

# ECPPS

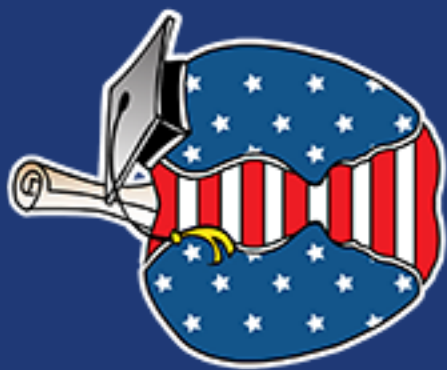
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS

PREPARING GLOBALLY COMPETITIVE CITIZENS

# 2021-2022 DISTRICT HANDBOOK FOR PARENTS AND STUDENTS

Information in this handbook is subject to change. ECPPS follows all required local and state guidelines and protocols. Please check the district's website regularly for the latest information: [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us)

# ECPPS Board of Education



# ECPPS

ELIZABETH CITY - PASQUOTANK PUBLIC SCHOOLS

PREPARING GLOBALLY COMPETITIVE CITIZENS



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Interim Superintendent



Rhonda James-Davis  
Chief Human Resources Officer



Dr. Amy Jo Spencer  
Chief Academic Officer



Rachael Haines  
Chief Finance Officer



**Disclaimer: Photos used throughout this publication may have been taken prior to COVID-19.**

# ECPPS School Information

## CENTRAL ELEMENTARY SCHOOL

**Principal: Sammy Fudge**

1059 US 17 South  
Elizabeth City, NC 27909  
(252-335-4305)

## ELIZABETH CITY MIDDLE SCHOOL

**Principal: Delishia Moore**

1066 Northside Road  
Elizabeth City, NC 27909  
(252-335-2974)

## ELIZABETH CITY-PASQUOTANK EARLY COLLEGE

**Principal: Amy Fyffe**

COA Campus - 1208 North Road Street, Building C  
Elizabeth City, NC 27909  
(252-335-0821 EXT 2471)

## H.L. TRIGG COMMUNITY SCHOOL

**Principal: Chris Paullet**

1004 Parkview Drive  
Elizabeth City, NC 27909  
(252-335-1765)

## J.C. SAWYER ELEMENTARY SCHOOL

**Principal: Dena' Banks**

1007 Park Street  
Elizabeth City, NC 27909  
(252-338-1012)

## NORTHEASTERN HIGH SCHOOL

**Principal: Dr. Nathan Soule**

963 Oak Stump Road  
Elizabeth City, NC 27909  
(252-335-2932)

## NORTHSIDE ELEMENTARY SCHOOL

**Principal: Tony Coley**

1062 Northside Road  
Elizabeth City, NC 27909  
(252-335-2033)

## P.W. MOORE ELEMENTARY SCHOOL

**Principal: Stephanie Ambrose**

606 Roanoke Avenue  
Elizabeth City, NC 27909  
(252-338-5000)

## PASQUOTANK COUNTY HIGH SCHOOL

**Principal: Juvanda Crutch**

1064 Northside Road  
Elizabeth City, NC 27909  
(252-337-6880)

## PASQUOTANK ELEMENTARY SCHOOL

**Principal: Simona White**

1407 Peartree Road  
Elizabeth City, NC 27909  
(252-335-4205)

## RIVER ROAD MIDDLE SCHOOL

**Principal: Dr. Melissia Bond**

1701 River Road  
Elizabeth City, NC 27909  
(252-333-1454)

## SHEEP-HARNEY ELEMENTARY SCHOOL

**Principal: Dr. Katina Jones-Waples**

200 W. Elizabeth Street  
Elizabeth City, NC 27909  
(252-335-4303)

## WEEKSVILLE ELEMENTARY SCHOOL

**Principal: James Schiffbauer**

1170 Salem Church Road  
Elizabeth City, NC 27909  
(252-330-2606)



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# SECTION 1: Every student in ECPPS will graduate from high school prepared for work, further education, & citizenship

## ACCREDITATION

The Elizabeth City-Pasquotank Public School District is accredited by the AdvancED Accreditation Commission, the national commission that confers the Southern Association of Colleges and Schools Council on Accreditation and School Improvement accreditation seal. This means that the district and all of its schools are accredited, and that the Elizabeth City-Pasquotank Public School District is recognized across the nation as a quality school system.

## ATTENDANCE/ABSENCES

The Elizabeth City-Pasquotank Board of Education (the “board”) believes that attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

### A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

### B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student’s teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;

4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student’s parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor’s page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student’s parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Excessive absences for any of the reasons listed above may be subject to further review by the principal or designee.

In the case of excused absences, short-term out-of-school suspensions, and absences under **G.S. 130A-440** (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in **G.S. 115C-47(34a)**;
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;

5. Career and Technical Education student organization activities approved in advance by the principal;
6. independent study projects approved in advance by the principal; and
7. in-school suspensions

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

#### **D. EXCESSIVE ABSENCES (K-12)**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

The principal shall notify parents and take all other steps required by **G.S. 115C-378** for excessive absences. Students may be suspended for up to two days for truancy.

If a student is absent from school for ten or more days in a semester, the student will receive (1) a grade of F for the semester if the student is failing the course or grade or (2) a grade of FA (failure due to absences) for the semester if the student is otherwise passing the course or grade. A failing grade (i.e., F or FA) due to a student's excessive absences may be appealed by the student, parent or guardian, or teacher. The appeal must be submitted in writing to the principal or a committee established by the principal and must explain (1) the reasons for the absences, including official documentation, as appropriate, and (2) why those reasons should justify full or partial credit or an opportunity to make up the work and/or instructional time. Appeals which do not satisfy the aforementioned requirements are not required to be reviewed or otherwise considered by the principal or committee.

The principal or a committee established by the principal shall review and consider the appeal submitted by the student, parent or guardian, or teacher, including whether the student's grades should be reduced because of the absences. In addition, the principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to

which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not be promoted to the next level of study and/or will not receive credit for the semester;
2. the student will not receive a passing grade for the semester (i.e., F or FA);
3. the student's grade will be reduced;
4. the student will receive the grade otherwise earned; or
5. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made, provided that the principal or designee will ensure that the standards for receiving credit for the course or grade are comparable to those required of other students in the course or grade.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations. ECPPS Board of Education policies are located on the website at [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us). Policies are listed under the Board of Education and under "Quick Links".

#### **DISTRICT/SCHOOL REPORT CARDS**

Information from the North Carolina Department of Public Instruction (NCDPI):

Report Cards are provided for all public, charter, and alternative schools. District information is also included. Just as student report cards provide parents with information on their child's performance, the NC School Report Cards offer a snapshot of some of the important information about individual schools. The release date for the NC School Report Cards varies; however, ECPPS releases information on these report cards as directed by NCDPI.

\*NOTE: Due to COVID, state level report cards are not available for 2019-2020.





## HIGH SCHOOL: PREPARING FOR CAREER & COLLEGE READINESS

On entering high school, the life stakes surrounding student decision-making reaches a new level. While there is some limited time available for a young adult to consider possible future options, making good choices (with a Career Development Plan as their foundation) to reach that objective becomes critical. Many times young people don't realize that wasted opportunities during their freshman year can make it extremely difficult to accomplish desired career goals on the junior and senior levels. Missed chances to take courses during grades nine and ten sometimes come back to haunt students. In some cases, students find they are not eligible to take certain course offerings. In other cases, students simply don't have the capability to complete courses successfully. Not being able to follow a career dream could have a serious effect on how a young person sees the future. Too many students just drift along without really thinking about the future. They get to their junior or senior year and start thinking, "Let's get started," only to find out it's too late. It's also important to realize that everything starts to count as a freshman.

In North Carolina students must complete the requirements for a "Course of Study" as well as meet local standards to earn a diploma. Students entering the ninth grade in 2012-13 or later must follow the Future-Ready Course of Study.

The Elizabeth City-Pasquotank Public School district requires 28 credits for graduation.

Rising high school freshmen and their parents should consult their high school course catalog which is printed annually or contact the Student Services Office at the student's school for more detailed information about high school curriculum, course offerings, special programs and opportunities.



## HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate, a student must pass all required courses in his/her course of study. End-of-Course exams mandated by the State of North Carolina count 25% of the final course grade. The other 75% of the course grade comes from classroom work, projects and tests.

## HIGH SCHOOL GRADING SCALE: GRADE POINT AVERAGE CALCULATIONS

In October 2014, the State Board approved a standard 10-point grading scale that began with the 2015-16 school year for all high school students. This scale does not include "pluses" or "minuses." Grades from prior years will not be altered retroactively. Local school districts are required to follow the new scale at the high school level (grades 9-12).

Under the new scale, grades and grade point average calculations will be applied as follows:

- A: 90-100 = 4.0
- B: 80-89 = 3.0
- C: 70-79 = 2.0
- D: 60-69 = 1.0
- F: < 60 = 0.0

**Quality Points:** In addition to the grade scale change, new standards for quality points also took effect in the 2015-16 school year. The new quality points standard will provide an additional .5 quality point to Honors courses and a 1.0 additional quality point to Advanced Placement (AP)/International Baccalaureate (IB) courses, community colleges courses, or four-year university or college courses taken in high school. This eliminates discrepancies between AP/IB and community college or college/university courses and quality points and provides the same additional quality point to all college-level coursework. For example, a student who earns an A in an AP course would receive a weighted 5.0 grade for that particular course. A student who earns an A in an Honors course would receive a weighted 4.5 grade.



## KINDERGARTEN REGISTRATION INFORMATION

- Child MUST be five years old on or before August 31st of the school year
- Original birth certificate MUST be presented at registration
- MUST have an up-to-date immunization (shot) record
- Present child's original Social Security card (if available)
- MUST have current proof of residence (original electric bill, phone bill, etc. Only original bills will be accepted; no copies.)

According to state law, a complete immunization record AND a completed kindergarten health assessment are required on the child's first day of school attendance. The health assessment has to be current within one year of the first day of school for students. We cannot accept Kindergarten Assessments that are incomplete. Please advise your health provider that a vision and hearing screening is REQUIRED. For more kindergarten registration information, parents may call the elementary school their child will be attending. If parents are uncertain which elementary school their child will attend, please visit our website at the following link: <https://www.ecpps.k12.nc.us/departments/transportation-department> .

ECPPS Kindergarten registration is available online at ECPPS New Student Enrollment: <https://www.ecpps.k12.nc.us/resources/parents/enrollment>.

## MIDDLE SCHOOL COURSE REQUIREMENTS

The courses listed in the chart below are the minimum required courses for students enrolled at Elizabeth City Middle and River Road Middle schools.

SIXTH GRADE	
REQUIRED COURSES:	ENRICHMENT COURSES
English/Language Arts	Art*
Healthful Living/P.E.	Band
Social Studies	Computer Skills*
Mathematics	
Science	
*Semester in length	

SEVENTH GRADE	
REQUIRED COURSES:	ENRICHMENT COURSES
English/Language Arts	Band
Healthful Living/P.E.	Art*
Social Studies	Computer Skills*
Mathematics	
Science	
*Semester in length	

EIGHTH GRADE	
REQUIRED COURSES:	ENRICHMENT COURSES
English/Language Arts	Band
Healthful Living/P.E.	Art*
Social Studies	Computer Skills*
Mathematics	
Science	
*Semester in length	

## PRE-KINDERGARTEN PROGRAM

The Elizabeth City – Pasquotank Public School System offers a pre-kindergarten program for selected children who are four years old on or before August 31st of the current year. This program is supported through federal Title I funds and state funds through the NC Pre-K program. Our classrooms are licensed through the North Carolina Division of Child Development and Early Education and maintain a 5-Star Rated License, the highest star-rated license. All Pre-K classes are located at Sheep-Harney Elementary School.

Family involvement is an integral component of our Pre-K program. Within our program, there are many opportunities for families to participate in their child's learning experiences.

The primary objective of the Pre-K program is to offer early intervention skills to students for the purpose of creating successful lifelong learning opportunities. The instructional program is designed to provide developmentally appropriate learning experiences within each of the objectives for developmental learning – cognitive, social/emotional, language, physical, literacy, mathematics, science and technology, social studies, art, and English language acquisition.

## SECTION 2: Every student in ECPPS will have a personalized education

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### ACCESS TO PUPIL RECORDS

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Parents/guardians or eligible students who wish to inspect and review the cumulative record folder should submit a request in writing or by phone to the principal of the student's school, in accordance with Elizabeth City-Pasquotank Public Schools Policy.

The principal will schedule the review as early as possible after the date of the request (but in no case will the review take place any later than 45 days). The review will take place in the principal's office or at another designated place. A school official competent in interpreting student records will be present at the review. Copies of the records may be requested after the review at a cost of \$.05 per page. Parents interested in making any modification to a student's cumulative record folder should follow the procedure as outlined in the Elizabeth City-Pasquotank Public Schools Policy Manual. For more information about FERPA or pupil record access, call 252.335.2981.

