

# **Pamlico County Primary School**

## **Student Handbook**



**2024-2025**

**323 Neals Creek Rd Bayboro NC, 28515**

**252-745-3404**

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## Pamlico County Primary School Staff

**Principal:** Savannah Alexander  
**Assistant Principal:** Jaclyn Denney

<b><u>Support Staff</u></b>	
Bookkeeper / Secretary	Barbara Ritchie
Data Manager / Secretary	Tina Lee
Nurse	Allison Ormond
Counselor	Jennifer Littleton
Social Worker	Mari Robinson
School Psychologist	John Bryan
School Psychologist	Michelle Brown
ESL Teacher	Oscar Franco
School Resource Officer	Gage Covington

<b><u>Teachers</u></b>			
<b><u>Kindergarten</u></b>	<b><u>1st Grade</u></b>	<b><u>2nd Grade</u></b>	<b><u>3rd Grade</u></b>
Becky King	Vinteria Gibbs	Chris Henries	Amy Donahue
Adrienne Turner	Stacy Nelson	Cali Broughton	Kayla Hacker
Amanda Ruffin	Kara Egan	Chris Rueschlin	Katie Hardison
Mary Wilkinson	Emma Hutchens	Chervon Evans-Morris	Robin Stilley
Shannon Wing	Lauren Hardison		

<b><u>Exceptional Children's Department</u></b>
Hailey Sales (EC Teacher, Adaptive Curriculum)
Jennifer Rice (EC Teacher)

Jamie Langston (Occupational Therapist)
Jodi Ipock (Speech Pathologist)
Sheila Watson (Speech Pathologist)
Janie Romine (Speech Pathologist)
Lisa Franks (EC Facilitator)
Jan Fabian (Behavior Support Specialist)

<b><u>Specials Teachers</u></b>	
Music	Dawn Wilson
School Counselor	Jennifer Littleton
Media Coordinator	Kim Prescott
Physical Education	Kevin Knox
Art	Melinda McDaniel

<b><u>Pre-K</u></b>	
<b><u>Teacher</u></b>	<b><u>Support Staff</u></b>
Bertha "Cecy" Spivey	Christine Jones (TA)
Christina Wooten	Ingrid Beasley (TA)
Chris Gray	Marcee Lovick (TA)
Trinity Shepard	Kelly Ethel (EC Paraprofessional)

<b><u>Teacher Assistants &amp; Support Staff</u></b>
Ashley Perry
Bailey Harper
Jessica Montanye
Samantha Nanney
Henrietta Miller

Amy Scanlon
Ellen Harrison
Jaime Perez (Personal Care Assistant)
Sherry Johnson-Kelson (EC Paraprofessional)
Stacy Gibson (EC Paraprofessional)

<b><u>Custodial and Cafeteria Staff</u></b>	
Custodian	Jason Gaskins
Custodian	Norma Jones
Cafeteria	JoAnn Clay
Cafeteria	Trenez Davis
Cafeteria	Ma Mendoza-Hernandez

<b><u>PCS District Staff</u></b>	
Jeremy Johnson	Superintendent
Crystal Dixon	Assistant Superintendent for Curriculum and Instruction
Ervin Patrick	Assistant Superintendent for Human Resources and School Operations
Denise Altman	Finance Officer
Henry Rice	Executive Director of Operations and Administrative Services
Bettie Davis	Director of Student Support Services
Wendy White	Director of Accountability and Technology Services
Shakia Robinson	Personnel Director
Laura Mancinas	Child Nutrition Director
Corey Harrison	Maintenance Director
Lindsey Willis	Transportation Director
Elizabeth Harwick	Public Information Officer

*For more information regarding district-level staff and our Board of Education members,  
please visit our Pamlico County Schools district website at [pamlicoschools.org](http://pamlicoschools.org).*

## **Policies and Procedures**

### **Arrival/Dismissal**

**Arrival:** Students may be dropped off no earlier than 7:30 am. The instructional day for students begins at 7:55 am. If students arrive after 7:55 am, they will be considered tardy. All students who are tardy MUST be accompanied by an adult and they MUST sign in using the Ident-A-Kid system in the front office.

**Dismissal:** Dismissal is at 2:45 each day. Vans that transport students to after-school care programs pick up students as soon as the bus parking lot is cleared.

Only those listed on the "Authorization for Student Pick-Up" form will be allowed to sign out or pick up a student. Individuals NOT listed on this form will not be allowed to remove the student from campus without prior approval from the authorized parent or guardian. This form is given out at the beginning of each year to all parents and guardians. Please keep this form updated at all times. This includes removing any adults who no longer have permission to pick up your child.

**Early Pick-up:** In order to ensure uninterrupted and meaningful instructional time, maintain a smooth traffic flow, and be considerate of other parents in the pick-up line, we kindly request that students are not signed out of school after 2:15 PM. Early sign-outs around the time of dismissal can lead to disruptions in the traffic flow around the school premises, causing inconvenience to other parents, staff, and community members. We understand that waiting in the pick-up line can be a challenge at times. By refraining from early sign-outs, we help create an equitable environment where every parent has a fair opportunity to pick up their child without delays caused by early departures. We kindly request your cooperation in supporting this policy by scheduling appointments, extracurricular activities, and other commitments outside of regular school hours whenever possible.

