventions/remediation, benefits, resources, and other opportunities available to students without disabilities.
- All services offered are in addition to the special education services provided to the student.

If student participates in the State Standard Course of Study off grade level:

- School Level Promotion Committee (to include principal or a school district representative) must recommend a waiver of the promotion standards.

- Students enrolled in functional curriculum must demonstrate acceptable outcomes on alternative assessments.
- Special needs students who successfully complete 28 course requirements and their IEP shall receive a Graduation Certificate.

Students of Limited English Proficiency

In accordance with federal law, it is a violation of the Regulation Implementing Title VI of the Civil Rights Act of 1964 if limited English proficient students are retained in a grade for failure to demonstrate basic skills in English.

For LEP students who are exempt from testing, an instructional portfolio containing documentation of the students' English language proficiency and progress in all academic areas shall be submitted to a school level committee to determine if the students are ready to be promoted to the next level.

For LEP students who are no longer exempt from testing and score below Level III on end-of-grade/course tests in reading and mathematics, a waiver from the promotion standards may be requested for a maximum of four years from the initial enrollment date if:

- The student is making adequate progress in all academic areas, as evident in an instructional portfolio.

Note: Students of Limited English Proficiency must meet the same high school graduation standards as other students to receive a high school diploma. School districts must take affirmative steps to rectify language deficiencies that have the effect of excluding national origin minority students from participating in the educational program offered (*Lau v. Nichols*). LEP students shall be provided focused intervention, including developing English proficiency, until promotion standards and high school graduation requirements have been met (up to the age of 21).

Promotion Procedures Timeline

Promotion decisions should involve parents. All parent involvement efforts should be documented.

Parents may request a conference at any other time to discuss their child's progress. Conferences shall be held during times when teachers are free of classroom responsibilities, such as: before/after class, during planning periods, on teacher workdays, or during times when teacher assistants can supervise students. Teachers will maintain parent conference records on designated school forms.

The principal shall:

- Monitor the promotion and non-promotion status of all students by collecting appropriate information and assuring communication with parents using the following timeline:

By the end of the first six weeks of school – Identify students who are at risk of failure:

9 – 12 Complete Personal Education Plan and have a parent conference.

The teacher shall:

- Develop an intervention plan that includes diagnosis of difficulties, intervention strategies, and tactics for monitoring.
- Hold parent conference to discuss plan.
- Document parent conference.
- Provide report to principal as requested.
- Indicate on the report card if the student's grades are on below grade level work

9-12 STUDENTS

By the midpoint of the course:

- Identify students in danger of not meeting promotion standards using existing grades, prior End-of-Grade or End-of-Course test results, and attendance records.
- Identify high-risk students. Track and document interventions.
- Notify parents of possibility of course failure on report cards and interim progress reports.

At the end of the second marking period:

- Contact parents of students in danger of non-promotion or in danger of not passing a course.
- Conduct a parent conference and document communication with parents.
- Follow local school procedure for tracking and documenting contact and interventions.
- Notify parents of possibility of course failure on the report card.

GRADUATION REQUIREMENTS (Policy 9.617)

In order to be eligible to graduate, students in any of the high schools in Pitt County must complete one of the four Course of Study diploma requirements as stated in Policy 9.616 Exhibit E. Diploma requirements are also listed in the *Pitt County Schools High School Registration Guide*.

GRADUATION PROFICIENCY

1. Standardized Transcript

The North Carolina Standardized High School Transcript certifies a level of proficiency in high school courses through both grades and test scores.

2. Reading and Mathematics

Students who do not achieve grade-level proficiency in Reading and Mathematics at the end of the eighth grade will receive focused extended instructional opportunities that are different from and supplemental to regular high school course work and which are specifically designed to improve these students' performance to at least eighth grade level proficiency.

3. End-of-Course (EOC) Test Scores

End-of-Course test results will be used as part of the student's final grade. For Pitt County Schools, the End-of-Course Test is the final exam for high school students. Students must score at a proficient level in order to receive credit for the course. In addition, the EOC final exam grade will count 25% of the final course grade.

EARLY GRADUATION

For graduation prior to the end of the school year a student must:

1. Meet the course and testing graduation requirements that were effective the year he/she entered ninth grade for the first time.
2. Have support for early graduation from parents / guardians.

Procedures for Early Graduation

1. The parents / guardians of a student shall request early graduation for the

student by filing a written request with the school principal by the last day of June prior to the beginning of the fourth year of enrollment.

2. The principal, with a committee of the local school staff, will consider the request and approve or deny early graduation on an individual case-by-case basis subject to the criteria stated above.

Assignment to homerooms and registration at various grade levels depends on the number of courses passed. In some cases, the inability to schedule required courses during first semester may prevent early graduation.

Students who graduate early will be allowed to participate in senior activities (prom, senior breakfast, awards ceremony, graduation practice, etc.) during second semester unless individual circumstances warrant a denial by the school principal. The student shall be responsible for securing information relative to senior activities and for related costs. The school will not send individual mailings.

In cases where the student completes all requirements for graduation at some time other than the end of second semester, the principal shall issue the student a signed statement indicating that all graduation requirements have been met and that an official diploma will be presented at the next regularly scheduled graduation exercise.

GRADING STUDENTS (Policy 9.603 & Procedure 9.603-P)

Teachers are charged with the responsibility of grading students and recognizing their individual differences. Teachers must provide learning experiences within the range and ability of the students they teach. Grading should be based on the progress the individual student has made toward accomplishing the goals and objectives set for him/her by the teacher in cooperation with the student and parent.

One of the school's prime objectives is to teach the child to live and take his or her rightful place in society. Students who put forth effort should have the opportunity to succeed. The Board discourages assigning failing grades which will not statistically allow the student the opportunity to succeed, assuming reasonable effort by the student.

Grading Systems

1. Teachers shall give sufficient tests, written work, etc., to substantiate the grade given a student and shall keep such grades in a grade book or electronic record of grades. The student, his/her parents, or the principal may inspect an individual student's grades at reasonable times. They should also have access to tests, projects, etc., used to substantiate the grades. No student should expect to be graded on only two or three samples of work within a marking period. When averaging grades, teachers shall give the student the next highest whole number when the grade is .5 or greater.
2. Students shall not grade tests or record grades. Students shall not call out grades in class so that teachers can record them.
3. Grades shall not be lowered because of poor conduct, except for cheating. Behavior problems on the part of the student shall be reflected in his/her conduct grade.
4. Teachers should use the comment space on report cards to write meaningful

- remarks and shall request a conference with the parents at any time the student does not appear to be performing satisfactorily.
5. The principal has the right to change a grade, but should not do so without the teacher's consent, except in extremely unusual circumstances.
 6. Interim progress reports are recommended for all students. The Board of Education requires interim progress reports in all core courses for all students in grades that have 9-week grading periods.
 7. Interim progress reports are required for any student who is experiencing academic difficulty in any course. Academic difficulty is defined as failing or as dropping more than one letter grade.
 8. The Superintendent shall develop appropriate procedures to implement this policy.
 9. The Board encourages school staff to consider a minimum failing grade of 60 if the student has shown effort.
 10. In grades 9-12, marking period assessments shall be teacher-made and administered based upon the Standard Course of Study and the Pitt County Schools Pacing Guide.

HOMEWORK (Policy 9.611 & Procedure 9.611-P)

Homework shall be a part of the instructional experiences of each student. Homework is a purposeful extension of the instructional program to be accomplished by the student outside the regular class. Homework shall be planned carefully and evaluated periodically regarding its purpose, appropriateness, and timeliness. The weighted value of homework should not exceed 20% of a student's total marking period grade. *

Homework is work that the teacher assigns to a student to complete outside the regular class session. Assignments should always have real meaning to the student and be on the student's level of learning. The purpose should be clearly understood by both teacher and student. Assignments should be carefully planned, presented, and evaluated. Homework with no feedback is unacceptable.

Research clearly indicates that appropriate amounts and high standards of homework have substantial, positive effects on students' learning. It further suggests that homework provides a mechanism whereby parents, students, and teachers can work cooperatively as partners in education.

Suggested Time Frame:

<u>Grade(s)</u>	<u>Time</u>
9-12	120 minutes

This suggested time frame should be considered as an average total amount of time per day to be spent on homework by the student. As a further extension of learning, students may be requested to develop a special project. Special projects should be coordinated among staff and be reasonable in time and costs to the student and family. The time required to complete a special project should be considered in light of the time frame suggested above.

While not all class work is evaluated, the level of accomplishment attained on appropriate

homework should be reflected in classroom performance. If the homework is to affect the student's grade, the exact way it will affect the grade should be clear to students, parents, and building-level administration. Students should not be excessively penalized for unsigned or missed homework. Many teachers have successfully added homework as an "extra credit" category or awarded "homework passes" so students could choose to miss one assignment.

***Note:** Homework should not be used as punishment for students.

REPORTING PROGRESS (Policy 9.605)

The Board of Education is committed to providing information to parents and guardians concerning their child's progress and achievement in school. The Board of Education requires notification of parents by the mid-point of a marking period if a student is having difficulty. Documentation of notification will be maintained at the school.

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

STUDENT RECOGNITION - Honor Roll and Principal's List (Policy 9.613)

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

High schools may choose either letter grades or grade point averages to establish the honor roll and principal's list. The choice of method to be used shall be decided by the school and communicated to students and parents through the student handbook and other publications. The method chosen shall not be changed during the school year.

Letter Grades

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

Grade Point Average

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

PROGRAMS OF RECOGNITION

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

HONOR SOCIETIES

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

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

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

The Pitt County Board of Education recognizes that examinations are an integral part of the learning process, and their value, and usefulness must be maintained.

Examinations provide students with an opportunity for worthwhile learning experiences which prepare them to become life-long learners. Students in high school courses shall be required to take examinations each semester in each subject in which enrolled.

Examinations will count a minimum of 25 percent of the final course grade.

Examinations will be given according to the procedures and regulations developed by the Superintendent or his designee.

Examinations for High School Level Courses

An examination is an integral part of the learning process and its value and usefulness must be maintained.

The provisions listed are established to encourage academic effort, optimum attendance, and instructional support.