### AIG PROGRAM

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The Academically/Intellectually Gifted (AIG) Program is based on the concept that outstanding academic abilities can be found in all types of students, regardless of cultural group or economic status. The primary focus of the program is to recognize those students and provide appropriate services. We are committed to meeting the diverse needs through providing an array of service options and the funding necessary to implement them. Special services are often required to meet the unique needs of gifted children. A team of professionals with input from the child's parent(s) plan the student's educational program based on the assessment information obtained through the evaluation process. All procedural safeguards are followed to ensure evaluation procedures are nondiscriminatory. Anyone, including the student, parent(s), guardian, teacher or community professional may refer a student for nomination and possible evaluation. Screening referrals will be accepted throughout the school year. Eligibility for services as a gifted student is based on evaluation in each of the following areas:

- Academic Achievement
- Interest/Motivation
- Academic Performance
- Cognition/Intelligence

Helpful Links:

NCDPI Enhanced Opportunities: <https://www.dpi.nc.gov/students-families/enhanced-opportunities>  
NCDPI Learning Labs: <https://www.dpi.nc.gov/students-families/enhanced-opportunities/advanced-learning-and-gifted-education/aig-remote-learning-resources>

Duke Tip: <https://tip.duke.edu/>

*For more information on the AIG program and services, call the Board of Education office at 252-335-2981 or visit AIG on the ECPPS website.*



### AVID ELEMENTARY

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By teaching and reinforcing academic behaviors and higher-level thinking at a young age, AVID Elementary teachers create a ripple effect in later grades. Elementary students develop the academic habits they will need to be successful in middle school, high school, and college, in an age-appropriate and challenging way. Children learn about organization, study skills, communication, and self-advocacy. AVID Elementary students take structured notes and answer and ask high-level questions that go beyond routine answers.

### AVID SECONDARY

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The power of AVID Secondary is the ability to impact students in the AVID Elective class and all students throughout the campus. AVID Secondary can have an effect on the entire school by providing classroom activities, teaching practices, and academic behaviors that can be incorporated into any classroom to improve engagement and success for all students. Teachers can take what they've learned at AVID training back to any classroom to help all students, not just those in AVID, to become more college and career ready.

## BAND AT ECPPS

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### 1. GENERAL INFORMATION

- a. ECPPS has traditional school bands in grades 6-12. Band classes are scheduled during the school days, with required performances and after school rehearsals.
- b. We teach traditional concert and parade band instruments, with an emphasis on reading music.
- c. Parents/Guardians must provide a working instrument, as well as other required materials, supplies, and/or payment of fees for band.
- d. Students who play percussion, tuba, or other school-owned instruments must pay a rental fee to the school band.
- e. Any student not passing band class at semester end will be removed.
- f. Students who transfer into ECPPS from other school districts after the beginning of 6th grade must audition for the band director before joining the school band.
- g. Band directors may determine eligibility of students switching band instruments based on training and potential auditions. (Students that have training on other classical instruments may be able to switch to a comparable band instrument. The switch will be made at the discretion of the band director based on the result of the audition.)

For further inquiry, please contact the band director at each individual school.

### 2. MIDDLE SCHOOL BAND

- a. At the middle school level, the beginning of 6th grade year is the only time students may join the school band. All band classes are “carry-on” classes, with successful completion of the previous year being a requirement of participation the following year.
- b. No prior musical knowledge is expected at the beginning of the 6th grade year.
- c. Since there are a limited number of spaces in the 6th grade band, students will be taken on a first come, first served basis.
- d. Due to state requirements and scheduling conflicts, students who take band may not be able to take other elective/enrichment classes.

### 3. HIGH SCHOOL BAND

- a. All freshmen band students are required to take band both semesters.
- b. After freshman year, if band must be dropped during one semester due to scheduling conflicts this needs to be worked out in advance with the band director.
- c. Students enrolled in marching band class must attend band camp the summer before.
- d. Jazz band may be offered as a credit-bearing class scheduled before or after school. New members must audition for jazz band. All members must provide their own transportation.

## CAREER AND COLLEGE PROMISE PROGRAM

### (College courses for high school students)

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The Career and College Promise program is designed to allow eligible North Carolina high school juniors and seniors the opportunity to take college level courses through their local community college while the student is still enrolled in high school. These courses are tuition free and allow students to earn college credits and satisfy high school graduation requirements at the same time. Interested students or parents of interested students should contact the guidance office at their child's high school for details.

Other details on the program are located at:

<https://www.nccommunitycolleges.edu/academic-programs/career-college-promise>

and

<https://www.albemarle.edu/apply-register/degree-seeking-credit-students/high-school-students/>

## CAREER & TECHNICAL EDUCATION

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The mission of Career and Technical Education (CTE) is to empower students to become successful citizens, workers, and leaders in a global economy. CTE programs are designed to contribute to the broad educational achievement of students. Elizabeth City-Pasquotank Public Schools' CTE programs empower students with the basic skills in decision-making, communication, problem-solving, leadership, citizenship, the ability to work independently and as part of a team. Students are taught to think creatively while utilizing technology with the thinking and problem-solving process.



## CAREER & TECHNICAL EDUCATION continued

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These tools and experiences make school more relevant, and ensure students are ready for the real world. Whether students plan to further their education in community colleges, technical schools, four-year colleges and universities, receive on-the-job training, or pursue careers in the military, CTE can be the first step in a pathway towards productive employment and citizenship.

The middle school programs include courses in Exploring Agricultural Science, Computer Skills and Applications, Exploring Career Decisions, Exploring Construction, and Exploring Health Care. The high school programs include courses in Agricultural Education, Business Education, Family & Consumer Sciences Education, Health Science Education, Marketing Education, Technology Engineering & Design Education, and Trade & Industrial Education, as well as activities in Career and Technical Student Organizations such as DECA, FCCLA, FBLA, FFA and HOSA. Students have the opportunity to earn industry credentials.

For more details concerning the Career & Technical Education programs at the middle or high schools, contact the Office of Career & Technical Education at 252-335-2981



## CREDIT BY DEMONSTRATED MASTERY (CDM)

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CDM is the process by which a student may earn credit for a high school (HS) course by demonstrating deep understanding of the content, without course enrollment or seat time. This process was established to personalize learning for students and to respond to the needs of stu-

dents, families, the Academic and Intellectually Gifted (AIG) community, school personnel, and leadership. CDM is available for any NC Public School student.

Before initiating this process, students and parents must meet with the School Counselor. During the summer months, Central Office faculty will perform this duty.

CDM is open across all content areas, including CTE, for standard level HS courses in grades 9-12 (and HS courses offered for 6-8 grade Middle School students). Only courses offered within ECPPS are eligible for CDM. Excluded courses include: CPR, Healthful Living and PE, English Language Learner (ELL), Advanced Placement (AP), International Baccalaureate (IB), Honors, Occupational Course of Study (OCS), and Occupational Preparation I-IV courses. In addition, Career Technical Education (CTE) work-based learning courses – co-op, internship, apprenticeship; CTE courses that have a clinical setting as a requirement – Pro Start, Early Childhood Education I and II, Nursing Fundamentals, and CTE Advanced Studies courses are exempt from CDM.

## UPCOMING DPI CDM TESTING WINDOWS

- July 19 – August 13, 2021
- September 17 – October 14, 2021

*Note that testing windows for non-state assessments are determined locally and can be administered at any time.*

## CREDIT RECOVERY

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Credit recovery provides an additional learning opportunity for students who have previously been unsuccessful in mastering content or skills required to receive course credit. The term “credit recovery” refers to a block of instruction that is less than the entirety of the Standard Course of Study for that course. Credit recovery delivers a subset of the Standard Course of Study or blueprint of the original course in order to specifically address deficiencies in a student’s mastery of the course and target specific components of a course necessary for completion. The “credit” offered through the Credit Recovery Program is credit toward graduation requirements only. Only students who fail a high school course may participate in the Credit Recovery Program. A student’s participation in a credit recovery course is based on the eligibility of the student and the school principal’s approval. Credit recovery courses will be graded as pass or fail. A student participating in

the Credit Recovery Program must demonstrate proficiency in each component or module included in the credit recovery course in order to receive course credit. There is a district process in place for credit recovery. This opportunity may not be beneficial for all students.

FAQs on Credit Recovery: [https://files.nc.gov/dpi/documents/files/credit\\_recovery\\_in\\_north\\_carolina\\_faq\\_18.pdf](https://files.nc.gov/dpi/documents/files/credit_recovery_in_north_carolina_faq_18.pdf)

ECPPS Board Regulation on Credit Recovery: [https://boardpolicyonline.com/bl/?b=elizabeth\\_city#&&hs=778592](https://boardpolicyonline.com/bl/?b=elizabeth_city#&&hs=778592)

## EXCEPTIONAL CHILDREN'S SERVICES

The services provided by the Exceptional Children's Program are aligned with state and federal guidelines as outlined under the Individuals with Disabilities Act (IDEA) to meet the diverse needs of children with disabilities. These services are available to any student meeting the eligibility criteria under one or more of the following categories:

- Autism;
- Deaf-Blindness;
- Deafness;
- Developmental Delay;
- Serious Emotional Disability;
- Hearing Impairment;
- Intellectual Disability;
- Multiple Disabilities;
- Orthopedic Impairment;
- Other Health Impairment;
- Specific Learning Impairment;
- Speech or Language Impairment;
- Traumatic Brain Injury; and
- Visual Impairment including blindness

Students eligible for special education services, including any related service, receive specially designed instruction as described in an Individualized Education Program (IEP) to meet their unique educational needs for academic success. This special education service is implemented by a special education teacher.

Special education services are initiated through a referral process. A parent, teacher, or individual with in-depth knowledge of a child's skills, may submit a written statement describing the specific concern that appears to be impeding the child's academic success. Please visit the link ECPPS Exceptional Children Referral Process for more information.

Anyone needing additional information regarding special education services and procedures may contact the Exceptional Children's Director by calling 252-335-2981.

## PARENT/GUARDIAN-TEACHER CONFERENCES

A parent/guardian-teacher conference is an opportunity for a child's parent(s) or guardian(s) and teacher (and sometimes the student) to discuss how the child can achieve the best possible education. The two-way communication goes beyond the report card to bring out more facts and to create better understanding of the child's progress. The parent(s) or guardian(s) and the teacher, together, form the ideal partnership to help the child. Parents/guardians may ask for a conference when they want to share information about their child, when they are concerned about their child's academic progress, or when there are family or other concerns that may affect the child's progress.

Before going to the conference, parents/guardians should make a list of things to ask, share, or discuss with the teacher. These can include such things as the child's hobbies, study habits, and/or any sensitive issues. During the conference, parents/guardians may take notes regarding the discussion. After the conference, parents/guardians should talk with the child about the results and make follow-up contacts with the teacher. To find out if the school district has scheduled a special day for conferences or to schedule a conference for yourself, contact your child's school.

## STUDENT REPORT CARDS

All schools in the Elizabeth City-Pasquotank School System have computerized report cards. Parents receive student information regarding academic progress, grade level standing, and responsibility. The use of technology allows teachers to not only generate a report card but also a grade book, lesson plans and numerous reports, including student progress reports at any time, with just a few keystrokes. Principals, guidance counselors, and teachers can immediately provide academic information to parents regarding their child as they conference. Report cards are released four times a year, or every nine weeks.

# TESTING PROGRAM

2020-2021 TESTING PROGRAM CHART (Tentative Dates)	
AUGUST 2020	
4th Grade Diagnostic test (i-Ready) - RtA Reading	Aug. 17-27
SEPTEMBER 2020	
i-Ready K-3 Beginning of Year Assessment (RtA)	Sept. 1-18
i-Ready Beginning of the Year Diagnostic Reading	Sept. 1-18
Passport for Learning (Reading & Math 4-8 and NC Math 1)	Sept. 1 - Oct. 30
OCTOBER/NOVEMBER 2020	
Beginning-of-Grade 3 Reading Test (BOG3)	By the 20th day of face-to-face instruction (Oct. 19)
	Fall 2020 BOG3 Testing Window Extension: Closes March 12, 2021
PreACT (Paper Testing only)	Oct. 12 - May 14, 2021 Testing Window Extended
College and Career Readiness Alternate Assessment (CCRAA) at Grade 10	Oct. 12 - May 14, 2021 Testing Window Extended
NOVEMBER/DECEMBER 2020	
ACT WorkKeys –Standard & Accommodated Administrations (Online)	Nov. 16 – Dec. 15 (Early Graduates)
i-Ready Middle of the Year Diagnostic Reading & Math 6-8	Dec. 1-18
District Benchmarks Schoolnet: Science 5th & 8th Grade	Dec. 1-18
End of Course Assessments & NC CTE Post Assessments Scheduled on the last 5 days of the semester; schedule TBA per school	Dec. 15-21 (NHS, PCHS, HLT)  December 14-18 (ECPEC) (Please see high schools' webpages for exact dates & times)  Fall 2020 NC CTE Testing Window Extension: Jan. 6 - June 18, 2021  Fall 2020 EOC Testing Window Extension: Jan. 6 - June 30, 2021
JANUARY 2021	
i-Ready K-5 Middle of Year Assessment	Jan. 6-29
Passport for Learning - NC Math 1 (HS Only)	Jan. 11 - Feb. 5
District Benchmarks TE21: Science 5th & 8th Grade	Jan. 21-28 ES & MS
NAEP Assessment (if selected)	Jan. 25 - March 5 (4th & 8th grade - ELA & Math)  April-May (4th Grade - Progress in International Reading Literacy Study)

## FEBRUARY/MARCH 2021

Credit by Demonstrated Mastery (CDM) Phase I	Feb. 15 - March 12
District Benchmarks TE21: Math 1 & 3, Biology, English II	Feb. 22-26 HS
ACCESS for ELLS & Alternate ACCESS for ELLS	Feb. 22 - April 23 Testing Window Extended
ACT Grade 11- Initial Test Date for Standard Administration (Paper/Pencil)	Feb. 23 Makeup Date: March 9
ACT Grade 11- Accommodations Window (Paper/Pencil)	Feb. 23-26; March 1-5 Makeup Window: March 9-12; March 15-19
ACT Grade 11 – Initial Test Dates for Standard & Accommodated Administrations (Online)	Feb. 23-25; March 2-4 Makeup Window: March 9-11; March 16-18, March 23
College and Career Readiness Alternate Assessment at Grade 11	Feb. 23-26, March 1-5 Makeup Window: March 9 & 12; March 15-19, March 23 - April 2 Testing Window Extended
NC EXTEND 1 Alternate Assessment at Grade 11	March 9 & 12; March 15-19, March 23 - April 2 Testing Window Extended
ACT WorkKeys - Standard & Accommodated Administrations (Online)	Feb. 16–May 28 Testing Window Extended
APRIL/MAY 2021	
District Benchmarks TE21: Science 5th & 8th Grade	April 19-23 ES & MS
3rd Grade Universal CogAT Screener	April 19-23
i-Ready End of the Year Diagnostic Reading & Math 6-8	April 19 - May 7
District Benchmarks TE21: Math 1 & 3, Biology, English II	April 19-23 HS only
i-Ready End of the Year Diagnostic Reading K-3 (RtA)	May 3-27
i-Ready End of the Year Diagnostic Reading 4-5 & Math K-5	May 3-27
NCEXTEND1 Alternate Assessment Reading, Mathematics & Science (Grades 3-8)	May 14-27 Testing Window Extended
NCEXTEND1 Alternate Assessment English II, NC Math I, & Biology (Grades 9-12) (to be administered during the final 10 days of the school year)	May 14-27 Testing Window Extended
End-of-Grade Assessments (Grades 3-8) (to be administered during the final 10 days of the school year)	May 14-27 Testing Window Extended
Read to Achieve Test for Grade 3 (to be administered during the final 10 days of the school year)	May 21 Testing Window Extended
EOC Assessments & NC CTE Post Assessments (Grades 9-12 to be administered during the final 5 days of the school year) (Middle School Math 1 to be administered during the final 10 days of the school year)	May 13-19 (ECPEC only) May 14-27 (ECMS, RRMS) May 21-27 (NHS, PCHS, HLT)
JUNE 2021	
Fall 2020 EOC Testing Window	Closes June 30, 2021
End of Course Exams	Grades 9-12



## TESTING PROGRAM

It is critical for all students to be present for scheduled testing days. Once set, these days will be announced by the school. Parents are asked for cooperation in not scheduling appointments or other excused absences, if possible, during test days.

