

**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 Executive Director of Student Services, Pitt County Schools, 1717 West Fifth Street, Greenville, NC 27834; telephone (252) 830-4237. The Executive Director of Student Services is the designated Title IX Coordinator and the 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 specifies 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 parent 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 20202-4605.

### **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, 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 SCHOOL 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 20202-4605.

**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](http://www.ncdiabetes.org), [www.nchealthyschools.org](http://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 asthma medication (including epinephrine) for students with asthma or students subject to anaphylactic reactions 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](http://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 on your 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  
GROWTH AND DEVELOPMENT AND FAMILY LIFE / SEX EDUCATION  
Instructional Materials  
(Policy 9.206)**

In compliance NCGS 115C-81(e1)(7), please note the following letter informing parents of the Growth and Development and Family Life/Sex 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, Framework for Healthful Living includes teaching fifth grade students about puberty. We will provide instruction about puberty and growth and development in our fifth grade classes and family life and sex education in grades six through nine.

This letter is sent to inform you about this and encourage you to review the materials approved for classroom instruction about these topics. 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 your child's classroom teacher or me.

Sincerely,  
School Principal

**Notice To Parents Regarding  
INFLUENZA, HPV, 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.

**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 (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 all girls and women 13-26 years of age who did not receive it when they were younger.

**New Requirement for Tdap Booster** – beginning August 1, 2008, NC Law requires that all students entering 6<sup>th</sup> grade must have a booster shot of Tdap vaccine (protects against tetanus, diptheria, and pertussis), if 5 years or more have passed since the last dose of tetanus-containing vaccine. This new requirement is in response to the increasing number of pertussis cases in NC in recent years. Contact your child's health care provider or local health department while your child is in fifth grade to schedule an appointment to receive the vaccine. You must present proof that your child has received the booster prior to 6<sup>th</sup> grade entry.

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](http://www.immunizenc.com) Immunization Branch, N.C. Department of Health and Human Services
- [www.cdc.gov/flu](http://www.cdc.gov/flu) Centers for Disease Control and Prevention Flu Home Page
- [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo) Centers for Disease Control and Prevention – Disease Information
- [www.immunizationinfo.org](http://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 (i.e. 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**

AlertNow 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.

## **K – 8 STUDENT 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.

If a student is to be absent for any of the first eight reasons, the parent shall, except in emergencies, file with the teacher or principal ahead of the date that the student is to be absent, the excuse and the dates for absences. When a student is absent, he/she should bring a written excuse from home including name, dates of absences, the reason, and signature of the parent the first day the student returns to school. A student leaving school during the day is to be signed out in the office by the person picking him/her up.

**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**

Tardiness to school and class is a disruption to school process. Each school shall have procedures regarding how tardiness is handled, which shall be made known to the parents and students through the school handbook. Repeated tardiness is a violation addressed in the *Student Code of Conduct*.

### **Required Attendance for Students in Grades K-8**

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

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

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

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

Whenever a student has accumulated three unlawful absences in a school year, the principal or his designee shall notify the parent, guardian or custodian of the child's excessive absences. After not more than six unlawful absences, the principal 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 Pitt County Schools.

After ten accumulated unlawful absences in a school year, the principal shall review any report or investigation prepared under NCGS 115C-381 and shall confer with the student and his 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. Depending on the circumstances, the principal must then notify the District Attorney (accomplished by filing warrant with magistrate) or file a complaint with the juvenile intake counselor.

### **MAKE-UP OPPORTUNITIES (Policy 9.615)**

Work missed due to lawful absences and suspensions 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; for students in grades K-5, the teacher should contact the student.

### **Suspensions**

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

### **PERMISSION TO LEAVE SCHOOL BEFORE CLOSING HOUR (Procedure 10.101-P)**

All requests to leave the building while school is in session must be approved by the principal's office. Leaving school without permission constitutes truancy. Students shall not be permitted to leave school before the regular closing hour except for extraordinary reasons.

A student may be dismissed from school for a medical or dental appointment for the time required by the specific appointment. Such an absence shall be considered lawful.

Students shall not be excused for outside activities, such as music lessons, dancing lessons, etc., because of the state's minimum school day requirement.

Each school has the responsibility for developing its own procedures for permission to leave school before the closing hours.

### **DISMISSAL OF INDIVIDUAL STUDENTS – STUDENT SAFETY (Procedure 10.609-P)**

The teacher shall not permit any student to leave school prior to the regular hour of dismissal, except by permission of the principal.

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.