1. Examinations are given on a semester basis.
2. An examination schedule of a minimum of two (2) days is observed.
3. A minimum of a two (2) hour and twenty (20) minute examination period is allowed for each examination.
4. A student taking an examination remains in the class during the entire examination period.
5. Examinations are to be taken at scheduled times.
6. Examinations will count a minimum of 25% of the course grade.
7. For the purpose of this regulation, an examination is defined as a comprehensive test covering material taught during the entire semester. In the case of end-of-course tests, the final examination will cover all curriculums for the entire course, regardless of the course length.

8. No extracurricular activities (example: athletic events, rehearsals) and/or participation or practice for such activities may be scheduled after school is dismissed on the day prior to the first day of examinations until after school is dismissed on the last day of examinations.

HONOR STUDENT RECOGNITION

The top 10 percent of the senior class will be recognized at graduation as honor students by having their names identified on the program. These persons are to be selected by averaging all quality points through the fifth marking period of the senior year for grades 9-12.

North Carolina Scholars will have their names identified on the graduation program.

Pitt County Honor Society students or National Honor Society students will be recognized at graduation by wearing cords or similar symbols.

Teachers are instructed to give the student the half point benefit in averaging grades.

CLASS RANKING OF STUDENTS (Policy 9.612)

All students in high school shall be ranked solely on quality points as assigned by the state standards. Ties will not be broken using grades. In figuring quality points for class rank, the correct procedure is to add the total number of quality points and divide by the total number of courses attempted. If a student fails a course and receives no quality points for that course, the course must be included in the division factor.

A ranking in grade 11 shall be completed at the end of the second marking period of the spring semester to determine participation in end-of-year functions. A ranking in grade 12 shall be completed at the end of the second semester final exam period. Rankings obtained from this calculation shall be used for all graduation exercise functions. Final rankings are computed at the end of the final marking period for all 9-12 students. A North Carolina standardized transcript containing class rank will be provided to each high school student at least one time during the school year.

SUMMER SCHOOL (Policy 9.205)

The Pitt County Schools endorses the concept of summer school depending upon availability of funds to administer a program. All curricular requirements shall meet state guidelines.

HOSPITAL / HOMEBOUND PROGRAMS FOR REGULAR AND EXCEPTIONAL STUDENTS (Policy 9.204)

It is the policy of the Pitt County Board of Education to provide hospital/homebound services to regular and exceptional students who are disabled to the extent that they are unable to attend school. These students may receive one-on-one instruction from a hospital/ homebound teacher at Vidant Medical Center, in their homes, or in a location

determined by the Superintendent or his designee. These programs will operate within Pitt County Schools' established guidelines set forth by the Pitt County Schools' Hospital Program and Pitt County Schools' Homebound Program.

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

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

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

	Students entering 9th grade 2009-2010, 2010-2011, and 2011-2012		Students entering 9th grade 2012-2013
Credits	Future-Ready Core Course of Study	Credits	Future-Ready Core Course of Study
4	English I, II, III, IV	4	English I, II, III, IV
4	Mathematics (should include Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as a prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)	4	Mathematics (should include Math I, Math II, Math III, and a higher level math course).
3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)	3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
3	Social Studies (World History, Civics/Economics, and US History	4	Social Studies (World History, Civics/Economics, and US History A & B
1	Health and Physical Education	1	Health and Physical Education
6	Two (2) elective credits in a second language required for the UNC System; four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education Cluster (CTE), JROTC, Arts Education, Second Languages, and any other subject area	6	Two (2) elective credits in a second language required for the UNC system; four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education Cluster (CTE), JROTC, Arts Education, Second Languages, any other subject area
1	Elective Credit		
1	Arts Education	1	Arts Education
5	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: AP, Dual or college equivalent course, Advanced CTE/CTE credentialing courses- Other honors or above designated courses	5	Higher level courses taken during junior/senior years which carry 5 or 6 quality points such as: AP, Dual or college equivalent course, Advanced CTE/CTE credentialing courses, other honors or above designated courses
28		28	

NC Academic Scholars Recognition

The students who qualify for this special recognition:

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

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

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

POST-SECONDARY ADMISSION REQUIREMENTS

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

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

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

NATIONAL HONOR SOCIETY GUIDELINES

1. Candidates must have taken and be enrolled in at least one-half Advanced Placement and/or honors level courses. (For example, if a student has 17 units with 8 Standard level and 9 Honors level courses, then this is considered one-half Honors.)
2. Students will become eligible after finalization of the sophomore year grades. Induction will take place once per year during the first semester.
3. Eligibility is based on a minimum of four semesters of high school credit. For initial membership selection, according to Article IX, Section 1, NHS Handbook, copyright, 1989, page 5,

"Candidates must have been in attendance at the school the equivalent of one semester. The present school principal should seek a recommendation from the previous school principal pursuant to the candidate's selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation."

Transfer of NHS members into Pitt County Schools: Article VIII, Section IV, NHS Handbook, Copyright, 1989, page 5, "A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership."

4. Cumulative QPA for all high school years will be used. Eligible members should be members of the junior and senior classes. Therefore, for the school year induction, the following QPA will apply:

3.6 QPA at time of finalization of sophomore year grades (4 semesters based on a 5.0 scale) which will be the next school year's juniors.

3.6 QPA at time of finalization of junior year grades (6 semesters based on a 5.0 scale) which will be the next school year's seniors.
5. A point system will be devised by individual high schools to evaluate leadership and service.

PARENT CONFERENCES (Policy 9.610)

It is the goal of the board for personnel to maintain good communication with parents and the community. School-based staff shall make positive contacts with parents/guardians as soon as possible at the beginning of the year and develop effective methods of communication with parents/guardians concerning pupil progress and evaluation on a regular basis.

The Superintendent along with the school based management team from each school will develop appropriate system procedures to achieve this goal.

VISITORS TO THE SCHOOLS (Policy 2.004)

The Board encourages the community and parents to be involved in and support the schools and the educational program. Parents and visitors are welcome. However, the Board is concerned with providing a safe, orderly, and inviting learning environment in which disruptions to instructional time are minimized. The Superintendent and each principal may establish and enforce rules to address this concern.

In addition, the following rule applies to all schools: All school visitors must report immediately to the administrative office at the school for permission to be in the school and to obtain a visitors identification badge. Each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.

FEE SCHEDULE

Elementary/Middle/High School Fees

Student Fees (K-12)	Year - \$10.00
Breakfast Paid	Day - \$ 1.00
Breakfast Reduced	Day - \$ 0.30
Lunch Paid	Day - \$ 2.25
Lunch Reduced	Day - \$ 0.40
Damaged Book Fees	Based on Formula
Return Check Fees	\$25.00

Student Accident Insurance

<u>Type</u>	<u>Gold</u>	<u>Silver</u>	<u>Bronze</u>
School Time	\$32.00	\$16.00	\$10.00
24-Hour	\$146.00	\$80.00	\$50.00
Extended Dental	\$8.00	\$8.00	\$8.00

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

High School Fees

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

Parking
Graduation Fees - Seniors
Locks
Gym Uniform

Year - \$50.00
At Cost to Student
At Cost to Student
At Cost to Student

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

CHILD NUTRITION

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

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

All that is needed to set up an account is:

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

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

Student Email Accounts

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

NETWORK / INTERNET USE BY STUDENTS (Policy 10.213)

Rules for Use

- A. Internet access at school is intended to be used for class, participation, educational, or career-development research, and other access that has been approved by school personnel and does not violate the other provisions of this policy, in accordance with local and state educational objectives. Other uses of school access are to be considered inappropriate and are not allowed.
- B. Student-created websites relating to the school curriculum must have a faculty member sponsoring them. The faculty member is responsible for monitoring the content of the site and helping the student to update the site regularly. Pitt County

Schools is not responsible for any student-created and student-maintained websites that are not related to the classroom curriculum.

- C. Users are expected to abide by the common rules of Network etiquette, as follows:
1. Students should use appropriate language and be polite in communications across the PCS network or Internet.
 2. Students should not disrupt or attempt to disrupt the functioning of the PCS network communications or equipment in any manner, nor should they gain or attempt to gain unauthorized access to the PCS network or any electronic records maintained by any other organization (hacking).
 3. Students should not reveal last names, ages, telephone numbers, or other personal identifying information about themselves or someone else to another person across the Internet or network.
 4. Students should not use another person's PCS network password or give their password to another student for that person's use.
 5. Students should not access, publish, save, send, or display illegal, defamatory, inaccurate, obscene, harmful, or profane images or text.
 6. Students should not violate copyright laws by copying files, programs, or other materials protected by copyright, or by failing to give credit to Internet sources used in their research.
- D. The following activities and/or materials are specifically not permitted:
1. Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
 2. Using threatening or obscene material.
 3. Vandalizing or attempting to vandalize hardware or software including the creation or spread of viruses and hacking.
 4. Spamming (*i.e.* sending junk mail), political lobbying, advertising or any commercial uses of the network.
 5. Wasting limited network resources, including excessive use of the PCS network, downloading files, and loading programs or games to the local workstation or the PCS network without the prior approval of a teacher or administrator.
 6. Arranging/agreeing online to meet someone in person who is a stranger or non-school district personnel.
 7. Demonstrating security problems such as distributing someone else's password, personal information, or access to restricted network software to others or failure to notify a teacher and/or staff member when a violation has occurred.
 8. Distributing material protected by trade secret.

E. Social Media Use

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

F. Personal Computing Devices

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

G. General Principles

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

ANTI-DISCRIMINATION, HARASSMENT AND BULLYING (Policy 10.200)

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

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

The Board prohibits retaliation against any person who reports discrimination, harassment or bullying, or who exercises any rights under this policy or under state or federal law.

I. Definitions

For purposes of this policy, the following definitions apply:

A. School employee

School employee means any of the following: an employee of a local board of education or an independent contractor or an employee of an independent contractor of a local board of education.

B. Student

Student is a person who has been assigned to a school by a local board of education or a person who has been suspended or expelled from any of those schools within the last year.

C. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

D. Harassment

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

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

"Hostile environment" means that the victim subjectively views the conduct as harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment includes, but is not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling, and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking

movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

2. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - A. submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
 - B. submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
 - C. such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually conduct are sufficiently serious to create a sexually hostile environment.

3. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

E. Bullying behavior

Bullying may be characterized as offensive, intimidating, malicious, or insulting behavior. It is an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. It is not limited to behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Cyber-bullying is one type of bullying behavior.