At the end of each semester under the 4x4 block scheduling system, the following End-Of-Course tests will be administered to students in grades 9-12 during the last 5 days of the semester:

- NC Math I\*\*
- NC Math 3
- English II
- Biology

\*\* Students in Grade 8 will be tested as well during the last ten days of school.

For more information, contact your child's school or the Office of Testing and Accountability at 252-335-2981.

## CTE Testing

At the beginning of each semester, vocational pre- and post-assessments, administered under the CTE Instructional Management Program, are administered to eligible students in grades 7-12.

For more information, contact the office of Career & Technical Education at 252-335-2981.

### **SECTION 3: ECPPS will have up-to-date financial, business, and technology systems to serve its students, parents, and educators**

## BOARD OF EDUCATION MEETINGS- CONFERENCES

Board meeting information is available at [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us) under Board of Education. Notices are posted on the website under news and on the website calendar for scheduled meetings.

## BOOSTER CLUBS

The Elizabeth City-Pasquotank Public School District is proud to have strong parental and community support for middle school and high school programs. The various booster clubs provide needed support to the schools. For more information, call your school and ask for contact information for available booster clubs.

NOTES:

[illegible]

## **CENTRAL SERVICES CONTACTS**

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**ADVANCEMENT VIA INDIVIDUAL  
DETERMINATION (AVID) (252-335-2981)**

**AFTER SCHOOL CARE/SUMMER CARE**  
Antoinette Reid (252-331-1699)

**ACADEMICALLY OR INTELLECTUALLY GIFTED  
(AIG)**  
Nina Griffin (252-335-2981)

**BEGINNING TEACHER COORDINATOR**  
Kelly Cowell (252-335-2981)

**CAREER & TECHNICAL EDUCATION (CTE)**  
Shelia Hughes (252-335-2981)

**CHILD NUTRITION**  
Tammy Rinehart (252-335-2981)

**COMMUNITY SCHOOLS/PUBLIC INFORMATION  
OFFICER**  
Tammy W. Sawyer (252-335-2981)

**CURRICULUM/INSTRUCTION TEAM**  
District Instructional Coaches (252-335-2981)  
Jennifer Bass  
Stephan Bill  
Kelly Cowell  
Nina Griffin  
Joshua Sawyer  
Terrie Wilson

**DRIVER EDUCATION**  
Rosalie Calvert – District Coordinator (252-337-6880)  
Antonio Moore - District Coordinator (252-335-2932)  
Kim Respass – District Contact (252-335-2981)

**ENGLISH AS A SECOND LANGUAGE**  
Bert Lane (252-335-2981)

**EXCEPTIONAL CHILDREN/COUNSELING**  
Jamie Liverman (252-335-2981)

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT  
(FERPA) SECTION 504 COMPLIANCE MONITOR**  
Jamie Liverman (252-335-2981)

**FEDERAL PROGRAMS**  
Bert Lane (252-335-2981)

**FINANCE**  
Rachael Haines (252-335-2981)  
Meredith Collins (252-335-2981)

**HEALTH SERVICES**  
Jamie Liverman (252-335-2981)

**LICENSURE**  
Courtney Schurr (252-335-2981)

**MAINTENANCE/GROUNDS**  
Marlene Wilkins (252-335-4306)

**MCKINNEY-VENTO HOMELESS LIASON**  
Lizette Butts (252-338-1017)

**POWER SCHOOL/HOMEBASE/IAM**  
Tanya Proctor (252-335-2981)

**PRE-K COORDINATOR**  
Jennifer Lee (252-338-1194)

**SCHOOL/DISTRICT PUBLICATIONS**  
Tammy W. Sawyer (252-335-2981)

**SCHOOL TRANSFER REQUESTS**  
Linda Houlroyd (252-335-2981)

**SPEECH-LANGUAGE COORDINATOR/  
COMPLIANCE MONITOR**  
Phyllis Fitchgerald (252-338-1017)

**SUBSTITUTES**  
Kim Respass (252-335-2981)

**TECHNOLOGY**  
Amber Godfrey (252-335-2981)

**TESTING/ACCOUNTABILITY**  
Nina Griffin (252-335-2981)

**TEXTBOOKS**  
Bert Lane (252-335-2981)

**TRANSPORTATION**  
Amanda Hill (252-335-5684)

**VOLUNTEERS & BUSINESS PARTNERSHIPS**  
Tammy W. Sawyer (252-335-2981)

## CHANNEL 8 / ECPPS TV

Digital cable Channel 8 is an educational access television service of the Elizabeth City-Pasquotank Public Schools on Spectrum Cable in Pasquotank County. Announcements range from lunch menus and job vacancies to school events and scholarship information for students. One of the most important services the channel provides is emergency information. During inclement/hazardous weather, the channel provides the latest information from the superintendent's team regarding delays or closings. Red screens accompany the special weather announcements.

For more information, call 252-335-2981.

Dexter Jackson-Heard  
Director of Digital Media and  
Innovative Technology  
djacksonheard@ecpps.k12.nc.us

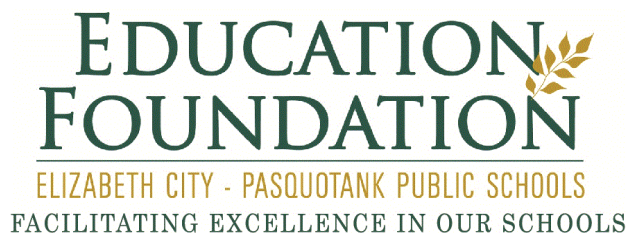
Tammy W. Sawyer  
Director of Community Schools/PIO  
Executive Assistant to Superintendent  
& Board of Education  
tsawyer@ecpps.k12.nc.us



## THE EDUCATION FOUNDATION OF ELIZABETH CITY- PASQUOTANK PUBLIC SCHOOLS

Since 1989, the Education Foundation has partnered with the Elizabeth City-Pasquotank Public Schools by raising funds and sponsoring programs that supplement and enhance the efforts of our teachers and students. The Foundation is managed by a volunteer Board of Directors who work to connect resources in our community with the needs identified by the ECPPS district. Members and donors to the Foundation's programs include many individuals and businesses in our community. The generosity of these donors allows the Foundation to support a variety of district initiatives.

For more information or to offer your support, please call the Foundation office at 252-338-9115, email us at [contact@theeducationfoundation.net](mailto:contact@theeducationfoundation.net), visit: [www.theeducationfoundation.net](http://www.theeducationfoundation.net), or like us on Facebook.



## FACILITY ACCESS

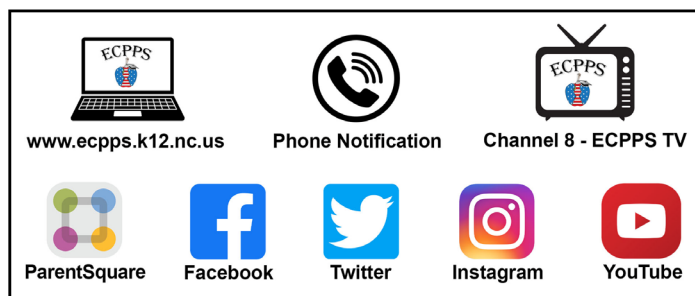
Temporarily unavailable due to COVID-19 restrictions

The Elizabeth City-Pasquotank Board of Education (the "board") endorses the goals of the Community Schools Act. The board will make specified indoor and outdoor school facilities available for use by eligible community groups under agreements developed in accordance with policy 5030 Community Use of Facilities.

## COMMUNICATION SYSTEMS

The school district is pleased to provide parents with several communication systems including ParentSquare, an automated phone alert system, Channel 8, website and social media. ParentSquare is a communication and organization tool designed to keep parents informed and involved in their children's learning and school activities. The automated phone service connects parents to schools through phone communications. Schools and the district's Superintendent or designee will send important recorded messages.

**Parents: please make sure your contact phone numbers are correct with your school office.** The school district utilizes these services for rapid parent/staff notification in a timely manner. Still, we remind parents this service is a courtesy and does not replace monitoring broadcast media in the event technical problems arise. You may opt out of the phone notification system by calling 855-502-7867.



## PARENT/STUDENT PORTAL - POWER-SCHOOL

PowerSchool is the student information system that is used to manage student data. This centralized system provides school districts with comprehensive and real-time information regarding student information, grades and attendance. Student and Parent Portals are components of the system and are accessible to all students and parents with internet access. Information on gaining access to the portal can be obtained through the school office.



## **PUBLICITY & NEWS MEDIA ACCESS DISCLAIMER**

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Everyone deserves to be recognized and celebrated for accomplishments during the school year. It is also important for the school district to share its stories using its students and staff members as subjects. It is the mission of the ECPPS Office of Community Schools to do this through a variety of media, including broadcast, print, and the district website. There is also the possibility that the news media may request access to students during the school day for stories, features, etc. While the district grants reasonable access to the news media, it is our policy not to allow an interruption of the instructional day. In an effort to be sensitive to parents' wishes, the Community Schools Office will gladly exclude any student in our district from publicity activities. Parents have the option to NOT allow their child to be photographed, videoed or publicly recognized by completing the ECPPS Media Release Form. This form will be sent home with students at the beginning of the school year and is also available online at [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us) under the "Parents" page. For more information, call the Community Schools Office at 252-335-2981.

## **SCHOOL DELAYS OR CLOSINGS**

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Inclement weather may affect the opening or closing of school. Elizabeth City-Pasquotank Public Schools work closely with Pasquotank Emergency Management to stay informed of severe weather. Transportation Department employees check road conditions each day, beginning at 4:00 a.m. and make a final recommendation to the Superintendent by 5:30 a.m. The Superintendent is also in contact with Pasquotank Emergency Management if there are concerns about road conditions. Our buses are on the road before 6:00 a.m., so a decision to close or delay must be made no later than 5:30 a.m. If fog rolls in or adverse weather conditions form after that time we encourage our drivers to use extreme caution and pull over if they feel conditions are unsafe. Remember that you, as a parent, know what is best for your child and your situation. If you believe that weather conditions in your area are creating unsafe travel conditions, we ask that you make the best decision that you can in the interest of your child(ren).

During the school day, officials monitor weather conditions and may close schools or delay the release of students if warranted.

Closings or delays are announced via ParentSquare, phone notification system, local media (television and radio) the district website, Channel 8 and social media and other resources. Please monitor local media and check more than one source to confirm information. Please make sure that your contact phone numbers and email addresses are current and correct with your school office.

## **STUDENT FEES**

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The Elizabeth City-Pasquotank Board of Education (the "board") will hold student fees to a minimum. No fee will be charged for required courses or activities. Each principal is required to submit a list of any fees to the superintendent prior to the August board meeting. The superintendent shall adopt procedures providing that student fees, including those for graduation, the school yearbook, or supplies for elective classes, are consistent among the different levels and schools. The board must approve all fees. Any fees imposed will be waived or reduced for students who demonstrate economic hardship.

As provided in policy 1310/4002, Parental Involvement, each principal shall publish or post the schedule of fees and notify students and parents of the availability of and the process for requesting a fee waiver or reduction.

## **VOLUNTEERS & BUSINESS PARTNERSHIPS**

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Due to COVID-19, volunteer opportunities are limited at this time.

### **Volunteers**

Volunteers are our most important and most needed resource. Community members and parents who give time to our schools may aid teachers in the classroom, work one-on-one with students, or offer their time in other ways. Sports events, school dances and trips, and school committees all require volunteers. Anyone interested in any of the volunteer opportunities described here or in volunteering at any school in the district should visit the Office of Community Schools' webpage to apply. If you have any questions, please contact Tammy W. Sawyer at 252-335-2981.

Parents have the right to request four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3. Please see ECPPS Policy 5015 - School Volunteers for more information.

## Business Partnerships

Business partnerships are extremely valuable to our students by offering tours, speakers, donations, job shadowing opportunities, and much more. The school district recognizes that we are preparing our students for the world of work with parents, businesses, and schools working together. Anyone interested in creating a business partnership with a specific campus or with the entire district should contact the coordinator of business partnerships at 252-335-2981.