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

1. The decision whether schools will operate in icy, snowy, or other inclement weather rests with the superintendent. The decision is usually reached around 6:00 - 6:30 a.m. The superintendent notifies the local radio and television stations around 6:40 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 or closed. If a bus driver fails to hear the announcement, a parent should notify him/her of the superintendent's decision.
2. The decision to dismiss school early will be made by the superintendent. The superintendent and the central office will contact the schools first, not the news media, if schools are to be dismissed. When the superintendent's office has contacted the schools, a dismissal time will be given and principals will coordinate the departure from schools.

**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 visitor's identification badge and each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.

**FEE SCHEDULE  
2009-2010**

**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 - \$ 2.00    |
| Lunch Reduced       | Day - \$ 0.40    |
| Damaged Book Fees   | Based on Formula |
| Return Check Fees   | \$ 25.00         |
| Student Insurance - | To Be Determined |

**Middle School Fees**

|             |                    |
|-------------|--------------------|
| Locks       | At Cost To Student |
| Gym Uniform | At Cost To Student |

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

## **ENROLLMENT / WITHDRAWAL**

### **Enrollment of New Students**

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

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

### **Withdrawal from School**

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

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

## **STUDENT PHYSICAL EXAMINATIONS (Kindergarten Health Assessment) (Policy 10.603)**

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

1. A completed health assessment transmittal form must be presented by the parent/guardian to the principal on or before the child's first day of attendance. This transmittal form is the blue Kindergarten Health Assessment Report form (PPS-2K) and is the only acceptable form.
2. A 30-calendar day grace period after school entry is allowed. Non-compliance after the grace period will result in suspension from school. Principals have both the authority and the responsibility to suspend children who have not had an assessment by the deadline of 30 calendar days after school entry.
3. Within 60 calendar days after the commencement of the school year, principals are required to file health assessment status reports with the Department of Environment, Health and Natural Resources on forms provided by the Department.
4. Religious exemptions from North Carolina Health Assessment requirements must be documented according to NCGS 130A-442.

Per the guidelines of the North Carolina High School Athletic Association (NCHSAA), in order to be eligible for practice or participation in interscholastic athletic contests, a player must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant.

## **IMMUNIZATIONS (Policy 10.604)**

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

### **North Carolina State Law requires the following minimum doses:**

- 5 DTaP, DTP, or DT doses (If 4<sup>th</sup> dose is after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required); DT requires medical exemption. \* Booster dose of tetanus/diphtheria/pertussis (Tdap) for students entering 6<sup>th</sup> grade on/after 8/1/08, if five or more years since last dose of tetanus/diphtheria.
- 4 Polio Vaccine doses (If 3<sup>rd</sup> dose is after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required)
- 1 – 4 Hib doses (Series complete if at least 1 dose given on/after 15 months and before 5 years of age; not required after age 5).
- 3 Hep B doses (Children born on or after July 1, 1994 are required to have 3 doses; 3<sup>rd</sup> dose on/after 6 months).
- 2 Measles doses (At least 28 days apart; 1<sup>st</sup> dose on/after 12 months of age).
- 2 Mumps dose (1<sup>st</sup> dose on/after 12 months of age).
- 1 Rubella dose (On/after 12 months of age).
- 1 Varicella dose (Children born on or after April 1, 2001 without documented history of disease; on/after 12 months).

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

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

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

Medical or religious exemptions from North Carolina immunization requirements must be documented according to NCGS 130A-156 or NCGS130A-157. Documentation of any exemption must be on file at the school in the student's permanent record. Parents/guardian seeking an exemption should contact the Pitt County Health Department at (252) 902-2305.

## **DENTAL SCREENINGS**

When children have dental problems, their overall health and ability to learn can be seriously compromised. As part of the regular school preventive dental health program, a Public Health Dental Hygienist for Pitt County of the NC Oral Health Section, Division of Public Health, will conduct dental screenings for children in selected grades, (usually grades K, 2, and 5) each

school year. The hygienist will use gloves, a mask, a flashlight and a new tongue depressor for each child. The screening serves as an educational, positive dental experience and also collects information to help improve the Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form letter will be sent home to show your child's results.

If you do not want your child included in this dental screening, please send a note to your child's teacher. If you have any questions, please contact the Pitt County Health Department at (252) 902-2305.

### **GROUPING FOR INSTRUCTION (Policy 9.302)**

All students are expected to meet state and local academic performance standards. The Pitt County Board of Education acknowledges that heterogeneous grouping usually is the best means of meeting the educational goals of the board. Pitt County Schools will use the following factors: (1) academic achievement; (2) best interest of the individual student; and (3) best interest of the class in student assignment to heterogeneous classes.

