

# **THE PERQUIMANS COUNTY HIGH SCHOOL**

**Student Handbook 2018-2019**

**(Grades 9-12)**



<http://pchs.pqschools.org/>

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## **TRADITION HONOR EXCELLENCE**



# **Perquimans County High School**

## **VISION STATEMENT**

Perquimans County High School, in partnership with family and community, will educate all students in a safe and nurturing environment to thrive in a global society

## **MISSION STATEMENT**

Perquimans County High School will provide a 21st Century personalized education and ensure career readiness for every child, every day.

## **OUR BELIEFS**

- The family is the primary influence on the development of the child.
- Basic needs must be met before people can thrive.
- All people have infinite worth and learn best in a safe and nurturing environment.
- Effective communication is essential for success.
- A direct relationship exists between expectations and performance or achievement.
- Success is fostered through the collaboration of all stakeholders.
- Change is inevitable and risk-taking is necessary for progress.
- People are empowered when they can successfully compete in a global society.
- People are responsible and accountable for their actions.
- Leadership, vision and teamwork are essential for organizational strength.
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## **General Guidelines for Students at Perquimans County High School**

**Academically Gifted:** Perquimans County Schools understands that advanced academic, creative, and leadership potential can be found in all ethnic, geographic, and socio-economic groups. Students that have exceptional academic or intellectual potential must be recognized, challenged, and nurtured through differentiated services beyond those which are ordinarily provided by the regular education programs. Perquimans County Schools has developed a program, with input from staff, parents and the community, which will provide appropriate services for academically gifted students.

**Address and Phone Number:** It is very important for parents/guardians to inform the school of any changes in the home address or telephone number. Please call the school and give any new information to Mrs. Manning or Mrs. Meiggs. Without a student's correct telephone number, the School Messenger system will be of no value to you or your child; consequently, messages regarding important dates and events will not be delivered to you efficiently. In addition, it will be impossible to deliver the emergency school closing messages to your child in a timely manner.

**After-School Use of Media Center/Computer Lab:** Students may use the facility according to the *Internet/Computer Network Acceptable Use Policy and Regulations*, utilizing the labs for educational/school purposes only.

**Assemblies:** There are certain standards of student assembly conduct that are applicable in every audience situation. The audience should always behave in a respectful manner during assemblies.

**Athletics:** It is an honor and a privilege to represent the school on athletic teams. Guidelines and eligibility standards for athletics can be found in PCHS Athletic Handbook.

### **Attendance/Absences:**

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians have the responsibility of ensuring that students attend and remain at school daily.

#### **A. ATTENDANCE RECORDS**

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

Teachers must be familiar with and comply with current rules and regulations related to attendance and absences. Principals must be familiar with current rules and regulations related to attendance and absences and regularly monitor (1) teacher compliance; (2) decisions related to classifications of absences as excused or unexcused; and (3) absence cases needing further review or action.

#### **B. TARDINESS**

If a student is not seated or at his or her assigned station for work at the time appointed for the school day or class to begin, he or she shall be recorded as tardy for the day or class. See policy 4400 on page 26.

**If a student is in the classroom for 50% of the time, leaving early will constitute a tardy. If a student is in class less than 50% of the time, leaving early will constitute an absence.**

Students in Grades 9-12 who accumulate a combined course total of 3 tardies and/or early dismissals will earn 1 absence. (ex. 6 tardies =2 absences)

**Checking in Late to School/Tardy to Class:** Students are expected to be on time for the beginning of school. Any student who arrives after the tardy bell has sounded must report to the office to get a tardy pass. Students are to be inside the classroom when the tardy bell rings unless they have a written excuse by any authorized personnel (principal, counselor, teacher).

- 1st violation - Verbal warning/Parental contact through School Messenger
- 2nd violation - Verbal warning/Parental contact through School Messenger
- 3rd violation - Written referral to administration/Parental contact by an administrator/1 absence
- 4th violation – Written referral to administration/Parental contact through School Messenger
- 5th violation - Written referral to administration/Parental contact through School Messenger
- 6th violation - Written referral to administration/Parental contact by an administrator/1 absence
- Alternative consequences will be assigned to repeat offenders including, but not limited to, seat time requirements, loss of parking privileges, etc.

#### **C. LAWFUL ABSENCES**

The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

1. Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or Dental Appointments: When the absence results from a medical or dental appointment of a student.
5. Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. Religious Observance: School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

8. Local School Board Policy: LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. Absence related to Deployment Activities: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. ( G.S. 115C-407.5 Article V (E) )
10. Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S.115C-375.5)

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. (See also policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The responsibility for securing and arranging for makeup work rests with the student at the secondary level.

#### **D. SCHOOL-RELATED ACTIVITIES**

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

- Field trips sponsored by the school;
- Job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a)
- School-initiated and -scheduled activities;
- Athletic events that require early dismissal from school;
- Career and Technical Education student organization activities approved in advance by the principal; and
- In-school suspensions.

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

#### **E. EXCESSIVE ABSENCES**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal or designee must notify a student's parent, guardian or custodian of a student's excessive absences after the student has accumulated **three** unlawful absences in a school year. When a student's absences reach **six** unexcused absences, the principal or designee shall notify the student's parent, guardian or custodian by mail that he or she may be in violation of the compulsory attendance law and may be prosecuted if the absences cannot be justified by state law and local board policy.

If, after the warning letter described above has been sent, the student has any further unexcused absences in the school year, then the principal shall refer the student to the Judicial Attendance Committee ("JAC"). The JAC is charged with investigating the reasons for the student's absences and informing the student's parent or guardian of available resources and assistance

that will enable the student to avoid unexcused absences. The parent or guardian referred to the JAC will be strongly encouraged to follow the recommendation of the JAC and any plan developed by the JAC to prevent further unexcused absences.

After 10 accumulated unexcused absences in a school year, the principal or designee, in compliance with G.S. 115C-378 shall review the report of the JAC and also shall confer with the student and the student's parent or guardian, if possible, to determine whether the parent, guardian or custodian has made a good faith effort to comply with the compulsory attendance law. If the principal determines that the parent, guardian or custodian has not made a good faith effort to comply with the law, he or she shall notify the district attorney and the Department of Social Services. If the principal or designee determines that the parent, guardian or custodian has made a good faith effort to comply with the law, the principal or designee may file a complaint with the juvenile court counselor that the child is habitually absent from school without a valid excuse.

The principal also shall make a report to the superintendent regarding the student's attendance record, the recommendation or plans developed by the JAC and any information deemed pertinent by the principal. Such report prepared by the principal shall constitute a report of the school social worker as contemplated in by G.S. 115C-381. Students with excused absences due to documented chronic health problems will be exempted from this policy.

