

North Edgecombe High School

2018-2019

Student Handbook



“Whatever It Takes”
“No Box”

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Tarboro, NC 27886

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WELCOME TO NEHS

Dear Warrior Family,

I would like to welcome everyone to the 2018-2019 school year. I hope you have enjoyed your summer vacation. Though short, I hope you found it to be mentally and physically vitalizing and that you are energized for another incredible year. I am privileged to continue to serve as your North Edgecombe High School Principal. It is an honor to lead alongside a community, who believes in the unbridled potential of every student; who holds unrelenting optimism and has chosen to run towards curiosity, learning, and who is committed to contributing to the next horizon. Our collective belief that education can be transformative—for kids, for families, for our society, will continue to move us closer to radically redefining what's possible in our school community.

This summer, our faculty members have been focused on developing their talents, so that our students can continue to develop as critical thinkers that question, make meaning, and solve problems. Our staff has worked vigorously to prepare their classrooms, their lesson plans, and our school for our best year yet.

Our staff is committed to building authentic relationships with every scholar to provide them with a learning space that fosters hope, love, and community. We are dedicated to pushing our students to uncover purpose and realize their greatest ambitions. We see our student leaders as autonomous agents of change, innovators, and co-creators of knowledge. This year, we will continue to set our goals high and will not stop until we reach them.

We are excited to continue to forge a new path forward and continue to craft a reimagined learning experience that is inclusive of the hopes and dreams that our community has for itself. This year, we will continue the learning and momentum we have built as a community. We are looking forward to supporting students in finding their passion, building their passion, and using their passion to create broad lasting change. Our charge is mighty, and this is a group worthy of it.

Cheers to the 2018-19 school year!

Mr. Cannon

North's Vision		
Mission	Motto	Vision
<i>Challenge all students to dream big and to support them in designing their future.</i>	<p><i>"No Box"</i></p> <p><i>"Whatever it takes"</i></p>	<i>Students will be the architects of their own lives.</i>
NEHS's Leverage for Change	<i>"If you always do what you always did, you will always get what you always got." - Albert Einstein</i>	

OUR WHY: Our race is to develop youth committed to lives characterized by self-discipline, integrity, love and hope in the pursuit of justice and equity for all communities.

We aim to design from a place that is deeply grounded in the perspective of our students. As we continue to join hands to craft our visions for a new learning experience for children this year, we'll explore various paradigm shifts and the potential levers that drive them. Below are a few levers for change that will guide the way we operate this year in pursuit of world class outcomes for our scholars and community.

NEHS Design Anchors: We distill what matters most in everything we design in our school, ensuring that the totality of the vision is coherent, and preparing for others to build/execute off this design. Design anchors are words and phrases that serve as guardrails for our design. Memorable recipes that will help keep further iterations consistent and aligned to our outcomes and the insights for how to get there.



Expectations for Scholars:

Expectations are **HIGH FOR EVERY SCHOLAR...**

as many doors open, for as long as possible, for every learner, regardless of demographics or starting levels.

Strong and customized supports for each child to fulfill highest potential in own way.

Everyone has a role in ensuring all scholars surpass expectations & meet their fullest potential.



Learners' Role:

ACTIVE DRIVERS OF LEARNING & COMMUNITY

- *Learners drive their unique paths—students are co-creators of their experience and help to shape the broader learning community.*



Educator's Role:

TOGETHER—MANY PEOPLE, MANY HATS

- *Many caring adults (in & out of school) collaborate, with specialized roles based on strengths and skills.*
- *Educators rewarded for value.*
- *Educators have key roles in shaping design of the learning environment.*



Families' Roles:

ACTIVE PARTNERS

- *Deeply and regularly plugged into their children's goals, choices, progress, and needs.*
- *Clear on how to partner with educators to support.*
- *Contribute to the evolving design and ongoing running of their child's learning environment.*



School Community:

DIVERSE INTERCONNECTEDNESS

- *Focus on love, collaboration, and shared ownership for community, with logical consequences and restoration if breached.*
- *Diversity, equity, and inclusion at the heart of community practices.*
- *Permeable boundaries of learning community to enable a broad set of relationships with others inside and out of "school".*

Contact Information

Activities/Scheduling Events	Donnell Cannon
Student Data, Information, & Address Changes	Gwyn Howell
Announcements	Sarah Walker
Athletics Program	Jason Miller
Attendance	Individual Teachers/Gwyn Howell
Band Program/Color Guard	Raven Cole
Buildings and Grounds	Donnell Cannon
Bus Coordinator/Transportation	Caroline Joyce
Student Check In/Check Out	Sarah Walker
Child Nutrition	Linda White (Cafeteria Manager)
Class Rings	Beatrice Lyons-Westry/Herff Jones
College Information	Alexis Grady/ UNC College Adviser
Career Technical Education	Chiquinta Dickens
Disciplinary Procedures	Administration
Driver's Education	Sarah Walker
Emergency Messages	Sarah Walker
Exceptional Children Program	Ashley Griffin/ Kimberly Schuessler
Field Trips	Individual Teachers/England Dancy
Financial Aid/College Readiness	Alexis Grady/ UNC College Adviser
First Aid/Health Issues	Sabrina Lancaster (School Nurse) Chiquinta Dickens
504 Questions	Alexis Grady
Breakfast & Lunch Program	Linda White (Cafeteria Manager)
GED/Adult High School	Alexis Grady
Graduation Materials/Cap & Gown	Beatrice Lyons-Westry/Herff Jones
Graduation Requirements	Alexis Grady /Administration/Carmela Barrett
Student Immunizations	Sabrina Lancaster (School Nurse)

In-School Suspension Program	Marion King/Administration
Junior-Senior Prom	Sayre Olson
Lost & Found	Sarah Walker
Learning Commons	Kimberly Collette
Micro-School	Jamilah Collins
Medications at School	Sabrina Lancaster/England Dancy
Out of School Suspensions	Administration
Student Parking Permits	England Dancy
PBIS	Kimberly Collette
JROTC	Maj. Melvin Davis/Sgt. Thomas Moore
Schedule Changes	Alexis Grady /Donnell Cannon
School Pictures	England Dancy/Lifetouch Studios
Senior Events/Activities	Beatrice Lyons-Westry
Social Worker	Stephanie Gay
Student Leadership Committee	Donnell Cannon/Justin Van Wegen
Substitutes	England Dancy/Sarah Walker
Testing	Edna Parker
Transcripts	Gwyn Howell/Office Staff
Yearbook	Kimberly Collette

IMPORTANT PHONE NUMBERS

North Edgecombe High School
252-823-3562

Herff Jones Graduate Services
1-800-849-7464

Lifetouch Studios
1-800-343-5735

NC Driving School
252-321-6700

DAILY SCHOOL SCHEDULE

Breakfast served from 7:35am – 7:55am

Warning bell will sound at 7:59am

Tardy bell will sound at 8:00am

2018-19 North Edgecombe High School Bell Schedule					
Regular Schedule			Homeroom Schedule		
8:00-9:40	First Period	(100 min)	8:00-9:30	First Period	(90 min)
9:45-11:25	Second Period	(100 min)	9:35-10:05	Homeroom	(30 min)
11:30-1:35	Third Period		10:10-11:40	Second Period	(90 min)
	(11:25-11:50) 1st Lunch	(100 min)	11:45-1:40	Third Period	
	(12:05-12:30) 2nd Lunch	(95 min)		(11:40-12:05) 1st Lunch	(90 min)
1:40-3:15	Fourth Period	(95 min)		(12:15-12:40) 2nd Lunch	(85 min)
1st Lunch: U/stairs C, H-Hall *			1:45-3:15 Fourth Period (90 min)		
2nd Lunch: D/stairs C, D, E, Gym, Main *			1st Lunch: U/stairs C, H-Hall *		
			2nd Lunch: D/stairs C, D, E, Gym, Main *		
3 Hour Delay			2 Hour Delay		
11:00-11:55	First Period	(55 min)	10:00-11:05	First Period	(65 min)
12:00-1:15	Second Period		11:10-12:50	Second Period	
	(11:55-12:20) 1st Lunch	(55 min)		(11:50-12:15) 1st Lunch	(70 min)
	(12:30-12:55) 2nd Lunch	(50 min)		(12:25-12:50) 2nd Lunch	(70 min)
1:20-2:15	Third Period	(55 min)	12:55-2:00	Third Period	(65 min)
2:20-3:15	Fourth Period	(55 min)	2:05-3:15	Fourth Period	(70 min)
1st Lunch: U/stairs C, H-Hall *			1st Lunch: U/stairs C, H-Hall *		
2nd Lunch: D/stairs C, D, E, Gym, Main *			2nd Lunch: D/stairs C, D, E, Gym, Main *		
2 Hour Early Release			3 Hour Early Release		
8:00-9:10	First Period	(70 min)	8:00-8:50	First Period	(50 min)
9:15-10:25	Second Period	(70 min)	8:55-9:45	Second Period	(50 min)
10:30-11:40	Fourth Period	70 min)	9:50-10:40	Fourth Period	(50 min)
11:45-1:15	Third Period		10:45-12:15	Third Period	
	(12:15-12:40) 1st Lunch	(60 min)		(11:15-11:40) 1st Lunch	(60 min)
	(12:50-1:15) 2nd Lunch	(65 min)		(11:50-12:15) 2nd Lunch	(65 min)
1st Lunch: U/stairs C, H-Hall *			1st Lunch: U/stairs C, H-Hall *		
2nd Lunch: D/stairs C, D, E, Gym, Main *			2nd Lunch: D/stairs C, D, E, Gym, Main *		

VISITORS

All visitors should report directly to the office. Parents are always welcome to visit the school and are encouraged to do so. However, all visitors must check in with the office, be signed in, and keep their tag visible at all times when they are on campus. Individuals who are not authorized to be on campus are loitering and may be charged by the School Resource Officer for trespassing.