II. Application of Policy

This Policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the School District.

This Policy applies to behavior that takes place:

- A. in any school building or on any school premises before, during, or after school hours;
- B. on any bus or other vehicle as part of any school activity;
- C. during any school-sponsored activity or extracurricular activity;
- D. at any time or place when the individual is subject to the authority of school personnel; and
- E. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

III. Prohibited Behaviors and Consequences

Students, School District employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The Board expressly prohibits unlawful discrimination, harassment and bullying.

In accordance with G.S. **14-458.2 (Cyber-bullying of school employee by student; penalty)**, it is unlawful for a student to use a computer or computer network to do any of the following:

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

IV. Assignment of students convicted of cyber-bullying

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

**INSTRUCTIONAL RESOURCES
(Policy 9.401)**

- 1. The Pitt County Board of Education endorses the Library Bill of Rights and asserts that all students and teachers have access to quality resources that implement, enrich, and support the instructional program as outlined in the North Carolina Standard Course of Study. Each school will make available through the media center collection a wide

range of materials on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers.

2. The Board delegates the responsibility for coordinating the selection of instructional resources and making recommendations for purchases to the professional media personnel in each school. The principal shall appoint a Media Advisory Committee and is encouraged to include parent participation. The purpose of this committee will be to assist the media personnel in determining needs and in making appropriate selection decisions. Final purchase decisions shall be approved by the school principal. The principal shall ensure that all instructional resources, regardless of funding source or location within the school, be processed, catalogued, and inventoried through the school media center.
3. The Board requires the development of guidelines for collections development and maintenance and that all schools follow the guidelines.
4. The Board recognizes the objections to instructional resources may be made by the public. In responding to challenges, the standards and procedures for selection and the principles of intellectual freedom shall be defended by the Board. The Board requires the development and adherence of guidelines and procedures for challenged resources.

GUIDELINES FOR THE INSTRUCTIONAL USE OF VIDEO RECORDINGS (Procedure 9.401-P2)

1. Video recordings include but are not limited to DVDs, videocassettes, and streaming videos.
2. Video recordings shown at schools must be relevant to the curriculum being studied and appropriate for the ages and maturity levels of students being taught.
3. All DVDs and videocassettes must have prior approval of the principal before they may be shown in the schools and use of all video recordings (including streaming video) must be documented in the teacher's lesson plan book. (See Exhibit 9.401-X2 "Prior Approval Form – Request to Use Video Recording" for the teacher to complete)

Streaming video does not require completion of the video approval form if the following conditions apply:

- A. Video use meets all other guidelines specified herein and is included in the teacher's lesson plan book
 - B. Portion of video to be used is no longer than 15 minutes
4. Video recordings with a PG rating may be used in elementary schools with the prior approval of parents/guardians. Video recordings with a PG-13 rating may be used in middle schools with the prior approval of parents/guardians. R rated videos are

only to be shown in high schools with the approval of parents/guardians. Under no circumstances is a video rated NC-17 or higher to be shown in school. Any video requiring parental permission should not be shown over a public viewing system unless access can be limited to the students who have been given parental permission. (See Exhibit 9.401-X3 "Sample Parental Consent Letter for Video Recordings") The principal must first approve the video **before** the Parental Consent Letter is sent home.

5. Video recordings not owned by Pitt County Schools and/or not rated by the Motion Picture Association of America must be thoroughly reviewed by teachers prior to their use and approved by the principal.
6. Privately purchased video recordings are sold with a home use only agreement, not with public performance rights. These videos may be used in a school if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process (not for extra-curricular, reward, or recreational use); and (c) use must take place in face-to-face instruction.
7. Rented video recordings may be used in schools if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process (not for extra-curricular, reward or recreational use); and (c) use must take place in face-to-face instruction.
8. Video recordings made by taping off the air for use at schools may be used if fair-use guidelines for copyright are followed. A recording taped off of commercial, "free" television may be shown within ten consecutive school days of its broadcast. After that time, the only use that can be made of the recording is for teacher evaluation. The video recording may not be used in schools after the forty-five day period outlined in fair use guidelines. A recording taped from a public broadcast channels generally must be used within seven school days of its broadcast and erased after forty-five days. A recording may only be used once by individual teachers in the course of relevant teaching activities. No recordings may be duplicated from paid cable or satellite television, with the exception of Cable in the Classroom designated programs. Teachers should refer to <http://www.ciconline.org/legal/copyrightrecordingguidelines> for guidelines for using Cable in the Classroom designated programs.

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

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

situations for which a specific appeal process has been identified by policy. As the first step in the grievance process, students or parents should discuss the grievance with the most immediate and appropriate school official within ten (10) calendar days of the occurrence giving rise to the grievance.

STUDENT RECORDS (Policy 10.901)

It is the policy of Pitt County Schools to develop and maintain student records to enhance the growth and development of the individual student, to provide information for parents and authorized school staff members, and to provide a basis for evaluating and improving school programs.

The principal will be responsible for seeing that relevant laws, policies, and regulations are observed in the collection of information for student records, in the maintenance and protection of them, in the dissemination of information from them, and in the transfer of them from his/her school. He/she will provide for the physical security of these records and see that members of his/her staff periodically receive instruction on the privacy rights of students and parents and on the proper handling of student records.

Collection and Classification of Information in Student Records (Procedure 10.901-P2)

The primary purpose of the permanent record folder is to provide information that can be used to develop the best possible educational program for each student enrolled.

A. Information That May Be Maintained WITHOUT Parental Consent

1. Administrative Information

- a. Identifying information such as name, address, telephone number, birth date, entrance date, and identification number
- b. Family information such as the parent's name, student's place of birth, number in the family, and names of other siblings
- c. Attendance record
- d. School progress record
- e. Record of withdrawal and re-entry
- f. Activities and honors
- g. Interests and talents
- h. Medical record
- i. Out-of-school activities
- j. Group screening data
- k. Group testing data
- l. State required testing data
- m. Graduation data and class rank
- n. Driver's education record
- o. Follow-up record

2. Progress Notes - "Working Data"

Teachers, counselors, psychologists, social workers, nurses, or principals may keep information and observations of a confidential nature. Such notes do not

become part of the permanent record until they are made available to another person. When this information is shared, it automatically becomes subject to the policies and regulations governing student records.

3. Curricular Information

Information that is part of the approved curriculum may be collected. Examples include end-of-the book tests and assessment of specific skills on a skills continuum.

4. Social Security Number

Federal law prohibits a school from requiring students to report their social security number. When students refuse to provide their social security number, an alternative social security number must be assigned. The alternative social security number should be assigned when the students are first enrolled in school and should follow students to subsequent schools and/or LEAs.

B. Information That May Be Collected Only WITH Parental Consent

1. Individual screening and assessment information
2. Psychological reports and individually administered standardized tests
3. Questionnaires and rating scales dealing with personal information
4. Information gathered as part of an approved school research study in which individual students and their parents are identified

Location / Contents of Student Records
(Procedure 10.901-P3)

A. Cumulative Records

Cumulative folders are kept in each school. No record or information from a record may be removed from the authorized location without permission from the principal or the principal's designee.

The cumulative record should contain personal and family data, information, attendance reports, and scholastic information including grades and test data.

1. GRADES

- a. All K-12 schools generating NCWISE report cards will file a copy of the final NCWISE report card in the student's cumulative folder.
- b. For transferring/withdrawing students, all schools will file a copy of the current year's grades for all marking periods in the student's cumulative folder upon withdrawal.
- c. Schools and grade levels that do not generate NCWISE report cards should continue to record year-end grades on the cumulative folder.

2. ATTENDANCE

- a. A copy of the NCWISE Attendance Summary should be placed in the cumulative folder at the end of each school year.
- b. In every instance when a student transfers from a school during the school year, a copy of the NCWISE Attendance Summary should be made and sent to the student's new school.

- c. When a student transfers in from another school, an NCWISE Attendance Summary should accompany the student's records and should be filed in the cumulative folder.

3. HEALTH RECORD / FOLDER

The School Health Record/ Folder contains relevant health data about the child's health history, immunizations, health screenings, and health related contacts (e.g. nurse, audiologist, and dental hygienist). Documentation for entries includes: date, reason/findings, action, outcomes, end date, and signature of health professional. The Kindergarten Health Assessment Report, Medical Exemption Statement, Medication Logs, and Authorization for Medication Forms are parts of the Permanent Health Record/Folder. Children with special health needs may have Individualized Health Plans (IHP) and/or Emergency Action Plans (EAP), which are updated annually by the school nurse.

4. TESTING INFORMATION

- a. Test Cards

- b. Test Printouts

The printout(s) of the test results (Teacher Reports); Title 1; IMS Target Sheet; and End-of-Grade Individual Profiles should be filed in a separate folder by grade level.

5. SCHOOL PICTURES

B. Exceptional Children's Records

Exceptional Children's folders are kept in locked files in the school on each identified exceptional student. The exceptional children's records for identified students consists of all confidential records used to place and provide an education for a child such as achievement and intelligence tests, medical reports, and the Individualized Education Plan (IEP). Psychological reports are kept in the files and copies are kept at the Central Office.

C. Teacher Assistance Team Records (TAT)

Teacher Assistance Team (TAT) records are kept in each school. Teacher Assistance Team records of students identified for Exceptional Children's (EC) services are placed with their Exceptional Children's folder. TAT information for students who are not identified for Exceptional Children's services are kept in a blue file folder and placed within the students' cumulative folder. Psychological evaluations and Exceptional Children's forms will be removed from the TAT folder and kept in a separate supplementary folder in a locked file.

D. Inactive Records

All inactive cumulative folders shall be housed in the last school ASSIGNED for FIVE years, then sent to the Central Office to be scanned and placed in the archives for Pitt County Schools.

Inactive Exceptional Children's folders of students who are currently enrolled but have exited special education should be sent to the schools in which the students'

subsequently enroll along with the cumulative records. Inactive Exceptional Children's records of students who have withdrawn from Pitt County Schools shall be housed in the last school ATTENDED. Inactive supplementary folders will be maintained for **FIVE YEARS**.

E. Administrative Records

Administrative records (such as parental permission slips, unlawful absence forms, exceptional children hearing report records, school discipline records, etc.) should be filed separately from the cumulative folder and should be retained only as long as they are needed for operational purposes.

