

# Fred Anderson's 2024-2025 Student & Parent

# Handbook



**Sharon Carter-Moore - Principal**

515 Anderson Dr.  
Bayboro NC 28515  
252.745.4611

# Table of Contents

<b>Staff List</b>	3
<b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Arrival/Dismissal</li> <li>• Attendance Policy</li> <li>• Child Nutrition (School Breakfast and Lunch)</li> <li>• Student Records and Information</li> <li>• Communication Folders</li> <li>• Conferences</li> <li>• Health Issues and Medication</li> <li>• Parent Involvement &amp; Volunteers</li> <li>• Report Cards and Progress Reports</li> <li>• Transportation</li> </ul>	4-7
<b>Expectations for Students</b> <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Cheating</li> <li>• Dress Code</li> <li>• Destruction of School Property</li> <li>• Drugs and Alcohol</li> <li>• Fighting</li> <li>• Harassment/Threats</li> <li>• Pamlico County Schools Student Device Agreement</li> <li>• Instructional Materials and School Property</li> <li>• Insubordination/Disrespect</li> <li>• Profanity</li> <li>• Smoking</li> <li>• Unauthorized Items</li> <li>• Use of Wireless Communication or Electronic Devices</li> <li>• Weapons</li> </ul>	8-14
<b>Pamlico County Schools System-Wide Policies, Important Letters, and Notifications</b>	15

## Vision

I am an All-Star,

**A** Life-Long **L**earner, **S**eeking, **T**rying, **A**chieving, **R**eaching **S**uccess!

## Mission

Partnering with family and community, Fred A. Anderson Elementary will ensure a safe, positive atmosphere while providing a responsive, high-quality education for all students.

**Expectations Matrix:** Our S.H.I.N.E. expectations are simple but powerful: Stay Safe, Help Others, Integrity Matters, Never Give Up, and Encourage Others. These values guide our behavior and interactions, ensuring that our school is a place where everyone can grow, learn, and succeed together.

	Classroom	Restroom	Hallway	Online	Playground	Bus	Cafeteria
<b>S</b> SAFE	Follow Instructions Helpful Hands 4 on the floor Walking feet	Wash hands Report issues Walk Keep water in sink	Hands to self Eyes forward No talking Walk	Approved sites only Keep passwords private	Stay in designated area Helpful hands Use equipment properly	Stay seated Hands & feet to self Low volume	Walk Eat your food Low volume Clean up after yourself
<b>H</b> HELPFUL	Be ready Finish what your start Follow Class rules	Throw trash away Keep water in sink	Go directly to your destination Use a pass	Complete your work Be organized Participate	Line up when called	Sit facing forward Keep aisle clear	Throw trash away Use time wisely
<b>I</b> INTEGRITY	Embrace differences Show Kindness	Show patience Be courteous Be neat & clean	Wait patiently Be Kind	Follow rules Include & respect all	Include & respect all Report issues	Follow the rules Be Kind	Show patience Be courteous Be neat & clean
<b>N</b> NEVER GIVE UP	Complete your work Ask questions Try your best	Respect privacy Respect monitor	Hands & feet to self Respect others learning Eyes forward	Stay focused Participate	Take turns Use kind words & actions	Respect others Listen to your driver	Respect personal space Follow directions
<b>E</b> ENCOURAGING	Help & encourage others Use positive words & actions	Remind others of rules	Smile & be courteous Be a good example	Respect others learning	Be kind to all Include all	Use appropriate language	Remind others to clean tables, floors, and throw trash in trash can

# Fred A. Anderson Elementary School Staff

**Principal:** Sharon Carter-Moore

**Assistant Principal:** Anne Wood

4th Grade	5th Grade	EC
<b>Math/Science</b> Taylor Godette Susan Howard  <b>ELA/Social Studies</b> Susan Long-Davis Ateara Best	<b>Math</b> Catherine Revels  <b>ELA/Social Studies</b> Melanie Brinson  <b>Science</b> Kimberly Lipford	<b>EC Teachers:</b> Vicki Thomas Kelly Forbis Susan Sampson (Adaptive) Jamie Langston (OT) Jodi Ipock (Speech) Jan Fabian (Behavioral Specialist)