STUDENT RESPONSIBILITIES

Students at North Edgecombe High School are expected to fulfill the following responsibilities:

- **Participation** – Students have the responsibility to actively participate in the learning process. Students must report to school and all scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed.
- **Behavior** – Students have the responsibility of avoiding any inappropriate behavior that affects their learning. Students must cooperate in maintaining reasonable orderliness in the school and in the classrooms, and take reasonable care of instructional materials. Students must refrain from gossiping, threatening, or fighting with other students.
- **Respect for Teachers** – Students have the responsibility of showing respect for the knowledge and authority of their teachers. **All NEHS staff members** have the authority to correct students demonstrating inappropriate behaviors.
- **Respect for Other Students** – Students have the responsibility of recognizing the rights of fellow students. Students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.

SCHOOL ATTENDANCE

HOURS OF SCHOOL / A.M. PROCEDURES

Students and parents should be aware that the official school hours are 7:40 a.m. until 2:50 p.m. unless otherwise notified. A student will be considered tardy when they arrive to school after 7:40 a.m. Students are not to arrive on campus before 7:05 a.m. Students who arrive between 7:05 and 7:25 should report to the cafeteria where they will be supervised by school staff. Students will not be allowed in any other part of the school campus.

ARRIVAL & DISMISSAL

Arriving: Parents dropping off students can use the student parking lot or the front entrance to the school. NEHS cannot accept students before 7:05 a.m. because of supervision and liability issues. Students should leave school promptly at 2:50 p.m. unless they have an after school activity.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop.

Dismissing: All students will be dismissed at 2:50 p.m. Athletes and students staying after school should report directly to their location. Bus riders should load the buses quickly and quietly.

MORNING CHECK-IN

Any student arriving to school after 7:40 a.m. must sign in through the office prior to going to any classroom. Students must present documentation at the time of reporting to school. Tardies will only be excused by possessing proper documentation from a primary health provider, dentist, proof of court proceedings, etc. on the day of the tardy. Failure to present a note will result in the tardy being coded as unexcused. Excessive tardiness to school will affect eligibility for PBIS rewards and incentives. Excessive tardies to school and class will also result in disciplinary action.

Car trouble will not be considered an excused tardy. The only circumstances that are recognized as excuses for school tardies are as follows:

- Illness or injury which makes the student physically unable to attend school.

- Isolation ordered by the State Board of Health.
- Death in the immediate family.
- Participation as a party, or under subpoena as a witness, in a court proceeding, or before an administrative tribunal.
- Observance of an event required or suggested by the religion of a student or the student's parent(s) with prior approval of the principal.
- Participation in a valid educational opportunity, such as travel, **with prior approval by the principal.**

PERIOD ATTENDANCE

Attendance will be recorded during the first 15-minutes of each class. When a student is absent from school, he/she is required to bring a written excuse from home the day he/she returns to school. The note should state the reason(s) for the absence. The only circumstances that are recognized as excuses for school absences are as follows:

- Illness or injury which makes the student physically unable to attend school.
- Isolation ordered by the State Board of Health.
- Death in the immediate family.
- Participation as a party, or under subpoena as a witness, in a court proceeding, or before an administrative tribunal.
- Observance of an event required or suggested by the religion of a student or the student's parent(s) with prior approval of the principal.
- Participation in a valid educational opportunity, such as travel, **with prior approval by the principal.**

If your child is absent, you should expect a Connect-Ed phone call from the school notifying you of his/her absence. In case of any prolonged absences due to illness, travel, etc., the school and/or teachers should be notified. Arrangements should be made for assignments missed.

CHECK OUT

A student may leave school before the end of the school day if an officially authorized and designated adult personally retrieves the student, or if a student provides a note from a parent or guardian giving them permission to leave. Office personnel may call to verify the note. The person with whom the student is leaving must sign out the student. An officially authorized and designated adult is one listed on the student's information card as a mother, father, or emergency listing. This adult may also be asked to present a picture ID to the office staff at the time of checkout. Additions to this may be made, in person, by a legal parent or guardian.

Parents are expected to make every effort to schedule doctor and dentist appointments for students outside of school hours. The student is responsible for obtaining and completing all work missed due to early departure.

WITHDRAWAL AND TRANSFER FROM NEHS

The procedure for withdrawal or transfer is as follows:

1. The parent or legal guardian should visit the school to authorize withdrawal or transfer.
2. A transfer form should be obtained from the PowerSchool Data Manager at the time of the above visit.
3. Each teacher should complete the transfer form.
4. The student must clean out his/her locker and return **all** instructional materials issued by the school.
5. The completed transfer form should be returned to the Power School manager.
6. All fees owed to the school must be paid prior to any records being transferred from North Edgecombe High School.

Parents and students should remember that in order to transfer to another school, the student must reside with a legal custodian in that district.

ACADEMICS, GRADING, AND ACTIVITIES

HOMEWORK

Students are required to complete all homework assigned by all teachers. Students are encouraged to obtain phone numbers of classmates whom they may call in the event of an unexpected absence to receive homework assignments.

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practices and drills that reinforce classroom learning, and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a comfortable place for them to work and by seeing that assignments are completed.

BOOKS

Textbooks and library books are the property of the state and school, and should be treated accordingly. As textbook adoptions occur every five years, fines will be based upon the number of years the book has been at the school. A lost text in the first year of adoption (first year in use) will be assessed the full amount, versus a text five years old (last year in use), which will be assessed at 1/5 its original cost.

- Lost library books will be assessed the full amount of the current value of the book.
- The condition of all books will be assessed before they are distributed /checked out.
- Textbooks issued must be the same ones returned!

Learning Commons

The North Edgecombe School Learning Commons is open from 7:20 a.m. until 3:10 p.m. to serve the NEHS community. Proper conduct, as it applies to all school facilities, is expected of all students when using the media center. Students using the learning commons without being accompanied by a teacher must do so with a pass. Students transferring from NEHS must make sure that all learning commons fees are paid before transcripts and records are forwarded.

1. Upon entering, students must present their pass at the Circulation Desk.
2. No food, drink, or chewing gum is permitted.
3. All materials are to be returned to their proper places. Books should be checked out at least five minutes before the end of the period.
4. Dispose of waste paper and leave the chairs in place.
5. Students who do not use their time in the Learning Commons properly or who cause disturbances will be asked to leave.

ACCOUNTABILITY STANDARDS

NEHS WEIGHTED CATEGORIES

Tests/Projects 40% Quizzes 25% Classwork 25% Homework/Participation 10%

GRADING SCALE

Grading: North Edgecombe High School encourages students to obtain the most from their education. Moreover, the faculty and staff hope each student will regard his/her academic accomplishments as fulfilling and personally rewarding. Grades in all areas result from the student's classroom performance on individual and group activities, projects, tests, homework completion, and attendance.

Grades in all areas will be determined by the student's performance on tests/quizzes, completion of homework and classwork, and participation in class. **Beginning in the 2015-2016 school year, Edgecombe County Public Schools adopted the new NC 10-Point grading scale system.** The grading system used is as follows:

90-100 (A)= 4.0
80-89 (B)= 3.0
70-79 (C)=2.0
60-69 (D)=1.0
0-59 (F)=0.0

GRADE POINT AVERAGE

The State of North Carolina now requires all public high schools to use standardized transcripts and to calculate the grade point averages and class rank by a standard method. All courses are assigned the same quality point value except those courses designated as honors and advanced placement. For students who entered the 9th grade prior to the 2015-2016 school year, each honors course will receive 1 additional quality point and each advanced placement course will receive 2 additional quality points. For students who entered the 9th grade during or after the 2015-2016 school year, each honors course will receive .5 additional quality points and each advanced placement course will receive 1 quality point.

REPORT CARDS

***Report cards are given to students at the end of each six-week grading period. These reports are used to notify parents of the student's progress. It is the student's responsibility to take the report card home to the parent(s) for review. Progress reports will be sent home to parents at the middle of each grading period. It is expected that progress reports and report cards alike will be signed by the parent(s), as this is a form of communication between school and home. If your child does not receive a progress report or report card, please contact the school.**

Progress Reports & Report Cards Dates

Progress Reports

August 31, 2018
October 16, 2018
November 29, 2018

Report Cards

October 2, 2018
November 13, 2018
January 10, 2019

January 28, 2019
March 13, 2019
May 8, 2019

February 26, 2019
April 11, 2019
June 13, 2019

ATTENDANCE POLICY

No student passing a course shall be granted credit for any course in which he/she has been absent more than 10 days during the semester. The Superintendent, principal, or teacher who is in charge of such school shall have the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause which does not constitute an unlawful absence as defined by the State Board of Education. The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

The following are the only valid/lawful excuses that can be used for tardies or absences. All other excuses will be considered an unexcused.

- **Illness or Injury:** When the absence/tardy results from illness or injury, which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
- **Death in the immediate family:** When the absence/tardy 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.
- **Medical or Dental Appointments:** When the absence/tardy results from a medical or dental appointment of a student.
- **Court or Administrative Proceedings:** When the absence/tardy 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 witness.
- **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
- **Educational Opportunity:** When it is demonstrated that the purpose of the absence/tardy is to take advantage of a valid educational opportunity, such as travel. Approval for such absence/tardy must be granted by the principal prior to the absence/tardy.

During the school year students may be permitted to make up lawful absences for the purpose of academic credit and attendance. The administration of each school is responsible for establishing procedures for documenting, on an hour-by-hour basis, the time that is made up.

Note: A student who falls within the guidelines of Homebound and is receiving instruction at home as defined in the State Rules and regulations will be counted present. Policy 4505 addresses these procedures) A student who meets the State guidelines for “Medically Fragile” is recorded absent with a code of “1H.”