Maintenance of Student Records
(Procedure 10.901-P4)

The privacy of students and their parents is protected in the maintenance of school records. This process includes verifying information in the records, obtaining the informed consent of parents when their consent is needed, limiting access to student records, using records appropriately, and selectively discarding outdated items.

Periodically the principal/principal's designee is to see that outdated material is removed from student records. This is particularly appropriate when the student completes grades 5, 8, and 12 or when he/she transfers. A list of information that must remain in each cumulative record is maintained in each school. Items removed from student records are to be destroyed or maintained under conditions of anonymity.

Disposition of Student Records
(Procedure 10.901-P4)

A. Cumulative Record Information

1. WITHIN THE LEA: When student record information is requested by another school to which a student has transferred (within the LEA), the original cumulative folder shall be sent, including:
 - NCWISE Attendance Summary
 - Withdrawal form with average for the current marking period
 - Teacher Assistance Team forms of non-exceptional students (if applicable)
 - Grades for the current year
 - IMS Parent/Student/Teacher Target Form
 - Kindergarten Health Assessment
 - Education and Career Development Portfolio
 - Computer Report Card (grades generated for current year)
 - Health Record/Folder
 - Court Orders
 - Birth Certificate/Social Security Number

AT THE END OF THE SCHOOL YEAR when a student progresses from a feeder school to its receiving school, the original cumulative folder shall be sent to the receiving school.

2. OUTSIDE THE LEA: When student record information is requested by another school to which a student has transferred (outside the LEA), photocopies of the

following shall be sent:

- Front cover of the cumulative folder
- Health Record/Folder
- Test Record/Folder
- Withdrawal form with average for the current marking period
- Computer Report Card for current year
- NCWISE Attendance Summary
- Transcript or cumulative folder grades
- Court Orders
- Birth Certificate/Social Security Number

B. Exceptional Children's Records

1. WITHIN THE LEA: When student cumulative record information is requested by another school to which a student has transferred (within the LEA), the original exceptional children's record shall be sent.
2. OUTSIDE THE LEA: When student cumulative record information is requested by another school to which a student has transferred (outside the LEA), photocopies of the required documents for compliance shall be sent.
3. EXITING / ENTERING PUBLIC SCHOOLS
Exceptional Children's records of students who leave the public school and enter a human resource or correctional program OR who leave a human resource agency or a correctional program to enroll in a public school may be transferred without parental consent with notice to the parent that the record has been forwarded. Each item of the record forwarded should be listed. Any records dealing primarily with medical treatment or correction as opposed to education should not be transferred. Only medical records used for placement are transferable.

Destruction of Inactive Student Records
(Procedure 10.901-P4)

A. Exceptional Children's Records

Inactive Exceptional Children's records should be maintained for a minimum of five years after the inactive date or five years after the cohort group of students graduate, then sent to the Central Office for select items from the records to be scanned and placed in the archives for Pitt County Schools. The hard copies of these records may then be destroyed. Parents are notified before any of these reports are destroyed.

B. Teacher Assistance Team Records

Prior to graduation, inactive Teacher Assistance Team records for non-exceptional students shall be kept in the cumulative records for five years. Teacher Assistance Team records may then be destroyed. Upon a student's graduation from high school, these records may be destroyed.

Access To Records
(Procedure 10.901-P5)

A record of access, provided by an inspection log, must be kept with, but not part of, each student's cumulative record. The record is available only to the record custodian, parent/guardian, eligible student, or federal/state/local official and is maintained as long as educational records are maintained. It is to be completed by non-school personnel, parent/guardian, or eligible student each time a request is made to review the cumulative record.

A. Parent and Pupil Access To Records

1. Each parent of a dependent child shall have access to the student's records maintained by the unit. For the purpose of the student records policy, "parent shall mean either natural parent, legal guardian, or a foster parent who is acting as a parent in the absence of the natural parents or legal guardian." In the case of separated/divorced parents, both parties will have access to records unless otherwise stated in an official court order.
2. A non-custodial step-parent does not have access to a student's record without the written consent of the natural parent. If legal adoption of the student by the step-parent has occurred, consent of the natural parent can be assumed.
3. Upon reaching age 18, students or former students shall exercise those rights regarding their student records, which are granted to parents of dependent children by law and district policy.
4. Although access rights transfer from the parent/guardian to the student when the student reaches 18 years of age or attends an institution of post-secondary education, it is permissible to allow the parent/guardian to continue access privileges if the student is not available and requests student information.
5. When a parent or legal guardian is providing more than half of the support of a student who is 19 years old, the parent may have access to the student's records without the student's consent, but shall not exercise any rights regarding the records. Unit personnel (includes but not limited to certified staff, clerical staff, teacher assistants, and student teachers) may discuss, interpret and share information in a student's official records of students under the age of 18 with parent consent.
6. At any time a parent or adult student requests access to the student record, qualified school personnel shall be present to interpret the record.
7. Access shall be granted as soon as reasonably possible but no later than 45 days after receipt of the request.
8. The parents have the right to have a representative of the parent inspect and review the records.
9. If any education record includes information on more than one student, the parents of those students shall have the right to inspect and review only the information relating to their child or to be informed of that specific information.
10. After interpretation, parents shall have the right to request copies of the records or portions of the records.
11. A participating agency may not charge a fee to search for or to retrieve information under this part.

B. Disclosure without Prior Consent:

1. There are some instances when schools may disclose education records without prior consent of parents or eligible students to state and local officials pursuant to state statutes.
2. Disclosure without prior consent is also permitted in order to comply with a judicial order or lawfully issued subpoena. However, the school may disclose such information only after making a reasonable effort to notify the parents of the order in advance of compliance so that the parents may seek protective action.
3. The regulations allow a school to disclose information concerning disciplinary action taken against the student for conduct that posed significant risk to the safety or well being of that student, other students, or other members of the school community to school officials with a need to know.

C. Employee and Third Party Access to Cumulative Records Without Parent/Student Consent

Information contained in students' educational records shall be disclosed to persons, agencies, institutions, and organizations without parent/student consent as listed:

1. Directory Information (revised March 21, 2007)
Directory information may be disclosed WITHOUT parental consent provided public notice is given to the types of directory information to be disclosed and the parent is given the opportunity to indicate in writing that such personally identifiable information about his or her child shall not be disclosed. The following information about a student shall be considered directory information:
 - student's name
 - diplomas and awards received
 - photographs of students
 - most recent school attended
 - address, telephone number
 - participation in officially-recognized activities/sports
 - date and place of birth
 - weight and height of members of athletic team
 - major field of study
 - dates of attendance

DIRECTORY INFORMATION SHALL NOT BE RELEASED FOR COMMERCIAL REASONS.

2. School unit employees or agents who need to have access to student information may have access to that portion of the record which is needed. This includes but is not limited to certified staff, clerical staff, teacher assistants, and student teachers.
3. Other school units to which a student is transferring shall be provided with a student's record upon official request from that school unit.
The parent shall receive a copy of the records if requested. Records or portions of records shall be sent to other educational agencies to which students are seeking enrollment upon the request of the parent or adult-aged student. Telephone requests for information from student records shall not be honored unless the identity of the caller is known and the caller is authorized to receive the information under provision of this policy. Written documentation may be requested for verbal telephone requests. A log of telephone requests, dates and locations of released records shall be maintained by the school.

4. Court Order or Subpoena. Student record information shall be released in compliance with a judicial order or lawfully issued subpoena. School officials shall make every reasonable effort to notify the parent in advance of releasing subpoenaed information.
5. Educational Studies. When the superintendent authorizes and the principal supports the release, student record information shall be released to organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests or improving instruction. Such studies are conducted in a manner that will not permit the personal identification of students and their parents. Such information will be destroyed when no longer needed for the purpose for which it has been gathered.
6. Financial Aid. Student record information shall be released in connection with a student's application for or receipt of financial aid upon a showing by the requesting party that the information is for a purpose authorized by law.
7. Health and Safety Emergencies. Student record information may be disclosed provided that the threat to health or safety is serious; the information is necessary, not just convenient, to meet the emergency; the parties receiving the information are the ones that deal with the emergency; and time is of the essence such that parents cannot reasonably be reached to obtain their consent.
8. Representatives from the Department of Education or the North Carolina State Superintendent of Public Instruction. Information from students' records shall be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, the Director of the National Institute of Education, or the North Carolina Superintendent of Public Instruction in connection with the audit and evaluation of federally-supported educational programs or in connection with the enforcement of legal requirements which relate to them.
9. North Carolina State Statute. Student record information shall be released to state and local officials to whom such information is specifically required to be reported or disclosed pursuant to North Carolina Statute adopted prior to November 19, 1974.

Procedure for Reviewing Records **(Procedure 10.901-P6)**

In order to inspect school records, parents shall contact the school principal, identify the portion of records they wish to see, and request an appointment to review them. If the parents do not specify a particular portion of the records, all records regardless of location shall be assembled at the time of the appointment for parental review. All requests to review a student's records must be in writing.

When parents request access to the student's records, reasonable effort shall be made to have a skilled individual to interpret the information to the parents.

Because of the time necessary to assemble records from diverse locations and to schedule an appointment for personnel to interpret records, the parent's access to the records may be delayed at the discretion of the building principal to a maximum of 45 days after receipt of the parent's request. In order to maintain parent confidence and promote

the educational welfare of the student, every reasonable effort shall be made to grant access no later than 5 days after the request.

There shall be no charge for one copy of the records provided to another school unit, to a person or organization assisting the district in working with an enrolled student, to government agencies authorized by the parent, or in response to a judicial order.

Parent Request to Amend Records

Each parent shall have the right to request the amendment of that portion of the student's records which the parent believes to be inaccurate, misleading or otherwise in violation of the privacy rights of the student or parent. If the records are deemed to be such, the parent shall have the right to have the improper contents corrected or deleted. The parent shall have the right to have reasonable statements added to the record to explain its contents.

The principal or such other staff member designated by the superintendent shall first meet informally with the parent in an effort to resolve the dispute over the challenged contents of the records. If the parent's challenge is substantially correct or otherwise is reasonable, the principal or designated staff member shall have the authority to change the record. Such informal conferences shall not be used for the purpose of delaying a parent's right to a hearing.

