



**ELIZABETH CITY
PASQUOTANK
PUBLIC SCHOOLS**

Student Handbook

High School

Northeastern High School

963 Oak Stump Road
Elizabeth City, NC 27909



Pasquotank County High School

1064 Northside Road
Elizabeth City, NC 27909



SCHOOL ADMINISTRATION

Northeastern High School

Adrian Fonville	Principal
Michael Everett	Assistant Principal
Chelsea Perry	Assistant Principal
Eboni Stallings	Assistant Principal Intern

Pasquotank County High School

Delishia Moore	Principal
Teressa Blanchard	Assistant Principal
Devin Wilder	Assistant Principal
Colina Bartlett	Assistant Principal Intern

WELCOME

ECPPS high schools welcome you. We hope that through our combined efforts that students will have a rewarding and successful educational experience. We know you will find the high schools conducive to learning. Every teacher is committed to assisting all students in growing academically and developing/maintaining a positive attitude towards education. This handbook is intended to provide information about the high schools and to help students function appropriately, so that everyone has a safe environment in which to learn and grow. We look forward to our time together, and believe all students can perform to their highest potential if our learning environment is well maintained by everyone, has clear expectations that are followed, and promotes a culture that is equitable and inclusive.

ACADEMIC AWARDS

Students have a variety of academic award opportunities throughout their years in high school. In addition to A and A/B Honor Roll, students who receive a 3.25 GPA for each academic school year, beginning with the first nine weeks and continuing through the third nine weeks of each school year, are awarded the Superintendent's Academic Team Award.

EXAM EXEMPTION POLICY

High schools have an exam exemption policy for courses that do not require state exams. This policy is intended to encourage academic effort, school attendance, and appropriate behavior. The following guidelines apply:

- Any student with a class average of 90-100 and having no more than three (3) absences and (3) unexcused tardies from the class
- Any student with a class average of 80-89 and having no more than one (1) absences and (1) unexcused tardy from any one class
- Any student with a class average of 75-79 and having no absences and no unexcused tardies
- **NO out-of-school suspension (OSS)**
- This policy does not exempt students from any state-mandated

testing.

- The exam for all classes will count 20% of the final grade.

SPORTS ELIGIBILITY

In order to participate in organized school athletics, the Elizabeth City-Pasquotank Board of Education requires that student-athletes be properly enrolled, pass three of four courses during the previous semester, and meet **local promotion standards**. A student may NOT participate if he/she becomes 19 years of age on or before August 31. Students must not exceed eight consecutive semesters or have participated more than four seasons in any sport since entering grade 9. In addition to the academic requirements, students must also:

- Be in attendance 85 percent of the time
- Have a medical examination within 365 days
- Adhere to ECPPS and NCHSAA rules and policies
- Take and pass a minimum of 3 courses in order to be eligible to participate in the following semester's sport
- A student who is not eligible during the beginning of the semester is not eligible at any time during the semester.
- Major infractions of the ECPPS Disciplinary Code of Conduct may result in athletic ineligibility. The athletic director will review each case and make a determination.

The North Carolina High School Athletic Association has developed these requirements. Please contact the school's athletic director should you have additional questions.

CODE OF CONDUCT

The Student Discipline Code is to assist with rules specifically for Pasquotank County High School and works in compliance with the **Elizabeth City-Pasquotank Schools Student Code of Conduct**, which can be found in the *District Handbook*. Offenses are listed by Levels of infractions. The one exception is fighting, which is noted in the next paragraph.

FIGHTING: (10 day Out Of School Suspension) - No student shall fight, assault, cause, aid, abet, promote, or attempt to cause physical injury to or intentionally behave in such a manner, as could

reasonably cause physical injury to any person. Fighting may also include verbal confrontations. Fighting on the school grounds, in the school building, on the bus, or at any school activity will result in immediate suspension from all classes and activities, and may include possible charges/*arrest*.

Any student that is involved in fighting for a second offense may result in a possible long term suspension and/or assignment to the alternative school.

Any fight that involves a staff member being assaulted or injured may result in a possible long term suspension and/or assignment to the alternative school. Students may also receive consequences that result in a Juvenile Petition being filed by Law Enforcement (School Resource Officer).