I. COMPULSORY ATTENDANCE

Attendance in school is central to educational achievement and school success. School attendance is required by state law (G.S. 115C-378) for all children between the ages of seven (7) and sixteen (16), and for children between the ages of two (2) and seven (7) who qualify in school. Children who are five before October 16 of the school year may enter Kindergarten. Children who are four years old before April 16 of the school year may enter Kindergarten if the principal and school determine that the child is gifted and has the “maturity to justify admission to the school.” (Principals use guidelines established by G.S. 115C-364 to determine this finding. Ref. Student Attendance and Student Accounting-Appendix D.) Parents must ensure that students attend and remain in school throughout each school day. Regular and consistent attendance for all students is essential for receiving maximum benefits of the instructional school day.

1. The principal must assure adherence to attendance rules and regulations and notify parents of their responsibility under the Compulsory Attendance Law. The teacher must monitor and report student absences on a daily and class basis and follow all rules and regulations concerning attendance.
2. The teacher is essential in the enforcement of the Compulsory Attendance Law. It is his/her duty:
 - A. To inform students and parents of the value and importance of regular school attendance through:
 - 1) Classroom activities,
 - 2) Programs and announcements at parent-teacher association and teachers' meetings, and
 - 3) The development of public sentiment in the community for regular school attendance;
 - B. To ascertain the cause of nonattendance and thus determine when an absence is lawful or unlawful (G.S. 115C-379); (The practice of requiring written excuses is recommended as a means of obtaining information as to the cause of absences. However, when a teacher obtains knowledge through another means that the cause of an absence is lawful and a written excuse is not provided, such absences should be reported as lawful.)
 - C. To record absences and absence reason codes accurately to ensure implementation of the Ten Day Rule; (The State Board of Education Ten Day Rule states that when a student accumulates more than ten consecutive days of unlawful absences, he/she is to be withdrawn from funded membership as of the first day following his/her last day in attendance. Absences caused by out-of-school suspension are not a factor in the administration of the Ten-Day Rule.
 - D. To maintain accurate student accounting records; (Attendance records shall be kept for each day of the school year.) and
 - E. To maintain the same student records for extended school day programs as those in regular school.
3. To be counted present a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities (away from school) with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

Reporting Unexcused Absences Under the Compulsory Attendance Law

It will be the responsibility of the principal or his/her designee to notify the parent, guardian or custodian of his/her child's excessive absences:

- After the child has accumulated three (3) unexcused absences in a school year.

- After not more than six (6) unexcused absences, the principal shall notify the parent, guardian or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and Local Board of Education. The Attendance Officer should be given a copy of the notification.
- Once the parent, guardian or custodian is notified, the designated school employee shall work with the child and his/her family to analyze the cause of the absences and determine steps to eliminate the problem.
- After ten (10) accumulated unexcused absences in a school year, the principal or his/her designee shall review any report or investigation concerning absences. He/She will confer with the student and his/her parent, guardian or custodian if possible to determine whether the parent, guardian or custodian has received notification of the absences and made a good faith effort to comply with the law. The Attendance Officer should be given a copy of the notification.

In the case of students between the ages of seven and sixteen, if the principal determines that the parent, guardian or custodian has not made a good faith effort, he/she shall notify the district attorney.

If the principal determines that the parent, guardian, or custodian has made a good faith effort to get the child in school, he/she may initiate procedures to file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid cause.

Any parent, guardian or other person violating the Compulsory Attendance Law shall be guilty of a misdemeanor and upon conviction shall be fined, imprisoned, or both at the discretion of the court.

II. ATTENDANCE AND ACADEMIC CREDIT

Regular and consistent attendance for all students is essential for receiving maximum benefits of the instructional school day. Attendance will be a factor when considering promotion and retention of students.

ATTENDANCE AND INCENTIVES

1. Incentives: Each school should develop specific incentives to encourage good attendance. Funds should be budgeted by the school to support teacher initiated rewards such as ice cream parties, special educational classroom activities, and/or treats by the principal. Schools should consider short-term attendance incentives appropriate to the developmental level of the students.

2. During the school year students may be permitted to make up lawful absences for the purpose of academic credit and attendance. The administration of each school is responsible for establishing procedures for documenting, on an hour-by-hour basis, the time that is made up.

3. Beginning with the 2011-12 school year, any student in grades K-12 with a passing average who has more than ten (10) absences in any one-semester course and twenty (20) absences in any year-long course shall receive a failing grade of 57 for that subject, absent extenuating circumstances. Days missed because of late enrollment may be reviewed by the Superintendent to determine if days absent will be considered in the total days absent. A student failing his/her grade because of excessive absences may be considered for summer school enrollment due to extenuating circumstances.

4. Excessive tardiness shall be accumulated and treated as absences for local reporting purposes, but not for purposes of reporting absences in PowerSchool. Tardiness is defined as not being present when homeroom

or academic classes begin. Three tardies are equivalent to one absence for local reporting purposes and will be counted towards the maximum number of days a student is allowed to miss during the semester/year (as stated in item #3 above) for local purposes. Tardies may not, however, be used in counting unlawful absences for prosecution nor may the absences recorded in PowerSchool be altered as a result of tardies. Tardies shall be recorded in PowerSchool using either the Excused late or the Unexcused late reason code.

5. If a student is short-term suspended and that suspension happens to fall into two different grading periods, the suspension shall only count toward grade changes due to absences in one of the grading periods. The grading period in which the suspension shall count toward grade changes due to absences shall be chosen on the basis of what is most beneficial to the student.

Where extenuating circumstances exist, the principal may review the circumstances and make a final decision regarding whether the student should pass and/or fail subjects. If the principal upholds the failing grade, the parent may appeal to the superintendent or his/her designee, as outlined in the student grievance procedures. (Accountability policy will address issues such as makeup and excessive absences.)

SOURCE: Edgecombe County Public Schools, Tarboro, NC

ADOPTED: September 11, 1995

REVISED: April 1, 1996; November 25, 2002; May 9, 2005; May 8, 2006;

January 8, 2007; November 9, 2009; March 14, 2011; May 9, 2011

LEGAL REF: G.S. 115C-36, -47, -288, -378; -379, -380, -407.5; 16 N.C.A.C. 6E.

III. HIGH SCHOOL ATHLETIC ELIGIBILITY

1. A player must have been in attendance for at least 88 percent (10 days) of the previous semester at his or her assigned high school. Any student must be in membership to be able to make up days missed while in membership. (Days missed while not in membership may not be made up for athletic eligibility.) For a regular 90-day semester, a student may not miss more than 10 days and be in compliance with the 88 percent rule (10 days). This will be effective beginning January 2015, using the Fall 2014 semester's attendance as a method to determine athletic eligibility.

2. A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. If there is no local policy, "regularly enrolled" is defined as enrolled for at least one half of the "minimum load." It is recommended the student be in school the day of the contest.

3. The student must be enrolled within the first 15 days and in regular attendance for the present semester to be eligible for athletics. A student whose family has moved into a school district shall immediately assume the same status in the new district as that from which he or she moved. Summer school attendance shall not be counted in determining percentage of attendance for athletic eligibility, but approved homebound programs do fulfill the attendance.

4. At the end of each semester, any participant who has failed to attend school 88 percent (10 days) of that semester is immediately ineligible. Excessive absences may impact eligibility for participation in interscholastic athletics.

SOURCE: Edgecombe County Public Schools, Tarboro, NC

LEGAL REF: G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000, - 002, -003 Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Short-Term Suspension (policy 4351)
ADOPTED: October 13, 2014 Revised: October 12, 2015; November 9, 2015; August 8, 2016 Replaces: Policy 4170, Attendance

ABSENCES /MAKE-UP WORK

When a student is absent from school, upon return, the student must bring a note explaining the nature of the absence. The student is to give the note to their first period teacher who will turn it into the office. **Academic success is directly related to student attendance; therefore, we encourage students to attend all classes each school day. Students are expected to make up any work missed due to absence from a class. Regardless of whether the absence is excused or unexcused, all makeup work must be completed within 2 school days of returning to school. Students will have make up work arranged at the direction of the teacher. It is the student's responsibility to get all assignments that were missed due to an absence. Make-up work will consist of specific material missed by the student, or may be of a reinforcement or enrichment nature. Students who are suspended may make up work and are responsible for contacting the teachers to get missing assignments.**

WAIVERS

- If a student has excessive absences (over 10 days per semester) they may apply for a Waiver.
- Waivers will only be considered in the event of **extenuating circumstances** and students will be required to provide documentation (i.e. court, dental, physician notes, obituaries). **The Waiver Committee shall meet at the end of each six weeks to grant or deny waivers. Students may NOT seek a waiver once the Waiver Committee has met for a given six weeks (i.e. seek a waiver for days missed from first six weeks during the second six weeks).**
- Waiver applications will be due to the **counselor. NO late waiver applications will be accepted.**
- The final decision on a Waiver will rest with the Principal.

BUY-BACK TUTORIAL

Students who miss more than 10 days in any class during the semester may make up absences by arranging to stay during designated buy-back days of the semester. The student must stay 90 cumulative minutes to receive credit for one class period. Students may only buy-back days missed during the six week period in which the absence occurred. Students must begin making up time upon their return to school. If students do not begin making up days in a timely fashion, they forfeit the opportunity to make up those days. Students will not be able to make up days in advance of absences and bank time. Absences are counted period by period therefore, Buyback needs to be served for each class missed (1 day's absence will require students to attend Buyback for 4 classes which equals to 8 POWER Blocks). Students interested in taking advantage of this program should see their classroom teacher or Mrs. Sondergard.

NEHS TARDY PROCESS

- **Tardy to Class**

- 1st offense – Teacher Conference

- 2nd offense – Verbal Teacher Warning / Parent Contact

- 3rd offense – 1 day ISS

- 4th offense – 1 day ISS

With each subsequent tardy offense, one (1) day of ISS will be assigned.

Tardies start over at the beginning of second semester.

ASSEMBLIES

As with all school functions, assemblies are to be held in an orderly manner. Each program will be conducted in a dignified manner and students are expected to follow all expectations and procedures set by school staff. Anything less than your best behavior will be handled as a disciplinary matter.

Seating arrangements will be made by grade levels and class. Teachers will sit with their classes during our assemblies to model and monitor appropriate behavior. Students will sit with their assigned class while attending the assembly.