All requests to amend a student's record must be in writing and must address the specific item(s) to be amended.

Procedures for Amending Records

- A. Within five school days following receipt of a parent's written request to amend the contents of a student's records, the principal or other designated staff member shall schedule an informal conference with the parent.
- B. The nature of the objection should be identified in advance to permit consultation with appropriate staff members to assist the principal in assessing the accuracy and reasonableness of the challenged records.
- C. In any case, a parent shall be permitted to include in the records a statement explaining the parent's view of the questioned record(s). The insertion shall be clearly identified as the parent's explanation and signed by the parent.
- D. When informal efforts to resolve the dispute fail, the parent shall be notified of the right to request a hearing. The parent shall submit a written request to the superintendent stating the nature of the complaint. The superintendent shall appoint an impartial hearing officer.

The superintendent or designated staff member shall conduct a hearing in accordance with the following procedures:

1. The hearing shall be conducted within 10 school days after receipt of the written request. The parent shall be notified of the date, place and time of the hearing at least 3 days in advance of the hearing.

2. The parent shall be permitted to present evidence or witnesses in support of the challenge and may be assisted by an attorney or others. Unit personnel who participated in developing the challenged record and other personnel such as the hearing officer may select or shall determine whether the challenged record is inaccurate, misleading or otherwise in violation of the privacy of other rights of the student.
 3. The hearing officer may direct that the challenged records be deleted, modified or be retained in their existing form. The decision shall be rendered in writing within 10 school days after the hearing ends. Copies of the decisions shall be sent to the parent and to the principal.
 4. The hearing officer's decision shall be final subject only to the parent's right to register a complaint with the board of education. In such event, the board shall have complete discretion in determining whether or not it will take any action.
- E. If the records of the student or the contested portion is disclosed by the agency to any party, any explanation must also be disclosed to the party.

Withholding Student Records **(Procedure 10.901-P7)**

A school cannot legally withhold the student's record(s) from another school because of UNCOLLECTED FEES OR BECAUSE THE STUDENT IS NOT IN GOOD STANDING. This method of retribution places the hardship on the receiving school, not the student. The parent/guardian or eligible student has a right to cumulative folder information, including the right to copy such information. A school could deny participation in graduation exercises or a certified copy of a transcript.

Guidelines for the Receipt, Maintenance, and Use of Information From Juvenile Courts **(Procedure 10.901-P8)**

The Family Educational Rights and Privacy Act (FERPA) establishes the general rule that personally identifiable information in the student's education records must be kept confidential unless the parent agrees in writing to disclose the records or one of several narrow exceptions specified in FERPA exist. In addition, NCGS 7B-3100 requires that the records of juvenile cases be kept confidential, except that the juvenile, his parent, or guardian may examine the records or the judge may order disclosure.

Recognizing that a juvenile on probation attending school needs the full support of the school to meet the conditions of his probation and that school officials need to provide a safe environment for students and staff, the General Assembly amended provides a narrow exception to the general rule that juvenile court records be maintained in strictest confidence. Judges may determine that the principal of the juvenile's school be notified of the nature of the juvenile's offense and the probation requirements related to school attendance when each of the following exists:

- the court has found the juvenile to be delinquent;
- the offense involved a threat to the safety of the juvenile or others;
- the court has placed the juvenile on probation; and
- the court has ordered the juvenile to attend school as a condition of probation.

The following State Board of Education guidelines control the principal's disclosure and maintenance of the notification received from the juvenile court counselor.

1. The principal receives notification from the juvenile court counselor after the court has entered a probation order.
2. The principal may disclose the notification to appropriate staff members in a conference. At the conclusion of the conference, the staff members must state in writing that they have read the notification and agree to maintain its confidentiality.
3. Appropriate staff members are (a) school employees or agents who have direct guidance, teaching, or supervisory responsibility for the student or (b) other school employees or agents who have a specific need to know in order to protect the safety of the student or other persons.

FIELD TRIPS AND NON-SCHOOL SPONSORED TRIPS (Policy 9.404 & Procedure 9.404-P)

The Pitt County Board of Education recognizes that first-hand experiences provided by properly planned and implemented field trips related to the instructional program and used to extend classroom activities may be a most effective and worthwhile means of learning. Every effort shall be made to ensure the personal safety of each student participating in a field trip activity.

The Board discourages off-campus trips for reward and/or recognition.

A. Definitions

1. Field trips are activities outside the regular school setting which relate to the North Carolina Standard Course of Study.
2. A non-school-sponsored trip/tour is defined as a group tour sponsored by an individual teacher or teachers, a travel agency, or any other individual or association, but not sponsored by a school or the Board of Education.

B. Criteria for Approval of Field Trips

Field trips meeting the following criteria are permitted and encouraged.

1. The trip must be related to the curriculum, an extension of classroom activities, and not able to be provided in the local school setting.
2. Teachers will conduct introductory and culminating activities related to the field trip.
3. The trip must be reasonable in terms of time, distance, and cost; it can extend beyond the school day to ensure adequate visiting time on site.
4. A teacher, principal, or other school official will be responsible for conducting the trip and will plan giving careful consideration to student safety and well being. Parents will be provided a list of rules and regulations for students going on the field trip.
5. Written parental consent is required on the appropriate Pitt County Schools' Parent/Guardian Permission Form for a field trip before the trip takes place.
6. An appropriate educational experience and proper supervision must be supplied for any student whose parent/guardian does not permit him/her to participate in a field trip.

7. Every effort shall be made to see that no student is denied the opportunity to participate in a field trip because of an inability to pay.
8. With the principal's approval, a student may be excluded from a trip based on the recommendation of a teacher.

C. Medical Authorizations

A signed medical authorization for each student participating in a field trip must be carried by the lead school sponsor throughout the trip and a copy of this authorization must be on file at the school. The lead school sponsor shall ensure that each student's medical needs can be addressed before permitting the student to go on the field trip. (See Also Paragraph K of 10.611-P, Procedure for Student Illness and Emergency Care)

D. Chaperones

Each field trip shall be chaperoned by responsible adults over the age of 21 at a minimum ratio of:

1. One adult for each 15 students grades K-8
2. One adult for each class grades 9-12

Exceptions to this ratio may occur in classes of children with special needs.

E. Parent Information

At all times the individual(s) supervising the trip shall have the name, address, and home and business telephone numbers of the parents/guardians of the students. This information shall be made available to every responsible adult supervising each field trip.

F. Field trips/Competitions by School Groups

School-sponsored field trips or tours by school clubs, chorus groups, bands or athletic teams must meet the same criteria as all other school-sponsored field trips, but may be covered by one blanket parental permission form obtained at the beginning of the year or season. This blanket permission form does not apply to overnight and out-of-state trips.

**OPERATION OF SCHOOLS IN INCLEMENT WEATHER
(Procedure 2.005-P)**

Adverse weather conditions may require that schools be closed, delayed, or dismissed early. The decision whether or not the schools will operate in icy, snowy, or other inclement weather rests with the superintendent. The decision to close or delay school is usually reached around 5:00 - 5:30 a.m. of the morning in question. The superintendent notifies the local radio and television stations around 5:40 a.m. Students and school personnel are urged to keep their radios and televisions tuned to local stations where an announcement will be made if school is to be delayed, closed, or dismissed early. Additionally, the Pitt County Schools' website (www.pitt.k12.nc.us) and information hotline (#830-3535) is updated with current information about school delays, closures, or early dismissals. Finally, parents/guardians and staff members receive an ALERTNOW phone call notifying them of delays, closures or early dismissals.

If early dismissal is called for due to adverse weather conditions, the superintendent will contact schools first to notify them of the decision. A dismissal time will be given to schools, and principals will coordinate the departure of students from schools.

SCHOOL ATTENDANCE (Policy 10.101 & Procedure 10.101-P)

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

Lawful Absences

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

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

person designated by the principal shall make contact with the parent or guardian of the child.

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

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

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

Tardiness/Early Dismissal

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

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

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

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

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

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

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

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

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

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

A. Medical Waivers

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

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

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

B. Attendance Makeup Options

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

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

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

C. Board Appeals

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

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

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

**PREGNANT STUDENTS
(Policy 10.501)**

Pitt County Schools views pregnant students as part of the regular student body; therefore, they are entitled to the same services and are expected to assume the same responsibilities as the other students. Pitt County School policy regarding attendance is no different for pregnant students. When a student knows she is pregnant, she should contact a school counselor.

**COLLEGE VISITS
(Policy 10.117)**

The Board of Education recognizes that it is advantageous and often necessary for high school juniors and seniors to visit college campus(es) in order to qualify for scholarships, to attend orientation sessions, and to determine whether or not to apply for admission.

Whenever possible, the Board of Education believes that visits should occur on non-school time such as summers, weekends, and teacher workdays. In the event that visits must occur on school days, principals are authorized to allow for up to two (2) days for such visits provided that:

1. Requests are made in writing and approved by the principal up to two weeks in advance. Sufficient justification for loss of instructional time must be provided to the principal.
2. The student brings back evidence (a signed statement by college admissions personnel on official stationery) promptly upon return from the visit.

If officially approved, these days will not count against attendance.

Authority to approve or deny such days are delegated to the school principal, and he/she shall consider the urgency of the request when making the decision.

MAKE-UP OPPORTUNITIES (Policy 9.615)

Work missed due to lawful absences will be made up on the student's own time and at the convenience of the subject teacher according to adopted rules and procedures. Make-up work for an unlawful absence will be at the discretion of the school principal. It is the responsibility of the student in grades 6-12 to contact the teacher and make arrangements to make up work.

SUSPENSIONS (NCGS 115C-391b)

Students who are absent involuntarily because of suspensions must by law be given an opportunity to make up quarterly, semester, or grading period exams missed during suspension. They may, therefore, not be given zeros unless they fail to make up the work.