#### **OUTCOMES DUE TO EXCESSIVE ABSENCES AND/OR TARDIES**

Grades 9-12 students who accumulate 11 absences for a semester course will receive no credit for that specific course. The grade will be recorded as an F or FF on the report card and transcript.

Grades 9-12 students who accumulate a combined course total of 3 tardies and/or early dismissals will earn 1 absence for that specific course as calculated in line 3 above.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy [3620](#), Extracurricular Activities and Student Organizations.

#### **APPEALS OF PROMOTION DECISIONS DUE TO EXCESSIVE ABSENCES**

Parents and/or guardians wishing to appeal the principal's written decision to retain a student due to excessive absences, tardies, and/or early dismissals may appeal the decision to the superintendent. See policy [3420](#), Student Promotion and Accountability, Section D.1 for procedural guidance.

#### **Bus Transportation:**

Perquimans County Schools makes every effort to ensure each student safe transportation to and from school each day. Students are encouraged to utilize school buses for transportation to and from school. Riding the bus is a privilege and the student is responsible for behaving in a manner which will ensure the safety of all passengers. All students shall follow the directions of the bus driver for loading, unloading, seating assignment, and conduct on the bus. Failure to follow any and all rules and regulations while riding a bus or driving a vehicle may result in the student's bus riding privileges or student motorist privileges being denied on a temporary and/or permanent basis. **Students are not allowed to leave campus once they have arrived at school.**

**Bus Stop & Crossing Procedures:**

1. Students should arrive at their bus stop 5 minutes prior to scheduled pickup time.
2. Students should stand 12 feet away from traffic as they wait.
3. Once the bus comes to a stop, students should wait for the stop arm to extend.
  - a. If the student must cross the road in order to load/unload the bus:
    - i. The driver will hold their palm up for the student to wait for traffic to stop
    - ii. Students should stop to look both ways then check again. When it is okay, the driver will give the student a “thumbs up” and then point in the direction they will walk to cross the street. Students should remove ear buds & hoods before crossing the street.
4. Students should look for moving traffic both ways as they walk across the street.
5. Students should cross in front of the bus in full view of the driver.

**Parents, guardians, approved emergency contacts and/or siblings of Pre-K through 2<sup>nd</sup> Grade students will be required to be visible at the bus stop drop off. Effective August 1, 2016, students in Grades 3-12 will not be required to have anyone present at the bus stop drop off.**

**Bus Rules:**

1. Upon boarding the bus, students should go directly to their assigned seats and remain seated, facing forward during the entire ride.
2. Students should speak quietly while on the bus.
3. Students should keep the aisles clear at all times.
  - a. Balloons and glass containers should not be brought on the bus.
  - b. Large instruments and book bags should be kept on the student's lap during the duration of the ride.
4. Students should follow directions given by their bus drivers in a respectful manner.

Under no circumstance should a parent/guardian board a bus. Violators will be prosecuted. For student disciplinary issues, please contact the school. For issues regarding Transportation employees, please contact Perquimans County Schools Transportation Department.

The State of North Carolina and the Perquimans County Board of Education consider the following offenses reason to remove a student from a bus:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity or refusing to obey the instructions of the bus driver.
3. Tampering with the bus.
4. Refusing to meet the bus at the designated stop.
5. Unauthorized leaving of the bus when en-route to or from the school.
6. Playing, throwing trash or other objects.
7. Failure to observe established safety rules and regulations.

**Alternate Bus Stop Procedures:**

If a student needs to ride to an alternate bus stop, a parent/guardian must complete a Parent Application for Alternate Transportation form. Completed forms should be turned in to the student's school office by 10:00 am on the Monday prior to the change. Anything received after this time will not be guaranteed transportation to/from the alternate stop. Forms will be approved by school administration, then forwarded to the Transportation Department for bus assignment and final approval. Upon Transportation's approval, the school will contact the parent/guardian indicated on the form of the stop's approval. "As Needed" bus amendments will no longer be accepted.

In a true emergency situation, a parent/guardian may call the school to arrange for alternate transportation at the discretion of school administration. The parent/guardian must identify the student, physical address of the alternate stop, individual receiving the student and a contact phone number for that person. Emergency requests will be closely monitored by the school and Transportation Department. Abuse of Emergency requests may result in future denied requests.

**Cafeteria Services - Guidelines:** The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are available at reasonable prices. The cafeteria management and your fellow students will appreciate your cooperation in:

- Remaining in cafeteria during lunch.
- Depositing all lunch litter in wastebaskets.
- Leaving the table and floor around your table clean for others.
- Each student must practice good manners and assume his/her share of responsibility.
- No shoving, loud talking, or breaking line.
- School personnel are assigned to supervise student conduct in the cafeteria.

Breakfast and lunch will be served daily. (Exception: In the event of a 2-hour delay due to inclement weather, breakfast may not be available.) Application forms for free/reduced meals will be mailed two weeks before school begins or can be obtained from the schools or by calling Shirley Pelletier, Child Nutrition Director, at (252) 426-5741. Students will be allowed to receive meals at their previous year's status through September 15, 2018. Any student who does not have a new application approved after said date will be charged full price for meals until appropriate paperwork is filed with Child Nutrition Director. Meal prices for the 2018-19 school year will be \$1.00 for full price breakfast and \$2.70 for a full price lunch. Students who qualify for reduced price meals may eat breakfast at no charge to them and pay \$.40 for a reduced price lunch. Lunch pre-payments may be made in the cafeteria by the day, week or month. **Students will not be allowed to charge their meal. However, an alternative lunch may be provided.**

**Commercially prepared food may not be brought by students or delivered to students. Glass bottles or glass beverage containers are prohibited. All food and beverages purchased in the cafeteria must be consumed in the cafeteria with the exception of Grab-and-Go Breakfast or unless otherwise approved by administration. Fundraisers should never be conducted in the cafeteria during meal service time. In addition, students are not allowed to bring beverages in cups or sports bottles of any kind to school for consumption during the school day. However, students can bring unsealed bottles of water or sports drinks to consume.**

#### **Career and College Ready Graduates**

The Career and College Ready Graduates legislation requires the State Board of Community Colleges (SBCC), in consultation with the State Board of Education (SBE), to develop a program that introduces college developmental mathematics and developmental reading and English curriculums in the high school senior year and provides opportunities for college remediation for students prior to high school graduation through cooperation with community college partners.

Effective with the 2018-2019 school year, developmental math and English classes will be mandatory for seniors whose grade point average is below a 2.7 (unweighted) and/or score below a 22 on the Mathematics portion of the ACT and an 18 on the English portion of the ACT.