## WEBSITE

The Elizabeth City-Pasquotank Public School District website is a valuable source of current information for parents, students and staff. Please visit us at: [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us). Parents will find school menus, kindergarten registration information, attendance zones, bus routes, newsletters, and more on our site. Web pages for each of the thirteen schools within the district may be accessed through the district home page.

The website features items of interest for faculty and staff including information regarding employee benefits, staff development opportunities, email access and printable documents and forms. For job seekers, district vacancy and application materials are available online.

Board of Education activities are also featured on the district site. Board contact information, the meeting schedule, minutes, agendas and highlights are posted online along with the full Board policy manual. For more information, contact the Office of Community Schools at 252-335-2981 or email: [information@ecpps.k12.nc.us](mailto:information@ecpps.k12.nc.us).

## SECTION 5: Every student in ECPPS will be healthy, safe, and responsible

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### AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

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The Elizabeth City-Pasquotank Board of Education (the “board”) is committed to providing a healthy and safe environment for its students, employees, and visitors. To provide opportunities for assistance to individuals who experience sudden cardiac arrest on school property, the schools have the placement of automatic external defibrillators (AEDs) in designated locations and other board-owned or operated facilities and at designated events to be accessed by medical practitioners and other trained persons.

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### AFTER SCHOOL CARE & SUMMER CAMP PROGRAM

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Please visit [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us) for the latest information our After School Care Program.

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### AHERA NOTIFICATION (Asbestos Hazard Emergency Response Act)

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This notice is to provide the parents, students and staff of Elizabeth City-Pasquotank Public Schools with a yearly notification and status report regarding asbestos materials contained in schools as required by the Asbestos Hazard Emergency Response Act (AHERA). Schools in the Elizabeth City-Pasquotank Public School District have been inspected according to the rules established by AHERA. It is the intention of Elizabeth City-Pasquotank Public Schools to comply with all federal and state regulations controlling asbestos and to provide students and employees a healthy and safe environment in which to learn and work. The inspection results and school plans concerning asbestos are contained in the management plan for each school. Plans are available to the public for inspection upon request and may be viewed any-time during normal school hours. Interested parties should contact the principal at the school or the LEA Designee (Maintenance Director at 252-335-4306, to view the yearly inspection reports and school plans.



**ECPPS is following the COVID-19 safety guidelines issued by the NCHSAA and the StrongSchoolsNC Public Health Toolkit.**

## **ATHLETICS: CONCUSSION AWARENESS (GFELLER-WALLER CONCUSSION INFORMATION)**

The Elizabeth City-Pasquotank Board of Education (the “board”) recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by G.S. 115C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies.

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a Concussion Information Sheet that meets the requirements of the State Board. Before any student, school employee, volunteer, or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices, or competitions, he or she must sign the Concussion Statement and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity.

*More information on concussion awareness is available in ECPPS Policy 4270/6145.*

## **ATHLETICS: ELIGIBILITY (GRADES 6 - 12)**

Students who participate in organized school athletics in the Elizabeth City-Pasquotank Public School District must maintain proper eligibility requirements. Parents are asked to help protect student-athlete eligibility. To represent their school in athletic contests, student athletes at the middle school level must pass five courses the previous semester. Since Northeastern High and Pasquotank County High operate on the 4x4 block scheduling system, student-athletes must take and pass three of four courses during the previous semester and meet local promotion standards. In addition to the academic requirements, student-athletes must also:

- **be in attendance 85 percent of the time (Students may not miss more than 13.5 days in the previous 90-day semester. This includes excused and unexcused absences.);**
- **have a medical examination, by a duly licensed physician, nurse practitioner or physician assistant, within the past 365 days;**
- **Eligible students must submit to the school athletic director a completed North Carolina Athletic Association Sport Preparticipation Examination Form prior to participation in any practice or athletic contest**
- **adhere to their school’s rules and policies; and**
- **must meet the residence criteria of G.S. 115C-366(a)**

No student may be eligible to participate at the middle school level for a period lasting longer than six (6) consecutive semesters, beginning with the student’s entry into sixth grade. The principal shall have evidence of the date of each player’s entry into the sixth grade and monitor the six (6) consecutive semesters. The principal must have evidence of the legal birth date of the student. A student shall not participate on a sixth, seventh or eighth grade team if the student becomes 15 years of age on or before August 31 of that school year.

Eligible students are allowed to participate in high school athletics the first eight semesters after entering the ninth grade. The only exception to this standard is those high school students who turn 19 on or before August 31 during a school year.



**NOTE: All student-athletes (grades 6-12) are insured through an all-athletic accident insurance policy that is purchased by the school district. This policy serves as secondary insurance for students insured through their parent’s medical coverage. The schools make information on this insurance available to each student-athlete.**

All student-athletes must have parental consent to participate in school athletics. Forms are sent home with students requesting permission.

*We are governed by the North Carolina High School Athletic Association policy.*

**ATHLETICS: SICKLE CELL TRAITS AND SPORTS**

Sickle Cell Trait is not a disease. It is the inheritance of one gene for sickle hemoglobin and one gene for normal hemoglobin. Heat, dehydration, altitude and asthma can increase the risk for and/or worsen complications associated with sickle cell trait.

During intense exercise, athletes with sickle cell trait may experience significant physical distress, may collapse and could possibly die. If your child participates in ANY sport, please notify the coach and athletic first responder if your child has sickle cell trait. Having sickle cell trait will not exclude a student from playing sports. Instead, it will make the coach aware and ensure the student receives proper care (i.e., extended rest periods, adequate hydration and the use of asthma medications if needed). You may contact your family physician or the local health department (252-338-4400) for more information about sickle cell trait.

**BULLYING, DISCRIMINATION AND HARASSMENT**

The Elizabeth City-Pasquotank School System expressly prohibits bullying, discrimination, and harassment and will promptly investigate all related claims. Prevention efforts include staff and student training in recognizing these offenses. Appropriate interventions when incidents of bullying, discrimination, or harassment occur with students include disciplinary measures as are defined in this handbook. Employees are encouraged to submit any complaints of discrimination or harassment to the Assistant Superintendent.

Students and parents are encouraged to submit to the building principal or his/her assistant principal or designee any complaints of bullying, discrimination, or harassment. Bullying complaints may be submitted anonymously on the district website at [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us). All complaints will be promptly investigated. Disciplinary procedures for students will be determined as indicated in this handbook and disciplinary procedures for employees will adhere to established personnel policies. For more information, please refer to ECPPS Policy 1710/4021/7230 Prohibition Against Discrimination, Harassment, and Bullying.

If the student issue is not satisfactorily resolved by the principal or his/her designee, parents are encouraged to contact the superintendent’s office at 252-335-2981 for further investigation.

**BUS TRANSPORTATION**

Students being transported via bus are required to follow COVID-19 safety protocols.

If you live more than one and a half miles from your child’s school, bus transportation is provided. Buses may be routed to pick up students who live closer if they face hazardous conditions (for example, having no sidewalks to use). After the first two weeks of school when bus stops have been established, students should arrive at stops promptly. **Buses will not stop where students are not waiting at the designated stop.**

Safety is important both around and on school buses. Please teach your child to look both ways before crossing the street and to wait for the driver’s hand signal before crossing. Also, please teach your child to obey the driver and to remain seated and reasonably quiet while on the bus. Adult supervision at bus stops is encouraged whenever possible, especially those involving elementary age children. Riding the bus is a privilege and should be treated as such. A school’s principal has the same responsibility to discipline students for misconduct on the bus as to discipline students for misconduct at school. Included in this responsibility is the authority to suspend a student’s bus riding privileges and/or to suspend a student from school. Complete information on student discipline is included in this handbook (see table of contents).

## NO TRANSPORTATION ZONE

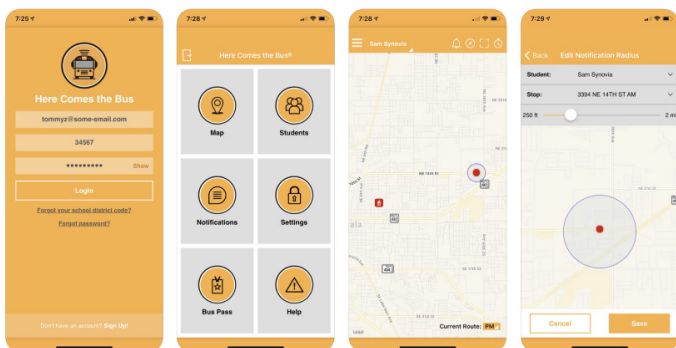
There are campuses in the Elizabeth City-Pasquotank school district that have no transportation zones. A 'no transportation zone,' as described by the state Department of Public Instruction, consists of a one and a half mile radius around the school.

## HERE COMES THE BUS TRACKING APP

Here Comes the Bus is easy-to-use school bus tracking software that gives parents and students the ability to track the location of their school buses. It shows parents where their child's bus is on a map, and it allows students to accurately gauge just when their bus will arrive. All the information is encrypted and protected so parents only receive information about the specific buses their children ride. The Here Comes the Bus tracking app that is free in the App Store and Google Play. If you don't have a smartphone or tablet, you can access the information on the Here Comes the Bus website on a laptop or desktop computer.

### HERE COMES THE BUS TRACKING APP FEATURES:

- Shows the real-time location of your child's bus on a map
- Gives scheduled and actual arrival times at home and school for AM, Mid-day, and PM routes
- Provides push and email alerts when the bus is near or when the bus has been substituted
- Available in English, Spanish and French



Student Ridership is a new feature of the Here Comes the Bus tracking app. Student Ridership is student tracking software that gives school administrators and parents comfort in knowing their children made it safely on and off the right bus at the right stop. By using a barcode or RFID proximity reader on the bus, students will scan their ID card as they board and exit the bus, giving the district actionable information in the event a student attempts to exit at the wrong stop. An alternative to the barcode and RFID readers is Synovia Solution's Mobile Data Terminal, or MDT, which allows the driver to select the name of the student as they board or exit the bus.

For more information, contact the Transportation Department at 252-335-5684 or visit [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us).



## SCHOOL BUS STOP PROCEDURES

1. Each student should be at their designated stop at least 15 minutes prior to the bus arrival.
2. Three hundred feet before a stop, the driver activates yellow lights (two yellow lights in front and back), which means the bus is preparing to make a passenger stop.
3. When the bus stops, the driver opens the door activating the red lights (two in front and two in back) and stop sign with red lights on it. The walking arm goes out.
4. Students who cross a street need to obey the bus driver's hand signals.
5. Unless a parent is helping a Pre-K child into their safety restraint/belt, they should not enter a bus.
6. Student(s) board the bus and the driver closes the door, which turns off the red lights; the stop sign and walking arm go in.
7. After students are seated, the bus driver checks all mirrors and proceeds on route if all is clear.

### NORTH CAROLINA SCHOOL BUS STOP LAW:

It is unlawful in North Carolina to pass a stopped school bus while the bus is displaying its mechanical stop sign and flashing red lights and is stopped for the purpose of receiving and discharging passengers.

## CHARACTER EDUCATION

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Character education is an integral part of Elizabeth City-Pasquotank Public Schools instruction. Our elementary, middle, and high schools incorporate character education activities and lessons throughout instructional practices across all content areas. Several of the schools have also adopted the Rachel's Challenge program, which incorporates school-based activities centered around the premise of "starting a chain reaction of kindness."

## COUNSELING SERVICES

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The Elizabeth City-Pasquotank Public School System employs school counselors in every school to assist students and their parents in grades kindergarten through 12. At the elementary level, services focus on counseling, consulting and coordinating activities. Counselors provide developmental, preventive and remedial services to students and assist parents and teachers. At the middle and high school levels, counselors provide assistance in career and vocational development, counseling guidance, as well as provide assistance and information for college applications and scholarships. Counseling services may be provided through individual, small or large group counseling. Referrals for counseling services can be made by parents, school staff, community members, agencies, or students themselves. Counselors are obligated to keep confidential any information obtained in a counseling session.

Parents may choose to opt out of their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). Parents may contact their child's school for information on these available opportunities.

Parents may want to contact a school counselor if they believe their child may need some kind of special education services, if the child's behavior has changed, if the child's home or family relationships have changed, or if they have questions about standardized test scores. School counselors can also assist parents and students in finding financial aid for college or in making course selections that will be appropriate for an individual student. Counselors can also help families find various counseling services provided within our community. Appointments may be scheduled by contacting the school counselor's office.

## CRITICAL INCIDENT RESPONSE PLAN

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The Elizabeth City-Pasquotank School System places a high priority on protecting the safety of our students and employees. In emergency situations, staff will follow their Emergency Crisis Guide. Each school has individual crisis plans and may perform regular drills for fire, lockdown or other potential disaster plans during the school year. Lockdown, also referred to as "Shelter-in-Place," is an action directed by local law enforcement, the superintendent and/or school principal to protect the welfare of everyone involved. It is important during a lockdown or any emergency situation for parents to do the following:

- Remain calm and please do not come to the school. This allows emergency responders to complete their mission.
- Keep phone lines free so school personnel and community responders can communicate with each other. You will receive calls from the school district.
- Listen for information from the school district over local TV, radio, Internet and through the district's School Connects Parent Phone
- Notification System. Make sure you provide the school with your up-to-date phone numbers so you can be contacted in the event of an emergency.
- Follow directions provided by the district for reunification with your child.

### Partnership with ECPPS: Elizabeth City Police Department CROSSING GUARDS

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The Elizabeth City Police Department (ECPD) provides crossing guards daily at Park Street for J.C. Sawyer Elementary, Peartree Road for Pasquotank Elementary, Roanoke Avenue for P.W. Moore and for Sheep-Harney Elementary School at Harney Street and the corner of Road and Elizabeth Street. The guards are there each morning and afternoon for the opening and closing of schools on these busy roadways for the safety of students. If you should have any questions or concerns, please contact the Elizabeth City Police Department at 252-335-4321.