STUDENT SAFETY (Procedure 10.609-P)

1. Students shall be properly supervised before school, during school and after school.
 - a. No student under the age of 18 years shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, or the parents or guardian of the student unless written permission of the parents or guardian is first secured.
 - b. When a student is suspended, the principal shall be held responsible for assuring the safe passage of the student from the school to his/her home or otherwise into the care of the parent or guardian following the suspension.
 - c. No student shall be sent from the school grounds during hours to perform an errand or act as a messenger. **No exceptions shall be made.**
 - d. No student or group of students will be excused for co-curricular activities away from school without prior approval of the superintendent or designee. After obtaining appropriate approval, any individual or group excused must be properly supervised both to and from the activity with sufficient chaperon(s) provided by the school.
 - e. Participants must be permitted to return home from away games/activities with their parents, provided the parents appear in person and request this of the principal or his/her designee, and further that the school has approved the request and the

appropriate school official has been presented a written note releasing the school from any liability. **This action is to be repeated with each request.**

2. In cases of custody issues and/or domestic violence, the child shall be released only to the parent/guardian who maintains legal custody. The school must have a current Court Custody Order or Domestic Violence Protective Order on file so that appropriate action can be taken. Though others may assist in providing the school with copies of orders, it is ultimately the responsibility of the custodial parent/guardian to provide these documents. If no court order is filed with the school, the assumption is that both parents have the same rights.
 - a. Copies of court orders will be kept in the student's cumulative record.
 - b. Administrators at individual schools will implement a system to flag students who may be at-risk for being taken from school unlawfully.
 - c. Office staff, support staff, and others on a need to know basis will be informed that orders are on file.
3. A higher standard of care is required of laboratory teachers, physical education teachers and teachers of similar activities. All appropriate precautions must be taken including safety instruction.
4. The code of conduct for each school shall contain rules which foster the safety of students and staff.
5. There shall be proper precautions taken for the safety of students in all school-sponsored activities on and off school property.
6. Evacuation and emergency procedures shall be posted and practiced.
7. The staff shall attempt to foresee possible dangers and set up preventive measures.

STUDENT BEHAVIOR (Policy 10.206 & Procedure 10.206-P)

The Pitt County Schools' *Code of Student Conduct* is a separate document and outlines rules for behavior.

CONFISCATED ITEMS

Items confiscated from students in violation of the Pitt County Schools Code of Student Conduct will be held until a parent picks it up and signs for it. A second offense or any additional offense will result in the item being taken away and held until a parent picks it up and signs for it, as well as the student being deemed in violation of the Pitt County Schools' *Code of Student Conduct* and subject to the consequences outlined therein. Schools will make a good faith effort to keep items safe until picked up; however, in the event of loss or theft, the school is not responsible for the item.

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

The Pitt County Board of Education believes a safe and disciplined learning environment is the first requirement of a high performing school. School uniforms help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The Board also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences. In

addition, it allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

Appearance

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

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

Special Considerations

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

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

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

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

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

Requirements

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

A. Shirts

- a. Solid white, black, navy, or up to two additional colors designated by the

individual school (see PCS School Color Chart).

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

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

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

C. Dresses

- a. Dresses may be solid white, black, navy, khaki, or the school color (see PCS School Color Chart).
- b. Students may wear long or short-sleeved dresses with a collar. Dresses may have one or two chest pockets.
- c. With the exception of school approved logos, dresses may not have insignias, logos, labels, words, or pictures.

- d. Dresses must cover the chest and back so that the chest and the back of the body are not inappropriately exposed.
- e. Dresses shall be modest and of sufficient length. The length of the dresses shall be no shorter than three inches above the top of the knee when standing.
- f. Undergarments may not be visible at any time. Students may wear T-shirts or camisoles which are plain white, black, navy, or one of the additional designated school colors (see PCS School Color Chart)
- g. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.

D. Shoes

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

E. Outerwear

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

F. Other Clothing Items or Accessories

- a. Students may not wear large pendants or medallions.
- b. No adornment is allowed that reasonably could be perceived as, or used as, a weapon (such as chains, spikes, etc.).
- c. No gang-related clothing, accessories, symbols, or intimidating manner of

dress as identified by local law enforcement agencies, are allowed.

- d. No headwear and no sunglasses shall be worn inside school buildings.
- e. No bandanas shall be allowed.
- f. Solid color, pattern or stripe ties may be worn. They may not have any insignias, logos, labels, words, or pictures.
- g. Leggings and footed tights may be worn only as an accessory under skirts, skorts, dresses, shorts, pants, or capris that meet uniform requirements. They must be solid white, black, or navy.
- h. No jeggings allowed.
- i. Only school activity buttons approved by the principal are permitted to be worn on a student's school uniform.

G. Other Uniform Requirements

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

Pitt County School Color Chart

School	Colors
AG Cox (6-8)	White, Black, Navy Blue, or Kelly Green
Ayden Elementary (K-5)	White, Black, Navy Blue, Royal Blue or Gold
Ayden-Grifton (9-12)	White, Black, Navy Blue, Hunter Green or Gray
Ayden Middle (6-8)	White, Black, Navy Blue, Royal Blue or Gold
Belvoir Elementary (K-5)	White, Black, Navy Blue, Royal Blue or Green
Bethel School (K-8)	White, Black, Navy Blue, or Red
CM Eppes Middle (6-8)	White, Black, Navy Blue, Light Blue, or Gray
Chicod School (K-8)	White, Black, Navy Blue, Purple or Gold
Creekside Elementary (K-5)	White, Black, Navy Blue, Gray or Red
DH Conley (9-12)	White, Black, Navy Blue, Gray or Yellow
EB Aycock Middle (6-8)	White, Black, Navy Blue, Gray or Kelly Green
Eastern Elementary (K-5)	White, Black, Navy Blue, Green or Gold
Elmhurst Elementary (K-5)	White, Black, Navy Blue, Royal Blue or Yellow
Falkland Elementary (K-5)	White, Black, Navy Blue, Burgundy or Hunter Green
Farmville Central (9-12)	White, Black, Navy Blue, Khaki or Gold
Farmville Middle (6-8)	White, Black, Navy Blue, Dark Purple or Gold
GR Whitfield (K-8)	White, Black, Navy Blue, or Red
HB Sugg Elementary (K-2)	White, Black, Navy Blue, Royal Blue or Gold
Hope Middle School (6-8)	White, Black, Navy Blue, Gray or Yellow
JH Rose (9-12)	White, Black, Navy Blue, Columbia Blue or Kelly Green
Lakeforest Elementary(K-5)	White, Black, Navy Blue, Kelly Green or Gold
North Pitt (9-12)	White, Black, Navy Blue, Orange or Gray
Northwest Elementary (K-5)	White, Black, Navy Blue, or Gold
Pactolus School (K-8)	White, Black, Navy Blue, Royal
Ridgewood Elementary School (K-5)	White, Black, Navy Blue, Royal Blue or Purple
Sadie Saulter (K-5)	White, Black, Navy Blue, Royal Blue or Light Blue
Sam D. Bundy (3-5)	White, Black, Navy Blue, Royal Blue or Gold
South Greenville Elementary (K-5)	White, Black, Navy Blue, Yellow or Gold
South Central (9-12)	White, Black, Navy Blue, Burgundy or Gray
Stokes School (K-8)	White, Black, Navy Blue, Royal Blue or Gold
WH Robinson (K-5)	White, Black, Navy Blue, Red or Blue
Wahl-Coates Elementary (K-5)	White, Black, Navy Blue, Purple or Gold
Wellcome Middle (6-8)	White, Black, Navy Blue, Carolina Blue or Gray
Wintergreen Primary (K-2) Wintergreen Intermediate (3-5)	White, Black, Navy Blue, Kelly Green or Royal Blue

Enforcement

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

Appropriate disciplinary actions for violations shall include the following:

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

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

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

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

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

TOBACCO-FREE SCHOOLS (Policy 2.006)

The Pitt County Board of Education recognizes the health, safety and environmental hazards associated with the use of tobacco products. In addition, the Board is committed to providing a healthy, clean, and inviting learning and working environment for all who enter and use its schools and services.

The use of tobacco products at any time in or on any district-owned, leased, or maintained buildings, property, or vehicles or at any instructional program or school-related activity or event, including field trips and athletics, is prohibited. This tobacco-free policy applies to

everyone including all students, employees, visitors, guests, and vendors and it applies to private vehicles while on school property.

STUDENT SUBSTANCE ABUSE (Policy 10.207 & Procedure 10.207-P)

Pitt County students have a right and the Pitt County Board of Education has a responsibility to maintain a safe learning environment. Toward that end, students of the Pitt County School system shall not possess, use, sell, distribute, or be under the influence of, or attempt to sell or distribute, or possess with intent to sell or distribute the following while on school premises, while participating in a school activity off school premises, or while on any vehicle which provides transportation for school activities:

1. Alcoholic Beverages: Alcoholic beverages contain one-half of one percent (0.5%) or more alcohol by volume. These include spirituous, vinous, malt or fermented beverages, including but not limited to, brandy, whiskey, rum, gin, mixed beverages, beer, ale, wine, and any other such liquids and compounds by whatever name called which are fit for use for beverage purposes.
2. Controlled Substances: Controlled substances include, but are not limited to, any drug, substance, material, compound, mixture, or preparation which contains any quantity of hallucinogenic substances or substances having a depressant or stimulant effect on the central nervous system; and
3. Counterfeit Controlled Substances: Counterfeit controlled substances include, but are not limited to, any substance which by any means are intentionally represented as a controlled substance(s).

The Pitt County Board of Education supports the North Carolina Standard Course of Study - Framework for Healthful Living Education Program (K-12), which includes drug and alcohol education, as an integral part of the curriculum. In addition, an available preventive, intervention, and supplemental program, including a referral system, shall also be components of the chemical and substance abuse program.

DRUG-FREE CAMPUSES (Policy 10.205 and Procedure 10.205-P)

The Pitt County Board of Education is committed to the operation of safe, drug-free campuses. To achieve this goal, a collaborative relationship will be maintained with law enforcement officials in establishing effective drug search policies and procedures. To determine whether school grounds are being used to facilitate the possession, use or distribution of drugs, specific areas will be subject to unannounced searches by certified narcotics detection dogs.

FIRE ALARM LAW

NCGS 14-286 states that it is unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, to break the glass key protector, pull the slide, arm, or lever of any station or

signal box of any fire alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher and in any way willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection or fire extinguishing system.

SUSPENSION AND EXPULSION (Policy 10.303)

Procedures for suspensions and expulsions appear in *The Code of Student Conduct*.