**Class Ranking For Graduating Class:** This ranking is based on all grades and exam grades earned through the end of the academic school year. This ranking may be used for all entries on college and employer transcripts and for the naming of valedictorian and salutatorian of the graduating class. The class ranking is confidential information. Each person in the graduation class has the privilege of seeing information relating to himself or herself. No student is privileged to see information relating to any other



individual. High school principals shall provide for the compilation of class rankings to be listed on student transcripts and may make class rank information available periodically to students and their parents or guardians, and to other institutions at the request of the student or the student's parent or guardian. While high school principals may designate a valedictorian and salutatorian, the board encourages principals, with input from teachers, parents and students, to develop alternative or additional means of recognizing academic achievement.

Principals shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy [GRAD-009](#). The superintendent and principal shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title.

**Credit By Demonstrated Mastery:** Credit by Demonstrated Mastery (CDM) provides the opportunity for students to personalize and accelerate their learning by earning course credit through a demonstration of mastery of course material without the requirement of specific seat time. Students are required to complete a two-phase process in order to demonstrate master and command of course material at a level that demonstrates a deep understanding of the content standards and the ability to apply his or her knowledge of the material. The process and procedures for CDM will include an application and timeline for Phase I (assessments) and Phase II (artifacts and performance assessments). Students will be required to demonstrate mastery at a superior level on all assessments. For more information, visit <http://www.pcs.k12.nc.us/CreditByDemonstratedMastery.aspx>.

**Delayed Openings/Early Closings:** In the event of a delayed opening or early dismissal of school, Perquimans County Schools will notify the following media outlets to broadcast details: Beach 104 FM (104.9, 92.3, and 99.1), East Carolina TV and Radio FM (105.7 and 102.5), Channel 3 (WTKR), Channel 10 (WAVY), Channel 13 (WVEC), WNCT 9, WITN TV (Greenville), the Daily Advance and the Virginian Pilot. The announcement will also be made on the district Facebook page, the website at [www.pqschools.org](http://www.pqschools.org) and through the School Messenger telephone service. The safety and welfare of all students is a priority when the opening or closing of school is changed. Parents are advised to listen to broadcast information and refrain from calling the school or central office. When delays occur, school buses will operate according to a similar schedule that begins according to the designated delay time, (if school is delayed one hour, the buses will be one hour late).

**Driver's Education:** Driver's Education is currently offered to freshmen or students who are 14 ½ years old. Students are scheduled by the principal to take both the classroom and on-road instruction. All instruction is after school and taught by an independent driving school contracted by Perquimans County Schools. Upon satisfactory completion of Driver's Education, students will be issued a certificate, which they will use to get their driver's permit. In North Carolina, driving is a privilege, and students are expected to pass three subjects or courses in a semester, in order to keep their license. A student who does not pass 3 or more subjects within a given semester will have his/her license revoked for six months, or until he/she passes 3 subjects in a semester, per state law. Students not successful in the classroom curriculum and who elect to re-enroll in Driver's Education will be charged a \$30 fee.

**Drug Screening Policy for Athletes:** The Athletic Department and school administration strongly believe that the use and abuse of drugs that are not prescribed for medical conditions can be detrimental to the physical, emotional, and medical health of their student athletes. Prescription drugs not prescribed for medical conditions are dangerous to the student athlete and his/her teammates, and creates an unfair and damaging stigma for those student athletes who do not use or abuse drugs. It is from these concerns that a drug-screening program is initiated for Perquimans County High Schools student athletes. For more information regarding this procedure, please review the PCHS Athletic Handbook.

**Fire/Evacuation Drill:** A fire drill will be held each month. The following regulations govern fire drill procedures:

1. At the sound of the fire signal (flashing light and horn sounding or three short rings of the bell), follow the directions previously given to you by your teacher.
2. Leave the room quickly and quietly. There should be no talking during the evacuation of the building.
3. During an actual fire, keep your place in line outside the building until you receive further instructions from members of the staff or members of the fire department.
4. If it happens that the evacuation of the building has been for drill purposes only, return to the building quietly and in single file when the signal is given.
5. Teachers are to report to the principal the names of any students who seem unwilling to cooperate in carrying out the fire drill in an orderly, quiet, and serious manner.
6. Teachers will post evacuation procedures by their door.

**General Classroom Rules: SHIP**

Show Respect

Handle Responsibilities

Influence Appropriately

Prepare Intentionally

**Grade Point Average:** The State of North Carolina now requires all public high schools to use standardized transcripts and to calculate the grade-point average and class rank by a standard method. All courses are assigned the same quality point value except those courses designated as honors, advanced placement using the scale below. Grade point average calculations are based upon standardization of academic course levels, weighting of course grades, and grading scales. On the transcript, each grade a student earns is assigned a quality point and is multiplied by the credit earned to determine the unweighted and weighted point totals, which are then divided by the total credits earned to give an unweighted and weighted cumulative GPA on the transcript.

Effective with the freshman class of 2015-16:

Standard courses – 4.0 quality points

Honors courses - 4.5 quality points

College courses/AP Courses - 5.0 quality points

Effective for students entering high school prior to 2015-2016:

Standard courses – 4.0 quality points

Honors courses – 5.0 quality points

College courses - 5.0 quality points

AP courses – 6.0 quality points

**Grade Level Promotion Requirements:**

9<sup>th</sup> Grade to 10<sup>th</sup> Grade: pass a total of 6 courses

10<sup>th</sup> Grade to 11<sup>th</sup> Grade: pass a total of 12 courses

11<sup>th</sup> Grade to 12<sup>th</sup> Grade: pass a total of 20 courses

**Grading System:** The grading system used in report cards and transcripts is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=59 and below. (*Grades will be reported every nine weeks or twice each semester*). End of Course Tests, NC Final Exams, and local final exams will count 20% of a student's final grade. NCDPI recommends that school districts use the following conversion chart for courses taught outside of NC school districts including community college classes:

Letter Grade	Numeric Grade Conversion
A, A+, A-	95
B, B+, B-	85
C, C+, C-	75
D, D+, D-	65
F	55

**Graduation Requirements:** To graduate from Perquimans County High School and receive a high school diploma, a student must complete, at a minimum, all the following requirements:

- Earn a minimum of 28 credits in one of the following courses of study:
- Must successfully complete eight (8) consecutive semesters (or comply with Early Graduation Procedures as set forth below).