## DRESS CODE

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Each school establishes its own rules regarding proper dress for the school day. It is important that parents become familiar with the dress code rules in effect at their child's school. Violations of the school dress code are addressed in the Student Code of Conduct.

*\*Employee dress code is governed by Policy 7340.*

## DRIVER'S EDUCATION

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### Standard program:

North Carolina Driving School, Inc. is under contract with ECPPS to provide thirty (30) hours of classroom instruction and six hours of behind-the-wheel instruction for eligible students. To be eligible to register for a class session, students must be 14 years and six months old by the first day of class. They must be in good standing academically with their respective schools and be a resident of Pasquotank County. Unless otherwise announced, classes are held at Northeastern High School and Pasquotank County High School. The driving phase of the course is offered throughout the year. Driving times are scheduled by the Driver Education coordinators upon successful completion of the class. Registration is coordinated by the Driver Education Coordinators at each high school. If you have concerns or questions regarding the Driver Education Program and cannot reach the Driver Education Coordinator at your assigned school, please feel free to contact the Assistant Superintendent at the Central Services (252-335-2981).

### Graduated driver license:

Graduated Licensing is a process by which driver license applicants 15 years of age (but less than 18) can start getting their Driver's License. There are several levels in this process and strict requirements that need to be met. The end result by participating in this program will enable you to have the on-the-road experience to comfortably drive a vehicle with no supervision and minimal restrictions. The program has three levels: Level I is the Limited Learner's Permit. The prospective driver must be at least 15 years of age, must have completed requirements for driver's education, and must have passed the Division of Motor Vehicles written exam, sign and vision exam. The permit itself restricts the conditions under which the permit holder can drive. If there are no violations during the last six months of the year-long permit period, and if the permit holder is at

least 16 years of age and has passed the Division of Motor Vehicles driving test, he or she may advance to Level II and obtain a Limited Provisional License. As with Level I, there are specific conditions that must exist, in addition to a six month violation-free period. Once that is accomplished, the holder of the **Limited Provisional License** can advance to Level III and a **Full Provisional License** which allows for unsupervised driving at all times. For more detailed information, please visit: [www.ncdrivingschool.com](http://www.ncdrivingschool.com) or [www.ncdot.gov/dmv](http://www.ncdot.gov/dmv).

## DROPOUT PREVENTION/ DRIVER'S LICENSE

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Students statewide, who are under 18 years of age, who have not graduated, and who are eligible for a driving permit or license, must have a Driving Eligibility Certificate before they can obtain their permit or license. The Driving Eligibility Certificate is obtained from the principal or his/her designee. The state mandate goes further saying that students must maintain adequate progress in their schooling in order to keep their permit or license or to qualify for a Driving Eligibility Certificate. Adequate progress for our district is defined by passing three of four courses in a 4x4 block scheduling format and meeting promotion standards. Failure to do so will result in the revocation of the permit or license by the state's Department of Motor Vehicles. The measure also says a student who drops out of school will lose his or her driver permit or license. For more information regarding this program, contact the Driver Education coordinators or the high school principals.

## FERPA (Family Education Rights and Privacy Act)

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The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student. The school district does maintain directory information (see listing). Individuals or organizations that wish to obtain student directory information must submit a request for this information to the school system superintendent. Requests will be approved only if disclosure of this information could result in some educational and/or scholarship benefit to the student.



The Elizabeth City-Pasquotank Public Schools classify the following as directory information:

- Student's name
- Address
- Telephone listing
- Major Field of Study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams
- Dates of attendance
- Awards received
- School and grade level of current assignment
- Most recent previous school attended by the student
- Eligibility for driver's license permit under North Carolina General Statutes 20-11(n) and 20-13.2(cl).

**Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept within the first full week of school each year.**

The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received, the information will be classified as directory information until the beginning of the next school year. Complaints about failures of the Elizabeth City-Pasquotank Public Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 200 Independence Avenue, SW., Washington, D.C. 20201.

For more information visit: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## HEALTH & WELLNESS

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### COVID-19 Information

COVID-19 is a highly contagious respiratory disease caused by the SARS-CoV-2 virus. SARS-CoV-2 is thought to spread from person to person through droplets released when an infected person coughs, sneezes, or talks. It may also be spread by touching a surface with the virus on it and then touching one's mouth, nose, or eyes, but this is less common. The most

common signs and symptoms of COVID-19 are fever, cough, and trouble breathing. Fatigue, muscle pain, chills, headache, sore throat, runny nose, nausea or vomiting, diarrhea, and a loss of taste or smell may also occur. The signs and symptoms may be mild or severe and usually appear 2 to 14 days after exposure to the SARS-CoV-2 virus. Some people may not have any symptoms but are still able to spread the virus. Most people with COVID-19 recover without needing special treatment. But other people are at higher risk of serious illness. Those at higher risk include older adults and people with serious medical problems, such as heart, lung, or kidney disease, diabetes, cancer, or a weak immune system. Serious illness may include life-threatening pneumonia and organ failure. Research is being done to treat COVID-19 and to prevent infection with SARS-CoV-2.

### Take these everyday steps to protect your health:

#### **Wash your hands often:**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Cover coughs and sneezes:**

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### ***Clean and disinfect:***

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

### ***Monitor your health daily***

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - o Take your temperature if symptoms develop.
  - o Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop. Contact school nurse prior to reporting to school building (Staff and Students)

### **Preventing the Spread of Seasonal Influenza**

Seasonal influenza, commonly called “the flu,” is a contagious respiratory illness caused by the influenza virus. Infection with influenza viruses can result in illness ranging from mild to life threatening. Symptoms of the flu include fever, headache, extreme tiredness, sore throat, dry cough, muscle aches and a stuffy nose. Other symptoms, such as nausea, vomiting and diarrhea are more common among children. The flu is spread when a person who has the flu coughs, sneezes or speaks which sends the flu virus into the air. The best way to prevent the seasonal flu is to get the flu shot. In addition, the following measures may help prevent the flu.

### **Take these everyday steps to protect your health:**

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and warm water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective if soap and water are not available.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone for 24 hours without the use of a fever-reducing medicine.)

### **What is the best technique for washing my hands to avoid getting the flu?**

Wet-Lather (rub hands together)-Scrub-Rinse-Dry

Washing your hands often will help protect you from germs. Wash with soap and warm water or clean with alcohol-based hand cleaner. CDC recommends that when you wash for 15 to 20 seconds. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizer may be used. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol in it kills the germs on your hands.

### **Hand sanitizers are not as effective when hands are visibly dirty or greasy.**

### **What should I do if I get sick? When should I stay home?**

If you live in areas where people have been identified with flu and become ill with influenza-like symptoms, including fever, body aches, runny or stuffy nose, sore throat, nausea, vomiting or diarrhea, you should stay home and avoid contact with other people. Those who experience fever, vomiting or diarrhea should remain at home until there have been no symptoms for 24 hours without using medication. Staying at home means that you should not leave your home except to seek medical care. This means avoiding normal activities, including work, school, travel, shopping, social events, and public gatherings.

If you have severe illness or you are at high risk for flu complications, contact your healthcare provider or seek medical care. Your healthcare provider will determine whether flu testing or treatment is needed.

### **What You Need to Know About Meningococcal Meningitis**

Meningococcal meningitis is a form of bacterial meningitis. It is sometimes referred to as spinal meningitis. It is a rare, but potentially fatal bacterial infection that can cause severe swelling of the fluid around the brain and spinal Cord.

**Teens and young adults are at increased risk.** But anyone can get meningitis, even people who are usually healthy, such as athletes or college students. Meningococcal meningitis is spread person-to-person through the air or contact with saliva. The disease is spread

through close personal contact with an infected person such as coughing, sneezing, kissing or sharing objects like drinking glasses, utensils, cigarettes and vape devices. Symptoms progress rapidly and may resemble the flu. They include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people may develop a rash on their arms and legs.

Meningococcal meningitis can be prevented. A safe and effective vaccine is available to protect against four of the five most common types of meningitis. The vaccine protects for approximately three to five years. Both the Advisory Committee on Immunization Practices (ACIP) of the Center for Disease Control (CDC) and the American Academy of Pediatrics (AAP) recommend that college students, especially those living in dormitories, be vaccinated against meningococcal meningitis.

Contact your family physician or the Albemarle Regional Health Services (local health department 252-338-4400) for information about the meningococcal meningitis vaccine.

## OTHER HEALTH AND WELLNESS INFORMATION

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Parents may contact the school nurse for information and resources regarding human papillomavirus (HPV) as well as other diseases that may affect students in these age groups. School nurses can also provide parents with referral information for services related to the health and wellness of students.

## HEALTHY YOUTH ACT

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Students in grades 7-9 will receive reproductive health and safety education. This instruction will include information on abstinence and non-abstinence including STD transmission, risks, consequences, and prevention; FDA-approved contraceptive methods, and information regarding sexual assault, sexual abuse, and risk reduction. Instructional materials are available for review in the school's media center. Please contact the school to set up a time to review the materials. If you wish to withdraw your child from all or part of this instruction, please inform the principal in writing.

Healthy Youth Act of 2009 NC General Assembly:  
<https://www.ncleg.net/Sessions/2009/Bills/House/PDF/H88v8.pdf>



## HOMELESSNESS: MCKINNEY- VENTO EDUCATIONAL SERVICES

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If due to lack of stable housing, you are living in a shelter, motel, vehicle, campground, on the street, in an abandoned building or doubled-up with relatives or friends, or are a youth who is not in the company of a parent or guardian, you may qualify for services under the McKinney-Vento Act. If you feel that you or someone that you know meet these criteria or would like more information, please contact your local McKinney-Vento liaison at 252-312-6639 or by visiting the ECPPS Administrative Offices at 1200 Halstead Boulevard, Elizabeth City, NC.

## IMMUNIZATIONS/PHYSICAL

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All students enrolling in a North Carolina school for the first time, regardless of age, must submit a completed physical health form. (H.B. 13) This form is located on the ECPPS website as well as at individual schools. Parents have 30 calendar days from the first day of attendance to present the required up-to-date immunization record and health physical form for the student. If the parent fails to present the required immunization record and health physical form then the student will not be permitted to attend school because they lack proper immunizations (N.C.G.S. 130A-155). The student's absences will be recorded as "unexcused absences" until the proper immunization record and health physical form has been provided and approved by the school nurse.



## VACCINE REQUIREMENTS

The North Carolina General Statutes (G.S. 130A-152(a)) require immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations.

If you have specific questions regarding your child, please contact your child's health care provider or your local health department. Records are checked when children enter school or child care. Additional information may be obtained from the school nurses regarding immunizations.

Kindergarten Vaccination Requirements	
DTaP (diphtheria, tetanus and acellular pertussis)	5 doses **
Polio	4 doses *
Hib (haemophilus influenza type B)	3-4 doses **
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Hepatitis B	3 doses
Varicella (chickenpox)	2 doses +
Pneumococcal Conjugate	4 doses

*Note: Hepatitis A and Flu vaccines are not required but are recommended for this age group by the Advisory Committee on Immunization Practices.*

**\* The last dose of DTaP and Polio must be given on/ or after age 4.**

**\*\* Children beyond their 5th birthday are not required to have any Hib vaccine.**

**+ Vaccination required unless documentation of disease history is provided by a health care provider.**

7 <sup>th</sup> Grade Vaccination Requirements	
DTaP (diphtheria, tetanus and acellular pertussis)	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Hib (haemophilus influenza type B)	4 doses
Hepatitis B	3 doses
Varicella (chickenpox)	1 dose
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate	1 dose

12 <sup>th</sup> Grade Vaccination Requirements	
DTaP (diphtheria, tetanus and acellular pertussis)	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Hib (haemophilus influenza type B)	4 doses
Hepatitis B	3 doses
Varicella (chickenpox)	1 dose
Tetanus/diphtheria/pertussis	1 dose
Meningococcal Conjugate (Effective 2020 -2021 School Year)	2 doses



## JUNIOR & SENIOR INFORMATION RELEASE TO COLLEGE AND MILITARY RECRUITERS

Recognizing the challenges faced by military recruiters, Federal Law requires high schools to provide military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

If you, as a parent or guardian, **do not** want the Elizabeth City-Pasquotank Public School District to disclose this information without your prior written consent, you should send a letter to the principal of your child's high school making this request. Letters should be sent within the first month your child is enrolled at the school.



## KINDERGARTEN SWIM LESSONS ("ALL KIDS SWIM" PARTNERSHIP)

Due to COVID-19, kindergarten swim lessons are not taking place at this time.

The Albemarle Family YMCA provides eight swim lessons to all ECPPS kindergartners. It is a regular two week session and it is an opportunity for many children to get in a pool for the very first time.

All classes focus on:

- Character development through sharing our core values with each child
- Stroke development through encouragement and positive teaching methods
- Personal safety and rescue topics including sun safety, boating safety,
- Water games to encourage group participation and reinforce the skills they have learned

We believe that water safety and comfort is a very important part of developing well rounded students. This program is a partnership of our school system with the YMCA and is totally dependent on community contributions to the YMCA's Annual Giving Campaign, We Build People, and is not funded by the school, or state or county. More information about this program will be provided to parents of kindergarten students by the elementary schools.