Enrichment	Child Nutrition	Support Staff
<b>Art:</b> Melinda McDaniel <b>Music:</b> Dawn Wilson <b>Media Center Coordinator:</b> Anne Wood <b>PE:</b> Kevin Knox <b>Counselor:</b> Jennifer Littleton	<b>Manager:</b> Karen Bojorquez Eva Hernandez	<b>Data Manager/Bookkeeper:</b> Erin Daniels <b>Nurse:</b> Christina Warren <b>Secretary:</b> Keya Simmons <b>Social Worker:</b> Mari Robinson <b>School Resource Officer:</b> Michael Nelson <b>Custodian:</b> Charmaine Clay
	<b>Instructional Support</b>  T. Greene (EC TA) J. Riggs (TA) C. Alston (PCA) B. Harvey (PCA) L. Jones (PCA) T.Gaskins (PCA) S.Green (PCA adaptive)	

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) or use the QR code below.



# **2024-2025 Dates for Reporting Terms and Due Dates**

## **8/26/2024 - 6/6/2025**

### **1st Quarter- 8/26/2024 - 10/21/2024**

Progress Report go home on: 9/24/2024

End of 1st Quarter 10/21/2024

1st Quarter Report Card sent home on: 10/29/2024

### **2nd Quarter 10/21/2024 - 12/20/2024**

Progress Report go home on: 11/18/2024

End of 2nd Quarter 12/20/2024

2nd Quarter Report Card sent home on: 1/14/2025

### **3rd Quarter 12/21/2024 - 3/19/2025**

Progress Report go home on: 2/18/2025

End of 3rd Quarter: 3/19/2025

3rd Quarter Report Card sent home on: 4/1/2025

### **4th Quarter 3/20/2025 - 6/6/2025**

Progress Report go home on: 5/6/2025

End of 4th Quarter: 6/6/2025

5/28/2025 (PCPS, FAA, PCMS)

4th Quarter/Final Report Card sent home on:

6/6/2025 (PCPS & FAA)

## Policies and Procedures

### Arrival/Dismissal

Students may be dropped off no earlier than 7:30 am. The instructional day for students begins at 8:00 am. If students arrive after 8:00 am, they will be considered tardy. All tardy students MUST be accompanied by an adult when signing in at the front office.

Dismissal for car riders, walking students, and early buses that transport students to after-school care is at 2:40 pm. All other bus riders will be dismissed at 2:50 pm.

Early Pickup: Only those listed on the "Authorization for Student Pick-Up" form will be allowed to sign out a student for early pickup. 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.

### 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 as 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.
- The principal may grant prior approval for an educational opportunity to be considered for an excused absence. The request must be sent to the principal prior to the educational opportunity, and it 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

<b>After three consecutive absences due to illness...</b>	A note from a medical provider must be provided in order for the absences to be excused.
<b>After six unexcused absences...</b>	The parent/guardian and the student will be required to meet with the principal and social worker. Failure to do so will constitute an immediate referral to the Judicial Attendance Council.
<b>After ten unexcused absences...</b>	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>	

## **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 cafeteria from 7:30–7:55. Additional a la carte items are available for purchase from the cafeteria during lunch.

## **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, Erin Daniels, at [erindaniels@pamlicoschools.org](mailto:erindaniels@pamlicoschools.org) or you may contact her by phone.

**\*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.**

## **Communication Folders**

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 your signature indicating that you have reviewed the documents.**

## **Conferences**

Parent/Teacher conferences will be offered quarterly and upon request. Conferences can be held virtually, over the phone, or in person, depending on the parent/teachers preference. All conferences are by appointment only and must be scheduled in advance. Please allow 24 hours for a response from the school before following up unless you have an emergency.

## **Health Issues 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 regard 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 which 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.

## Parent Involvement & Volunteers

- **Visiting FAA**

- 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 and comply with child nutrition rules, 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 for us 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**

- In order to join us as a school volunteer, you must complete a volunteer [application](#). 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.

- **PTO**

- FAA has an active Parent Teacher Organization (PTO). For information on how to join the PTO, please contact the PTO at [fredaandersonpto@gmail.com](mailto:fredaandersonpto@gmail.com) or visit their Facebook page.

## 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.
- Fred A. Anderson uses standards-based grading with a grading scale of 1-4 (see below).