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2012-2013 and Thereafter:

Courses Required	State Requirements	Local Requirements
English	4 sequential (English I, II, III, and IV)	State requirements plus 6 additional core or elective courses in student's area of interest
Mathematics	4 (Math I, II, and III and a fourth math course aligned with the student's post-high school plans.) (A principal may exempt a student from this math sequence. Exempt students will be required to pass Math I and II and two other application-based math courses.)*	
Science	3 (a physical science course, Biology, and earth/environmental science)	
Social Studies	4 (including American History: The Founding Principles, Civics, and Economics [formerly Civics & Economics]; American History Parts I and II OR AP U.S. History and one additional social studies elective; and World History)	
Health/P.E.	1	
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education or World Language; 4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)**	
<b>Total Credits</b>	<b>22</b>	<b>28</b>

2. Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP) for Students Entering Ninth Grade for the First Time in 2012-2013 and Thereafter for students entering 9<sup>th</sup> grade in 2014 -2015 school year:

Courses Required	State Requirements	Local Requirements
English	4 (including Occupational English I, II, III, and IV)	State requirements plus 6 additional core or elective courses in student's area of interest
Mathematics	3 (including OCS Introduction to Math I, OCS Math I, and one of the following: Alternate Math II, Personal Finance or Financial Management)	
Science	2 (including OCS Applied Science and OCS Biology)	
Social Studies	2 (including American History I and II)	
Health/P.E.	1	
Career/Technical	4 (Vocational Education electives)	
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment or unpaid vocational training)	
Electives	0	
Other Requirements	<ul style="list-style-type: none"> <li>• Completion of IEP objectives</li> <li>• Career Portfolio</li> </ul>	
<b>Total Credits</b>	<b>22</b>	<b>28</b>

*(Note: If there has been a death of a student that was scheduled to graduate during the school year, information should be provided directly to the principal for recognition and presentation of posthumous diploma at the Graduation Ceremony.)*

For Early Graduation, a Student Must:

- Show satisfactory mastery of high school academic skills and concepts;
- The last semester of enrollment as a full-time student must be in Perquimans County High School.
- Meet the graduation course and testing requirements that were in effect the year he/she entered ninth grade for the first time.

**Schools will be under no obligation to alter schedules to accommodate students who desire to graduate early. Students may not exceed 18 hours of college credit in any given semester. In addition, students will not be allowed to enroll in two core classes within the same scheduling block for the purpose of early graduation, without the principal's permission.**

### Procedures for Early Graduation

The parent/guardian of a student may request early graduation for the student by filing a written request with the school principal at least thirty days prior to the beginning of the student's last semester of expected enrollment.

The principal, with a committee of local school staff, considers the request and makes a recommendation to the Superintendent to approve or deny early graduation. This must be done prior to the first day of the student's final semester. The request will be reviewed on an individual case-by-case basis, subject to the criteria stated above. Appeals regarding the decision for early graduation should be made to the Superintendent.

Students who plan to complete college admission requirements early in their high school career are encouraged to meet with their school counselor regarding college opportunities.

**Mid-Year Graduation:** (After seven semesters) (Graduation ceremony in June unless otherwise approved by principal.) Seniors who wish to graduate at mid-year of their senior year, through acceleration, need to review their credits and all local requirements prior to the beginning of the seventh semester.

For more information, see Board Policy 3460: Graduation Requirements.

**Graduation Marshals:** The top 10% of students from the 11<sup>th</sup> grade who have earned the highest weighted cumulative GPA through the end of the 1<sup>st</sup> semester of their Junior year and who agree to participate in the Baccalaureate and Commencement services will be designated marshals. The junior with the highest weighted cumulative GPA who participates as a Marshal will be designated as Chief Marshal. Students with extensive disciplinary records and/or OSS may lose privileges to be considered for a Graduation Marshal.

**Guidance - Student Services:** The counselor is available for individual and/or group counseling, and works closely with teachers to be available to all students. Appointments may be made with the counselor by calling Student Services.

**Homework:** The purpose of homework is to reinforce and extend what the child has learned in school. This also helps a child learn self-discipline, responsibility and independence. New material is not assigned for homework.

**Honor Graduates:** Students who have earned a weighted cumulative GPA of 3.5 or greater through the end of the academic period of their senior year will be honor graduates and recognized at graduation.

### **Individualized Work Experience (IWE)**

The Individualized Work Experience (IWE) is designed for 12th grade students who are approved for a supervised work program. Students in the work experience program actively seek out unique and challenging work experience opportunities. The work experience team consisting of the principal, parent, and student create an individualized work experience plans specific to each student's strengths and interests.

This program supports paid and unpaid on-the-job experiences. A constant theme throughout the work experience program is an emphasis on 21st Century Technologies and the ability to work efficiently and effectively within a technical world. Students will develop employment skills, effective work habits, and attitudes conducive to job success and personal growth.

**Lockers:** Lockers are school property and will be assigned to all 9<sup>th</sup> graders and upon request for students in grades 10-12. Security of the contents of the locker is the responsibility of the student. School officials may inspect school lockers at any time without notice, without consent, and without a search warrant. Money and valuables should not be left in lockers. The school does not assume responsibility for theft or lost items. **No one is to use any locker other than the one assigned.** Lockers should be kept locked at all times. Should lockers be damaged, repairs will be made and the person or persons responsible will be expected to pay.

**Make-up Work:** Students shall be allowed to make up any work missed for absences. It is the student's responsibility, immediately upon returning to school, to make arrangements with the subject teacher to make up work missed during lawful absences.

**News/Media Release:** Throughout the year, there may be occasions when media and or school/school system personnel will be photographing and or videotaping classroom and school-related activities to be used in school/school system publications, on the website, and/or sent to the local media for publishing. *If you do not wish for your child to be interviewed or identified in photographs or other types of media, please contact the superintendent in writing, expressing your child's restriction. For further information, contact the Board of Education at 426-5741.*

**North Carolina Scholars Program:** The North Carolina Scholars Program is a program designed to offer students a more challenging curriculum and prepare them for admission at more selective colleges. Graduates who meet the requirements for NC Academic Scholars receive a special seal on their High School diploma and are designated as NC Academic Scholars on their transcript. The requirements for the NC Academic Scholars are the same as the University Prep program of study, except that you are required to take a fourth science, preferably AP Biology, and at least 2 electives in science, math, social studies or foreign language. A North Carolina Academic Scholar must graduate with a cumulative GPA of 3.5 or better (unweighted). *Note: Please refer to the Student Services Guide or NC Scholars Program for more information on academic policies, programs of study, courses and guidance services.*

**Objects That Should Not Be Brought To School:** Items which distract or disturb others and interfere with instruction, or otherwise create problems, are not to be carried onto the bus or onto school grounds. Any items such as, fidget spinners, tablets, MP3 players, bluetooth speakers, electronic games, laser lights, etc., brought to school will be confiscated by staff members and will be given to an administrator. Items may be retrieved by parents. All sports equipment that could potentially be used as a weapon must be secured in a vehicle or coach's office during the school day.

**Orientation:** New students who arrive after the school year begins will be provided with a copy of the handbook. The staff will assist with school orientation.