Students who are being signed out early will be called to the office once the parent or guardian has arrived at PCPS. This is in order to protect instructional time and ensure proper student supervision. Please plan accordingly and arrive at PCPS with enough time for your student to pack up and walk to the office as we will not honor phone call requests to have students ready and waiting for early pick-up.

**Change in Transportation:** We kindly request that parents refrain from calling the school after 2:00 PM to request a change in their child's transportation for that day. This policy has been put in place to minimize disruptions during dismissal and ensure a smooth and efficient process for all students and families. Making last-minute transportation changes near the end of the school day can lead to confusion for students and staff members. Our dismissal process is carefully planned and executed to ensure a safe and timely release of students and late requests may cause delays and disrupt the flow of dismissal. By finalizing transportation arrangements before 2:00 PM, we can maintain accurate records, ensuring your child's safety and providing clear accountability for their well-being. Again, we kindly ask for your cooperation in adhering to this policy by ensuring that transportation arrangements for your child are confirmed and communicated to the school office before 2:00 PM.

## **Attendance Policy**

In order for a student to be counted present, they must attend school for at least half of the instructional day. This means that students who are leaving early must be signed out after 11:30 am in order to be counted present. Students who arrive late, must arrive prior to 11:30 am in order to be counted present.

Absences may be considered "excused" for the following reasons:

- Illness or injury that prevents the student from being physically able to attend school, quarantine, death in the immediate family, medical/dental appointments, court proceedings, or religious observances.
- Prior approval may be granted by the principal for an educational opportunity to be considered for an excused absence. The request must be sent to the principal prior to the educational opportunity. The request must demonstrate in writing that the purpose of the absence is to take advantage of a valid educational opportunity.
- ALL excused absences must be accompanied by a note from the parent, guardian, or medical provider in order for the absences to count as excused. The note must be received within three days of the student's return to school.

### **Important Notes Regarding Absences**

After three consecutive absences due to illness...	A note from a medical provider must be provided in order for the absences to be excused.
After six unexcused absences...	The parent/guardian must meet with the principal and social worker. Failure to do so will constitute an immediate referral to the Judicial Attendance Council.
After ten unexcused absences...	The parent/guardian will be referred to the Judicial Attendance Council for review. The parent/guardian and student's presence at the review is mandatory.
<i>At the discretion of the principal, a parent/guardian may be asked to meet with the principal and social worker after five excused absences. A parent/guardian may also be referred to the Judicial Attendance Council after ten excused absences.</i>	

## **Cafeteria**

Breakfast and lunch will be free for students this school year. If a student is allergic to certain foods or requires a special diet, a doctor's note along with a written request from the parent/guardian must be provided for the lunchroom manager. A copy of the request must be on file in the office with the nurse. Breakfast will be available in the cafeteria each morning from 7:30 until 7:55.

## **Calendar**

Click [here](#) for the most updated PCS Calendar!

### **Child Nutrition (School Breakfast and Lunch)**

This year we will be participating in the Community Eligibility Provision Program. This means that free breakfast and lunch will be provided daily to all students. Breakfast is available for students upon arrival and is served in the classrooms from 7:30-7:50. Additional a la carte items are available for purchase from the cafeteria during lunch. We ask that families do not pack items in student lunches that must be microwaved before eating. Food from outside establishments such as McDonalds, Bojangles, etc. may not be brought in to the school to be delivered to students for lunch.

### **Communication**

PCPS utilizes the Class Dojo app to communicate with parents. We encourage you to get connected with your child's class on Dojo to receive important information. Teachers are also available by email or can return any messages left with our front office staff.

Schoolwide communication will come in the form of a weekly call from the principal on Sunday evenings at 5:30 pm. If for some reason you miss this call or are unable to hear the voicemail, the scripts from each weekly call can be accessed on our school website. Our Facebook page is also a great way to stay informed about the happenings of our school.

Communication folders will be sent home to parents every Tuesday. Communication folders will include student work, important school-related information, and information about events happening in the community. Parents should check the communication folder each week and return it to school with their signature indicating that they have reviewed the documents.

### **Conferences**

Parent/Teacher conferences will be held twice a year. Conferences will be held virtually, over the phone, or in person, depending on the parent's preference. Teachers or parents may request additional conferences at any time during the school year. All conferences are by appointment only and must be scheduled in advance.

### **Discipline**

Behavior management in our classrooms has always been viewed as an integral part of child development. We, at Pamlico County Primary School, believe that a cooperative effort among students, parents, and teachers is necessary to develop a desired learning environment in the classroom. Your assistance and understanding in helping us create this acceptable learning environment are imperative. Your child's teacher will develop a discipline plan for their classroom. The plan will be discussed with her/his class and a copy of the rules and consequences will be sent home so that you may discuss the plan with your child.

We implement a Positive Behavior Intervention Support (PBIS) system at PCPS. Through the use of a rubric, expected behaviors will be taught, monitored and rewarded.