The principal has the authority to assign students to classes (see Policy 9.303, Grade and Class Assignment and Registration), including the authority to group students for instruction in accordance with this policy. However, the principal is encouraged to include others in this decision-making process.

This policy is not intended to alter teachers' discretion to group for instruction within classes. Such ad hoc grouping also may be considered as an intervention strategy to improve student performance. However, ad hoc grouping for daily instruction should not result in isolation for a major portion of the school day.

### **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 grader.

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.

## **K-2 ASSESSMENT AND REPORTING**

The K-2 Assessment for communication skills and mathematics will serve as the basis for reporting progress to parents. There are four report periods for students in kindergarten through grade two.

### **REPORT CARDS - GRADES 3-8**

Report cards serve as a progress report to both parents and students grades 3-12. They are distributed every nine weeks. Parents are asked to read report cards carefully, note teachers' comments, make any additional comments, sign and return the report card. If there are any concerns, parents are urged to request a conference with the teacher to discuss the student's performance.

### **STUDENT RECOGNITION - Honor Roll / Principal's List (Policy 9.613)**

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

#### **Grades 3-5**

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

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

**Grades 6-8**

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

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

**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 assigned by the teacher to be accomplished by the student 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. The weighted value of homework should not exceed 20% of a student's total marking period grade.

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 Frames**

| <u>Grade(s)</u> | <u>Time</u>                     |
|-----------------|---------------------------------|
| K-3             | 0-30 minutes, 3-4 days per week |
| 4-8             | 40-80 minutes per day           |

These suggested time frames 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 cost 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 classwork 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.

**GUIDELINES FOR WORK COMPLETED WHILE STUDENT  
IS IN ACADEMICALLY GIFTED CLASSES**

1. An academically gifted student's day at an AG center or portion of day in AG classes is in fact the student's academic day. Worksheets, etc., completed by students remaining

at the home school will not be required to be "made-up" by students who are not in class because they are receiving academic instruction at another location.

2. Academically gifted students will not be responsible for classwork completed or homework assigned the day/class period they are at the center/AG class.
3. Teachers in the regular classrooms should gear their instruction only to the students who are present (high-average group, average group, low group, etc.).
4. Classroom teachers should continue to teach skills and concepts; to practice skills previously taught; to teach creative writing; or to provide enrichment to the students present.
5. Teachers should use the lesson designed to provide an effective focus and review on the following day for any lessons they teach. AG students will be able to grasp the new skill or information quickly. The usual monitoring of independent activities for those lessons will assure the teacher that the concepts or skills have been learned.

### **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 Pitt County Memorial Hospital, in their home or in a location determined by the Superintendent or his/her 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.

### **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**

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

**Grades K – 2**

- Demonstrate grade level proficiency in Reading and Mathematics as evidenced by the Pitt County Schools' Reading and Mathematics assessment..

**Grades 3 – 8**

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

**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             | • summer school instruction       |
| • tutorial sessions           | • Saturday school                 |
| • retention                   | • extended school day             |

**Grades K-2**

Students must be evaluated using Pitt County Schools Reading and Mathematics assessments. Appropriate intervention plans must be developed for any skills that are not mastered.

**Grades 3 – 8**

For students scoring BELOW Level III on the End-of-Grade Test (EOG):

|  |  |
|--|--|
| <b>Step 1</b>  | <b>Step 2</b>  |
| <ul style="list-style-type: none"> <li>• Participate in interventions over a minimum of four days.</li> <li>• Take the test a second time</li> </ul> | For students scoring below Level III who have passed the local promotion standard, they may: <ul style="list-style-type: none"> <li>• Participate in focused summer intervention, and</li> <li>• Take the test a third time.</li> </ul>                                |
|  | <b>Step 3</b>  |
|  | . Students who score below Level III on the third test will have their work evaluated by the school-based promotion/retention committee which includes the principal, teacher and a teacher from the next grade level to determine the best placement for the student. |

- **The principal may consider promotion of the student if the teacher can verify that the student is performing at grade level.**

Pitt County Schools' Policy recognizes the right of a principal to make the final decision on grading and classifying students. **Parents and teachers cannot appeal a local retention decision to the Non-Promotion Central Appeals Committee.**

Parents or teachers **may** request an appeal from the Non-Promotion Central Appeals Committee for students who were not promoted only because they **failed to meet the Level III** test standard.