Students are not permitted to leave the bleachers for any reason during an assembly or pep rally without consent of the teacher.

PBIS GUIDELINES

Students who meet the criteria described below will be considered a PBIS student.

Guidelines		
Maintain a six weeks GPA of 2.0 (No D's or F's)	No more than three absences (excused or unexcused)	No discipline referrals

PBIS criteria will be discussed during Homeroom. Benefits and incentives for PBIS include early release for lunch and six-week celebrations. **NEHS will gladly accept donations or sponsorships from parents or businesses to help offset the costs of PBIS celebrations.**

Courtyard

Students will be allowed to enjoy social time in the courtyard during lunch. Like all spaces in our building, students are expected to keep it clean and safe. No food is permitted in the courtyard. Students must finish their lunch prior to transitioning to the outside area.

PROMOTION AND GRADUATION REQUIREMENTS

Listed below are the graduation requirements for North Edgecombe High School. From time to time, the North Carolina State Board of Education changes the requirements. **Therefore the graduation requirements differ among the current high school classes.**

To be classified as a freshman, a student must have been **promoted** from middle school to high school. Promotion or grade-level assignment in grades 9-12 is based on units of credit earned by successful completion of specific courses. In a 4 course per semester, block scheduled sequence:

1. **Promotion** to grade ten is based upon successful completion of at least six (6) units of credit, one of which must be English I.
2. **Promotion** to grade eleven is based on successful completion of at least thirteen (13) units of credit, two of which must be English I and II.
3. **Promotion to** grade twelve is based on the successful completion of at least twenty (20) units of credit, three of which must be English I, II, and III.

LOCAL REQUIREMENT FOR GRADUATION: END OF COURSE POLICY

The State of North Carolina has graduation requirements. To show proficiency on the Biology, English 2, and Common Core Math I End of Course Tests, students must score a level III, IV or V. Additionally, students in ECPS must also successfully complete the Graduation Project, which consists of a research paper, product, portfolio and presentation, during their senior year.

GRADUATION

All seniors must have paid all dues and all other financial obligations owed to the school and participate in all required senior practices in order to participate in commencement exercises.

EARLY GRADUATION

If you are a senior who has earned the required units of credit for graduation by the end of first semester, you may exit high school with an official transcript. During second semester, you may participate in extracurricular activities specified by your principal and in graduation exercises at the end of the school year. If you want to graduate early and have met graduation requirements, you must submit, to the principal, an application for early exit at least 30 school days before the end of the first semester.

If seniors eligible to graduate after first semester continue into the second semester and then within the first six weeks of the second semester decide not to continue in attendance, they must submit an application for early exit and they will be assigned a grade of “WP” or “WF” (Withdrew Passing or Withdrew Failing) in each class with no quality point value added.

If, as a senior, you are eligible to graduate after first semester and withdraw after the last day of the first six weeks of the second semester, you will be assigned a grade of “F” for each second semester class in which you are enrolled. In this case, you may not participate in any extracurricular activities, **including graduation exercises. BE AWARE THAT CHANGING YOUR COURSE OF STUDY IN THE 11TH AND 12TH GRADE COULD POSTPONE YOUR GRADUATION.**

MARSHALS

Selection as a marshal is an honor earned by members of the Junior Class. The selection is determined by a student's academic standing in high school computed through the fifth six weeks of the student's Junior Year. The students with the highest grade point average are designated as marshals to lead the senior processional and perform other honorary functions during commencement exercises. The student with the highest academic average is designated as the Chief Marshal.

CREDIT BY DEMONSTRATED MASTERY (CDM)

Starting in 2015, students are able to earn credit for a course without spending a set number of hours taking the course in a classroom. Under the state's new Credit by Demonstrated Mastery (CDM) option, uniquely qualified students may "test out" or bypass a course if they have already mastered the content. The program provides another opportunity for students to learn new content, to challenge themselves with the next level of rigor in a subject, and even graduate early.

Advanced Placement, International Baccalaureate, Healthful Living, and some Career and Technical Education (CTE) courses are not eligible.

- Students will not receive a letter grade for the course.
- Students who successfully complete the process will receive a "pass" result on their transcripts for the course, and will be eligible to enroll in the next level course in that subject area.
- Students who do not earn the course credit **will not** be penalized. Results of the assessment process **will not** be reflected in the student's grades or school transcript.
- Students may make one attempt to earn credit per course. Retests are not offered.

Subjects and Number of Units Required

All students MUST participate in a focused course of study that specifies required courses needed in order to graduate from North Edgecombe High School. Depending on the course of study, a course that is required for one type of diploma might be an elective course for another type of diploma. For transfer students from traditionally scheduled schools, the number of units required to graduate is four fewer than the maximum number of units that could have been earned by the student in four years of high school.

NATIONAL HONOR SOCIETY

The purpose of the North Edgecombe Chapter is to recognize and encourage outstanding achievement in the areas of scholarship, character, leadership, and service.

To be considered for the National Honor Society, students must have a minimum weighted grade point average of 3.630 (93%) to be eligible for induction spring semester of 10th grade or enter in the 11th or 12th grade, and maintain that average. Those sophomores, juniors, and seniors who meet this prerequisite will be invited to submit qualifications of leadership, service and character to the Faculty Advisory Council who determines whether or not candidates meet minimum requirements. An induction ceremony is held during the spring semester of each school year. Once inducted, this council reviews all members regularly to ensure that qualifications are maintained.

STUDENT INDEPENDENCE

Students who are 18 years or older, who have been released by the court, can sign themselves out, enroll, or withdraw themselves from school. Students who are 18 years or older, who live with a parent or guardian, must have parent or guardian permission to sign themselves out, enroll, or withdraw themselves from school.

CLUBS AND ORGANIZATIONS

School sponsored clubs and organizations are an important part of a student's curriculum. Clubs and organizations help develop leadership skills, community awareness, and personal growth for students. Opportunities are available to participate in local, state, and national meetings and competitions. North Edgecombe High offers the following clubs for its students:

CLUB/ ORGANIZATION	<u>SPONSOR</u>
HOSA	Dickens
FFA	Barnes
NHS	Hartley
JROTC	Davis
SLC	Cannon/VanWegen
Yearbook	Collette
Prom	Man

Options for additional clubs and organizations will be available during the first week of POWER Lunch

ELIGIBILITY FOR ATHLETIC PARTICIPATION

Students in grades 9-12 are encouraged to participate in athletics at North Edgecombe High School. The athletic teams will be expected to represent the school in a manner that will bring praise and positive recognition to the entire school community. The following general requirements are imposed on each athlete:

1. Each student must receive a physical examination by a certified physician before he/she will be eligible for tryouts and/or practice.
2. Students must not turn 19 on or before August 31st of that school year.
3. Any student charged with a crime classified as a felony is NOT eligible until such charges are adjudicated.
4. Each student must meet promotion requirements to be eligible for fall semester.
5. Students must not have more than 10 total absences in the semester prior to athletic participation.
6. Each student must establish an acceptable academic record. Athletic participation will be discontinued if a student does not meet promotion / eligibility requirements.
7. Each student must maintain acceptable conduct on the field /court and in the community. Deviance from this could result in expulsion from the team.
8. Parents must attend a pre-season meeting prior to each sports season to discuss expectations.

9. Student must pass 3 of the 4 subjects taken in the concentrated curriculum and must meet Edgecombe County Schools promotion standards.
10. Student must be in attendance (at least ½ day) 85% of the previous semester (no more than 10 absences in a 90 day semester).
11. Student must have passed a physical exam within one calendar year of the end of the season of the sport in which they wish to participate.
12. Student must be enrolled in school within the first 15 days and in regular attendance for the present semester to be eligible for athletics.
13. Student must live with parents within the North Edgecombe High School district. Exceptions are as follows:
 - a. Student placed by the courts in foster care or in a state accredited orphanage.
 - b. Student assigned to North Edgecombe by the Edgecombe County Public School Board even though their parents live outside the district.
 - c. Student is a bona-fide foreign exchange student placed by an accredited agency.
 - d. Student has established residence for one year prior to participation.
 In each of the above cases, legal documentation must be presented bearing out the facts of the exception.

For additional information, student-athletes should read and be familiar with the NEHS handbook for athletes, which explain the policies governing athletic participation.

Below is a list of all sports available to NEHS students.

ATHLETIC DIRECTOR – Keith Parisher	
Sport	Coach
Football	Jason Miller
Volleyball	Marion King
Cheerleading	Edna Parker
Cross Country	Jason Miller/Thomas Hibbs
Varsity Girls Basketball	Marion King
JV Boys Basketball	TBD
Varsity Boys Basketball	Calvin Phillips
Indoor Track	Willie Roberts
Softball	Edna Parker
Baseball	TBD

Boys and Girls Track	Willie Roberts
Athletic Trainer	Chiquinta Dickens

The eligibility of the student athlete is based on state guidelines from the North Carolina High School Athletic Association and local guidelines from ECPS. Please check with your Guidance Counselor or coaches to make certain you are eligible to participate.

All school rules still apply for students at athletic contests.

ACCIDENTS AT SCHOOL

It is absolutely mandatory that any and all students injured going to and from school, in a school activity, or at any time during the school day report such injury **IMMEDIATELY** to bus drivers, teachers, administrators and/or coaches (report injury to person supervising you at the time of the injury). When you report such an injury to any of the above persons, they will in turn be responsible for filling out an injury report. In the event of an injury on school property, the individual's insurance is responsible. Individual student school insurance is available at the beginning of the school year for a reasonable rate from an outside source.

MEDICATION POLICY

MEDICINES OR FIRST AID FOR STUDENTS

Teachers, administrators, and staff members are not allowed to give students any medicines.

Any student on doctor prescribed medications and/or over-the-counter medication must keep pharmaceuticals with the secretary. It is compulsory that proper documentation is on file in the front office.