Any student receiving out of school suspension (OSS) during the school year for fighting will not be allowed to attend the PROM.

Any student athlete receiving out of school suspension (OSS) for fighting will be removed from the team for the remainder of the season.

A full Student Discipline Code is given in the District Handbook. (Any policy is subject to change at any given time. Mitigating and aggravating factors will be considered.)

CELL PHONE & ELECTRONIC DEVICE POLICY

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. *Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.*

Students will not be allowed to wear wire(less) ear devices in the school building during school hours. This is to ensure that students are able to hear important messages being delivered.

NOTE: IF A STUDENT REFUSES TO TURN OVER THEIR DEVICE to STAFF MEMBERS, IT WILL AUTOMATICALLY RESULT IN ISS. For

repeated or escalated infractions, students may be assigned OSS.

CLOSED LUNCH PERIOD

The Board of Education policy calls for a closed lunch period. This means that students cannot leave school to go anywhere and eat lunch. Leaving campus is skipping. Repeated offenses could result in not only in/out of school suspension, but also in the loss of parking privileges. **Students should never be in the parking lot during the school day without a written pass signed by an administrator.**

OUTSIDE FOOD POLICY

Students, parents, and friends may not bring meals from outside food establishments onto campus for breakfast and/or lunch, or during the school day. Students that arrive at school with outside food will be asked to discard it. Not following directions will lead to consequences that range from **ISS to OSS**. Beverages are allowed in class if they are kept away from Chromebooks and textbooks and can be secured to prevent spilling.

Due to safety issues, glass containers and glass bottles are not permitted on the school campus at any time. Students may bring their breakfast or lunch to school as long as it is packed from home. Food sales must be pre-approved by the administration and cannot occur until 30 minutes after the school day ends.

SKIPPING & TRUANCY POLICY

Teachers will be **PROACTIVE** and **PREVENTATIVE** relative to Skipping. They will not hold students late without a direct discussion with the students' next teacher before the event. Teachers will not allow students to leave class during the first 15-minutes and the last 15-minutes of the current bell. Students will not be permitted to "hang out" or miss another teacher's class. Teachers will set clear parameters for students who are often out of their class. Students will not be allowed to work in the hallway without supervision.

Teachers will teach BELL to BELL and not allow students to line up at the door or outside the room before the dismissal bell.

ECPPS District Code of Conduct policy will be enforced.

PLAGIARISM & CHEATING POLICY

Teachers will be PROACTIVE and PREVENTATIVE with academic honesty. They will have an Honor Code statement on their syllabus, ensure students understand their code, and ask students to sign to confirm their understanding. Teachers will model and talk regularly about their Honor Code. Teachers will assign meaningful work that demonstrates student understanding rather than “completion” assignments.

STUDENT DRESS CODE

High School recognizes its obligation to provide an educational environment conducive to good behavior and to the creation of a good educational atmosphere in the school. Although student dress and grooming are the personal responsibility of the student and their parents, students are expected to avoid extremes for school attire. All students are expected to dress appropriately for any school related occasion; extreme or distracting appearance is to be avoided and students should appear neat and clean at all times.

Students who are not properly groomed and dressed will be asked to change into suitable clothing or may be asked to return home to change into appropriate attire. If a student is unable to change clothing, they will be sent to the office or other assigned location for the remainder of the school day, or until appropriate clothing is brought to them.

To ensure the most constructive educational environment, the following dress code will be in effect:

GUIDELINES

Please read the guidelines carefully.

YES



- In recognizing that different body shapes and sizes may wear shorts differently, we ask that students wear shorts that are comfortable, and are an appropriate length and fit for their body type and the academic setting.
- Shorts and skirts may not be excessively short and or tight.
- Skirt length cannot be shorter than 4 inches from the back of the knee.
- Any skirt shorter than this, will be permitted IF leggings, that do not expose skin, are worn underneath.
- Biker shorts must have a shirt covering the backside.



- No undergarments should be exposed, either directly or indirectly (through a sheer top or pants below the waist, for example).
- Low-cut shirts that expose cleavage and/or chest, see-through tops and short shirts that expose stomach or back may not be worn.
- Straps at the shoulders must be three fingers in width.
- “Spaghetti-strap” tank tops, camisoles, and bandeaus are prohibited.