### **Field Trips**

Throughout the year, grade levels may plan field trips for their students. Most field trips will require a fee to pay for educational program costs and transportation. Financial assistance may be available for families who need help with field trip costs. Chaperones for field trips MUST be approved volunteers with Pamlico County Schools (see Parental Involvement section). If you are chaperoning a school field trip, we ask that you make arrangements to

leave other younger siblings at home. Although we love preschool-age brothers and sisters, having them in a school setting or on a field trip is distracting to our school-age students. Chaperones will be asked to pay the field trip fee for the trip in addition to their student's fee.

### **Counseling Services**

Providing counseling services to students is a shared responsibility between the teacher and the counselor. Our school counselor, Mrs. Littleton, is available to assist students, parents, and teachers with educational and school-related personal matters. The counselor provides every student with the opportunity to focus on self-understanding and personal development. Sessions can be held individually or with a group. Please feel free to contact our guidance counselor at (252)745-3404.

### **Health and Medication**

- Communicable Diseases
  - If a student is suspected of having one of the following communicable diseases, the school nurse will make contact with the parent or guardian: Strep Throat, Head Lice, Ringworm, Impetigo, Pink Eye, Scabies, and Chicken Pox.
- COVID-19
  - We will be following The NCDHHS StrongSchools NC Public Health Toolkit (K-12) in regards to COVID-19.
    - <https://covid19.ncdhhs.gov/media/164/download>
- Fever/Upset Stomach
  - If a student has a fever of 100 degrees or higher or is vomiting, the parent/guardian will be contacted to pick the student up from school. Students must be kept at home until their temperature is normal and/or the vomiting has ceased for at least twenty-four hours without the aid of medication.
- Medication
  - If your child needs medication during school hours, you must complete the "Authorization of Medication Form." Prescription medicines must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. Over-the-counter medications must be received in the original container and will be administered according to the doctor's written instructions. A parent/guardian must bring the medication with the completed "Authorization of Medication Form" to the school nurse.

### **Homework**

We believe that homework teaches students time management, responsibility, and good work habits. Please establish a consistent routine with students for homework to support the development of these valuable skills. Teachers do make an effort to ensure that homework can be completed independently by students, but at times students may need help from an adult. Please understand that homework will be checked for completion and effort and not factored into a student's grade.

### **Inclement Weather Procedures**

During the school year, weather conditions may threaten the area and it may be necessary to close or delay the opening of school. Please tune in to your local TV or radio stations. If the weather becomes severe during the school day, the school may be required to dismiss early. If there is a two-hour delay of school, buses will run

approximately two hours later. No breakfast will be served on these days.

### **Media Center Policies and Procedures**

The mission of the PCPS Media Center is to learn about books and information so we can exercise our skills and prepare for the future. The Media Center will promote the intellectual, cultural, social, physical, and ethical development of students. Our goal is to enrich and support all aspects of curriculum, and to provide services to students, staff, and the community. The teachers and Media Coordinator, Ms. Prescott, will work collaboratively to develop activities to enrich what is being taught in the classroom. All students at PCPS will have access to Media Center materials. Students and their parents are responsible for the proper care of circulated materials, as well as, for any materials that are damaged or lost. Check-out privileges may be suspended until overdue materials are returned and/or paid for. Students are expected to exhibit responsible behavior in the Media Center.

### **Money and Personal Items**

Students should not bring money to school unless it is needed as part of the school program (examples: lunch, field trip, picture, or fundraiser money). Extra money should not be brought to school because of the possibility of either theft or loss. No items, such as toys, dolls, games, small electronic equipment, fidget spinners, etc. should be brought to school unless it is to be used as part of the instructional day. In any special circumstances, parents would have clear communication with their child's teacher. These items may be confiscated if brought to school. Any retained items will only be returned to a parent or guardian.

### **Parent Involvement & Volunteers**

- Visiting PCPS
  - ALL visitors must sign in at the front office and receive a visitor pass. Visitor passes must be worn and visible at all times so that staff can verify that you have signed in. While we welcome visitors, extended classroom visits must be planned ahead of time in order to limit distractions and protect instructional time.
- Parties
  - In order to protect instructional time, respect student allergy and dietary needs, and comply with child nutrition guidelines, student-specific birthday parties and celebrations at school will not be able to be held during the instructional day. There will be multiple opportunities throughout the year to celebrate school-related activities as a school and as individual classrooms. To participate in helping with school-wide celebrations, please consider joining our Parent-Teacher Organization (PTO).
- Volunteering/Chaperoning
  - We welcome volunteers and visitors to our school. Volunteers are essential to our school's efforts to provide the best educational experience possible for our students, and we enjoy showing our school to visitors. In order to join any Pamlico County School site as a school volunteer, you must apply and receive notice of approval as a volunteer, which includes passing a background check. Volunteer applications are available at the district office. An approved volunteer application is required before you are able to chaperone field trips, help out in classrooms, or work with students in any way. Volunteer status is active for one year from the date of approval. To keep an active volunteer status with Pamlico County Schools, volunteers must reapply for approval each year.