When students need medical assistance during the school day, they are asked to see a member of our school medical team. These staff members will be available to handle all emergency situations or conditions that warrant medical attention. Major emergencies should reported to the office or the nearest staff member.

SCHOOL CLEANLINESS

All students should take pride in the physical appearance of NEHS and accept responsibility to do one's part in maintaining the school's cleanliness. It is essential that students dispose of all trash in the proper receptacle. All food and drink purchased from the cafeteria should be consumed in the cafeteria or courtyard. **Students, who use the bus parking lot or the student parking lots, should make every effort to maintain the cleanliness of these areas by properly disposing of all trash, bottles and other discarded items in trash containers located in these areas. Students guilty of littering may be subject to disciplinary action.**

INCLEMENT WEATHER

At certain times during extreme inclement weather, it is necessary to suspend the operation of schools in Edgecombe County, or if they are already closed, to postpone the opening. This is usually done only at times when accumulations of snow or ice are on the roads that are traveled by the school buses, or due to other emergency conditions. Prior to making a decision to close schools, weather officials are consulted and school transportation and highway officials check the roads to determine safety for school buses.

If a decision is then made to close school, the following TV and radio stations are notified as soon as possible; or you may receive a Connect-Ed call to inform you of the decision(s) made.

RADIO

WCPS – Tarboro
WCEC – Rocky Mount
WGTM – Wilson
WRSV – Rocky Mount
WRMT – Rocky Mount
WEED – Rocky Mount

TV

WNCT - Greenville
WITN – Washington
WRAL- Raleigh
WTVD- Raleigh/Durham

If school is to remain closed another school day, the same station will be notified prior to 7:00 a.m. If no announcement is made, you may reasonably assume that schools are operating as usual. An exception, of course, would be loss of telephone or electrical communication that could prohibit our contacting the stations.

DO NOT CALL THE SCHOOL. Additional information regarding school closing will be shared on the district's website and Facebook page. Your assistance in following this procedure will be greatly appreciated.

GUIDANCE

One of the school culture and climate specialist's roles is to provide support for students regarding the many high school situations students may face. These may include academics, future planning, and personal issues. Students may request an appointment with the counselor by contacting their teacher or the guidance counselor directly. The guidance counselor will schedule an appointment and call for the student at the appropriate time.

CLASSROOM EXPECTATIONS

Students should arrive to class on time with the proper materials and be prepared to engage in meaningful work. Each teacher will establish a set of additional expectations for their class. These expectations will be posted or given to the students for reference.

All choices have consequences, whether natural or punitive. As such, teachers will follow the consequence hierarchy below.

1. Verbal Warning
2. Teacher Conference / Parent Contact
3. Chill Out or Office Referral

SCHOOL REGULATIONS

Violations of classroom rules may result in an office discipline referral. Students committing an infraction which results in an office referral will be disciplined according to the North Edgecombe High School's "consequence chart" which is included, where an accumulation of such referrals may result in long-term suspension. Students are expected to follow all NEHS rules at all times. Students who are referred to the office for disciplinary action will receive a copy of the referral detailing the infraction and the consequence they received. **The student is responsible for sharing that information with the parent(s).** Parents will be contacted by the administration in the event of ISS or OSS.

STUDENT BEHAVIOR POLICY

Applicability

Students must comply with board and school behavior policies in the following circumstances:

1. While in any school building or on any school premises before, during, or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. **While waiting at the bus stop;**
4. During any school sponsored activity or extracurricular activity;
5. When subject to the authority of school personnel;
6. At any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools.

NEHS CONSEQUENCE CHART

The first row of the consequence chart denotes the severity of the infraction and the consequence applied. Level one is interpreted as minor disruption and disrespect infractions, etc.; level two is interpreted as more serious infractions such as using profanity, theft, and damage to property, etc.; level three is interpreted as major violations such as fighting, bomb threats, use of a weapon, drugs or alcohol offenses, etc.

Discipline consequences will be based on the severity (level of offense) and the total number of times a student has been seen in the office.

North Edgecombe High School								
Student Consequence Chart								
Student Name:			Grade:	HR Teacher:				
Bus Referrals	Tardy Referrals	Chill Out (Period Detention)		Level 1	Level 2	Level 3	Consequence	
							1 Day ISS	
							1 Day ISS	
							2 Days ISS	
							2 Days ISS	
							3 Days ISS	
							4 Days ISS	
							5 Days ISS	
							3 Days OSS – Possible Long Term Recommendation	
								5-10 Days OSS – Possible Long Term Recommendation
								5-10 Days OSS – Possible Long Term Recommendation
								5-10 Days OSS – Possible Long Term Recommendation
								5-10 Days OSS – Possible Long Term Recommendation
							10 Days OSS – Possible Long Term Recommendation	

The following violations will result in a 10-day suspension and possible recommendation for long-term suspension and/or alternative school placement regardless of offense number:

- Assault on a faculty member, staff member, or volunteer

- Assault on another student, including fighting
- Bomb Threats
- Threats against students, faculty, staff, or volunteers, regardless of intent
- Possession of a weapon or explosive device
- Possession of drugs or alcohol
- Distribution of drugs or alcohol
- Gross Disrespect to a staff member
- Court charges

***Failure to comply with the directions of any NEHS staff member or school official may result in Out of School Suspension.**

***Students are assigned to Chill Out only six (6) times per semester. All other infractions will result in an office referral.**

*** All out of school suspensions require a parental re-entry conference with an administrator.**

*The administration reserves the right to alter the behavior consequences depending on the individual situation.

*Parents will receive a Connect-Ed call stating that their child was seen in the office for a disciplinary matter on a daily basis, however, it is the student's responsibility to take a copy of the discipline referral home for parent review.

Due to Student Privacy (FERPA) Laws, parent are not privy to the following:

- **View videos of discipline issues**
- **Be notified of consequences of other students involved in incident**
- **Question, interview or confront other students involved in incident while on school campus or at school sponsored event.**

ISS GUIDELINES

Students are referred to ISS (In School Suspension) by an administrator. When in ISS, students are required to complete academic assignments (class credits should be given) with a minimum of privileges. Students in ISS will eat lunch after the last lunch period with the supervision of the ISS Coordinator. Tardiness will be recorded and referrals processed just as any other class. Students will be given a packet of relevant assignments to complete. Students must turn in all cell phones and all electronic devices to the ISS Coordinator prior to signing into the ISS classroom for the day. Cell Phones and electronic devices will be returned to the student at the end of the school day prior to dismissal. Students are to follow ISS and PBIS rules and guidelines. Disrespect in ISS will not be tolerated, and failure to comply will result in an out-of-school suspension (OSS). ISS will be utilized as a learning opportunity for students.

1. In-School Suspension operates during the school day and is staffed by a full-time staff member.
2. While in In-School Suspension, each student is expected to follow the program of study designated for the ISS program. All work given to the student must be correctly and fully completed before they can be released from ISS.
3. If a student assigned to In-School Suspension is absent from school, he/she will make up time missed immediately upon returning to school. Each student is required to present his/her note excusing the absence to the In-School Suspension Coordinator.

4. No food, drink, or gum will be allowed in In-School Suspension.
5. Students will be excused for restroom use at certain times during the day at the coordinator's discretion.
6. All materials used during the day must be returned before the student leaves school.
7. Parent/guardian will be notified of their child's placement in In-School Suspension and is encouraged to come for a conference with the Assistant Principal or school Principal.
8. Students may not talk on the way to or from the cafeteria. They will sit at the assigned tables and remain there until dismissed by the coordinator.
9. While assigned to In-School Suspension or Out-School Suspension, students may not participate in any school related function during school hours nor can they participate in or attend school activities AFTER school hours.
EXCEPTION: Students who are assigned to ISS for only a portion of the school day (i.e. one class period) can participate in after school activities. This restriction begins at 2:50pm the day prior to beginning ISS/OSS and ends upon the reinstatement to classes the day following completion of ISS/OSS. While under either type of suspension, students may not go upon the campus of any other school in the Edgecombe County System at any time for any reason.
10. If the coordinator and administrator determine that an infraction of the In-School Suspension rule exists, the student may be removed from the program and suspended from school.
11. If a student in In-School Suspension exhibits exemplary behavior while in the program the coordinator and administration may grant an early release from ISS.
12. Students are not allowed visitors in In-School Suspension.

*** The school is not responsible for any electronic lost, stolen or damaged while in possession.

BUS RULES AND REGULATIONS

Bus routes and stops are planned and established by Transportation Information Management System (TIMS) clerk in the Edgecombe County Public Schools' Transportation Department. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. Students will be assigned to a bus according to their address on school records. At no time and for no reason can a change of bus take place.

Students may be assigned to ride a school bus if their home is outside the designated school no-transportation-zone. The assignment to a particular bus will be determined by the location of the student's permanent address as shown in the school's records. Students will be expected to ride the assigned bus each day unless other arrangements are made. **Parents and students are reminded that riding a public school bus is a privilege.** If bus rules are not followed, students may be suspended from riding the bus or even removed from the bus for the remainder of the year.

The following rules have been established to ensure the safety of all students who ride the bus:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing the front, until you come to your stop.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter inside of the bus or throw anything out the window.
9. Be quiet when the bus is crossing railroad tracks.
10. Students must be ready

All school rules are in effect and must be followed while students are on the bus.

Bus discipline will be handled according to Edgecombe County Public Schools Discipline Policy.

A student is given permission to ride another bus in emergency situations **ONLY**. The parent must send a detailed note explaining the situation with his/her signature and phone number. Students should take the notes to the bus coordinator, Mrs. Barnes, or the school's receptionist, Mrs. Walker, before school, during class changes, or during lunch. **The bus coordinator will handle these requests during lunch time ONLY.** The request will then be approved or denied by the administrator. **Notes received after lunch will not be processed. Approval of such requests is contingent largely on bus capacity.**

If an emergency should cause you to make a change in your child's transportation, you must contact the office so the classroom teacher can be informed.