- If a student receives a **level 4** (exceeds grade-level standard), he or she meets the grade-level expectation for the end of the year and shows an in-depth understanding of the correlating skills required of the next grade level.
- If a student receives a **level 3** (meets grade-level standard), he or she shows consistent understanding/mastery of the content and skills required of the standard in relation to the end of the year.
- If a student receives a **level 2** (progressing toward grade-level standard), he or she is approaching mastery but has not yet achieved it. Or, he or she may be inconsistent with showing understanding/mastery of the standard in relation to the end-of-year expectation.
- If a student receives a **level 1** (limited progress toward grade-level standard), he or she shows limited understanding/mastery of the content and skills required of the standard in relation to the end-of-year expectation.

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 achievement of grade-level mastery.



## Transportation

- **Bus Safety**

- All students will be taught the school bus passenger safety rules (listed below) at the beginning of each school year. Please follow the link Pamlico County Schools Transportation [website](#) to get more information regarding transportation reminders and information.
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, get as far on the shoulder of the road as possible to avoid 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.

- **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 2:45 pm. Please wait at the side entrance (bus parking lot) in the car-pool line, and when the line reaches the side entrance, your child will be brought to your car.
- We will not allow students to be signed out of school between 2:00 and the time of dismissal. Early buses utilize the driveway in front of our school building therefore, this space cannot be accessed or blocked by other vehicles.

## **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.*

### **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/Integrity**

#### **(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**

***The school dress code also applies any time a student is participating in a school event, in the school library, and when being transported on a school bus.***

**(Excerpt from Board of Education Policy [6402](#), Rule 5)**

- *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.*
  - *1st Offense: Student will be asked to correct the inappropriate attire while at school or parent will be called to come to the school and replace the unacceptable clothing. If parents are unable to come immediately, student will be required to wear available alternate clothing provided by the school for the remainder of the day.*
  - *2nd Offense: Any further offenses will result in disciplinary action as deemed appropriate by the principal.*

### **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. Holes in shirts/blouses, bottom wear, or any attire is prohibited.
4. Baggy/oversized shirts and blouses are not permitted.

### **Bottom Wear**

1. Boys may wear shorts, pants, or jeans. Girls may wear shorts, pants, skirts, skorts, capris, or jeans. Leggings, jeggings, and/or tights may not be worn in the place of pants in grades 6-12.
2. Baggy/oversized pants are not permitted.
3. Any colored shorts, pants, skirts, skorts, or capris and jeans are approved for wear.
4. All bottom wear must be worn at waist-level.

### **Dresses/Jumpers**

1. Girls may wear dresses/jumpers that are any color.
2. Dresses and jumpers must have sleeves.

### **Sweaters, Sweatshirts, and Undershirts**

1. Sweaters, sweatshirts, and vests made of cloth or nylon may be worn over a shirt with sleeves. Clothing with hoods shall not cover head.
2. Baggy/oversized sweaters, sweatshirts and vests are not permitted.

## **Jackets/Coats**

1. Coats and jackets must be appropriately sized and may not be baggy or oversized. Jackets may be worn in the building if they follow the dress code.

## **Headwear**

1. Headwear may not be worn inside the school building. This includes, but is not limited to: bandanas, rags, hoodies, headbands, scarves, hats, combs, etc.

## **THEFT, ROBBERY, BURGLARY OR DAMAGE TO SCHOOL OR PERSONAL PRIVATE PROPERTY OR POSSESSION OF STOLEN 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 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, 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 student is allowed to return during current school year.
  - SECOND OFFENSE: Confiscate substance. Up to full period of long-term suspension.

## **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 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.)

## **Pamlico County Schools Student Device Agreement**

### **Terms of Agreement**

1. **Privilege:** 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.
2. **Acceptable Use:** The use of district technology will be for educational purposes only, and any use of this device must be in full compliance with acceptable use as outlined in the Pamlico County Board of Education Policies 5450 ("Internet Access"), 5451 ("Appropriate Internet Use"), 5452 ("Student Internet Use"), 5453 ("Internet Use"), 5454 ("Network Security"), and 5455 ("Internet Safety"). Additionally, the Student is reminded that PCS devices, networks, and digital resources are not to be used in any manner that violates the Pamlico County Board of Education Policy 3037/4037/8337 ("Prohibition of Bullying, Harassment, and Discrimination") or any other Board of Education Policy, the Code of Student Conduct, any other school rule, and all applicable legal requirements.
3. **Responsible Use of the Device:** Access to the device and digital resources requires students to practice good digital citizenship and make responsible decisions.
4. **Student Is Only Authorized User:** The device is only for the use of the Student to which it is assigned. The Student will not share the device assigned to them with any other person or borrow a device from another student.
5. **Device Alteration Prohibited:** The Student will not physically alter the device in any way, including but not limited to adding stickers, labels, or removal of any district-issued protective case, if provided.