Please check with your child's classroom teacher or the front office regarding your volunteer status. All visitors/volunteers must sign in at the main office and wear a visitor/volunteer badge when in the building. Before volunteering in classrooms, please check with the classroom teacher so that he or she is aware of your coming to the classroom and can plan accordingly. Showing up to volunteer in a classroom or visit your child during academic time unannounced disrupts the learning process for our students and takes away from their ability to focus.

- If you are chaperoning a school field trip or volunteering in the school setting, we ask that you make arrangements to leave children who are not old enough to be enrolled in school at home. Although we love preschool-age brothers and sisters, having them in the school setting or on a field trip is distracting to our school-age students.
- PTO
  - PCPS has an active Parent Teacher Organization (PTO). For information on how to join the PTO, please contact the PTO president Courtney Turnage or visit their Facebook page.

### **Quarterly Awards and Celebrations**

- At Pamlico Primary School we believe in rewarding our students for showing positive behavior throughout the school year. One way that we celebrate our students is through our PBIS student celebrations at the end of each quarter. In order to attend a PBIS celebration, students must be free from any office referrals for that quarter.
- Awards assemblies are also held at the close of each quarter to celebrate academic growth, achievement, and perfect attendance. Parents of students receiving awards will be invited to attend the assembly. Parents will be notified that their child is receiving an award through an invitation in their Tuesday folders.

### **Report Cards/Progress Reports**

- Report cards will be sent home at the end of each nine-week grading period. Progress reports are sent home in the middle of each grading period.
- Pamlico County Primary School uses standards-based grading with a grading scale of 1-4 (see below).

#### **● Grading Scale**

- If a student receives a level 4 (exceeds grade-level standard) - The student is meeting grade level expectations with distinction OVER TIME. Performance is characterized by self-motivation and the ability to apply skills with consistent accuracy and independence, and a high level of quality.
- If a student receives a level 3 (meets grade-level standard) - The student is consistently meeting grade-level expectations, with little or no support. Performance is characterized by a thorough understanding of concepts and skills.
- If a student receives a level 2 (progressing toward grade-level standard) - The student is progressing toward grade-level expectations. Performance is characterized by the ability to apply skills with increasing success. Performance varies regarding accuracy, quality, and level of support needed.
- If a student receives a level 1 (limited progress toward grade-level standard) - At this time, the student is not meeting grade-level expectations. Performance is inconsistent with guidance and support.
- If a student receives an N/A - The student was not assessed for this standard at this time.

IMPORTANT: These numbers (1-4 & NA) should not be interpreted as a letter grade. For instance, a 4 would not be considered an A. Please remember that a level 3 shows grade-level mastery.

### **School Photos**

School pictures are taken twice a year, once in the fall and once in the spring. Fall photos are individual pictures that are published in the yearbook. Spring photos are typically a whole-class picture and a full-body shot. Yearbooks will be available for purchase each spring. Proofs of photos will be sent home for parents to preview after the pictures have been taken. If you do not wish to purchase photos, the proofs must be returned to the school.

### **Student Records and Information**

Keeping student information up to date is incredibly important. At the beginning of the school year parents/guardians will have the opportunity to verify their contact information that is currently on file at school. If there are changes to this information at any time during the school year, it is the responsibility of the parent/guardian to contact the school with the necessary changes. Examples of student information that should remain current include medical information, parent/guardian phone numbers, mailing and/or physical address, custody agreements, etc. To update your student's information during the course of the year, please contact our Data Manager, Tina Lee, at [tinalee@pamlicoschools.org](mailto:tinalee@pamlicoschools.org), or you may contact her by phone at 252-745-3404.

\*If there are special custody agreements for a child, the parent/guardian should provide a copy of the custody papers signed by a judge, law enforcement official, or DSS caseworker, to the office and notify the teacher.

### **Technology**

The following is a general list of **expectations, guidelines, and reminders** pertaining to student use of technology devices in Pamlico County Schools.

- As an assigned user of a PCS Technology Device, students are bound by the terms of the **Pamlico County** Schools Student Device Agreement.
- The assigned device is property of Pamlico County Schools and is subject to inspection and search at any time without cause.
- Students may not remove, alter, or change any part of the device including removing or adding software/apps.
- Students should not deface the device or accessories in any way. This includes applying *stickers to the device*, writing names, drawing pictures, etc.
- The student is responsible for the care of his/her device at all times. The device should not be left unattended unless it is in a secure location.
- Laptops are to be closed when moved about the building and papers or other items are not to be stored inside the laptop.
- Exposure to liquids will severely damage a laptop and may result in large repair costs. Open cans of soda or bottles of water are especially dangerous. Do not put a bottle of liquid in a backpack with a laptop, even if it is sealed.
- Each student is assigned a device to use and should not use anyone else's assigned device.

- Students should NOT share their personal login information with anyone.
- Laptops should be shut down, correctly, at the end of each day and returned to their assigned location for recharging unless other arrangements are made with a teacher or administrator.
- Students should report any problems with their device, to include theft, to their teacher as soon as reasonably possible.