GUIDELINES

Please read the guidelines carefully.

YES






- No pants that expose undergarments nor see through pants may be worn.
- Everyone must wear their pants, slacks, shorts, and/or jeans at the natural waist at all times. We should not see undergarments (i.e. boys - underwear/boxers; girls - bras, undershirts or underwear).
- Pajamas are not permitted unless noted by the school for special events



- Appropriate shoes must be worn at all times. No bedroom shoes are allowed.



<p style="text-align: center;">GUIDELINES</p> <p style="text-align: center;">Please read the guidelines carefully.</p>	<p style="text-align: center;">YES</p> 
<ul style="list-style-type: none"> Students wearing leggings or other tight fitting pants must wear a shirt or top that provides sufficient coverage of their backside. Leggings must be opaque and not see through. 	
<ul style="list-style-type: none"> Ripped jeans are allowed. However, rips should not be higher than shorts that are an appropriate length. Leggings should be worn underneath jeans with rips higher than appropriate shorts. 	
<ul style="list-style-type: none"> No hats, caps, hoods, bandannas, doo-rags, bonnets, shower caps, sweatbands, sunglasses, dog collars/chains, and sharp objects are to be worn in school. HOODIES MAY NOT BE WORN. While students may wear the hooded sweatshirt to school, they may not wear the hood over their head while on campus. This is a safety issue. 	
<ul style="list-style-type: none"> No article of clothing or other items promoting or displaying death, violence, vulgarity, profanity, sexual innuendo, gangs, gang-related activity, drugs, alcohol, tobacco, weapons or any other items that cause a disruption to the school program may be worn. 	

Administrative Discretion

The administration reserves the right to prohibit any item of clothing or accessory that is deemed to be distracting to the learning environment or causes sufficient concerns regarding the security of the school, even if the item does not appear in the list above.

TARDY POLICY

Staff will stand directly outside their door and greet their students each day. During passing periods, teachers will interact and encourage students to get to class on time. When the Tardy Bell sounds, teachers will immediately close their door, tardy students will report to the designated area to sign in, and follow the Tardy Policy for documentation and consequences. Students that have an unexcused tardy will report to ISS for the remainder of the class period.

Students will report to class on time and remain actively engaged in their work throughout instructional activities.

- After the tardy bell rings and teachers close their doors, late students should report directly to the designated lockout area. Students with an unexcused tardy will be signed in and will report to ISS for the remainder of the class period.
- Repeated tardies will result in additional consequences.
- Unless students have a note explaining why they were late, they will be unexcused. All documentation for excused tardies should be turned into Student Services.
- Students who are on campus and do not report to class are skipping.
- Five (5) minutes are allotted between classes.
- Students must be in class and **ready to work** when the tardy bell rings.
- Tardies are cumulative by semester for each class, including homeroom.
- Students that are not in class for half the time are marked absent, not tardy. Students should be informed that they are marked absent due to missing half of the class time.

ARRIVING ON CAMPUS PROCEDURES

Schools will require ALL students who arrive after the tardy bell rings to sign-in/check-in at the designated area. Students will collect a late bus pass and report to class if they are tardy as a bus rider. Students with unexcused tardies will follow the lock-out protocol described above.

Students have to sign-in to the designated area upon arrival at school.

DEPARTING FROM CAMPUS PROCEDURES

Students must sign-out in the designated area when leaving school prior to the end of the day dismissal bell. Parents must provide a written note to the school's front office for a student to leave early and the front office will verify the accuracy of the note.

ATTENDANCE RECORDS

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina (N.C.G.S. 115C-378).

EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to Student Services upon return after an absence. An absence may be excused for the following reasons:

1. Personal illness or injury which 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. Observance of an event required or suggested by the religion of the student or the student's parent(s) with **prior approval by the principal**

7. Participation in a valid educational opportunity, such as travel, with **prior approval by the principal**
8. Absences related to the deployment or return from deployment of an immediate family member who is an active duty member of the uniformed services (N.C.G.S. 115C-407.5)
9. Absences due to the illness or medical appointment during school hours of a child whom the student is the custodial parent (N.C.G.S. 115C-375.5)
10. Extended illnesses generally require a statement from a physician. Excessive absences for any of the above reasons are subject to review.