**Parent/Teacher Conferences:** Parent conferences are scheduled throughout the school year as needed. Parents are also welcome to call the school and schedule parent-teacher conferences as they deem necessary. Parents are encouraged to make an appointment with teachers during their planning time or after school anytime during the year when there are questions or concerns.

**Parking Regulations for Students:**

Students are encouraged to utilize buses for transportation to and from school. However, parking is available for a *limited number of vehicles* for students whose circumstances mandate a need to drive to school. Students must use the following procedures:

1. Perquimans County High School is pleased to provide parking for students on the campus. Parking permits are available for a cost of \$40 and must be displayed at all times when the car is parked on campus. Parking is a privilege, and students who violate parking regulations or who leave campus without authorization may lose their privilege to park on campus. Students who elect to park on the side street adjacent to Central Office will be towed by the Town of Hertford.

2. Students who purchase a parking permit will be required to park in their assigned parking space. **Students who do not park in their assigned parking space will be towed at the owner's expense.** The parking lot is off limits to students throughout the entire school day unless authorized by administration. Loitering in the Student Parking Lot is prohibited.
3. Students should NEVER park in the faculty/staff or visitor parking spaces. Any cars parked in unauthorized areas or illegal spaces are subject to towing at the owner's expense.
4. Perquimans County High School is not responsible for theft or vandalism that occurs while the vehicle is parked in the student lot.
5. All students must be licensed and covered by insurance. Student vehicles are subject to search if school administration has reasonable suspicion that drugs, alcohol or other contraband may be located inside the vehicle.
6. Please practice safe driving habits. Do not spin tires or drive in quick, short spurts. Watch out for pedestrians at all times and remember to fasten your seat belts.
7. Failure to adhere to parking regulations may result in loss of parking privileges and/or towing of vehicles.

**Questioning by the Police:** A cooperative effort shall be maintained between the principal, staff, and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected. (See Code of Student Conduct.)

**Report Card and Honor Roll:** The report card reports a nine-week average and a semester average on a 100 point scale that is unweighted. Honor roll and honor students are selected based upon a weighted GPA on a 4.0 scale.

**School Insurance:** School insurance is available to all students. A packet regarding insurance will be available for each student on the first day of classes. Purchase of this program is optional.

**School Visitors:** Perquimans County High School operates under a closed campus policy. No person should be on campus or in the building without approval from the Administrative Office. All parents/guardians and other visitors should check in with the front desk upon arriving at the school. This requirement is a safety precaution we feel is necessary to protect students from unwanted visits due to unusual circumstances. Parents/Guardians who come to school to pick up their children must also report to the office where someone will assist them in notifying the child so that the child will meet the parent/guardian at the office. Any child being "signed out" or "in" should have his/her name recorded in the book in the front office.

**Sexual Harassment:** No form of sexual harassment will be tolerated by the administration of PCHS. All reported instances of sexual harassment will be investigated and appropriate disciplinary action will be taken.

**Special Events/Field Trips:** School field trips are designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development. All board policies and the student code of conduct will apply to the behavior of all students while they are taking part in school trips. A specific consent form MUST BE SIGNED by the parent/guardian before any child can participate in a field trip that requires the child to leave the school campus. *Permission cannot be given by telephone. A parent's handwritten note cannot be accepted in place of the standard consent form. Any student who has a record of consistent misbehavior may be denied permission (by the principal or his/her designee) to participate in a field trip.* If private transportation will be provided for a student during the field trip, a form entitled "Private Transportation Request Form" should be signed by the student, parent, school employee supervising the trip, and principal. The form should be submitted to the principal at least 24 hours prior to the scheduled trip.

**Stolen Property:** Students who have something stolen from them should report such to the office immediately. Students who receive stolen property will be treated as if they had taken the property, and

may be subject to suspension, expulsion, and/or arrest. Perquimans County High School is not liable for any stolen goods.

**Student Early Departures and Pre-arranged Absence:** As indicated under the section, “School Visitors,” parents/guardians who must pick up their children before the end of the school day should check in with the front office, which will see that the student is notified to report to the office. In order for a parent/guardian to sign out a student, they must present a valid ID and be listed in the school’s records as having guardianship rights. Parents/Guardians should use this option only in case of emergencies or when it is not possible to schedule medical or dental appointments at another time. The school will not accept phone call requests to dismiss students. Instruction continues until the end of the day. Even with the option of making up the work, some children do not do well unless they are present for the interactions that take place in the class. All students **MUST** sign out in the main office before leaving campus. A pre-arranged absence is still counted as an absence from class and is not automatically lawful.

**Student Records:** Student records are available for parents or legal guardians to see upon request. To see records, one should make an appointment with the principal, the guidance counselor or the child’s teacher.

**Telephone Use:** All office telephones are reserved for business purposes. Students will not be called out of class to receive telephone calls. In addition, calls to students will not be transferred to their classes. Emergency messages will be delivered to students in their classes. In the event of illness or emergency, a counselor, a front desk receptionist, or an administrator will assist students in phoning parents or guardians. For other reasons, students are to use the telephone in the main office only during their lunch break.

**Textbooks/School Supplies - Damage Fees:** All of us recognize that the cost of textbooks and library books continues to increase. We are also aware that each year many books are damaged or lost. In an effort to ensure consistency among teachers in assessing fees for damages and costs for replacing lost books, the following system-wide regulations apply. Students will be financially responsible for lost or damaged textbooks and/or school supplies.

**Tornado, Lockdown, Earthquake, Evacuation Drills:** Safety drills will be conducted as required by the school emergency crisis plan. School administration and teachers will make students aware of drill procedures.

**Valedictorian/Salutatorian:** A student who has earned the highest weighted cumulative GPA through the end of the academic year of their senior year will be valedictorian. A student who has earned the second highest weighted cumulative GPA through the end of the academic year of their senior year will be salutatorian. High school principals shall provide for the compilation of class rankings to be listed on student transcripts and may make class rank information available periodically to students and their parents or guardians, and to other institutions at the request of the student or the student’s parent or guardian. While high school principals may designate a valedictorian and salutatorian, the board encourages principals, with input from teachers, parents/guardians and students, to develop alternative or additional means of recognizing academic achievement.

Principals shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy GRAD-009. The superintendent and principal shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title.

**Vandalism and Property Damage:** The construction and maintenance of our school buildings and their contents are a cost to the taxpayers. Students who destroy or vandalize school property will be required



to pay for loss or the damage they inflict. If students willfully destroy school property, suspension or subsequent expulsion from school may be necessary. If a student happens to damage school property by accident, he/she should report it to a teacher or the office immediately.

**Volunteers:** Teachers regularly invite parents and guardians to become volunteers throughout the school year. Parents and guardians are encouraged to contact teachers if they have extra time that they would like to spend at school to assist teachers. All volunteers are required to sign in at the office. All volunteers are to have a background check and volunteer training through the Board of Education office.