**Repair and Replacement:** The Board of Education has approved a non-refundable, \$20.00 annual technology usage fee per student. Once the annual technology fee is paid, in the event of theft, destruction, or damage to the device, the Student and Student’s Parent/Guardian will be charged as follows:

- 1st minor damage incident - no cost
- 2nd minor damage incident - \$15.00 charge
- 3rd minor damage incident - full cost of repair/replacement
- Major damage incident/ theft - full cost of repair/replacement
- Damage from intentional misuse - full cost of repair/replacement

**“What’s the difference between minor and major damages?”** As a general rule, “minor” damage is damage done to the computer that is relatively superficial and will not prevent the device from operating normally. “Major damage” significantly affects that device’s performance and includes such things as cracked screens, broken keyboards, etc.

If the annual technology fee is not paid the Student and Student’s Parent/ Guardian will be responsible for the full cost of all repairs to the device or replacement of the device. Cases (if provided) and chargers are not covered by the annual technology fee. Damage to or destruction/loss/theft of the case or charger are the sole responsibility of the Student and Student’s Parent/ Guardian.

**Below are estimates of damage costs. These costs will vary due to market price at the time of the damage and model of the device. These costs are shown for planning purposes only.**

Replacement Part	Cost Range
Screens	\$70 - \$150.00
Power Cords/Chargers	\$15 - \$40.00
Keyboards	\$40 - \$100
<b>Total Replacement</b>	<b>\$250 - \$550.00</b>

Please remember, the use of district technology is a privilege, not a right, and unacceptable use may result in the cancellation of that privilege as well as disciplinary and legal action.

### **Title 1 – Parent and Family Engagement**

Please review this link for information about our school’s Title 1 Parent and Family Engagement Policy. ([English Version](#), [Spanish Version](#))

### **Transportation**

- Bus Safety
  - All students will be taught the school bus passenger safety rules (listed below) at the beginning of each school year.
- 1. If you must walk along the road to your bus stop you should walk on the left shoulder of the road facing traffic. When cars are coming toward you, get as far on the shoulder of the road as possible to avoid the danger of being struck by traffic.
- 2. Be at your bus stop on time and wait for the buses in a safe place (off the road).
- 3. If it is necessary to cross the road at the bus stop, do not begin to cross until the bus has come to a complete stop and the stop arm is out. Universal bus hand signals will be used. Training will occur for staff and drivers prior to the start of the school year. Training will be provided for students within the first five days of school regarding crossing procedures. This training will be revisited each semester.
- 4. Walk when crossing the road at the bus stop. Cross in front of the bus where the driver can see you.
- 5. Obey the driver at all times.
- 6. Permission to open windows should always be obtained from the driver.
- 7. Keep all body parts inside the bus at all times. Do not throw objects from the bus.
- 8. Keep your head, arms, hands, and personal items out of the aisles.
- 9. Remain seated until the bus has reached your bus stop and has come to a complete stop.
- 10. Passengers who live on the right side of the road should immediately move away from the bus out of danger after unloading.
- 11. Report any misbehavior or vandalism to the driver.
- 12. In the event of an accident or emergency, passengers may have to unload the bus. They should follow the directions of the driver as to a safe location to remain until help has arrived.
- Bus Disciplinary Consequences
  - For more information regarding bus rules and disciplinary consequences, please refer to the “PCS Student Code of Conduct Policy 6104.08 Bus Misbehavior”. This can be found on the district website.
    - First Offense: Conference with student and parent contact. Up to three days suspension from riding the bus.
    - Second Offense: Up to five days suspension from riding the bus.
    - Third Offense: Suspension from riding the bus for up to ten days.
    - Subsequent Offense: students may be suspended from riding the bus for the remainder of the school year.
- Bus Transportation Policy/Return to School
  - Safety is our top priority both at school and in transporting your child to and from school. It is important that bus routes be planned, examined, and approved to guarantee that all bus stops are safe and that the buses are not overcrowded. While bus routes may need to be altered slightly due

to the enrollment of new students or the withdrawal of students, few changes should take place once the routes are established.