In the case of excused absences, the student will be permitted to make up his or her work if a note is provided within three days upon his/her return to school. 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.

Note: School-based field trips and participation in athletic events are not counted as absences. Doctor notes may be faxed to the office of the appropriate school.

UNEXCUSED ABSENCES

If a student accrues more than 10 unexcused absences in a course during a semester, the student will be required to make up the time loss. That time equates to one hour for each unexcused absence over 10. Students must arrange a time with the course instructor and approval of the principal to make up the time to receive credit for the course. Any student who fails to make up the time will be given a grade of F (failure due to absences).

WEATHER ANNOUNCEMENTS

Accurate information about Elizabeth City-Pasquotank Public School delays or cancellations is available through the district's information sources:

Cable Channel 8 and Public Information Office Message Line (252) 337-6612.

LOCKERS & BOOKBAGS

All students will be required to use a school-issued locker. A lock will also be provided. School-issued locks are the only locks allowed to be used by students. If a student loses their lock, there is a \$10.00 replacement fee. No student will be allowed to carry a bookbag from class to class. Bookbags will be stored in a student's assigned locker. Students are allowed to carry a string bag with attire to use for physical education classes ONLY. If a student puts a book in a purse, it then becomes a bookbag. The student will be required to leave the purse in their locker.

STUDENT VEHICLES AND PARKING

Students are encouraged to utilize school buses for transportation to and from school. Parking spaces are available by PERMIT ONLY for students who wish to drive to school. The student parking lot is identified by school officials. All student drivers with a parking permit should park in the student parking lot. The cost of a parking permit is \$15.00 (subject to change). Cars may be towed at the owner's expense if they are parked illegally and/or if they are not displaying a permit. Students who drive must exit their cars immediately. NO LOITERING in the parking lot. **Once students arrive on campus, they are to go directly into the school building.**

DRUGS, ALCOHOL, WEAPONS, TOBACCO, and VAPING Devices

Drugs, alcohol, and tobacco, or nicotine delivery devices (i.e. e-cigarettes, bongs, narcotic devices, hookahs, etc.) are prohibited

on campus. Students caught in possession of drugs, alcohol, tobacco, or nicotine delivery devices will face disciplinary action based on the district policy. Student drivers should also be mindful that if drugs, alcohol, and tobacco should be in their vehicles while on any school campus or property at any time that they are subject to disciplinary action, to include the indefinite loss of driving privileges while on campus. Law enforcement will be notified for all infractions involving drugs, alcohol, or tobacco on campus or at a school function. The same rules apply for weapons. They are not permitted on campus at any time. For a complete list of weapons, view the district handbook.

Bell Schedules 2024-2025

<p style="text-align: center;"><u>DAILY BELL SCHEDULE</u></p> <p>8:35 Warning Bell 8:40-10:05 FIRST BLOCK (85 min) 10:10-11:35 SECOND BLOCK (85 min) 11:40-12:55 INTERVENTION BLOCK/Lunch (75 min)</p> <p style="text-align: center;">11:45-12:15 Lunch A 12:25-12:55 Lunch B</p> <p>1:00-2:25 THIRD BLOCK (85 min) 2:25-3:50 FOURTH BLOCK (85 min)</p>	<p style="text-align: center;">1-HOUR DELAY SCHEDULE</p> <p>9:35 Warning Bell 9:40-11:05 FIRST BLOCK (85 min) 11:10-12:35 SECOND BLOCK/Lunch (85 min)</p> <p style="text-align: center;">11:15-11:45 Lunch A 12:30-1:00 Lunch B</p> <p>1:05-2:25 THIRD BLOCK (80 min) 2:30-3:50 FOURTH BLOCK (80 min)</p>
<p style="text-align: center;">2-HOUR DELAY SCHEDULE</p> <p>10:00 Staff Arrival 10:25 Staff Duty Begins (Buses Unload) 10:35 Warning Bell 10:40-11:45 FIRST BLOCK (65 min) 11:50-12:55 SECOND BLOCK (65 min) 1:00-2:35 THIRD BLOCK/LUNCH (85 min)</p> <p style="text-align: center;">1:00-1:30 Lunch A 2:05 -2:35 Lunch B</p> <p>2:40-3:50 FOURTH BLOCK (70 min)</p>	<p style="text-align: center;">3-HOUR EARLY RELEASE SCHEDULE</p> <p>8:00 Staff Arrival 8:25 Staff Duty Begins (Buses Unload) 8:35 Warning Bell 8:40-9:31 FIRST BLOCK (51 mins.) 9:35-10:26 SECOND BLOCK (51 mins) 10:30-11:55 THIRD BLOCK (85 mins.)</p> <p style="text-align: center;">10:30-11:00 Lunch A 11:25-11:55 Lunch B</p> <p>11:59-12:50 FOURTH BLOCK (51 mins.)</p>