**Withdrawal from School:** Please see our Guidance Counselor who will handle all aspects of a student withdrawal or transfer to another school. Parents will be asked to fill out and sign a withdrawal form that will enable the school records to be forwarded to the transferring school or program. All books and materials, including athletic uniforms, technology devices, and cafeteria fees must be returned or paid for before withdrawal is complete or records will not be forwarded.

## **Perquimans County High School Student Code of Conduct**

### **General Behavioral Expectations of ALL PCHS Students:**

**Maintenance of a safe and orderly environment:** All students should engage in behaviors that contribute to a safe and orderly school environment.

**Respect of school personnel:** All students should respect the authority of teachers, administrators, and all other school personnel (including substitute teachers).

**Respect of other students:** All students should respect the rights and dignity of fellow students.

**Respect of property:** All students should respect school property and personal property.

**Conduct on a school vehicle:** All students should observe regular classroom and/or school rules on a school vehicle (i.e. school bus).

**Attendance:** All students should attend school on a regular basis.

**Tardiness:** All students should be punctual to school and to their respective classes.

**Appropriate Dress:** All students should use good judgment in dress or grooming so that their appearance does not present health or safety issues nor disrupt the educational environment and process.

**Avoiding physical confrontations:** All students should do all they can to avoid fights even when others seek to provoke fights. Any student who is confronted by another should walk away and notify a staff member or administrator immediately.

**Compliance with school rules:** All students should comply with all other school rules designed to maintain an environment that is conducive to effective teaching and learning.

For more information, see Board Policy 4300: Student Behavior Policies.

**On a student's fifth suspension from school there will be a parent meeting with PCHS and ALC Administrators to consider placement at the Alternative Learning Center.**

## **General Classroom Rules - SHIP (PBIS)**

**Show Respect**

**Handle Responsibilities**

**Influence Appropriately**

**Prepare Intentionally**

## **PCHS as stated in the PBIS Matrix**

**Pride**

**Citizenship**

**Health**

**Safety**

# THE PERQUIMANS COUNTY HIGH SCHOOL

	<b>PRIDE</b>	<b>CITIZENSHIP</b>	<b>HEALTH &amp; SAFETY</b>
<b>CLASSROOM, Gym, Media Center, Labs</b>	<ul style="list-style-type: none"> <li>• Respect self, others, and environment</li> <li>• Be accountable</li> <li>• Be appropriate in language and dress</li> </ul>	<ul style="list-style-type: none"> <li>• Being on-time</li> <li>• Be prepared</li> <li>• Do YOUR best work</li> <li>• Use Technology with integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> <li>• Be prepared for emergencies</li> <li>• Drills are no joke!</li> </ul>
	<b>PRIDE</b>	<b>CITIZENSHIP</b>	<b>HEALTH &amp; SAFETY</b>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Maintain cleanliness</li> <li>• Recycle/dispose of trash and food appropriately</li> <li>• Communicate appropriately</li> <li>• Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper etiquette</li> <li>• Be patient in the lunch line</li> <li>• Respect authority</li> <li>• Include others</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to staff</li> <li>• Respect property and space of others</li> <li>• No food or beverages outside cafeteria</li> <li>• Make healthy choices</li> </ul>
	<b>PRIDE</b>	<b>CITIZENSHIP</b>	<b>HEALTH &amp; SAFETY</b>
<b>RESTROOMS, HALLWAYS, EXTRACURRICULAR ACTIVITIES, COMMUNITY</b>	<ul style="list-style-type: none"> <li>• Be appropriate in language and dress</li> <li>• Attend school every day</li> <li>• Maintain self-respect</li> </ul>	<ul style="list-style-type: none"> <li>• Use teacher's pass</li> <li>• Be courteous to other while passing</li> <li>• Respect authority</li> </ul>	<ul style="list-style-type: none"> <li>• Resolve conflicts peacefully</li> <li>• Monitor your time</li> <li>• Respect property and space of others</li> </ul>
	<b>PRIDE</b>	<b>CITIZENSHIP</b>	<b>HEALTH &amp; SAFETY</b>
<b>BUS/CAR LOT</b>	<ul style="list-style-type: none"> <li>• Be appropriate in language and dress</li> <li>• Report to your designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Be on-time</li> <li>• Respect authority</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property and space of others</li> <li>• Report problems to staff</li> <li>• Travel safely</li> </ul>

## Tradition, Honor, Excellence

## **Student Discipline - General Information:**

Perquimans County Board of Education 4300 series policies and North Carolina General Statute 115C are the sources of the following disciplinary plans for managing student behavior at Perquimans County High School.

**Disciplinary Consequences:** The purpose of disciplinary consequences is not merely punitive. Consequences are also used to help students make a positive change in behavior. As no two people are identical and no two sets of circumstances are the same, consequences to similar situations may vary. While we recognize the need for consistency in our consequences, we also believe that students are to be treated as individuals. Therefore, some flexibility in our consequences is justified.

**Examples of Disciplinary Consequences:** Disciplinary consequences may include some or all of the following:

- Letter or telephone call to parent
- Student-administrator conference
- Student-guidance counselor conference
- Parent-administrative conference
- After-School Detention
- Peer Mediation
- Teen Court
- Loss of privileges
- Bus suspension
- Assignment to In-School Suspension/Choices
- Out-of-School Suspension
- Referral to Accelerated Learning Center
- Referral to law enforcement agency
- Recommendation for long-term suspension
- Lunch detention
- Loss of parking privileges

**Repeated Violations:** Repeated violations of the rules or rules within categories described in the disciplinary plan shall result in more severe consequences.

## **Student Disciplinary Code Applies to Off-Campus Misconduct:**

**Application of disciplinary code to off-campus misconduct:** The Student Disciplinary Code and all penalties shall apply to conduct off school grounds that may endanger the health or safety of students within the school district or adversely affect the educative process.

**Examples of off-campus misconduct subject to discipline:** Examples of such conduct include, but are not limited to illegal activity, threats of violence, alcohol use, fighting, hazing, drug possession or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults.

**Full-range of disciplinary penalties:** Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to suspensions, expulsions, detentions, as well as removal from participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms and graduation ceremonies.

## **Procedures for Specific Situations:**

**Alcohol and Other Drugs:** Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs
2. hallucinogenic drugs
3. amphetamines
4. barbiturates
5. marijuana or any other controlled substance
6. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts), and synthetic cannabinoids (e.g., "Spice," "K2")
7. any alcoholic beverage, malt beverage or fortified or unfortified wine or other intoxicating liquor
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Violations of this policy will be reported to the appropriate law enforcement agency. Consequences may also include OSS, assignment to alternate settings, counseling, etc.

For more information, see Policy 4325: Alcohol and Other Drugs.