- We must establish for your child one permanent morning stop and one permanent afternoon stop. For liability and especially for the safety of your child, we cannot make temporary changes. Therefore, we request that you indicate on the transportation form the physical addresses of the permanent morning and afternoon bus stops for your child. Parents are responsible for making any necessary alternate transportation arrangements if the assigned stops are not convenient on particular days. BUS PASSES WILL NOT BE ISSUED. You may change the assigned permanent morning or afternoon bus stop by going to the transportation department and completing the necessary form.
- A responsible adult must be at home and visible in the afternoons for Pre-K students to be dropped off. A student in K to 3rd must have an older sibling (4th Grade and above) be on the bus for them to get off without an adult visible. If the student doesn't have an older sibling on the bus, then an older sibling or adult is visible for the student to get off the bus. If no one can get the student off the bus, the student will be brought back to PCPS, and the parent/guardian will be contacted.
  - An adult must be visible, not just an open door or a vehicle by the home.
  - 1st Offense: This is the first time not having someone at the bus stop for the child to be dropped off. Sign, date, and record the time you are picking the child up. Please read the next 3 offenses for future notice.
  - 2nd Offense: This is the second time not having someone at the bus stop for the child to be dropped off. You are charged with a \$20.00 fee and the child will be suspended from the bus for 5 days. Pamlico County Schools will also be contacting DSS as well. The child cannot continue riding the bus until after the fee has been paid and the 5 days suspension has been fulfilled. Sign, date, and record the time you are picking the child up.
  - 3rd Offense: This is the third time not having someone at the bus stop for the child to be dropped off. You are charged with a \$20.00 fee and the child will be suspended from the bus for 10 days. Pamlico County Schools will also be contacting DSS as well. The child cannot continue riding the bus until after the fee has been paid and the 10 days suspension has been fulfilled. Sign, date, and record the time you are picking the child up.
  - 4th Offense: This is the fourth time not having someone at the bus stop for the child to be dropped off. The child is suspended from riding the bus until further notice. Pamlico County Schools will also be contacting DSS as well. Sign, date, and record the time you are picking the child up.
- In the case of an emergency school closing, students who attend an afterschool program will be transported on his/her AM bus that they are assigned to. If the student doesn't have an AM bus, then the student will have to be picked up at the school.
- Walking Students and Car-Riders
  - Parents/guardians must have an "Authorization for Student Pick-Up" form on file, stating what adult(s) will be allowed to pick up their child. Only those individuals listed on these forms will be allowed to pick your child up from school. If there is to be a change in the student's transportation, we request that the parent or guardian notify the school before 2:00 pm.
  - Walking students and car-rider students are dismissed at 2:50 pm.

- Students should not be signed out after 2:00 pm.

### **Expectations for Students**

*For a complete and updated list of all Pamlico County Schools Board Policies, please visit our district website where the full student code of conduct can be found. If you would like a full printed version of all Board Policies, this can be arranged upon request.*

### **Pamlico County Schools System-Wide Policies, Important Letters and Notifications**

[Policy Code: 1710/4020/7230 Discrimination and Harassment Prohibited by Federal Law](#)

[NC GS 115C-390.2 Effective Discipline Policy](#)

[Student Dress Code](#)

[Parent and Family Engagement Policy \(English\)](#)

[Parent and Family Engagement Policy \(Spanish\)](#)

[Student Wellness Policy](#)

[Community Eligibility Provision](#)

[Environmental Quality Assurances Notification](#)

[Pamlico County Schools \(FERPA\) K-8](#)

[Pamlico County Schools \(FERPA\) 9-12](#)

[Parents' Right to Know](#)

[Parents' Guide to Student Achievement](#)

[Policies Governing Services for Students with Disabilities](#)

[Request for Professional Qualifications of Teachers Letter](#)

[Vaccination Requirements K-4](#)

[Vaccination Requirements 5-12](#)

[Student Device Expectations](#)

[Student Device Agreement](#)

[Student Fee Schedule](#)

## **Bullying**

(Excerpt from Board of Education Policy 6401, Rule 28)

- Bullying, harassment, and discrimination are prohibited in Pamlico County schools. Pamlico County Schools shall not tolerate any bullying, harassment, or discrimination on school property and grounds or at any school activity on or off campus. A student shall not bully, harass or discriminate against another student, a staff member, a volunteer, or any other person. Bullying, harassment, and discrimination are defined in policy 3037/4037/8337, Prohibition of Bullying, Harassment, and Discrimination.
- Students who have been subjected to bullying, harassment, or discrimination shall report the behavior to the school principal or other person designated by that policy. Retaliation against any person for reporting bullying, harassment, or discrimination is prohibited and is considered a violation of this Rule 28. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.
  - Consequences for Grades K-12
    - FIRST OFFENSE: Up to ten days out-of-school suspension. (Special circumstances may warrant expulsion.)
    - SECOND OFFENSE: Up to full period of long-term suspension. (Special circumstances may warrant expulsion.)

## **Cheating**

(Excerpt from Board of Education Policy 6401, Rule 6)

- Students shall not cheat on tests/examinations, not copy the work of another student nor assist a student who is attempting to copy his/her work, nor plagiarize work, nor complete in a dishonest or deceptive manner, any type of academic assignment.
  - FIRST OFFENSE: Teacher conference with administration, student and parent(s) and a grade of zero (0) for assignment.
  - SECOND OFFENSE: Up to three (3) days in-school suspension and a grade of zero (0) for assignment.
  - THIRD OFFENSE: Up to three (3) days out-of-school suspension and a grade of zero (0) for assignment will be given.

## **Dress Code**

(Excerpt from Board of Education Policy 6402)

- Appearance or clothing which is disruptive, provocative, indecent, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols, or drawings, or which endangers the health or safety of the student or others is prohibited. Articles of clothing, which are patently offensive to race, creed, color, or sex will not be permitted. *See Pamlico County Schools Policy 6402 for the complete school dress code.*

#### Shirts

1. All shirts must have sleeves. No versions of tank tops are allowed. This also applies to dresses.
2. Clothing with hoods shall not cover the head.
3. No version of rips, tears, or holes in clothing are allowed, even with leggings or tights underneath.