ACTIVITY BELL SCHEDULE (1 hour)	ACTIVITY BELL SCHEDULE (2 hours)
<p>8:00 Staff Arrival 8:25 Staff Duty Begins (Buses Unload) 8:35 Warning Bell 8:40-9:50 FIRST BLOCK (70 min) 9:55-11:05 SECOND BLOCK (70 min) 11:10-12:25 INTERVENTION BLOCK (75 min)</p> <p>11:15-11:45 Lunch A 11:55-12:25 Lunch B</p> <p>12:30-1:35 THIRD BLOCK (65 min) 1:40-2:45 FOURTH BLOCK (70 min) 2:50-3:50 STUDENT ACTIVITY (60 min)</p>	<p>8:00 Staff Arrival 8:25 Staff Duty Begins (Buses Unload) 8:35 Warning Bell 8:40-9:35 FIRST BLOCK (55 min) 9:40-10:35 SECOND BLOCK (55 min) 10:40-11:55 INTERVENTION BLOCK (75 min)</p> <p>10:45-11:15 Lunch A 11:25-11:55 Lunch B</p> <p>12:00-12:55 THIRD BLOCK (65 min) 1:00-1:50 FOURTH BLOCK (70 min) 1:50-3:50 STUDENT ACTIVITY (120 min)</p>

Technology Insurance & Maintenance Mobile Device User Agreement

- Students and parents/guardians are required to sign a Technology Insurance & Maintenance Mobile Device User Agreement.
- Students in grades 6-12 must pay a non-refundable annual fee of \$20 prior to using a mobile device. These fees remain in the individual school account and will be used to repair and/or replace mobile devices as needed.
- If a student causes damage to a device through negligence or intentional misuse, the student is responsible for the full cost of repair or replacement. Student’s access to mobile devices may be restricted at the discretion of the school principal if damage fees are not paid.
- If a mobile device is lost, the student is responsible for the full replacement cost of the device. In the event of theft, the student will be responsible for the full replacement cost of the device, unless a police or sheriff’s report is provided to the school within 48 hours of the theft. Once the report is received, the student may check-out another device.
- A Damage Fee of \$20 will be assessed upon the 2nd incident

of accidental damage.

- Students will be responsible for the full cost of repair or replacement for the mobile device upon the third accidental damage incident within the same school year.
- Students will be responsible for the entire cost of repair or replacement for mobile devices when the devices are damaged intentionally or due to neglect.
- Students will be responsible for the entire cost of repair or replacement for mobile devices if they have not paid the Technology Insurance & Maintenance Mobile Device User Agreement fee.
- In cases of chronic misuse or damage, the student's access to mobile devices may be restricted at the discretion of the school principal.
- Students may not check-out devices for off-campus use unless permitted by the District Technology Director.
- Students will:
 - Use all mobile devices appropriately as directed by school staff.
 - Care for the mobile device and not leave it unsupervised in unsecured locations.
 - Be responsible for all damage or loss caused by neglect or abuse as laid out in the chart below.
 - Not loan an assigned mobile device to another individual.
 - Not disassemble any part of the mobile device or attempt any repairs.
 - Not mark on or remove or deface the serial number, asset tag, or other stickers on the device.
 - Follow the policies, procedures, and guidelines given by the school and outlined in the Technology Responsible Use Agreement.