ENDING TIMES OF SCHOOL SUSPENSIONS

In-School Suspensions

For a **one-day, in-school suspension**, the suspension is over at the end of the school day and does not impact student attendance. Students may attend or participate in a school sport or activity that afternoon or evening. (If coaches and other program directors wish to apply additional guidelines in this instance, such as an athlete being allowed to attend a game but being benched and not allowed to participate, then they should give notice to all participating students and parents in advance).

For **multiple days of in-school suspension**, the suspension runs until the end of the school day on the last day of in-school suspension. (For example with a 3-day in-school suspension, a student would not be allowed to attend or participate in athletic events and other extra-curricular/ after-school-hours school activities on days 1 and 2. On day 3, the suspension would end at the end of the school day and the student could attend or participate in a school sport or activity that afternoon or evening.)

Note: Other types of in-school disciplinary action, such as bus suspensions and assignment to Saturday School or after-school detention do not impact attendance or participation in athletic events and other extra-curricular/ after-school-hours school activities, except when the actual time of the disciplinary assignment is in direct conflict with the athletic event or school activity and thus prevents attendance.

Out-of-School Suspensions

For a **one-day, out-of-school suspension**, the suspension ends at midnight on the day of the suspension. A student would not be allowed to attend or participate in athletic events and other extra-curricular/ after-school-hours school activities on that date, but could attend or resume participation on the following day. (For example, if the out-of school suspension day were on a Friday, the student would be able to attend or resume participation in a school sport or activity on Saturday.)

For **multiple days of out-of-school suspension**, the suspension runs through midnight of the last out-of-school suspension day. A student would not be allowed to attend or participate in athletic events and other extra-curricular/ after-school-hours school activities until after midnight of the last day of the suspension. (For example with a 5-day out-of-school suspension, with the last out-of school day falling on a Friday, the student would be able to attend or resume participation in a school sport or activity on Saturday. If the out-of-school suspension were to run over a weekend or holiday so that the last out-of-school day were to fall on a later day, then the student would not be allowed to attend or participate in a school sport or activity during that weekend or holiday but would be able to

attend or resume participation on the day following the last day of out-of-school suspension.)

SEARCH and SEIZURE (Policy 10.201 and Procedure 10.201-P)

A. SEARCH OF THE PERSON

Authorized school personnel may search the person of a student during school activities if school personnel have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Searches of the person of a student shall be limited to:

1. Searches of the exterior clothing of the student; i.e., shoes and pockets;
2. Any object in the possession of the student such as a purse or briefcase, and/or;
3. A “pat down” of the exterior of the student’s clothing.

If a pat down search of a student’s person is conducted, it should be conducted in private by school personnel of the same sex as the student with an adult witness of the same sex as the student also present. In addition, parents should be notified as soon as reasonably possible.

A more intrusive search may be conducted only if school personnel have reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others. Such a search may be conducted only in private by school personnel of the same sex as the student, with an adult witness of the same sex as the student present, and only upon the prior approval of the Superintendent or designee, *unless the health or safety of students will be endangered by the delay caused by following the above procedures.*

A strip search may be conducted only on the basis of probable cause and only by law enforcement officials. School personnel should not be present in the event a strip search takes place. Parents should be notified and asked to be present during the strip search.

B. LOCKER SEARCHES

Student lockers, desks, and other storage areas provided for student use on school premises are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers, desks, or other storage areas. Students are also responsible for whatever is contained in lockers, desks, and other storage areas issued to them by the school. Periodic general inspection of any lockers may be conducted by school personnel for any reason at any time without notice, without student consent, and without a search warrant.

C. VEHICLE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property, including a visual inspection of the interior of any automobile through the window of the automobile.

The interiors of student vehicles may be searched whenever school personnel has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

Ordinarily the student should be required to be present and asked to consent to the search. If, after being informed of the basis for the school administrator's reasonable suspicion the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian does not consent to the search, the school administrator may proceed with the search, may contact security, or, if necessary, may call law enforcement officials. Ordinarily, and if circumstances permit, the search should be conducted out of the presence of other students.

D. SEARCHES USING METAL DETECTORS

In view of the escalating presence of weapons in our schools, the Board of Education authorizes the use of metal detectors to check a student's person or personal effects as follows:

1. School officials or hired private security personnel may conduct metal detector checks of groups of individuals. Metal detector checks may not be used to single out a particular individual or category of individuals. They may be conducted on all persons in a group or on some randomly selected variable interval of persons. Law enforcement officers should become involved when a random check raises a reasonable suspicion that a person is in possession of an illegal or unauthorized object or weapon containing metal.
2. If a school official, private security personnel, or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.
3. A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

E. CANINE SEARCHES

Canine searches will be conducted in accordance with Policy 10.205 (Drug-Free Campuses) and Procedure 10.205-P (Procedure for Canine Searches).

F. ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such materials shall be turned over to legal authorities for ultimate disposition.

G. INTERROGATION

If an administrator's interrogation of a student indicates that the completion of the interrogation should be carried out by law enforcement officials, the principal shall make a reasonable attempt to notify the student's parents (except in extenuating circumstances such as suspected child abuse or neglect by the parent), and give them an opportunity to be present at the time of law enforcement questioning.

SCHOOL BUS STOPS

Bus stops are not under the jurisdiction of Pitt County Schools. Parents/guardians are responsible for the supervision and safety of their children prior to the time they board the bus and after they are delivered back to the designated bus stop.

SCHOOL BUS CONDUCT Conduct and Safety Rules for School Bus Passengers (Procedure 6.201-P-E)

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

A. MEETING AND ENTERING THE BUS

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

B. ON THE BUS

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

C. ARRIVAL ON THE SCHOOL GROUNDS

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

D. ENTERING THE BUS AFTER SCHOOL

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

E. LEAVING THE BUS EN ROUTE HOME

1. At Unassigned Stop: A passenger must leave the bus only at his/her designated stop. Only with permission of the principal will the driver be permitted to let a passenger leave the bus at any stop not designated for him/her.
2. At Stores or Service Stations: Passengers must not get off the bus at unauthorized stops to make purchases, visits, or perform errands. Neither shall they request the driver to make unauthorized stops for such purposes. The driver is not permitted to make accommodations of this kind.
3. At Assigned Stop: When the bus arrives at the assigned stop, passengers shall remain in position until the bus has completely stopped, then walk quickly to the front of the bus. No passengers should attempt to open the door, but should wait for the

driver to open it. When the door is opened, passengers getting off the bus shall hold the handrail, watch the steps, and alight from the bus with caution.

4. Care in Leaving Bus Stop: If the highway must be crossed after getting off the bus, passengers shall move about ten feet to the front of the bus, make certain the stop signal is extended, and all traffic is stopped. On a signal from the driver, each passenger must look both ways, make sure the way is clear, and walk quickly in full view of the driver across the highway or street. Each must be sure to stay out of the line of traffic until the roadway is free from any danger. If the highway is not crossed after getting off the bus, passengers shall move quickly away from the bus in view of the driver, and go directly home. They must never remain near the bus to talk with, frolic with, or touch hands with bus passengers.

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

F. PASSENGER BEHAVIOR

1. There are numerous student behaviors which create safety hazards and consequently must be corrected. Therefore, students may be suspended for violating any of the following rules:
 - a. Delaying the bus schedule
 - b. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a bus driver while riding a bus
 - c. Tampering with the bus
 - d. Refusing to meet the bus at the designated stop
 - e. Unauthorized leaving of the bus when en route from home to school or vice versa
 - f. Playing, throwing paper or other objects, or otherwise distracting the driver's attention while the bus is in operation
 - g. Failure to observe established safety rules and regulations
2. The following actions may be taken if a child is reported for any of the above listed violations:
 - a. When a student is initially reported to the appropriate school official, he/she will be called for a conference during which he/she will have the opportunity to justify his/her behavior and the school official will attempt to reach an understanding with the student which will prevent further trouble. At this time, parents will be notified of the student's misconduct and the subsequent steps to be taken.
 - b. If a student is guilty of a second offense or if any rider commits a serious offense, he/she may be suspended from the bus for 3 to 5 days.
 - c. If a previously suspended student misbehaves again, he/she may be suspended from the bus 1 to 2 weeks.
 - d. If a student who has been suspended twice and is guilty of another offense, he/she may be suspended or forfeit transportation privileges for the remainder of the year. He will be allowed to resume riding only at the discretion of the principal.

G. STUDENTS WITH DISABILITIES

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

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

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

TEACHER ASSISTANCE TEAM (TAT)

The Teacher Assistance Team (TAT) helps regular education teachers with intervention strategies to meet the needs of all students. It is responsible for analyzing results of interventions and making appropriate recommendations.

INDIVIDUAL EDUCATION PROGRAM TEAM (IEP)

The Individual Education Program Team provides a team framework for evaluating data and recommending the most appropriate placement for children referred for special education services. It is responsible for receiving referrals, involving parents in the planning process, obtaining parental permission for assessment, initiating evaluation procedures, evaluating information, determining eligibility for special education and related services, and developing an IEP for the identified disabled student.

CHILD ABUSE / NEGLECT (Policy 10.620)

Child abuse and neglect includes abuse, neglect or dependency, or death as a result of maltreatment. The Pitt County Board of Education requires all employees to comply with the provisions of the Child Abuse and Neglect Reporting Law – Article 44 of N.C. Juvenile Code. If any person has reasonable cause to suspect abuse of any child under 18, the matter shall be reported to the Department of Social Services.

COMMUNICABLE DISEASES (Policy 10.605 & Procedure 10.605-P)

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

A safe and secure environment shall be provided for all students and employees. Under certain circumstances students, with communicable diseases or conditions may pose a threat to the health and safety of others. Students with communicable diseases or

conditions shall remain at home according to recommended precautions and procedures for reportable and non-reportable diseases and conditions.

REPORTABLE DISEASES AND CONDITIONS

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

NON – REPORTABLE CONTAGIOUS CONDITIONS

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

1. Chickenpox: Student is excluded from school until all blisters have formed scabs.
2. Pediculosis (Head Lice): Student is excluded from school until treatment is completed and documentation of treatment is provided to school. Student's hair should be free of lice and nits upon return to school.
3. Scabies: Student is excluded from school until one (1) treatment with prescription medication for 12 to 24 hours is completed. Requires doctor's note to return to school.
4. Conjunctivitis (Pink Eye): student is excluded from school if:
 - There is yellow (purulent) discharge.
 - Condition has lasted more than three (3) days.
 - There is an epidemic in the school or it appears that cases are being transmitted from one student to another.