#### Bottom Wear

1. All bottom wear must be worn at waist level.
2. The length of all bottom wear (including dresses) must be longer than mid-thigh when standing.
3. Bottom wear should not have holes.

#### Headwear

1. Hats, bandanas, and do-rags are not allowed.

### **Destruction of School Property**

(Excerpt from Board of Education Policy 6401, Rule 24)

- Students shall respect school property and the personal property of other students, school employees, and other persons. Students shall not steal, rob, attempt to burn, or convert school property and property of any other person or entity, nor cause damage to such property. Law enforcement and parents shall be notified.
  - FIRST OFFENSE: Up to five days out-of-school suspension. (Special circumstances may warrant out-of-school suspension for the remainder of the school year.)
  - SECOND OFFENSE: Up to ten days out-of-school suspension. (Special circumstances may warrant out-of-school suspension up to a full period of long-term suspension).
  - THIRD OFFENSE: Up to the full period of long-term suspension.
  - NOTE: FULL RESTITUTION WILL BE SOUGHT

### **Drugs and Alcohol**

(Excerpt from Board of Education Policy 6401, Rule 17)

- Students shall not possess or use marijuana, narcotics, stimulants, depressants, or the counterfeit form of an illegal substance, alcoholic beverages or any other unauthorized or illegal substance or drug paraphernalia.
  - FIRST OFFENSE: Confiscate substance. Up to ten days out-of-school suspension with a minimum of five days required if a student is allowed to return during the current school year.

- SECOND OFFENSE: Confiscate substance. Up to a full period of long-term suspension.
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### **Fighting**

(Excerpt from Board of Education Policy 6401, Rule 22)

- Students shall not fight other students. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting. Law enforcement may be contacted at the discretion of the principal or his/her designee and parents shall be notified.
  - FIRST OFFENSE: Up to ten days out-of-school suspension.
  - SECOND OFFENSE: Up to ten days out-of-school suspension. Special circumstances may warrant out-of-school suspension for the remainder of the school year.
  - THIRD OFFENSE: Up to the full period of long-term suspension. Long-term suspension will not be used for minor physical altercations that do not involve weapons or injury unless the principal determines that aggravating factors justify treating the altercation as a serious offense.

### **Harassment/Threats**

(Excerpt from Board of Education Policy 6401, Rule 25-26)

- Students shall not cause, attempt to cause or threaten to cause injury or harm to school employees, volunteers or visitors, or their property. Students shall not cause, attempt to cause or threaten to cause damage to property, physical or bodily injury to another student or her/his property. Parents should be notified.
  - FIRST OFFENSE: Up to ten days out-of-school suspension. (Special circumstances may warrant out-of-school suspension for the remainder of the school year.)
  - SECOND OFFENSE: Up to full period of long-term suspension. Long-term suspension shall not be used for minor physical altercations unless the principal determines that aggravating circumstances make the offense a serious violation. (Special circumstances may warrant expulsion.)

### **Internet Acceptable Use Policy**

(Excerpt from Board of Education Policy 5450 and 5451)

- 5451.1 Acceptable Use - Use of the Internet must be in support of education and research and consistent with the educational objectives of the Pamlico County Schools. Transmission of any material in violation of any law or regulation, including any Board policy, is prohibited. Use of the Internet for commercial activities is prohibited, as is use for political lobbying.
- 5451.2 Restricted Material - Users shall not intentionally access or download any text file, picture (including video), graphic or sound clip, or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd, or which advertises any product or service not permitted to minors by law.
  - FIRST OFFENSE: Up to five days in-school suspension and loss of technology privileges.

- SECOND OFFENSE: Up to three days out-of-school suspension and possible loss of technology privileges.
- THIRD OFFENSE: Up to ten days out-of-school suspension and possible loss of technology privileges.

### **Instructional Materials and School Property**

- Instructional materials such as laptops, textbooks, and other educational tools are expected to be well taken care of while in use by students. Students are responsible for all instructional materials issued to them. Students will be charged for any damaged or lost items.
  - Hardcover Textbook: \$20.00
  - Consumable Textbook: \$10
  - Laptop Computer: \$250-550
  - Charger: \$15-40

### **Insubordination/Disrespect**

(Excerpt from Board of Education Policy 6401, Rule 4)

- Students shall comply with all lawful directions of teachers, substitute teachers, teacher assistants, student teachers and any other authorized school personnel during any period in which they are subject to school authority. At no time shall a student provide false information to a teacher or staff member.
  - FIRST OFFENSE: Up to two days out-of-school suspension.
  - SECOND OFFENSE: Up to five days out-of-school suspension based on the severity of the offense. Additional community service duties, such as picking up trash from the grounds, etc., may be assigned.
  - THIRD AND SUBSEQUENT OFFENSE(S): Up to ten days out-of-school suspension.