## LOCAL SCHOOL WELLNESS POLICY

The goal of the wellness policy is to promote knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. The school wellness policy encourages students to make healthy food choices such as whole grains, fresh fruits and vegetables and reduced-fat dairy products. The goal of the physical education program is to promote life-long physical activity and provide instruction in the skills and knowledge necessary for lifelong participation in physical activity. To address issues such as obesity, cardiovascular disease and Type II diabetes, students enrolled in kindergarten through eighth grades will participate in physical activity as part of the district's physical education curriculum and as defined in the NC Healthful Living Standard Course of Study. **To ensure that students have ongoing opportunities for physical activity and maintain a positive attitude toward physical activity, structured/unstructured recess and other physical activity shall not be taken away from students as a form of punishment.**

**ishment.** In addition, severe and inappropriate exercise may not be used as a form of punishment for students. The Board adopted the following goals for school-based activities designed to promote wellness:

- District schools will provide a clean and safe meal environment.
- Students will be provided adequate time to eat meals.
- Potable drinking water will be available at all meal periods.
- Professional development will be provided for district nutrition staff.
- To the extent possible, the district will utilize available funding and outside programs to enhance student and staff wellness.
- Schools will not use foods or beverages that do not meet Eat Smart Nutrition Standards as awards for academic performance, good behavior or celebrations. **Food or beverages shall not be withheld as punishment.**
- Students should be encouraged to bring healthy choices for snacks and avoid items high in fat, sugar and/or sodium.
- Schools are encouraged to use foods that meet the Eat Smart Standards when used for fund-raising activities.
- Schools should not schedule tutoring, club, or organization meetings or activities during mealtimes, unless students are allowed to eat during such activities.
- As appropriate, the goals of this student wellness policy will be considered in planning all school-based activities.
- Administrators, teachers, food service personnel, students, parents/guardians and community members will be encouraged to serve as positive role models to promote student wellness.

## SAFETY IN PREPARATION AND STORAGE OF ALL CONSUMABLE FOOD

- Elizabeth City - Pasquotank Public Schools will provide on-going Serve Safe training for all Child Nutrition Employees.
- Elizabeth City - Pasquotank Public Schools will implement a Hazard Analysis Critical Control Point Plan in each school cafeteria.
- **Foods from any source other than inspected facilities (i.e. school nutrition services, store or restaurant) shall not be served to students during snack time, celebrations such as international theme days or as rewards. This procedure does not apply to students who bring their lunch to school. Parents will not be allowed to bring homemade foods to school to distribute to other students.**

## SAFETY IN PREPARATION AND STORAGE OF ALL CONSUMABLE FOOD

### continued

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- Schools should discourage students from sharing their foods or beverages with one another during meal or snack times due to allergies and other restrictions on some children's diet.
- Schools shall provide students access to hand-washing or hand sanitizing before each meal service or snacks.
- Foods from outside sources shall not be stored in cafeteria refrigeration.
- Foods from outside sources shall not be allowed in the school cafeteria during meal service times, with the exception of individual student lunches brought from home.

The full wellness policy (6140) can be found on our district website: [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us) as part of the Board of Education Policy Manual online.

## MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

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A Multi-Tiered System of Supports (MTSS) is used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. Need-driven decision-making seeks to ensure that district resources reach the appropriate students (schools) at the appropriate levels to accelerate the performance of all students to achieve and/or exceed proficiency.

## NC SAFE SURRENDER LAW PROCEDURE

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In 2001, the North Carolina General Assembly passed a law, [NCGS 7B-500](#), making it legal for females to surrender their newborn baby to a responsible adult without fear of criminal prosecution. The purpose of this notice is to ensure that students receive information annually on the manner in which a parent may lawfully abandon a newborn baby with a responsible adult. The Safe Surrender law allows an overwhelmed mother to surrender her newborn to a responsible adult and walk away without fear of criminal prosecution. For more information please visit: [https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter\\_7B/Article\\_5.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_7B/Article_5.pdf).

## PESTICIDE NOTIFICATION

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ECPPS utilizes an Integrated Pest Management (IPM) program as part of the maintenance of our facilities. ECPPS does not have a schedule of such treatments for each facility; however, there is a 72 hour notification requirement to the school when spraying or treatment will occur. Parents and staff may request notification of treatments if desired.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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PPRA affords parents certain rights regarding our conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):*

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use:*

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

*These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.*

## SAFETY DRILLS

Schools in the Elizabeth City-Pasquotank school district conduct safety drills periodically during the school year. These drills are used to prepare students to react in a safe and orderly manner in case an emergency situation occurs (fire, tornado, etc.). In addition to safety drills, special instructional units designed to reinforce safety rules and procedures are taught each year throughout the district.

## SCHOOL NURSES & FIRST RESPONDERS

The Elizabeth City-Pasquotank School System employs eight full-time nurses. Three additional nurses have been hired temporarily to provide services during COVID. All school nurses are licensed by the North Carolina Board of Nursing and must be nationally certified by the National Board of Certification of School Nurses within three years of employment with ECPPS. School nurses are planners and coordinators of student health care. They assist parents, physicians and students in managing chronic health problems. They also serve as a liaison between and resource for home, school and community organizations. School nurses monitor communicable diseases and students' compliance with North Carolina immunization laws. They also supervise delegated procedures, medication administration, and monitor chronic illness. School nurses also render emergency first aid when needed. They work with school staff to prevent health problems from becoming reasons for poor student performance. School nurses also provide staff education and promote staff wellness.

First responders are school staff volunteers who are on call to handle any school health emergency in the absence of the school nurse. They attend training in first aid, including CardioPulmonary Resuscitation (CPR), prior to serving as a first responder. First responders render first aid as well as delegated procedures stu-

dents may require during school hours. They assist the school nurse and/or emergency medical services as needed during medical emergencies that occur during the school hours. For more information, contact the Director of Exceptional Children at 252-335-2981.

## SCHOOL NUTRITION PROGRAM

Meal Prices	
<b>BREAKFAST</b>	
<b>STUDENT</b>	
Pre-K/Elementary/Middle/High	No charge
<b>ADULT</b>	\$3.50
<b>LUNCH</b>	
<b>STUDENT</b>	
Pre-K/Elementary/Middle/High	No charge
<b>ADULT</b>	\$5.50

## REMOTE MEALS

Due to COVID-19, weekly meals are provided to students in remote learning. For more information, including meal pick-up sites, schedule and menu, please visit: <https://www.ecpps.k12.nc.us/return-to-campus/child-nutrition>.

## FEES

Each school offers a variety of a la carte items that students may purchase. Each cafeteria has a price list posted.

## CHARGE POLICY

Students are not allowed to charge any supplemental sale items (ice cream, snacks, etc.).

### IMPORTANT NOTICE FROM THE CHILD NUTRITION DEPARTMENT:

Breakfast will be served for both 1 and 2 hour delayed school openings.

## NOTICE TO PARENTS/STUDENTS REGARDING SUMMER FEEDING OPPORTUNITIES:

The School Nutrition Department as well as the Food Bank of the Albemarle establishes sites that provide meal opportunities during the summer. Please contact the School Nutrition Department or the food bank for locations and schedules.



## IMPORTANT INFORMATION FROM CHILD NUTRITION:

### Application Information for ECP Early College

- Parents can opt out of release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).
- Applications for free/reduced meals are only required for ECP Early College students. Community Provision Eligibility applies to all other schools within the district.

## SCHOOL PSYCHOLOGIST

School psychologists are uniquely trained mental health professionals who apply their expertise in mental health, learning, and behavior, to help students succeed academically, socially, behaviorally, and emotionally. School psychologists provide evaluation, consultation, and counseling services to improve academic achievement and promote positive behavior in our schools. School psychologists collaborate with other school professionals and parents as members of the SAT, MTSS and IEP teams to find the best ways to meet the needs of diverse learners. With the permission of the parent, the school psychologist can use various testing procedures to determine if a child has specific needs that can be met through one of the Exceptional Children's programs available in the district. School psychologists also partner with parents to provide Triple P (Positive Parenting Program) training. For more information, contact the Director of Exceptional Children at 252-335-2981.

## SECTION 504

Section 504 services are based on the Americans with Disabilities Act (ADA) which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The ADA defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (i.e., self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Elizabeth City-Pasquotank School District recognizes

a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the ADA, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services/supports. If the parent or guardian disagrees with the determination made by the professional staff of the school district, s/he has a right to a hearing with an impartial hearing officer. For more information, contact the Support Services Director at 252-335-2981.

## SOCIAL WORKERS

School social work is a specialized area of practice within the broad field of social work. In North Carolina, school social workers are licensed through the Department of Public Instruction. ECPPS is served by two licensed school social workers. School social workers work with students, parents, guardians, community, school staff, administrators, community agencies, government agencies, and anyone who has an impact on a student's life. Their goal is to begin to remove the barriers that impede students from learning. School social workers play an important role in helping students meet their full potential.

Anyone may make a referral to the school social worker. Contact numbers for ECPPS school social workers: 252-312-6638 or 252-312-6639.

## STUDENT MEDICATION DURING THE SCHOOL DAY

The Elizabeth City-Pasquotank Board of Education (the "board") recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a doctor upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

If a student needs to take medication during school hours, either prescription or over-the-counter, parents will need to submit the appropriate form. This form must have signatures of a parent and the student's physician. The signed form must be checked and approved by the school nurse in order to give medication at school.

Students using medication under a doctor's order during the school day must deposit such medication with the designated personnel at the school prior to an administration of that medication. Permits will be given for the students to go to the school's office for the medication at the proper time. Medication will be taken under supervision of designated school personnel.

Students are not permitted to carry and self-administer any medication, except emergency medications. Parents will need to submit the additional form for self-administered emergency medication. This form must have signatures of a parent and the student and requires approval from principal or designee.

Additional information and copies of the forms are available at school offices and online at [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us). (Policy 6125).

## STUDENT SEARCHES

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the Elizabeth City-Pasquotank Board of Education (the "board") or school. Searches may ordinarily be conducted by school staff based on a "reasonable suspicion" standard, and the "probable cause" standard required for criminal searches usually does not apply. Any searches or seizures must be conducted in accordance with the standards described in policy 4342 and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and to carefully comply with appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

Policy 3225/4312/7320, Technology Responsible Use, not this policy, applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

*More information on student searches is available at [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us) under ECPPS Board of Education Policy 4342.*

## TECHNOLOGY RESPONSIBLE USE

ECPPS is committed to establishing and supporting 21st century information and communications technology systems to foster globally competitive, healthy, and responsible students by providing a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and the larger global community. ECPPS intends that students benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes the Technology Responsible Use policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

Use of school computers, the network, or other technology resources, is to be used in a manner that is consistent with all Board policies and the Technology Responsible Use Agreement. This agreement must be signed by a parent or guardian in order for students to be granted internet access. For full policy code, please refer to the ECPPS Board of Education Policy Manual, Policy Code: 3225/4312/7320 Technology Responsible Use and the Acceptable Use Policy Agreement.

## USE OF SECLUSION AND RESTRAINT

It is the policy of the Elizabeth City-Pasquotank Board of Education to promote the safety of all students, staff and visitors in its schools. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students.

The superintendent or designee shall provide copies of this policy to school personnel and parents/guardians at the beginning of each school year. Principals shall notify parents of any prohibited use of seclusion, restraint or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G.S. 115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education. No employee of the Elizabeth City-Pasquotank School System shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint or aversive techniques. However, an employee may be disciplined for making such a report if the employee knew or should have known that the report was false.

## VISITORS

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The Board of Education encourages parents and all citizens to visit the schools throughout the school year. Appointments, however, are desirable for parents wishing to see teachers or principals. All visitors must report to the school office and use the electronic sign in system “**Ident A Kid**” prior to walking around the campus. Any person on school property who has not registered with the school office is on school property illegally and will be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave or creates any disturbance, the principal has the authority to request aid from an appropriate law enforcement agency.

## VOLUNTARY INSURANCE

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**The school system is NOT responsible for covering medical expenses of students who have an accident or incur an illness during school hours; therefore, parents are encouraged to purchase voluntary insurance.**

The voluntary student accident insurance program is a low cost way for parents to defray medical expenses resulting from accidents to their children during the school day. 24-hour coverage is also available for purchase.

For parents with medical insurance, the student accident insurance pays a preset amount specified by the insurance company and can help cover gaps that are left by insurance deductibles, limitations, and exclusions. Any remaining medical costs will be the responsibility of the parent/guardian. The policy can provide limited coverage for accidents to families who do not have other medical insurance. Dental coverage can be purchased through a separate policy that is available annually.

Information about the voluntary student accident insurance program and the dental coverage will be available at [www.ecpps.k12.nc.us](http://www.ecpps.k12.nc.us), under Parent Resources.

If the student is a member of a school athletic team (not a curriculum class such as physical education or weight training) insurance is provided by the school system. The athletic insurance pays a pre-set amount as determined by the insurance company. This coverage may be used to offset additional medical costs not covered by the primary insurance of the parent/guardian. Again, any remaining medical costs will be the responsibility of the parent/guardian.

## PARENT APPEAL PROCEDURE

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Administrators and faculty members of Elizabeth City-Pasquotank Public Schools have been working hard to become more customer (student) oriented with a goal of being as flexible as possible. There could be times, however, when parents or guardians may have a school-related complaint or concern. If this is the case, they should seek resolution by following this process:

- If the matter is class-related, the parent(s) should contact the teacher. If the parent(s) is/are not satisfied with the class-level reaction, an appeal can be made to the school's principal.
- If the matter is school-related, parent(s) should directly contact the principal.

If the parent(s) is/are not satisfied with the school-level reaction, an appeal can be made to the following:

- Curriculum related matters – Chief Academic Officer at 252-335-2981
- All other matters – Chief Human Resources Officer at 252-335-2981

If the parent(s) are not satisfied with the reaction of district level leaders or if the concern does not fit the areas listed, an appeal can, in some cases, be made to the superintendent. Not all issues are appealable to the superintendent. If the parent(s) are not satisfied with the superintendent's reaction, in some cases as required by statute, an appeal may be made to the district's Board of Education.