**Cell Phones:** *(PCHS will not be responsible for any lost cell phones or other devices/items.)*

Perquimans County High School recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic device such as a cell phone. The following procedures are in effect at PCHS:

- Students shall be permitted to be in possession of cell phones while attending school and school sponsored activities.
- Students may use cell phones before school, during transitions, at lunch and after school. **However, in the classroom during instructional time, cell phones may not be accessible to students for personal use.** (This includes, but is not limited to, talking, listening to music, ringing alarms, texting, checking the time and taking pictures/video.)
- Listening to music with headphones, earbuds, or bluetooth speakers will not be permitted during class transitions for safety reasons.
- Cell phones must be powered off and kept out of sight in the student's pocket, purse or backpack throughout the entire class period, including restroom breaks.
- Board Policy 4318
  - Cell phones "may not be used to create or distribute photographs, audio files, images or videos at any time of the day on school property or in a school vehicle. "Smart" phones and any other Internet enabled devices may not be used to access websites blocked by the school filtering software at any time during school, on school property or in a school vehicle. Any violators could receive Out-of-School Suspension depending on the severity.
  - In emergency situations such as lockdown, all wireless devices must be powered off and used only by permission of teacher or administrator.
  - Personal wireless devices will not have access to the school networks unless authorized by school system technology personnel.

## Consequences - As stated in the School Discipline Matrix

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Cell Phone Violation (Minor Incident)	Warning & PC	Warning, PC, & CPC (class)	Office Referral	Office Referral
Cell Phone Violation (Office Referral)	CPC (in the office for the day)	CPC (Parent Pick-Up)		
Cell Phone Violation (Refusal to Submit)	PC, CPC (1 Day - Return only to parent)	PC, ≤ 1 Day OSS, LCP (2 Weeks)	PC, ≥ 3 Days OSS, LCP (9 weeks)	PC ≥ 5 Days OSS LCP (Remainder of School Year)
Cell Phone Violation (Video Record Fight)	PC, ≤ 1 Day OSS, LEC	PC & ≤ 3 Days OSS, LEC	PC & ≤ 5 Days OSS, LEC	PC & ≥ 7 Days OSS, LEC
Cell Phone Violation (During Testing)	PC & ≤ 3 Days OSS, LEC	PC & ≤ 5 Days OSS, LEC	PC & ≥ 7 Days OSS, LEC	

PC - Parent Contact or Parent Conference, CPC - Cell Phone Confiscated,  
 OSS - Out of School Suspension, LCP - Loss of Cell Phone Privileges,  
 LEC - Loss of Extracurricular Activities

**NO CELL PHONES ARE ALLOWED ON THE TEST SITE DURING BENCHMARK TESTING, CTE TESTING or STATE TESTING.** Cell phones will be taken up before students enter the testing site. Students who are found to be in violation of this policy will receive consequences in accordance with the testing policy. For more information, see Board Policy 4318: Use of Wireless Communication Devices.

**Dress Code:** The dress and personal appearance of students greatly affect their performance and general school morale. The school requests that parents outfit their children in clothing which will be conducive to learning and which contributes to good behavior. Students should be appropriately groomed while attending school and school functions. Students not properly groomed and dressed will be asked to call their parents (to bring appropriate clothing) or to return home and change to suitable attire. Students may change into attire selected from PCHS's Clothes Closet. Student's refusing to change the inappropriate attire will be assigned OSS.

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our code of student conduct prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Students must adhere to the following guidelines for attire:

**Examples of Inappropriate School Attire:**

- Exposed undergarments
- Sagging pants
- See-through or excessively short, tight or revealing clothes
- Bare midriff or strapless shirts
- Clothing with lewd, indecent or vulgar messages or illustrations
- Clothing that advertises products or services illegal to minors
- Any head coverings
- Chains, spikes or other accessories that could be perceived as, or used as a weapon

- **Clothing that violates the school system's policies against gang and gang-related activities**

**The principal may use his/her discretion in implementing the dress code, including making reasonable accommodations on the basis of your student's religious beliefs or medical conditions.**

**Fighting:** Fighting during any school related function of PCHS will not be tolerated and will be dealt with severely. Suspensions for fighting while on school property, including the school bus, school campus, parking lot, athletic fields, school-sponsored events, etc. shall be up to 10 days (at the discretion of the principal). Involvement in a fight will result in loss of privileges including extracurricular activities, parking on campus, sports, etc. Charges with law enforcement will be filed when deemed appropriate. A parent conference with administration will be required before the suspended student will be allowed to return to the classroom setting. Alternative consequences will be assigned to repeat offenders including, but not limited to, placement in alternate settings, counseling, etc. Students that choose to run to a fight to instigate, record (violation of School Board Policy 4318), or spectate will be subject to a consequence.

**Tobacco and Smoke Free Environment:** In compliance with Board of Education Policy, smoking and chewing tobacco are not permitted anywhere on school property including the school bus, school campus, parking lot, athletic fields, school sponsored events, etc. Consequences may include office referrals, ISS, OSS, Smoking Cessation class, etc.

For more information, see Policy 4320 - Tobacco Products - Students.

**Vapes/Electronic Cigarettes:** The possession of e-cigarettes, vaporizers or any other devices which emit aerosols, gases or vapors with the intention of delivering a smoking-like experience, regardless of the use of tobacco or other substances, is prohibited on school property including the school bus, school campus, parking lot, athletic fields, school sponsored events, etc.

Consequences may include office referrals, OSS, Smoking Cessation class, etc.

## **Healthy Students / Safe, Orderly and Caring Schools**

**Anti-Harassment / Bullying:** The term “bully” means the repeated and deliberate verbal and physical abuse of a student by one or more students. This aggressive behavior is unwelcome, unprovoked and intended to do emotional harm. It generally occurs in a context where there is a real or perceived imbalance of power, physical or social, between the bully and the victim.

It is the policy of the Perquimans County Board of Education to maintain a learning environment that is free from harassment, bullying, and discrimination. This includes, but is not limited to, harassment, bullying and discrimination based on an individual’s real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socio economic status, height, weight, physical characteristics, marital status, or disability. The Board prohibits any and all forms of harassment because of those differences.

It shall be a violation of board policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying, or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third parties subject to supervision and control of Perquimans County Schools.

**Asbestos:** The Asbestos Management Plans/Results of the 3-year re-inspection for Perquimans County Schools may be viewed at any principal's office or the Maintenance Supervisor's Office.

**Flu Vaccine:** Symptoms of flu include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children and adults. The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children and older adults, and certain vulnerable people of all ages. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs.

Parents/guardians are encouraged to talk to your child's pediatrician about getting your child immunized against the flu. See additional information at [www.immunize.nc.gov](http://www.immunize.nc.gov) or [www.cdc.gov/flu](http://www.cdc.gov/flu).