### **Profanity**

(Excerpt from Board of Education Policy 6401, Rule 10)

- Students shall not direct insulting, abusive, profane, obscene words, signs, gestures, and other acts toward other students, visitors, school employees, and other persons.
  - FIRST OFFENSE: Up to five days out-of-school suspension.
  - SECOND OFFENSE: Up to ten days out-of-school suspension.
  - THIRD OFFENSE: Up to full period of long-term suspension. Long-term suspension shall not be used unless the principal determines that aggravating factor(s) raise a violation of this provision from a minor offense to a major offense.

### **Smoking**

(Excerpt from Board of Education Policy 6401, Rule 9)

- Students shall not use or possess any type of tobacco products or electronic smoking devices, including electronic cigarettes, vaporizers, and other electronic smoking devices, whether or not they contain tobacco or nicotine, on school property during the time school is open for the school day or for any

supervised school activities, or when being transported to and from school in a school financed vehicle.

- FIRST OFFENSE: Up to three days out-of-school suspension. Confiscate products.
- SECOND OFFENSE: Up to five days out-of-school suspension. Confiscate products.
- THIRD OFFENSE: Fourth violation of this rule may result in out-of-school suspension for the remainder of the year. Confiscate products.

### **Unauthorized Items**

- The following items are not allowed to be brought to school:
  - Cell phones
  - Electronic devices for games or music
  - Toys
  - Trading cards
  - Miscellaneous money (not designated for lunch, fees, school trips, etc.)
  - Caffeinated drinks
  - Weapons/Other dangerous objects
- These items have the potential to cause distractions and may interfere with your child's learning process or the learning of others. These items also have the potential to get lost, misplaced, stolen or damaged. We appreciate your support in adhering to this expectation.

### **Weapons**

(Excerpt from Board of Education Policy 6401, Rules 29-30)

- Students shall not possess, handle, transmit, or conceal any weapon (as defined by NC General Statute 14-269.2) or any other instrument that could cause bodily harm or be used to threaten bodily harm. Law enforcement and parents shall be notified.
- No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above.
  - FIRST OFFENSE: Confiscate weapon or device. Up to ten (10) days out-of-school suspension. (Special circumstances involving an assault may warrant out-of-school suspension for up to full period of long-term suspension)
  - SECOND OFFENSE: Confiscate weapon or device. Up to a full period of long-term suspension.



## Pamlico County Primary School - PUPS Behavior Expectations

	Classroom	Playground	Restroom	Hallway	Cafeteria	Bus
<b>Positive Attitude</b> <b>P</b>	<ul style="list-style-type: none"> <li>Listen and follow the lesson.</li> <li>Raise your hand.</li> <li>Use a calm voice.</li> </ul>	<ul style="list-style-type: none"> <li>Be a good sport.</li> <li>Take turns with others.</li> <li>Listen to your teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Leave it better than you found it.</li> <li>Respect property.</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly with consideration for other classrooms in session.</li> <li>Keep hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>Have polite conversations.</li> <li>Say, "Please" and "Thank you."</li> </ul>	<ul style="list-style-type: none"> <li>Respect the bus driver.</li> <li>Follow rules and directions.</li> <li>Use a calm, quiet voice.</li> </ul>
<b>Understanding Others</b> <b>U</b>	<ul style="list-style-type: none"> <li>Respect others' opinions.</li> <li>Use kind words.</li> <li>Encourage and include others.</li> </ul>	<ul style="list-style-type: none"> <li>Share equipment and invite others to play.</li> <li>Use kind words.</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn.</li> <li>Be polite.</li> <li>Respect privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Be polite.</li> <li>Stop and allow others to enter a door, if they are waiting.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the cafeteria staff, "How are you?" or "How is your day?"</li> <li>Include others.</li> </ul>	<ul style="list-style-type: none"> <li>Be kind and respect others.</li> <li>Help others who need assistance.</li> </ul>
<b>Put Forth Effort</b> <b>P</b>	<ul style="list-style-type: none"> <li>Complete your work on time.</li> <li>Try your best.</li> <li>Ask questions when you need help.</li> </ul>	<ul style="list-style-type: none"> <li>Take good care of equipment.</li> <li>Follow rules and directions.</li> </ul>	<ul style="list-style-type: none"> <li>Flush.</li> <li>Wash your hands appropriately.</li> <li>If you see a problem, report it.</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from locations quickly and quietly.</li> <li>Keep a silent voice.</li> </ul>	<ul style="list-style-type: none"> <li>Be honest.</li> <li>Eat without talking for the first five minutes so you have time to finish your food.</li> </ul>	<ul style="list-style-type: none"> <li>Make smart choices.</li> <li>Keep the bus clean.</li> <li>Keep all belongings to yourself.</li> </ul>
<b>Safety First</b> <b>S</b>	<ul style="list-style-type: none"> <li>Walk while in the classroom.</li> <li>Sit in your chair with all four legs on the floor.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly.</li> <li>Line up quickly and carefully.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Throw garbage in the trash can.</li> <li>Walk to and from the restroom promptly.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side, eyes looking forward.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Walk to, in, and out of the cafeteria.</li> <li>Clean up after yourself.</li> <li>Keep your hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit the bus quickly and quietly.</li> <li>Keep your hands, feet, and objects to yourself.</li> </ul>