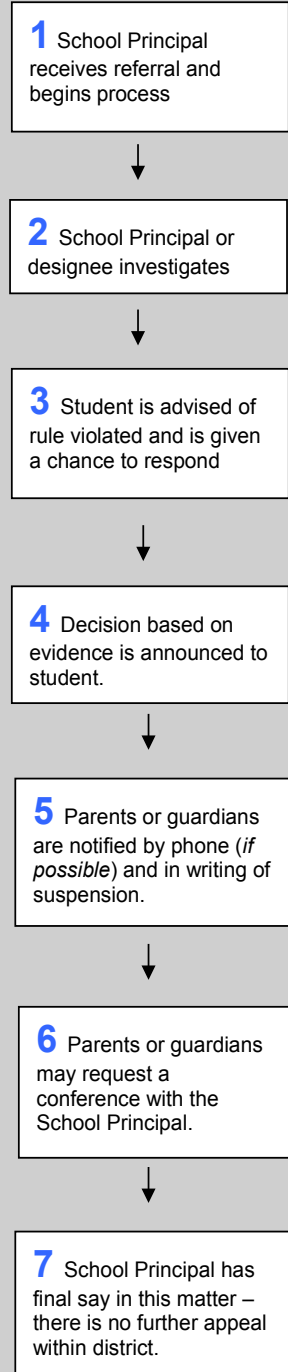
**It should be noted that there are some issues, as mandated in statutes that apply to public school law, that are not open to an appeals process. The best way to determine if a concern falls in one of these special areas is to contact the school and speak with the principal.**



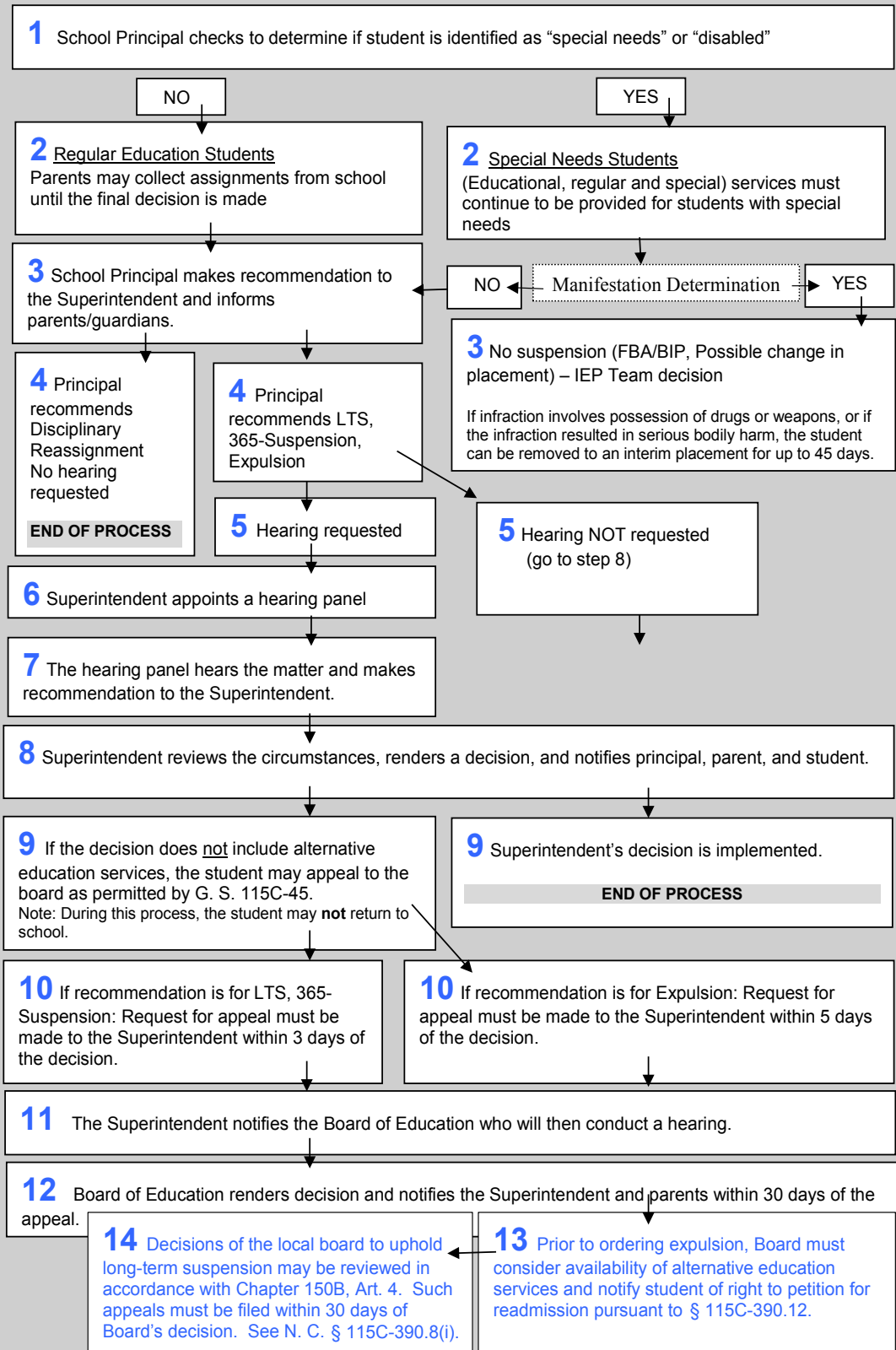
## Due Process for Suspensions and Expulsions

### For Suspensions of no more than 10 days, follow Steps #1-7

(Policy 4351)



### For Suspensions of more than 10 days or Expulsions, follow Steps #1 – 10 (Policy 4373, 4370, 4353)



## GUIDELINES FOR DISCIPLINARY ACTIONS

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The following is from the Elizabeth City-Pasquotank Public Schools' Policy Manual, specifically Policy 4353. This policy indicates that mitigating and aggravating factors may be considered when determining disciplinary actions. Mitigating and aggravating factors could include some of the following examples.

To see the complete Policy, please visit the district website at: [http://www.ecpps.k12.nc.us/Manual/\\_Table\\_of\\_Contents.html](http://www.ecpps.k12.nc.us/Manual/_Table_of_Contents.html)

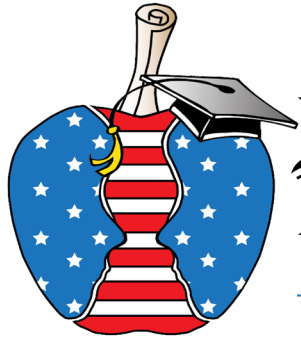
- a. Culpability of Student – In assessing the culpability of the student for his or her behavior, the principal may consider criteria such as:
  - 1) the student's age;
  - 2) the student's ability to form the intent to cause the harm that occurred or could have occurred; and
  - 3) evidence of the student's intent when engaging in the conduct.
- b. Dangerousness of the Student – In assessing the dangerousness of the student, the principal may consider criteria such as:
  - 1) the student's disciplinary or criminal record related to anti-social behavior or drugs and alcohol;
  - 2) whether a weapon was involved in the incident and if a weapon was involved, whether the student had the ability to inflict serious injury or death with the weapon;
  - 3) evidence of the student's ability to cause the harm that was intended or that occurred; and
  - 4) whether the student is subject to Policy 4260, Student Sex Offenders.
- c. Harm Caused by the Student – In assessing the severity of the harm caused by the student, the principal may consider criteria such as whether any of the following occurred:
  - 1) someone was physically injured or killed;
  - 2) someone was directly threatened or property was extorted through the use of a weapon;
  - 3) someone was directly harmed, either emotionally or psychologically;
  - 4) educational property or others' personal property was damaged; or
  - 5) students, school employees, or parents were aware of the presence of a weapon or of dangerous behavior on the part of the perpetrator.

These examples of aggravating and mitigating factors are an integral part of the Disciplinary Table on the following pages.

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

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

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



# ECPPS

ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS

PREPARING GLOBALLY COMPETITIVE CITIZENS

## DISCIPLINARY TABLE LEVELS I-VII

### LEVEL I: CLASSROOM TEACHER

#### Offenses:

#### A. DISRUPTIVE/DISRESPECTFUL BEHAVIOR (Policy 4315)

- Excessive talking that interferes with learning
- Repeated off-task behavior
- Uncontrolled outbursts/temper tantrums
- Littering on school property

#### B. THEFT/VANDALISM (Policy 4330)

- Not respecting others' property

#### C. THREATENING/BULLYING/HARASSMENT (Policy 4331, 4015)

- Undesirable behaviors toward others including but not limited to teasing, name-calling, picking-on, making fun-of, embarrassing

#### D. INSUBORDINATION

- Refusal to cooperate with teacher
- Refusal to engage in academic learning experiences
- Not listening or responding constructively to other team members when in cooperative learning settings or groups

#### Consequences:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Isolation or time-out for short periods of time</li> <li>• Restitution</li> <li>• Loss of class privileges</li> <li>• Change in classroom seating</li> <li>• Detention before or after school or on Saturday</li> <li>• Reflection writing about the incident; letter of apology</li> <li>• Student-Teacher conference</li> </ul> | <ul style="list-style-type: none"> <li>• Student-Team Conference</li> <li>• Referral to counselor for individual or group sessions</li> <li>• Peer mediation</li> <li>• Class meeting</li> <li>• Parental notification/involvement<br/>(phone/email contact, conference, shadowing)</li> </ul> |
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## LEVEL II: SCHOOL ADMINISTRATOR

### Offenses:

#### A. DISRUPTIVE/DISRESPECTFUL BEHAVIOR (Policy 4315)

- Use of electronic devices in school during regular school hours without prior permission (Policy 4318)
- Engaging in play-fighting, horse-playing
- Inappropriate behavior on a school bus
- Disrespectful conduct toward teachers or staff members (including but not limited to talking back, walking away) (Policy 4310)

#### B. THEFT/VANDALISM (Policy 4330)

- Not respecting others' property; stealing items valued at less than \$5.00

#### C. THREATENING/BULLYING/HARASSMENT (Policy 4331, 4015)

- Repeated undesirable behaviors toward others, multiple Level I offenses including but not limited to taunting, verbal abuse, exclusion, isolation, etc.

#### D. INSUBORDINATION

- Dress code violation (Policy 4315, 4316)
- Refusal to furnish identification at the request of a staff member
- Antagonistic toward class/school procedures
- Tardy to class
- Skipping class
- Loitering on school property
- Leaving school or class without permission

#### E. REPEATED VIOLATIONS OF RULES & REGULATIONS

- Repeated disruptive behavior; multiple Level I offenses. (Students may be placed on a behavior contract at this time.)

#### F. MISREPRESENTATIONS

- Making false statements to teachers and school officials
- Commercial solicitation (selling items at school without permission)

#### G. POSSESSION OF INAPPROPRIATE ITEMS

- Possession of food and beverages outside of cafeteria without administrative approval.
- Possession of lighter or matches.
- Possession of inappropriate literature or illustrations (Policy 4315)

#### H. INAPPROPRIATE USE OF TECHNOLOGY (Policy 4312, 4318)

- Sending fraudulent electronic communications misrepresenting the identity of the sender
- Inappropriate use of teacher assigned links

#### Consequences:

- Reprimand
- Loss of school privileges
- Submission of paper/project relating to offense
- Conference with parent

- Restitution
- Community or School service
- Student contract
- Instruction in conflict resolution
- Instruction in anger management

#### Detention

- In-school suspension, if available
- Bus suspension
- Academic intervention
- Home visit to consult with parent/guardian
- Behavior Improvement Plan/Contract

NOTE: Mitigating and aggravating factors apply

# LEVEL III: SCHOOL ADMINISTRATOR

## Offenses:

### A. DISRUPTIVE/DISRESPECTFUL BEHAVIOR (Policy 4315)

- Verbal abuse/disrespectful language-serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing or using vulgar or abusive language is specifically prohibited (Policy 4310)
- Student confrontation: no student shall intentionally hit, shove, scratch, bite, kick, block the passage of, or throw objects at a student/another person (Policy 4333)
- Inciting a conflict: no student shall take any action or make any comments or written messages intended to cause others to engage in a conflict or which might reasonably be expected to result in a conflict.

### B. THEFT/VANDALISM (Policy 4330)

- Larceny/ theft of money or property or damage to property whose value is greater than \$5 but less than \$100 (may include but not limited to staff property, school property, student property or theft from locker)

### C. THREATENING/BULLYING/HARASSMENT (Policy 4331, 4015)

- Repeated undesirable and/or aggressive behaviors toward others intended to hurt or harm including but not limited to pushing, shoving, getting another person to hurt someone, stalking, etc.

### D. INSUBORDINATION

- Failure to follow lawful directions of school officials
- Repeated dress code violation (Policy 4315, 4316)
- Failure to respond to written or verbal directions given by school personnel

### E. REPEATED VIOLATIONS OF RULES & REGULATIONS

- Repeated disruptive behavior; multiple Level I-II offenses (Maximum 2 days for truancy or tardiness)

### F. MISREPRESENTATIONS

- Academic misconduct (cheating, copyright, plagiarism, intentional misuse of technology such as but not limited to cell phone or other wireless device)
- Forgery of documents (signing parent's name to papers; signing teacher's name to passes)

### G. POSSESSION OF INAPPROPRIATE ITEMS

- Possession and or use of tobacco and or tobacco products (may include but not limited to cigarettes, e-cigarettes, smoking, dipping chewing) on school grounds or buses

### H. INAPPROPRIATE USE OF TECHNOLOGY (Policy 4312, 4318)

- Creating or intentionally accessing any material that is obscene, pornographic, or considered harmful or abusive.
- Revealing personal/private/confidential identifying information of oneself or others
- Unauthorized use of another individual's ID or password
- Using an electronic device to reproduce images of tests or unauthorized use in instruction
- Using an electronic device to obtain unauthorized access to school information

### I. INAPPROPRIATE ACTIONS

- Gambling
- Trespassing: no student shall trespass on the campus of another school during the school day

### J. GANG ACTIVITY (Policy 4328)

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, body markings, or other items, or possessing literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang, or that promotes gang affiliation (Policy 4315, 4328)
- Communication either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or to promote gang affiliation.