6. **Theft and Damage:** Theft of the device or damage to the device must be promptly reported to school personnel within 24 hours of the incident. Theft of the device must be reported to the school and law enforcement. The Student and Student's Parent/Guardian will assume the full risk of loss of the device due to theft, destruction, or damage caused by intentional misuse, accidental damage, or failure to take reasonable precautions to secure the device.

7. **Repair and Replacement:** The Board of Education has approved a non-refundable, \$15.00 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:

- a. 1st minor damage incident - no cost
- b. 2nd minor damage incident - \$20.00 charge
- c. 3rd minor damage incident - full cost of repair/replacement
- d. Major damage incident/ theft - full cost of repair/replacement
- e. Damage from intentional misuse - full cost of repair/replacement

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 is an estimate of the damage costs. These costs will vary due to market price at the time of the damage and models of the device. These costs are shown for planning purposes only.

Replacement Part	Cost Range
Screens	\$70 - \$150.00
Power Cords/Chargers	\$15.00 - \$40.00
Keyboards	\$40 - \$100
Total Replacement	\$250 - \$550.00

These guidelines may be found in the [PCS Student Device Agreement](#), the [PCS Device Usage Expectations and Guidelines](#) provided in the student handbook, and the [PCS Tech Technology Website](#).

### **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.



## USE OF WIRELESS COMMUNICATION OR ELECTRONIC DEVICES

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

- Wireless Communication or Electronic Devices may include: Personal Entertainment Devices, Cell Phones, Pagers, Two-Way Radios, CD/MP3 Players, Electronic Game Players or Games, Media Players, and Similar Devices, etc.
- Wireless Communication or Electronic Devices will not be used during class time and need to be turned off or silent. Teachers may direct the use of Wireless Communication or Electronic Devices during class if the use is of an educational purpose related to the North Carolina Curricular Standards. Students may use Wireless Communication or Electronic Devices outside of class time, as designated by Administration for specific times and locations, provided it does not violate any sections of the Student Code of Conduct.
- **Any wireless communication or electronic devices used inappropriately, displayed, or possessed in the "on" position will be confiscated.** Confiscated devices will be labeled by student names and the date confiscated. At the end of the confiscation period, the device(s) will be returned to the parent/guardian.
- At the principal's discretion, continued violation of this rule could result in violation of rule 4, Non-Compliance with Directions of Teachers and Other School Personnel or Providing False Information.
  - 1ST OFFENSE: Pre-K-5 Warning, confiscate device and contact parent
  - 2ND OFFENSE: Pre-K-5 Confiscate device and require parent conference. Device will be returned to parent at conference
  - SUBSEQUENT OFFENSES: Pre-K-5 Confiscate device for (5) days and require parent conference. Parent will retrieve device at conference.

## 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.

## FAA Elementary School PBIS Plan with ClassDojo Points

**Purpose:** To create a positive school environment that encourages good behavior, supports social and emotional learning, and fosters a community of respect, responsibility, and safety.

### Core Values:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Safe**

### Behavior Expectations:

Behavior expectations will be clearly communicated to all students and staff and posted in all common areas (classrooms, hallways, cafeteria, playground, etc.).

### ClassDojo Point System:

- **Positive Points:**
  - **Respectful Behavior:** +1 Point (e.g., listening, using kind words)
  - **Responsible Actions:** +1 Point (e.g., completing assignments, following directions)
  - **Safe Choices:** +1 Point (e.g., walking in the hallway, using equipment properly)
  - **Bonus Points:** +2 Points for going above and beyond (e.g., showing leadership, helping a peer)
- **Feedback and Reflection:**
  - Teachers will use ClassDojo to give immediate feedback, awarding points for positive behavior.
  - Points will be shared with parents through the ClassDojo app, keeping them informed of their child's behavior.