Requires doctor's note to return to school

5. Impetigo: Student is excluded from school if he/she has more than two or more draining, crusting, exposed sores (i.e. face, hands). Requires doctor's note to return to school.
6. Streptococcal and Staphylococcal Infections: Student is excluded from school until treated with a prescription antibiotic for 24 hours.
7. Ringworm: For ringworm of the skin, parent/guardian must send the box top of the antifungal medicine with the child when he/she returns to school. For ringworm of the nails or scalp, parent/guardian must send a doctor's note to school verifying treatment. Students may return to school once treatment begins.

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

It is the policy of Pitt County Schools that medication 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 medical care source deems essential to be administered during school hours.”

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

Medication Procedures

1. Parents will complete an “Authorization for Medication” form.
2. “Authorization for Medication” forms 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 parent’s note is required that states the medication, dosage, time, and frequency of medication. The parent always has the option to come to school and administer the medication.
5. School personnel responsible for dispensing medication (prescription and non-prescription) shall document on the “Medication Log”.
6. Parents are responsible for informing the school principal of any serious changes in the child’s health or any change in the medication to be administered. Changes in medication, including altered dosage and changes in time and frequency of administration, requires authorization from the prescribing physician on a new “Authorization for Medication” form.
7. High school students may administer some of their own medications. Proper documentation on the “Authorization for Medication” form, including a physician’s consent that students can self-medicate, shall be filed in principal’s/designee’s office. Class 2 Controlled Substances shall be transported to and from school by parent/guardian for high school students and administered by school personnel, (Example: Ritalin, Oxycontin, Percocet, Adderol, Concerta)
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, the school 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.

ATHLETIC ELIGIBILITY (High School)

1. Must be a properly enrolled student at the time he/she participates. That student must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
2. Must have been in attendance for at least 85% of the previous semester at an approved school.
3. Any student subject to the NCHSAA eight semester rule who:
 - (1) is convicted of a crime classified as a felony under North Carolina Federal law, or
 - (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program. Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction or adjudication of delinquency through the end of the student's high school career. Appellate or other post-conviction or adjudication of delinquency does not affect the student's immediate ineligibility.

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

4. Must not have graduated.
5. Must be under 19 years of age on October 16 of current school year.
6. Must live with parents or legal custodian within the school administrative unit (exceptions must be approved by your principal and the NCHSAA). A student is eligible if he has attended school within that unit the previous two semesters (if eligible in all other respects and did not violate Board Policy 10.103 regarding out-of-district domicile fraud).
7. Must have passed a minimum load of work and have met local promotion standards during the previous semester. (This means that three courses must have been passed.)

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

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

CHECKLIST FOR OBTAINING A LEARNER'S PERMIT

1. Driver Education Certificate
2. Driver Eligibility Certificate from the school. (Certificate issued by school principal or designee only to the parent or legal guardian. Adequate academic status must be maintained. During the first semester, the previous year's progress is used. A student must pass 70% of the coursework the previous semester.)
NOTE: Certificate is only good for 30 days

3. Birth date verification information
4. Social Security Card
5. Parent or legal guardian must be present to sign the application
6. Pass a written, sign and vision test
7. \$15.00 fee

LOSE CONTROL, LOSE YOUR LICENSE

NCGS 20-11(n1) calls for a loss of driving privileges for students under the age of 18 who are given an 11-day or longer suspension and/or an assignment to an alternative educational setting for one of the following reasons:

1. The possession or sale of alcoholic beverages or an illegal substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action or that could have resulted in disciplinary action if conduct had occurred in the public school.
3. The physical assault on a teacher or other school personnel. Students who are at least 14 years old are subject to this law. This law will suspend a student's permit or license for one year. It is possible for a student to have his/her license suspended until 18 years, 11 months, and 29 days of age.

NORTH CAROLINA DROPOUT/DRIVER'S LICENSING LEGISLATION

Students Who Are Exempt

Students, who attain a high school diploma, a G.E.D., or an adult high school diploma, as issued by a community college, are not affected by this legislation.

Students over the age of eighteen (18) are not affected.

Students Who Are Affected

The legislation is directed to all North Carolina students under the age of eighteen (18) who are eligible for a driving permit or license. This includes public school, federal school, home school, private school, and community college students.

NOTE: A student who 1) does not meet academic progress standards or 2) who drops out of school will either not be granted his/her Driving Eligibility Certificate or will lose his/her permit/license.

Dropouts

An eligible student who drops out of school will either not receive his/her Driving Eligibility Certificate or will lose his or her driver's permit or license.

Transfers

A student who is making adequate progress in school can transfer to a community college or a non-public school without any consequences. A student who is not making adequate progress (or drops out of school) and enrolls in a community college or a non-public school cannot be granted a Driving Eligibility Certificate for a period of six (6) months.

Academic Progress

A student must pass 70% of his/her coursework the previous semester. Therefore, a student must have passed five of six or six of seven courses the previous semester. During the **second semester, the yearly progress** will be the determining factor.

An exceptional child who does not have the ability to obtain a high school diploma must be determined by his/her school-based IEP team to be making adequate progress.

STUDENT WELLNESS POLICY POLICY 9.211

Consistent with federal law, North Carolina statutes, and North Carolina Board of Education Policies, the Pitt County Board of Education supports high-quality nutrition and physical activity programs that improve the health and well-being of students. The Board recognizes that children who are adequately nourished and physically active achieve higher test scores and have fewer behavioral problems.

STUDENT WELLNESS PROCEDURE Policy 9.211

Nutrition Education and Healthy Living Skills shall be taught as part of the regular instructional program in order to provide opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- Nutrition Education will be provided in accordance with the North Carolina Healthful Living Curriculum and can be integrated into other areas of the curriculum, such as math, science, language arts, and social studies.
- The school cafeteria is an integral part of the total school environment. It will serve as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom and to learn and practice healthy living skills. (Taste Explorers, Nutrition Nuggets, and Growing up FIT! Cafeteria games are three examples of programs to help the K-5 population learn healthful living behaviors.)
- Nutrition education will be shared with families and the broader community to provide a positive impact on students and on the health of the community. (Monthly newsletters are provided to K-5 parents as a means to share information with families.)

Physical Education and Physical Activity shall be an essential element of each school's instructional program. The program will provide the opportunity for all students to develop the skills, knowledge, and attitudes necessary to participate in a lifetime of healthful physical activity. Physical Education Programs will comply with state and local requirements.

- Time allotted for moderate to vigorous physical activity for students K-5 will meet the state requirements of 30 minutes each day per the NC Healthy Active Children Policy while grades 6-8 will work toward this goal. This requirement can be achieved through regular physical education class and/or through physical activities such as Active Recess for All, Classroom Energizers, and the use of walking trails.
- Physical education, Active Recess for All, Energizers, use of walking trails, or other physical activities shall not be taken away from students as a form of punishment. Neither shall physical activity be used as a form of punishment for students.
- Physical education courses will be conducted in an environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge. Class size will be in accord with North Carolina State Board of Education standards.
- Physical education courses will be taught by licensed physical education teachers throughout the 180-day school year.
- Schools will work toward having adequate equipment available for all students to participate in physical education and physical activity.
- Schools will encourage parents and students to walk and bike to school where safe routes are available. Parents will be encouraged and to the extent possible assisted in organizing adult supervised walking groups known as Walking School Buses.

Child Nutrition Operations will comply with federal, state, and local requirements and the program will be accessible to all children.

- The Child Nutrition Program will ensure that all students have affordable access to the varied and nutritious foods they need to be fit, healthy, and ready to learn. The program will provide meals at the lowest reasonable price to paying students.
- A child's need for adequate nutrition does not end when school is out for the summer. Therefore, the Child Nutrition Department will coordinate with other agencies and community groups to operate, or assist with operating a summer food service program for children and adolescents who are eligible for federal program support.

- Students will be encouraged to start each day with a healthy breakfast. The school breakfast program will be available in all schools.

The School Eating Environment shall be safe, comfortable, pleasing and allow adequate time and space for eating meals.

- The schools will meet the National Association of State Boards of Education recommendation that students be provided adequate time to eat, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.
- The schools will schedule lunch periods as near the middle of the school day as possible.
- The schools will include as many serving areas and cashiers as practical in the cafeteria to minimize the time students wait in line.
- The schools will provide an attractive dining area with adequate space for seating all students.
- Drinking water will be available for students at meals.
- Food will not be used as a punishment for student behaviors, unless it is detailed in a student's Individualize Education Plan.

Nutrition Guidelines for All Foods and Beverages (including vending, a la carte, student stores and parties) that are made available on campus during the instructional day will comply with current federal and state standards and will be consistent with the Dietary Guidelines for Americans. Children with special dietary needs will be accommodated.

All foods made available on campus during the school day will comply with the current federal and state standards and USDA Dietary Guidelines for Americans. This includes:

- Foods in vending machines
- A la carte foods
- Beverage contracts
- Student stores
- School parties/celebrations

Food providers will take every measure to ensure that students access only foods and beverages that meet federal, state, and local laws and guidelines. Food providers will offer a variety of age-appropriate healthy food and beverage selections for elementary schools, middle schools, and high schools.

To ensure food safety, all foods served in the schools must come from a commercial source that has been properly approved by the local health department. This includes cakes, cupcakes, and cookies brought for classroom birthdays and holiday celebrations.

Nutrition information for products offered in snack bars, a la carte, vending and school stores will be readily available.

The schools will inform parents and staff of the guidelines for snacks, fundraisers, school parties and celebrations such that food items feature whole grains, fruits, vegetables, water, low-fat milk products and other choices that help maintain and support appropriate physical and mental well-being. All foods will be served in standardized serving sizes for moderately active students of the appropriate age and gender.

Refreshments for meetings on campus or school-sponsored meetings off campus will feature healthy choices when students are participating.

When possible, foods sold for fundraisers and at concession stands should include some choices that meet the dietary guidelines.

All foods made available on campus will adhere to food guidelines for safety and security.

- SAFETY: All foods made available on campus will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines will be implemented to prevent food illness among the students.
- SECURITY: Access to the food service operations and the food supply will be limited to Child Nutrition staff and authorized personnel for the safety and security of the food and facility.