## Non-Promotion Central Appeals Committee Review

- The teacher or parent may request a review by this Committee to make a recommendation to the principal regarding promotion if the student has met Pitt County Promotion Standards and is not promoted due to the test standard.
- Committee composition may include teachers and principals from other schools, central office staff, the parent (as a non-voting member) and, in the case of students with disabilities, special education personnel.
- **The appeals committee cannot overturn a principal's decision.** The purpose of the committee is for teachers and administrators from other schools to independently evaluate the student's course work and make a recommendation regarding the student's chances for success in the next grade level.
- Appeals will be heard during the 3<sup>rd</sup> week in July.

## 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.
- Students who entered the 9<sup>th</sup> grade in or before 2005-2006 and do not pass the NC Competency Test shall receive a Graduation Certificate.

If a 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.
- Students who entered the 9<sup>th</sup> grade in or before 2005-2006 and do not pass the NC Competency Test shall receive a Graduation Certificate.
- Special needs students who successfully complete 28 course requirements and their IEP requirements 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:

- A school level committee determines that lack of English proficiency resulted in the student's inability to perform at grade level on the required tests.
- The student is making adequate progress in all academic areas, as evident in an instructional portfolio.

### Promotion Procedures Timeline

Promotion decisions should involve parents. All parent involvement efforts should be documented. *If parents do not attend conferences related to the possibility of non-promotion or course failure, students' privileges may be suspended until a conference is held.*

Teachers will notify parents and schedule conferences regarding students who may be in danger of being retained. Parents may request a conference at any 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 four weeks of school** – Identify students in danger of non-promotion:
  - K-2 Students who do not exhibit proficiency on the Pitt County Reading and Mathematics Assessment.
  - 3-8 Students who did not score Level III on prior year's EOG

#### 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 below grade level work

#### K-8 STUDENTS

##### By the end of the first semester:

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

##### By the end of the third nine-weeks marking period:

- Contact parents of students in danger of non-promotion or in danger of not passing a course and schedule a conference.
- Use forms PR1 or PR2.
- Notify parents of the possibility of non-promotion on the report card.
- Conduct a parent conference and document communication with the parents.

##### By the last teacher workday:

- Make promotion decision and inform parent.

## **NETWORK / INTERNET USE POLICY FOR STUDENTS (Policy 10.213)**

### Rules for Use

- A. Internet access at school is intended to be used for class assignments, educational or career-development research, and personal research that 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. Accessing email (e.g. Yahoo Mail), chat room, and other forms of direct electronic communications (e.g. Instant message services) except those set up and/or approved by school administration.
9. Distributing material protected by trade secret.
10. Sending or soliciting sexually oriented messages or images.
11. Sending chain letters or soliciting money for any reason.
12. Changing settings on computers.
13. Tampering with hardware/peripherals.
14. Disrupting the use of the network.

### **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 when 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, with the exception of 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' 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
5. Records on students with special needs

**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 SIMS report cards will file a copy of the final SIMS 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 SIMS report cards should continue to record year-end grades on the cumulative folder.

#### **2. ATTENDANCE**

- a. A copy of the Attendance Report 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 Attendance Report should be made and sent to the student's new school.
- c. When a student transfers in from another school, an Attendance Report 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 health specialist/nurse.

#### **4. TESTING INFORMATION**

- a. Test Cards
- b. Test Printouts  
The printout(s) of the test results (Teacher Reports); Writing Assessment; (Grades 4, 7 and 10) Open-Ended; (Grades 5 and 8) 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. Supplementary Exceptional Children's Records  
Supplementary folders are kept in locked files in the school on each identified exceptional student. The supplementary 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 supplementary files and copies are kept at the Central Office.
- C. Teacher Assistance Team Records (TAT)  
Records of students referred to the Teacher Assistance Team are kept in each school. TAT records of students identified for Exceptional Children's (EC) services are placed with the EC supplementary folder. TAT information for students who are not identified as exceptional will be kept in their cumulative folder. Psychological evaluations of students not identified as exceptional will be removed from their TAT record and kept in a separate folder in a locked file.
- D. Inactive Records  
All inactive cumulative folders shall be housed in the last school ASSIGNED until placed on microfilm for Pitt County Schools at the Central Record Depository.  
  
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 s/he 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:
    - Attendance report (SIMS R101)

- Withdrawal form with average for the current marking period
- Teacher Assistance Team folder 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
  - Attendance Report (SIMS R101)
  - Transcript or cumulative folder grades
  - Court Orders
  - Birth Certificate/Social Security Number

**B. Supplementary 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  
 The educational records of handicapped children who leave the public school and enter a human resource or correction program OR who leave a human resource agency or a correction 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. Supplementary Exceptional Children's Records**

Supplementary records shall be kept for five years after termination of special services or five years after graduation or withdrawal from school. 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:

- the student's name
- photographs of students
- address, telephone number
- date and place of birth
- major field of study
- dates of attendance
- diplomas and awards received
- the most recent school attended
- participation in officially-recognized
- activities/sports
- weight and height of members of athletic teams

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 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 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.