**Hepatitis B Vaccine:** Hepatitis B is a serious disease and can cause short-term (acute) illness that leads to loss of appetite, tiredness, diarrhea and vomiting, jaundice and pain in muscles and joints. Hepatitis B is spread through contact with the blood and body fluids of an infected person. Parents are encouraged to talk to their child's physician regarding the vaccination. For more information, visit website <http://www.cdc.gov/hepatitis>.

**HPV:** HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse. Some types of HPV can infect a woman’s cervix, causing a change in cells which can lead to cancer over time if not treated. However, a new vaccine can now protect males and females (ages 9 to 26) from four major types of HPV. See the school nurse for detailed information on the HPV vaccination. (The original law concerning HPV was passed which only benefited females. In 2011, the recommendation for the vaccine was expanded to also include males. See [www.immunize.nc.gov](http://www.immunize.nc.gov) for more information.)

**Immunization:** North Carolina State Law requires that all children enrolling in school must have a copy of their immunization record on file at school and the student must be up-to-date on all required immunizations. Parents have 30 calendar days from date of enrollment or first day of school, to have immunizations completed and a copy of the record brought to school. Students will be suspended from school if these requirements are not met within the 30 days. Students enrolling in kindergarten or



enrolling in North Carolina schools for the first time must also have a health assessment (physical) done within the last year and a copy on file at school.

**Injury/Illness:** Injured or ill students should ask for a pass from their teacher to see the school nurse. If it is determined that a student needs to go home, the child must be checked out through the office. All parents/guardians should have a valid local number on file in the office in case a student needs to go home.

In the event of illness at school or minor accidents needing medical attention, the school will notify parents as soon as possible. A parent or other responsible adult must be reached and give permission before any student will be allowed to leave school. Upon return to school the student must check in at the office in order to be readmitted to class. Students who leave without signing out will be considered skipping.

**Medication:** Over-the-counter medications and prescription medications will only be administered by a doctor's order and after the parent has submitted a properly completed and signed medication authorization form. **Parents can pick up medication authorization forms at the school office.**

*Procedure:* If your child must have medication of any type given during school hours, *including over-the-counter drugs*, you have the following choices:

- You may come to school and give the medication to your child at the appropriate time(s);
- You may obtain a copy of the medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. **(Note: The form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and the parent/guardian.)** 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 drugs must be received in the original container and will be administered according to the doctor's written instructions; or
- You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor and parent or guardian, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

If you have questions about the procedure, or other issues related to the administration of medication in the schools, please contact the school nurse at 426-5778.

**Meningococcal Meningitis Vaccine:** Meningococcal Meningitis is a form of bacterial meningitis. It is a rare, but potentially fatal bacterial infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection. Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs. For more information, visit [www.cdc.gov](http://www.cdc.gov), [www.acha.org](http://www.acha.org) or [www.immunize.nc.gov](http://www.immunize.nc.gov). Talk to your child's physician or someone at your local health department for more information about this vaccine.

**Diabetes:** North Carolina law requires the development and implementation of individual care plans for students with diabetes in NC Public Schools. For more information, you may log on to

[www.ncdiabetes.org](http://www.ncdiabetes.org) or contact your local school. If your child has diabetes, please contact the school nurse or the school counselor at your child's school immediately.

**When to Keep A Child Home from School:** Please follow these recommendations in determining whether to keep your child home from school:

- Take your child's temperature. Though a child may not have a fever and still be sick, a temperature of 100.0 or over is a sure sign to keep your child home. Giving a fever reducer and sending him/her to school will almost guarantee a call from the school when the medicine wears off, as well as exposing other students to whatever your child has.
- If your child vomited or had diarrhea during the previous night, please keep him/her home. If symptoms continue for more than 48 hours or worsen instead of improving, consult a doctor.
- If your child is diagnosed with a bacterial disease such as strep, he/she should be on prescribed antibiotics for 24 hours before returning to school.
- A child does not need to visit a doctor simply to obtain a doctor's note for school. A note from the parent is sufficient for the first 10 absences. Any absences in excess of 10 days will require a note from your child's doctor.
- Students are required to stay home if they have a contagious health problem such as pink eye, head lice, or chicken pox. Students may not return to school until the problem is completely cured and/or they bring a note from a doctor.

## Perquimans County Schools

**Mr. Matthew Cheeseman**  
Superintendent

PO Box 337  
Hertford, NC 27944  
(252) 426-5741

**Mr. James R. Bunch**  
Assistant Superintendent

The Board of Education meets the fourth Monday of each month at 6:00 p.m. at the Central Office Building. Any changes in this schedule will be announced. The meetings are open to the public and we invite you to attend.

*The Perquimans County School System does not discriminate against any person on the basis of age, race, sex, religion, national origin, handicapping conditions, pregnancy, parental or marital status, or disability in any of its educational or employment programs or activities.*

## **Perquimans County School Board Policies**

[Policy 1310/4002: Parental Involvement](#)

[Policy 1740/4010: Student and Parent Grievance Procedure](#)

[Policy 3000: Goals and Objectives of the Educational Program](#)

[Policy 3225/4312/7320: Technology Responsible Use](#)

[Policy 3420: Student Promotion and Accountability](#)

[Policy 3450: Class Rankings](#)

[Policy 3460: Graduation Requirements](#)

[Policy 4125: Homeless Students](#)

[Policy 4400: Attendance](#)

[Policy 4700: Student Records](#)

[Policy 4705/7825: Confidentiality of Personal Identifying Information](#)

[Policy 6320: Use of Student Transportation Services](#)

[Policy 6321: Bus Routes](#)

[Policy 6322: Student Assignment to Buses](#)

For more information regarding policies of the Perquimans County Board of Education, visit [www.pqschools.org](http://www.pqschools.org), click on Board of Education, then click on Policies. Please note that any policy addition or revision to a policy will bear the date of adoption. When a new or revised policy supersedes another, the old policy shall be deleted from the online manual.

## **FEDERAL LEGISLATION PROHIBITING DISCRIMINATION**

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972: “No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 - Title II prohibits discrimination on the basis of disability by public entities, whether or not they receive federal financial assistance; and age discrimination is prohibited by the Age Discrimination Act of 1975. In addition, as of January 8, 2002, OCR enforces the Boy Scouts of America Equal Access Act, part of the No Child Left Behind Act of 2001. Under the Boy Scouts of America Equal Access Act, no public elementary school, public secondary school, or state or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before and after school hours shall deny equal access or a fair opportunity to meet or discriminate against any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the US Code as a patriotic society.

SECTIONAL 504 OF THE REHABILITATION ACT OF 1973: “No otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

It is the policy of the Perquimans County Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.