Parents are also reminded that it is a chargeable offense to board a school bus. If you have issues with a driver or students, you are to contact Mrs. Barnes, bus coordinator.

NEHS DISCIPLINE POLICIES

Board Policy 4300

Level One Violation

1. **Dress Code Violations** - No student's appearance or clothing will be accepted if it is disruptive, provocative, indecent, vulgar, or obscene, or if it endangers the health or safety of the student or others. (Specific dress code rules are set forth in Board Policy 4340.) ***NEHS policy: No headbands of any color, no bandanas, no legging skin tights, no gold front teeth adornments, and no sagging pants are allowed at North Edgecombe High School.***

2. **Gambling** - No student may participate in any unauthorized gambling or betting including but not limited to any action or statement which relies on chances for the monetary advantage of one participant at the expense of others. This rule does not apply to authorized raffles.

3. **Inappropriate or Disrespectful Language** - No student may use words that disrupt school functions or the learning environment. Examples of prohibited conduct include: cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person's race, religion, sex, sexual orientation, national origin, disability or intellectual ability, or using sexually offensive or degrading language.

4. **Lying** - No student shall provide false information to a teacher or any other school staff member.

5. **Integrity** - Cheating, plagiarism or falsification of student work is prohibited. Violation of this rule may result in academic penalties and other discipline. Students may not violate software copyright laws or gain unauthorized or prohibited access to computers.

6. **Disruption** - No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct cause the disruption of any lawful function, mission, or process of the school, nor shall any student urge any other student to engage in such conduct.

7. **Protests** - No student, on or off any school campus, shall engage in any protest, march, picket, sit-in, or similar activity, which has as its purpose the disruption of any lawful function, mission, or process of the school.

8. **Boycotts** - No student shall participate in any boycott or walkout of any lawful school function at which attendance is required.

9. **Disruptive or Obscene Literature and Illustrations** - No student shall possess or distribute literature or illustrations that are obscene or that significantly disrupt the educational process.

10. **Skipping School /Truancy from Class** - Students may not leave school grounds or fail to report to an assigned class during the instructional day unless authorized to do so in accordance with school rules.

11. **Damage to Property** - No student may intentionally damage or attempt to damage or deface school property while under school jurisdiction. Students and their parents or legal guardians will be held financially responsible for the cost of the damage, as provided by N.C.G.S. § 115C-523. Students will be subject to disciplinary actions as well.

12. **Tobacco Use** - Students shall not smoke or possess any tobacco product or paraphernalia or otherwise violate Board Policy 2505, 100% Tobacco-Free Environment. Disciplinary consequences for tobacco violations will include interventions to help students discontinue tobacco use.

13. **Possession of Cellular Telephones, Pagers, Beepers or Other Disruptive Objects** - Except as permitted by this policy, no student shall use, display, transmit or have in the “on” position during the instructional day any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games or similar devices. Laser pointers are prohibited. In addition, Earbuds should not be worn in the hallway or during transition of class. The Edgecombe County Public Schools is not responsible for any devices lost, stolen or damaged while on school property or at school events. Electronic devices may be used by students for instructional purposes with the permission and under the supervision of the teacher. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is reasonable need for such communication.

For a first or subsequent offense, the device will be confiscated and returned only to the student’s parent or guardian. For a second offense, the student may be suspended from school. In addition to these consequences, repeated violations or disruptive use of such devices may result in a student losing the privilege of possessing the device on campus or on school transportation at any time.

14. **Trespassing** - No student shall be on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they do not leave when instructed to do so. A student under suspension from school is trespassing if he/she appears on the property of any school during the suspension period without the express permission of the principal.

15. **Misconduct on the School Bus** - No student, while riding a school bus or other school vehicle, shall fail to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of the Code of Student Conduct. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.

16. **Failure to Report Any Acts that Jeopardize the Orderly Operation of School** - No student shall fail to report to the school administration information that could jeopardize the orderly operation of a school such as but not limited to knowledge of a planned fight, guns, false alarms, or drugs.

17. **Failure to Comply with Lawful Directive** - No student shall fail to follow a directive given to the student by school personnel.

18. **Misuse of Technology** – No student shall violate the Edgecombe County Public Schools Internet Use Policy (Policy 3460), school rules regarding computer use or Laptop Use Agreements if applicable. Sanctions for misuse of district-owned computers or the computer network may include short- or long-term revocation of computer privileges in addition to other disciplinary consequences applicable under this Code. Users who engage in criminal activity using district-owned computer resources are subject to applicable state and federal criminal laws.

Level I Penalty - Grades 6 - 12

Except as otherwise noted, violation of any of the Level One offenses may result in in-school disciplinary action, up to short-term suspension. No suspension for truancy or tardiness may exceed two days. For serious or repeated offenses or in the presence of other aggravating factors, long-term suspension may be recommended.

Level Two Violations

1. **Fireworks** - No student shall possess, distribute, ignite or use any fireworks on school premises.

2. **Inappropriate Peer Relations** - No student shall engage in behavior which is immoral, indecent, overly affectionate, or of a sexual nature in the school setting

3. **Threats** - No student shall direct toward any person within the school context any language, sign, or act which constitutes a threat of force or violence.

4. **Fire Alarms** - No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

5. **Fighting** - No student shall hit, shove, scratch, bite, block passage of, or throw objects at another person. No student shall take any action or make comments or written messages which might reasonably be expected to start a fight. Provided: A student who is attacked may use reasonable force in self-defense but only to the extent to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

6. **Sexual Harassment or Harassment including Bullying or Cyber-bullying (Non-physical)** – No student shall engage, verbally or through other non-physical means, in sexual harassment, as defined in Board Policy 4315, which includes, but is not limited to, any unwelcome and/or offensive comments or gestures of a sexual nature, the display of sexually suggestive objects or pictures, or in other forms of harassment, including bullying as defined in Board Policy 4315.

7. **Hazing** - No student shall participate in hazing. Examples of hazing include requiring a student to wear abnormal dress or undertake dangerous or ridiculous activities, frightening, scolding, swearing, harassing, or subjecting another to personal indignity.

8. **Intimidation/Extortion** - No student shall attempt to extort money, personal property, or personal services.

9. **Theft** – No student shall steal, attempt to steal, or knowingly be in possession of stolen property.

Level II Penalty – Grades 6-12

For violation of any of the Level Two provisions, a student shall be short-term suspended and may be long-term suspended from the Edgecombe County Public School System for the remainder of the school year.

Level Three Violations

1. **Assault** - No student shall attack or cause or attempt to cause physical injury to a teacher or other adult, or to another student.

2. **Drugs** – No student shall possess, use, transmit, sell, or conspire or attempt to transmit or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of altering the student’s mood or behavior. This provision does not prohibit the possession and use of medication taken in accordance with a prescription from a licensed physician.

3. **Possession of Weapons other than Firearms** - No student shall possess, handle, or transmit any weapon or facsimile of a weapon (including firearm facsimiles). Examples of weapons include knife, razor, bludgeon, BB gun, pepper spray, or any sharp-edged or pointed instrument except for instructional supplies or unaltered nail files and clips. Principals may give advance permission for use or display of weapons for educational or ceremonial purposes.

4. **Sexual Harassment or Harassment including Bullying (Physical)** - No student shall physically engage in sexual harassment as defined in Policy 4315, which prohibits, among other things, any offensive touching of another person’s private parts, including buttocks or breasts, or forcing or attempting to force another to

engage in a sexual act against their will. Further, no student shall physically engage in harassment, including bullying, as defined in Board Policy 4315.

5. **Arson** - No student shall burn or attempt to burn any school building or property. No student shall possess pyrotechnic or incendiary material which could result in the burning of school property.

6 **Aiding a Bomb Threat or Hoax** - No student shall fail to report to school administration a bomb threat or hoax being discussed or planned to occur on educational property or at a school sponsored curricular or extracurricular activity.

7. **Prohibition of Gangs and Gang Activities** – No student shall commit any act which furthers gangs or gang related activities. A ‘gang’ is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of criminal acts and having a common name or common identifying sign(s), or symbol(s). Conduct prohibited includes:

- (1) Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items which may be evidence of membership or affiliation in any gang;
- (2) Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc), to convey membership or affiliation in a gang;
- (3) Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- (4) Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
- (5) Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- (6) Soliciting others for gang membership;
- (7) Committing any other illegal act or violation of school rules and/or school district policies that relate to gang activity.

NOTE: An established list of gang-related items, symbols, and behaviors shall be secured from law enforcement. The school principal shall maintain this list in the main office of the school and shall notify students, parents/guardians, and staff of the items, symbols, and behaviors prohibited. This notice shall be included in the Student Handbook.

8. **Use or Threatened Use of a Weapon** - No student shall use in a threatening or dangerous manner any weapon or other object that can be considered a weapon or a facsimile of a weapon.

9. **Bomb Threat or Hoax** - (a) No student shall make a bomb threat by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school premises. (b) No student shall perpetrate a bomb hoax by placing or concealing on school premises a device intended to cause any person to believe the device to be a bomb.

10. **Terrorist Threat or Hoax** – (a) No student shall communicate by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person; (b) No student, with intent to perpetrate a hoax, shall conceal, place, disseminate or display a device, machine, instrument, artifact, letter, package, material, or substance on educational property or at a school-sponsored

curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person; (c) No student shall threaten to commit on educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption; (d) No student shall make a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property, an act of terror that is likely to cause injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or cause such a disruption; (e) No student shall conspire to make a terrorist threat or hoax within the meaning of this policy.

Level III Penalty - Grades 6 - 12

Level Three violations generally result in long-term suspension, although a principal may impose a short-term suspension based on the circumstances of the offense.

For the first violation of item (7), when not involved in any kind of altercation, a student shall receive up to five (5) days suspension.

Level IV Violations

Firearms or Destructive Devices - Students shall not bring onto school property or possess a firearm or destructive device.

A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The definition of firearm under this rule does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

A destructive device is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device.