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

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

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

#### **Medication Procedures**

1. Parent will complete an "Authorization for Medication" form.
2. "Authorization for Medication" form may be obtained at the health care provider's office or the school's administrative office.
3. All medication administered (prescription and non prescription) by school personnel must be presented in the original container.
4. If a student needs a non-prescription (over-the-counter) medication, an "Authorization for Medication" form needs to be signed by the physician and the parent specifying the

dosage, time and frequency of medication. If the need is short term (less than a week), only a parents note is required that states the medication, dosage, time and frequency of medication. The parent always has the option to come to school and administer the medication.

5. School personnel responsible for dispensing medication (prescription and non-prescription) shall document on the "Medication Log".
6. Parents are responsible for informing the school principal of any serious changes in the child's health or any change in the medication to be administered. Changes in medication, including altered dosage and changes in time and frequency of administration, requires authorization from prescribing physician on a new "Authorization for Medication" form.
7. All medications shall be transported to and from school by parent/guardian for elementary and middle school students. The only exception is that with prior documentation on the "Authorization for Medication" form, students who have permission to self medicate may carry rescue medications; (Examples: asthma inhalers, insulin)
8. It is a privilege for students to be allowed to self-medicate during school hours. Abuse of this privilege will result in its revocation.
9. At the end of each school year, schools will notify parents/guardians that medications should be picked up from school or they will be disposed of if they remain on school property after a designated date.

### **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 if 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 message. **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 released by administration to the parent/guardian of the student who comes to pick up the item. Second offenses will result in the item being taken away and held for the remainder of the school year. Schools will make a good faith effort to keep items safe until picked up or returned at the end of the school year, however in the event of loss or theft the school is not responsible for the item.

**ANTI-DISCRIMINATION, HARRASMENT AND BULLYING**  
**(Policy 10.200 & Procedure 10.200-P)**

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 orderly, caring and inviting working and learning environment. The Board commits itself to nondiscrimination in all its educational and employment activities. It expressly prohibits 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. When a complaint is made, the Director will attempt to bring the matter to a satisfactory resolution. If, however, the student or parent remain dissatisfied, they may appeal to the Superintendent as outlined in Procedure 10.212-P.

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

## **STUDENT UNIFORM AND APPEARANCE**

(Policy 10.209 & Procedure 10.209-P)

The Pitt County Board of Education believes a safe and discipline 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](http://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 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. Solid unfaded black or khaki jeans are permitted. However, no blue jeans are 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.
- 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. 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.
- c. 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.
- d. 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 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. 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.

### **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 may be categorized as a Category I Offense as outlined in the Pitt County Board of Education Code of Student Conduct (Policy 10.206 and Procedure 10.206-P), 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 & 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. The systematic use of certified narcotics detection dogs to detect controlled substances will be employed and procedures for such use developed and maintained.

## **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, or to break the glass key protector, or to pull the slide, arms 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 of 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 & 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. A search of the pockets of the student,
2. A search of any object in the possession of the student (such as a purse or briefcase) and/or
3. A pat down search 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. The parent or guardian of any student searched shall be notified of the search 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 only 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.

### **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. 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.

### D. 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).

### E. ILLEGAL MATERIALS

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

### F. 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 cases of 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 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 on time. The driver has a schedule to follow and cannot wait for tardy passengers. Bus drivers will only wait a maximum of 60 seconds at a bus stop.
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 in 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 fire extinguisher 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.

Suspension of transportation services may not exceed five school days in a given school year.

## ATHLETIC ELIGIBILITY

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

### Eligibility Requirements

1. Legal Birth and Age Limits

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

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

2. Attendance

A student must have been in attendance for at least 85% of the previous semester at an approved school. Summer school attendance shall not be counted in determining percentage of attendance of athletic eligibility.

3. Academic Requirements

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

4. Residence

The student must meet the residence criteria of NCGS 115C-366(a), which states "All students under the age of 21 years who are domiciled in a school administrative unit who have not been removed from school for cause, or who have not obtained a high school diploma, are entitled to all the privileges and advantages of the public schools to which they are assigned by local boards of education."

5. Medical Examination

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

6. Special Needs

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

7. Discipline

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

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

**Conduct at Athletic Events**

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

**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 years' 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.