### Consequences for Negative Behavior:

If a student exhibits inappropriate behavior:

1. **Warning** – Gentle reminder of the expected behavior.
2. **Reflection Time:** The student will have a brief reflection time to discuss their behavior and understand how to make better choices.
3. **Parent Contact:** Inform the parents if negative behaviors continue.

4. **Office Referral:** For repeated or severe behavior issues, the student will be referred to the principal or assistant principal for further action.

### **Recognition and Rewards:**

- **Individual Rewards:**
  - Students can redeem their Dojo Points for individual rewards.
- **Classroom Rewards:**
  - When a class collectively earns a certain number of points, they will receive a reward.
- **School-Wide Recognition:**
  - Quarterly assemblies will be held to recognize students who consistently demonstrate positive behavior.

### **Communication:**

- **Students:** Expectations and rewards are regularly reviewed in the classroom and during school assemblies.
- **Staff:** Teachers and staff will meet monthly to discuss behavior data and adjust strategies as needed.
- **Parents:** Updates are shared with parents through ClassDojo, newsletters, and school communication apps to encourage reinforcement of positive behavior at home.

### **Data Collection and Review:**

- ClassDojo will be used to track individual and class behavior data.
- Behavior data will be reviewed by the MTSS team monthly to identify trends, celebrate successes, and address areas for improvement.

### **Continuous Improvement:**

- The MTSS team will meet quarterly to evaluate the effectiveness of the plan, make necessary adjustments, and ensure that it continues to meet the needs of all students.

# Fred Anderson Elementary Behavior Flowchart

## Teacher Managed

- Teacher re-teaches behavior expectation
- Teacher implements interventions and reminds student of appropriate behavior and potential consequences
- Teacher provides appropriate consequences/loss of privilege in class
- Teacher logs Minor Incident in Ed. Handbook and makes parent contact (document in contact log)
- Teacher documents intervention if needed:
  - Frequency
  - Time
  - Anecdotal notes
  - strategies

## Possible Interventions:

Behavior contracts, check-ins, self-monitoring, school-home note system, break card/class pass, proximity, silent signal, tangible reinforcers, social stories, visual schedules, mentoring, conflict/resolution, referral for mental health services

- Step 1: Observe the problem behavior  
 Step 2: Consider the student's patterns, challenges & strengths  
 Step 3: Give verbal warning/state the expected behavior or rule  
 Step 4: Determine if the behavior is teacher or administrator managed  
 Step 5: Document in Educator's Handbook & contact home (document in contact log)

## Classroom Managed Behaviors

- Violation of Classroom Rules
- Violation of Dress Code
- Nuisance items at school
- Minor property damage
- Out of area/seat
- Talking out/silent
- non-directed profanity
- Not doing work
- Throwing (not aimed at person)
- Being in non-designated area
- Disrespect to staff/student
- Horseplay/being rough
- Failure to complete work
- Interrupting
- Crying/Sleeping

## Admin Managed Behaviors

- Gang related gestures, symbols
- Disorderly conduct that disrupts the learning environment
- Consistent disrespect/insubordination
- Bullying \*As defined by PCS
- Damage or theft of another person's property
- Leaving classroom/school grounds
- Physical fighting/assault
- Possession of weapon (real or fake)
- Possession, use or distribution of tobacco or smoking paraphernalia
- Harassment/Inappropriate sexual behavior
- Verbal/non-verbal threats (witnessed by adult)
- Stealing (major items)

## Admin Managed

- Referring teacher calls office to request assistance (Referral completed at this time)
- Member of Admin responds to call and teacher & admin determine if student removal is needed
- If student is removed, Admin conferences with student and contacts guardian
- Admin provides appropriate out of class consequence/loss of privilege
- Admin enters referral data into Educator's Handbook

Teacher should still make contact home to let parents/guardians know what led to Admin managed behaviors and provide in-class consequences/loss of privilege

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

Printed copies of these items are available upon request. Please contact Tiphney Eastwood at 252-745-4171 with this request.

[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-5](#)

[Pamlico County Schools \(FERPA\) 6-12](#)

[Parents' Right to Know](#)

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

[Vaccination Requirements K-4](#)

[Vaccination Requirements 5-12](#)