Level IV Penalty – All Grades

Level IV rule violations compromise the safety and welfare of students and staff and require a recommendation for 365-day suspension under the North Carolina General Statutes. The Superintendent or Board of Education may modify the suspension on a case-by-case basis.

NEHS DRESS CODE **POINTS OF EMPHASIS**

The Edgecombe County Board of Education respects a student's right to choose his or her style of dress or appearance. However, the Board of Education requires that students adhere to standards of dress that are compatible with a safe and productive school environment.

All students are to be groomed and dressed appropriately for school and school activities. A student's dress or appearance shall:

1. Not disrupt the learning environment;
2. Constitute no threat to health or safety;
3. Not be lewd, vulgar, indecent, offensive, provocative or obscene;
4. Reflect practices of good hygiene and cleanliness.

The principal and/or principal's designee shall ensure that the policy is enforced in a consistent manner and require the student and the student's parent or guardian to take appropriate action to remedy situations determined to be in conflict with this policy. ***NEHS policy: No headbands of any color, no bandanas, no legging skin tights, no gold front teeth adornments, and no sagging pants are allowed at North Edgecombe High School.***

Students who do not comply with the Student Dress Code and Appearance Policy and Procedures may be excluded from participating in certain school programs, including graduation ceremonies. If in doubt, don't wear it. Students will be warned and asked to comply if they are in violation of the dress code. Further infractions will result in disciplinary action. Copies of the Student Dress Code and Appearance Policy and Procedures shall be made available to students and parents annually.

The Edgecombe County Board of Education also recognizes that school uniforms are an appropriate and legitimate option for schools, an option that supports its mission to provide a safe, secure and productive learning environment for students. Individual schools interested in piloting uniforms at their sites shall follow recommended procedures for the planning, approval, and implementation of a sitebased school uniform policy.

Legal References: NC General Statutes 115C288(e); 115C307(a)(b); 115C391(a)

The specifics below are not intended to be all-inclusive, but shall apply as basic guidelines for all students.

1. Shorts, skirts, dresses and other clothing shall be of sufficient length. The length of these articles of clothing shall be no shorter than three inches above the top of the knee standing.
2. Shirts, tops, and dresses shall cover the top of the shoulder and shall not gap below the armpit, or they shall be worn with a covering top or jacket that has sleeves. No tank tops, spaghetti straps, halter-tops and the like shall be worn.
3. Shirts, tops and dresses shall cover the chest and back. Clothing must be worn as designed (not inside out or backwards, no rolled up pant legs or unfastened bib overalls, etc) and belts must be buckled.
4. ***No legging skin tights are allowed as part of the dress code. NEHS policy: No headbands of any color, no bandanas, no legging skin tights, no gold front teeth adornments, and no sagging pants are allowed at North Edgecombe High School.***
5. Pants shall not be worn with the waistband below the hipbone. Clothing must not be super-sized. No sagging pants where underwear is visible is allowed.
6. Undergarments (any garment worn under pants, shorts, skirts, etc.) shall not be visible at any time.
7. No see through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.

8. Any symbols, styles or attire (including beads) frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.
9. No adornment that reasonably could be perceived as, or used as, a weapon shall be allowed (such as chains, spikes, etc.). No gold front teeth adornments are allowed to be worn at school or during school hours.
10. No armbands, buttons or symbols shall be allowed if school officials determine that the wearing of such is reasonably likely to lead to substantial disruption based on prior incidents.
11. No headwear (such as hats, caps, hoods, kerchiefs, curlers, picks, combs, sweatbands, headbands etc.) and no sunglasses shall be worn inside school. ***NEHS Policy: No bandanas or do-rags will be allowed on campus.***
12. No clothing, appearance or symbols shall be allowed that promotes alcoholic beverages, tobacco, or the use of controlled substances; depicts violence, profanity, vulgarity, or obscenity; is of a sexual nature; or is otherwise of a disruptive nature.
13. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, JROTC, science labs, etc.). Shoes that have laces shall be laced and tied. No bedroom shoes, pajamas, or loungewear shall be allowed.
14. Clothing designed for school athletic events (i.e. cheerleader outfits, etc.) that does not meet the above guidelines shall not be worn during the instructional day unless appropriate additional garments are worn with the outfit to comply with the dress code.

With the consent of the superintendent, principals may include additional examples of prohibited attire consistent with this philosophy after providing written notice to students.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Violations of the Student Dress Code and Appearance Policy

Student violations shall be handled by the principal or the principal's designee in accordance with the Edgecombe County Board of Education Code of Student Conduct. Appropriate disciplinary actions for violations shall include the following:

First Offense: Students shall be informed that that they have violated the policy. They shall be given the opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, the students may be placed in in-school suspension or isolation for the remainder of the day.

Second Offense: A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference shall be held.

Third (and additional) Offenses: A third or additional infraction of the policy shall be categorized as a Category I Offense as outlined in the Edgecombe County Board of Education Code of Student Conduct and subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during the current school year.

CAFETERIA PROCEDURES

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. *When there is a delayed school schedule, breakfast will not be served.*

The following rules are to be observed in the cafeteria:

- Walk to and from the cafeteria.
- Put trash in proper containers.
- Keep the floor and tables tidy.
- Students are not to "cut in line".
- Do not sit on tables.
- Talk quietly.
- Students can only use lunch numbers assigned to them.

Child Nutrition: A breakfast program is provided for NEHS students each morning beginning at 7:15 a.m. Students use the same procedures to pay for breakfast as they do for lunch. Lunch is served daily with additional à la carte items. All monies will be collected on the serving line and may be paid daily or weekly. Lunches can be prepaid by the week or the month.

Parents & grandparents are welcome to join students for lunch if schedules permit. The cost of a visitor's lunch is usually less than \$3.

Breakfast: Breakfast will be served from 7:15 A.M. to 7:35 A.M. Students who wish to eat breakfast should report to the cafeteria upon arriving to school. Students should talk quietly and remain seated until they have finished eating. When finished, students should clean up the table around them, and discard all breakfast materials in the trash cans.

Lunch: Students should enter and exit the cafeteria in an orderly fashion. When dismissed, students need to clean the table around where they were seated, and put all trash in the trash cans.

All food and drinks purchased from the cafeteria should be consumed in the cafeteria (this includes cookies, brownies, chips, etc...). During the lunch period, students are to remain in the cafeteria or courtyard unless they receive permission to go elsewhere.

PE RULES and PROCEDURES

The following procedures apply to all physical education classes. Each student will need permission from a doctor in order to be excused from participating in physical education. Students are required to dress out for participation. P.E. clothes should not be worn to class or on the bus.

Dressing out

1. All students at NEHS must dress out for PE class.
2. Appropriate clothing includes shorts, jogging pants or wind suit pants and tennis shoes.
3. Deodorant, clean socks and small towel are also suggested.

Valuables

1. **Never leave any items of value in the dressing rooms.**
2. **Give any item(s) of value to your instructor at the beginning of class. It is your responsibility to ask for them back when class is over.**

Grading

1. Each student starts PE with a 100.
2. Students lose points by not dressing out and not participating.

Procedures

1. Do not leave the gym without permission from the instructor.
2. Do not touch equipment unless instructed to do so by the instructor.
3. Candy and gum is forbidden in the gym during PE.

Discipline in PE

1. All NEHS discipline guidelines in the student handbook will be followed in PE class.

Miscellaneous

PE is a class where all students can get out of the regular classroom setting and enjoy physical fitness. Like all other classes, PE will be what you make of it, so give 100% and make it a success!

HALL PASSES

Whenever a student must leave a class, for any reason, the student must be in possession of a hall pass. This pass is a note, written by the teacher, indicating the student's name, time, date, and destination. Hall passes may be used only once. Students found without hall passes, or with a pass not their own, will be subject to disciplinary action.

RESTROOM PASSES

Students have ample time to use the restroom before 7:40, within the 5 minute class change between classes, during lunch, and at the end of the day. Other than these times, students will not be excused from class to use the restroom except in emergency situations only. No student should be allowed to leave class 15 minutes after the instructional bell sounds or leave 15 minutes before the class period ends. Additional restroom requests will require the student to provide documentation from a physician.

HALLWAY PROCEDURES

Students are to walk quietly in the halls and not gather, socialize, or cause a disturbance. During class change time students are to report immediately to their next class and not loiter.

TELEPHONE USE

The telephones in the school are for school business only. Students will not be allowed to use the telephone in the classrooms. Students will not be called from class to use the telephone. Messages will be taken for students, and those messages will be delivered at an appropriate time. It is the responsibility of the student

to arrange transportation for after school activities prior to the day of the function. Classroom telephones will not be used to notify parents of these functions.

UNAUTHORIZED ARTICLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring electronic equipment, laser pointers, or unusual items to school unless they are intended for a specific purpose in the classroom. If a student is found to have such an item on the school campus, it will be confiscated and held until a parent or guardian comes to the school to pick up the item.

AUDIO/VIDEO EQUIPMENT

Radios, CD players, MP3 players, iPods, cameras, or video games should not be brought to school. The school will provide those items needed for classroom instruction. Failure to surrender such items will result in a discipline referral. NEHS will permit the cafeteria to be a free electronics zone during Breakfast, POWER, and during class transition only. All electronic equipment should be put away BEFORE exiting the cafeteria.

CELL PHONES

The Edgecombe County Public Schools Policy regarding electronic equipment is as follows:

Possession of Cellular Telephones, Pagers, Beepers or Other Disruptive Objects - Except as permitted by this policy, no student shall use, display, transmit or have in the “on” position during the instructional day any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games or similar devices. Laser pointers are prohibited.

The Edgecombe County Public Schools is not responsible for any devices lost, stolen or damaged while on school property or at school events.

Electronic devices may be used by students for instructional purposes with the permission and under the supervision of the teacher. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is reasonable need for such communication.

Cell phones may be used:

- Cell phones are not permitted in classrooms, unless designated by teachers for instructional purposes.
- Students are not allowed to use cell phones to make calls during the school day.