## Consequences:

- In School Suspension, if available

Out-of-school suspension (1-3 days)

NOTE: Mitigating and aggravating factors apply  
NOTE: Should a student with disabilities exhibit behavior for which a Level II or higher sanction is appropriate; the procedures set out in Policy 4307 must be followed.

## LEVEL IV: SCHOOL ADMINISTRATOR

### Offenses:

#### A. DISRUPTIVE/DISRESPECTFUL BEHAVIOR (Policy 4315)

- Profanity/verbal abuse directed at a school employee or adult (Policy 4310)
- Student demonstrations, disruption of school activities by verbal, written or symbolic speech, etc.
- Excessive and repeated disruptions (talking and behavior) in the classroom
- Fighting, involving 2 students that does not cause a serious bodily injury but does disrupt the educational process (Policy 4333)

#### B. THEFT/VANDALISM (Policy 4330)

- Larceny: Theft of money or damage to property whose value is between \$100 and \$500 LAW ENFORCEMENT MUST BE NOTIFIED
- Vandalism: Malicious injury to property between \$100-\$500 in damage LAW ENFORCEMENT MUST BE NOTIFIED

#### C. THREATENING/BULLYING/HARASSMENT (Policy 4331, 4015)

- Aggressive physical, verbal, and or non-verbal behaviors intended to hurt or harm others including but not limited to threatening, intimidating, harassing, coercing another student or adult
- Retaliation for reporting threats, bullying, harassment, discrimination
- Cyber-bullying

#### D. REPEATED VIOLATIONS OF RULES & REGULATIONS (Policy 4315)

- Repeated disruptive behavior; multiple Level I-III offenses (Maximum 2 days for truancy or tardiness)

#### E. POSSESSION OF INAPPROPRIATE ITEMS (Policy 4333)

*Note: Possession constitutes on-person, in lockers, in personal belongings, or in vehicles located on school grounds or at school sponsored events.*

- Possession (whether openly or concealed) of a pocket knife (with a blade less than 2.5 inches) if the blade has not been opened and exposed.
- Possession (whether openly or concealed) of mace, tear gas, pepper spray, or any other similar item.
- Possession of fireworks, bullets, or any similar weapon or explosive.
- Possession of inappropriate items on school property, not otherwise specified in these guidelines, which could reasonably be used to harm another person.

#### F. INAPPROPRIATE USE OF TECHNOLOGY (Policy 4312, 4318)

- Installing or using anonymous proxies to circumvent content filtering
- Installing or introducing computer programs or viruses to degrade or disrupt system performance
- Unauthorized creation or use of foreign programs or software
- Cyber-bullying

#### G. INAPPROPRIATE ACTIONS

- Inappropriate public displays of affection such as kissing, petting, hugging, fondling, and/or making out when such conduct is repeated after a warning or is severe or pervasive
- Intentionally burning an object on school property (not arson)
- Unauthorized use of fireworks

#### H. GANG ACTIVITY (Policy 4328)

- Repeated Gang Activity Minimal Offense.
- "Tagging" or otherwise defacing school or personal property with gang or gang-related symbols or slogans.

### Consequences:

Out-of-school suspension (2-7 days)

NOTE: Mitigating and aggravating factors apply

NOTE: Should a student with disabilities exhibit behavior for which a Level II or higher sanction is appropriate; the procedures set out in Policy 4307 must be followed.



# LEVEL V: SCHOOL ADMINISTRATOR

## Offenses:

### A. DISRUPTIVE/DISRESPECTFUL BEHAVIOR (Policy 4315)

- Continued disregard for school rules, procedures or directions of school personnel

### B. THEFT/VANDALISM (Policy 4330)

- Larceny/theft of money or property or damage to property whose value is greater than \$500
- Vandalism--Malicious injury to property greater than \$500 in damage

### C. REPEATED VIOLATIONS OF RULES & REGULATIONS (Policy 4315)

- Repeated disruptive behavior; multiple Level I-IV offenses (Maximum 2 days for truancy or tardiness).

### D. POSSESSION OF INAPPROPRIATE ITEMS (Policy 4333)

Note: Possession constitutes on-person, in lockers, in personal belongings, or in vehicles located on school grounds or at school sponsored events.

- Possession of alcohol or marijuana on school property or at school sponsored events. LAW ENFORCEMENT MUST BE NOTIFIED.
- Possession of drug paraphernalia as defined by NC General Statute 90-113.21
- Unauthorized possession of any prescription drug or medication, which has not been lawfully prescribed for the student possessing or using the medication.

### E. INAPPROPRIATE USE OF TECHNOLOGY (Policy 4312, 4318)

- Intentional damage to a computer, computer program/software, computer data, computer system, or computer network.
- Using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts. Hacking.
- Creating an unauthorized copy of computer data, programs, or software.
- Using an electronic device to tamper or alter grades

### F. INAPPROPRIATE ACTIONS

- Breaking and entering into school buses or buildings. LAW ENFORCEMENT MUST BE NOTIFIED
- Extortion. Threatens or communicates a threat to another with the intention to thereby wrongfully obtain anything of value or advantage. LAW ENFORCEMENT MUST BE NOTIFIED (Policy 4331)
- Affray-Fighting involving more than 2 students that does not cause serious bodily injury but does disrupt the educational process. (Policy 4333)
- Engaging in a fight or disruptive behaviors that result in bodily injury to a staff member or adult who attempts to gain control of the situation (Policy 4333)
- Sexual harassment of students or adults
- Consensual sexual misconduct SCHOOL SOCIAL WORKER MUST BE NOTIFIED
- False fire alarm or other unlawful disruption of school LAW ENFORCEMENT MUST BE NOTIFIED

### G. GANG ACTIVITY (Policy 4328)

- Repeated Gang Offense (Moderate Offense)
- Requiring payment of protection, money, or insurance or otherwise intimidating or threatening any person in connection with gang activity; inciting other students to intimidate or to act with physical violence upon any other person in connection with gang activity (ex. jump-in, sex-in)
- Soliciting others for gang membership.

## Consequences:

Out-of-school suspension (5-10 days)

NOTE: Mitigating and aggravating factors apply

NOTE: Should a student with disabilities exhibit behavior for which a Level II or higher sanction is appropriate; the procedures set out in Policy 4307 must be followed.

## LEVEL V: CONTINUED

### H. POSSESSION OF A WEAPON AND WEAPON-LIKE ITEMS (Policy 4333, 4335)

*Note: Possession constitutes on-person, in lockers, in personal belongings, or in vehicles located on school grounds or at school sponsored events.*

- Possession (whether openly or concealed) but not actual use of any air rifle, air pistol, stun gun, BB gun, paintball gun, bowie knife, dirk, dagger, or slingshot. LAW ENFORCEMENT MUST BE NOTIFIED.
- Possession (whether openly or concealed) but not actual use (blade has not been opened and exposed) of any type of knife (other than a pocket knife with a blade of less than 2.5 inches whose blade has not been opened and exposed), razor, razor blade, box cutter, ice pick, or any other sharp-pointed or edged instrument except instructional supplies, unaltered nail files and tools used solely for the preparation of food, instruction and maintenance on educational property. LAW ENFORCEMENT MUST BE NOTIFIED

#### Consequences:

Out-of-School Suspension (5-10 days)

NOTE: Mitigating and aggravating factors apply

NOTE: Should a student with disabilities exhibit behavior for which a Level II or higher sanction is appropriate; the procedures set out in Policy 4307 must be followed.

## LEVEL IV: BOARD OF EDUCATION

### Offenses:

#### A. UNLAWFUL DISRUPTION OF SCHOOL (Policy 4333)

- Communicating (or conspiring to communicate) a false bomb threat or perpetuating a hoax that would disrupt the educational process. LAW ENFORCEMENT MUST BE NOTIFIED

#### B. REPEATED VIOLATIONS OF RULES & REGULATIONS (Policy 4315)

- Repeated disruptive behavior; multiple Level I-IV offenses (Maximum 2 days for truancy or tardiness).

#### C. POSSESSION OF INAPPROPRIATE ITEMS (Policy 4333)

*Note: Possession constitutes on-person, in lockers, in personal belongings, or in vehicles located on school grounds or at school sponsored events.*

- Sale, distribution, or use (including being under the influence) of alcohol or marijuana on school property or at school sponsored events. LAW ENFORCEMENT MUST BE NOTIFIED.
- Sale, distribution or possession of a controlled substance (or counterfeit controlled substance) as defined by the N.C. Controlled Substance Act (General Statute 90-86) including but not limited to: narcotics, depressants, stimulants, hallucinogens, and anabolic steroids (which are commonly known or referred to as: acid, LSD, speed, Quaaludes, valium, cocaine, crack, PCP, ice, steroids, and other names). LAW ENFORCEMENT MUST BE NOTIFIED

#### D. USE OF A WEAPON (Policy 4333)

- Use of any weapon (other than a firearm or powerful explosive) to threaten to harm or to actually harm another person. This includes any knife whose blade has been opened and exposed. LAW ENFORCEMENT MUST BE NOTIFIED

#### E. SEXUAL OFFENSES (Policy 4333)

- Sexual Assault (not involving Rape or Sexual Offense) which involves the unauthorized or forcible touching of another person's sex organs (which include a female's breast and the genital areas of both sexes) without the consent of the victim. LAW ENFORCEMENT AND SCHOOL SOCIAL WORKER MUST BE NOTIFIED.

#### F. COMMISSION OF A FELONY

- Any student who commits an act of misconduct on or off campus that is defined or described as a felony under the criminal laws of the United States or of the State of North Carolina and whose continued presence in school DOES NOT constitute a clear threat to the safety of other students or employees.

#### Consequences:

- Long-term Suspension: 11 days or more (LTS can include the first semester of the following school year if the offense leading to suspension occurs during the final quarter of the year IF it is shown that the student's continued presence is likely to disrupt the educational environment.)
- Out of school suspension, not to exceed 10 days, and possible referral to an alternative learning program, where it is not shown that the student's continued presence is likely to constitute a threat to the safety of other students or to disrupt the educational environment.

NOTE: Mitigating and aggravating factors apply

NOTE: Should a student with disabilities exhibit behavior for which a Level II or higher sanction is appropriate; the procedures set out in Policy 4307 must be followed.

NOTE: If any of the above acts occur off campus, a student is subject to discipline if the victim is a student or school employee and there is a reasonable basis to believe that the continued presence of the student either constitutes a clear threat to the safety of the victims or others in the school environment or is likely to lead to the disruption of the educational environment.

# LEVEL VII: BOARD OF EDUCATION

## Offenses:

### A. THREAT TO THE SAFETY OF OTHERS

- Endangering the safety of others. Any student 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees (GS115C-391).
- Hazing. To annoy any student by playing abusive or ridiculous tricks upon him/her, to frighten, hold, beat, or harass him/her or to subject him/her to personal indignity or aiding and abetting in the conduct of such offense.(Policy 4310)

### B. ASSAULT (Policy 4331, 4333)

- Assault/intentional physical attack on a school official, employee, adult volunteer, or law enforcement officer by student 13 years or older
- Assault/intentional physical attack that causes serious bodily injury to another person, including a student, that may include but is not limited to the following: a broken bone, loss of a tooth, internal injury, severe lacerations, loss of consciousness, significant bruising or pain, hospitalization.
- Assault with a deadly weapon; use of a deadly weapon to cause or threaten to cause serious bodily injury to another

### C. SEXUAL OFFENSES

- Rape and other sex offenses. Any intentional sexual act or attempted sexual act with another person that is against the victim's will and without the victim's consent. SCHOOL SOCIAL WORKER MUST BE NOTIFIED.
- Indecent Liberties with a Minor. Committing a sexual act with or in the presence of a child under the age of 16 years, by a person at least age 16 and at least five years older than the child, for sexual gratification, regardless of whether force was used, or whether the victim consented. SCHOOL SOCIAL WORKER MUST BE NOTIFIED.

### D. COMMISSION OF A FELONY

- Felony. Any student who commits an act of misconduct on or off campus that is defined or described as a felony under the criminal laws of the United States or the State of North Carolina and whose continued presence in school DOES constitute a clear threat to the safety of other students or employees.
- Arson. Setting fire to, burning, or inciting, or counseling or procuring the burning of any building, equipment or vehicle located on school grounds. (NCGS14-58).
- Homicide or manslaughter. Any intentional or highly reckless act that results in death of another person.
- Kidnapping. Unlawfully restraining another against their will or unlawfully removing them from one place to another, if the purpose is to hold such person for ransom, as a hostage or as a shield; or for doing serious bodily harm or terrorizing such person.
- Robbery. Theft or attempted theft of money or property from another person by the use of force or violence (GS 14-87).

## Consequences:

- Long-term suspension: If the student's continued presence in school is likely to disrupt the educational environment but it is not found that the student's continued presence constitutes a clear threat to the safety of students, staff, or others in the school environment.
- Expulsion; unlimited exclusion from any school in the school district
- Students under the age of 14 at the time of the offense are subject to Level VI consequences.

NOTE: Mitigating and aggravating factors DO NOT apply

NOTE: Should a student with disabilities exhibit behavior for which a Level II or higher sanction is appropriate; the procedures set out in Policy 4307 must be followed.

NOTE: If any of the above acts occur off campus, a student is subject to discipline if the victim is a student or school employee and there is a reasonable basis to believe that the continued presence of the student either constitutes a clear threat to the safety of the victims or others in the school environment or is likely to lead to the disruption of the educational environment.