Because of the threat to privacy and the integrity of the educational program, **the use of the camera function of a cell phone is strictly prohibited on school premises or at school functions.** Violations will result in a discipline referral.

Students who violate this policy shall be subject to the established disciplinary measures, in accordance with the Student Code of Conduct.

- Students whose cell phones ring or sound during the instructional day could receive a discipline referral for classroom disruption.
- If a student refuses to give up their cell phone to any staff member of NEHS, it will be deemed as an act of insubordination and could result in out of school suspension.

HEADPHONES

- Headphones are permitted only during breakfast, lunch, and transition in the cafeteria and courtyard.
- Headphones on campus present a serious safety concern, as it may impair hearing during internal or external safety threats. We will adhere to a 1 in & 1 out policy. Students are allowed to have headphones in their ear during class transition as long as 1 ear bud is out of their ear.
- Violations of this policy will result in confiscation, and the device will only be released to the parent. Progressive discipline will apply for repeated violations.

****School personnel, including administration will not investigate any stolen phones or other electronic equipment. These issues may be turned over to the School Resource Officer.**

SCHOOL PROPERTY

Any student who willfully defaces school property, including writing / marking on walls, desks, media, or text material, will be subject to disciplinary actions as well as restitution for damages incurred. It is each student's responsibility to serve as good stewards of the facilities and materials provided them for their education.

DELIVERIES FOR STUDENTS

Delivering flowers, balloons, take-out food, etc. to the students at school may present problems for the school and for the students, and is therefore prohibited. Nothing of this sort can be transported on the bus. Naturally, deliveries pertaining to the school are accepted, including forgotten homework, money, athletic gear, etc.

SCHOOL PICTURES

Individual school pictures will be taken during the fall and spring of the school year. Further details regarding school pictures will be announced prior to the scheduled activity.

FIELD TRIPS

All students participating in a field trip must have a permission slip signed by either a parent or guardian. The permission slip will be distributed to the students by the teachers responsible for the trip and will be collected prior to the day of the field trip. No student may attend a field trip without a signed permission slip from the parent or guardian. Students serve as school ambassadors while on field trips. As such, all school expectations and policies still apply.

STUDENT CONDUCT AT SCHOOL FUNCTIONS

Students are expected to conduct themselves appropriately during school functions. Disruptive, disrespectful behavior and violation of school rules will not be tolerated. Students exhibiting inappropriate behavior at school functions will be properly disciplined and may lose the privilege to attend extracurricular activities. **School rules apply at all school functions even when held off campus.**

MOTOR VEHICLES

All student vehicles parked on the North Edgecombe campus must be registered and have a North Edgecombe parking permit. This permit is **non-transferable** between students. The permit will cost

\$35.00 and can be purchased from the office during ***lunch or break only***. If a student drives more than one vehicle, all license tag numbers must be registered in the office. Vehicles should be registered by the end of the second full week of school. The privilege of driving motor vehicles on school property may be denied if the vehicle is operated in an unsafe manner. Additionally, use of a vehicle to skip school or assist others to skip school will lead to temporary loss of driving privileges for a minimum of ten days for the 1st offense. Parking privileges will be revoked for 20 days on the 2nd offense and for the remainder of the year for the 3rd offense. (The driver of the motor vehicle is responsible for knowing if the passenger, whom he/she transports off campus, is legally checked out and has authorization to leave campus with the driver.) The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating a law or school rule. Students who park on campus while their parking privileges are suspended will be subject to out of school suspension. Storage of illegal substances, drug paraphernalia, or weapons in student vehicles is prohibited. Students must register vehicles, hold a valid operator's license, display a valid **North Edgecombe High School** parking permit, and park in a designated parking space. The vehicles of violators will be towed at the owner's expense. Parking permits shall be displayed by September 11, 2017. After September 11, 2017 vehicles parked in the student parking lot without a parking permit will be towed without notice. All newly licensed drivers during the school year must submit a completed parking permit registration form before the student parks on the school campus.

STUDENTS, PLEASE BE REMINDED TO BRING YOUR DRIVER'S LICENSE NUMBER AND LICENSE TAG NUMBER WITH YOU WHEN YOU REGISTER YOUR VEHICLES.

PARKING LOT REGULATIONS

The parking lot speed limit is 10 MPH. **Parking tags and spaces are non transferable.** Students may not return to their cars or drive them during the school day unless they have administrative approval. Loitering is not allowed in the parking area from arrival until school closes. **When students arrive on campus, they must leave their vehicles and enter the building.** Parking privileges will be revoked for violation of applicable school policies for 10 school days on the 1st revocation, for 20 school days on the 2nd revocation and for the remainder of the school year on the 3rd revocation. Violation of these regulations or any driving considered unsafe will result in suspension of driving privileges on school grounds. Students who park cars in violation of these regulations will be fined \$10 each violation. Students, who are fined, must pay their tickets within **FIVE SCHOOL DAYS** of the violation or the student's parking privileges will be temporarily suspended until the ticket is paid. The vehicles of repeat offenders may be towed at the owner's expense. **In the afternoon, the bus parking lot is closed to all car traffic.** Driving to school is a **PRIVILEGE** that may be suspended or revoked with cause at any time. If your privileges are suspended or revoked, no refund of parking fees will occur or should be expected. Return of parking passes will occur when requested by a school official.

STUDENT DRIVING / PARKING (ADDITIONAL REGULATIONS)

1. All cars parked on the campus must be registered with the school. The price for a parking tag is \$35.00 at any point during the school year. Permits can be purchased from the office during ***lunch or break only***.
2. The parking permit must be displayed on the rear-view mirror with the year and number facing outward at all times while on campus.

3. **Parking on the curb is prohibited.**
4. Parking tags are non-transferable between students. You may not sell or give your tag to another student.
5. All drivers must be licensed and covered by insurance. **The school is not responsible for the automobile or its contents.**
6. There will be no loitering in the parking lot before or after school.
7. You may go to your car during the day only by permission from an administrator or if you are signing out of school through the office.
8. Parking privileges will be revoked if a referral is given for tardies.

N.C. DRIVER'S LICENSE LAW

North Carolina has a law that revokes the driving permit or license of a student under the age of 18 if the student:

- Is unable to maintain adequate academic progress (passing 3 out of 4 courses each semester),
- Is suspended for a period of 10 days or longer,
- Is assigned to an alternative setting for disciplinary reasons, or
- Drops out of school.

PROM

The Junior-Senior Prom date is TBD in May of the current school year. All students attending the prom must have all fees paid before purchasing a ticket. **More information on date, location, and time will be forthcoming.**

EMERGENCY INFORMATION

A locator and emergency medical information card will be maintained on each student enrolled at North Edgecombe High School. Parents will be asked to assist the school in supplying the necessary information. It is very important for emergency and administrative reasons, that every student maintains an up-to-date address record. It is the parent's responsibility to notify the office immediately if you have a change of address or phone number during the school year.

The following information needs to be provided on the medical information card and must be kept up-to-date:

1. Parents'/guardians' names.
2. Complete address.
3. Home phone and parents'/guardians' work phones.
4. Three (3) different emergency phone numbers of friends and/or relatives. These people will also have permission to sign the student out from school.
5. Physician's name and phone number.
6. Student's health history.

If a student becomes ill while attending school, parents will be notified. If a student becomes injured while attending school, he/she will be given first aid if it is needed. If the injury needs medical attention, the student's parents will be notified.

Under no circumstances will personnel give any over-the-counter or prescription medication to students without written authorization. The main office may administer medication after a "Request for Medicine to be given during School Hours" form has been completed by the parents, physician, and pharmacist. Forms may be requested in the office. Students with a completed form will be responsible for coming to the main office to take the medication. The forms are required for administration of over-the-counter medications as well.

CAMPUS EVACUATION

In case of an emergency in which the campus would need to be evacuated, all students will be transferred by bus to Coker-Wimberly Elementary School, where they will be released to their parents.

FIRE/TORNADO DRILLS

Monthly fire and quarterly tornado drills are required by law and are important safety precautions. When the signal sounds, it is important to obey directions given by the teacher. A predetermined route will be followed in both types of drills. Evacuation routes are posted in each classroom. Failure to comply with directions will result in disciplinary action. **Reminder: Anyone tampering with fire extinguishers or fire alarms is in violation of the law and will be given consequences accordingly.**

PARENT INFORMATION

Visitors: NEHS parents/guardians are welcome to visit the school and their child's classroom at any time. However, all visitors must report to the main office before visiting the classroom. Students will not be permitted to bring other children to school as visitors. Please read the following very carefully.

ALL VISITORS are to check in at the main office to receive a visitor's pass. This includes those who join us for lunch. Only staff members will be allowed on campus without displaying a pass. If anyone is seen on campus without a pass, he/she will be asked to go to the office to get one.

Conferences: Parents are encouraged to request conferences with teachers and/or the principal whenever they have questions regarding the school program or the progress of their children.

- Conferences may be arranged by sending a request to the teacher or by contacting the front office. Please give staff members 24 hour notice if you would like to conference with them or visit their classroom. Conferences can be scheduled before school, after school, or during the teacher's planning period.
- The parent/guardian of any student suspended from school or from a bus may be required to come for a conference before the student can return to school or resume riding the school bus.
- **Administrators will not be available for any parent conferences until after 9:00 a.m. each day.** Their first responsibility will be to make sure the school day is started on a positive note and that everyone is in place. If parents would like to meet with an administrator, it will be beneficial to call the school ahead of time to ensure there are no schedule conflicts.

Right of Access to Student Records: A parent, legal guardian, representative of the parent, or a student who is enrolled in a post-secondary institution, or is 18 years of age or older has the right to read, inspect, or copy his/her own records upon oral or written request to the principal.

Written consent from the parent/legal guardian of the student must be obtained before any personally identifiable information can be disclosed to any party except:

1. School personnel who have legitimate education interests.
2. Officials of another school in which the student intends to enroll.
3. Officials of a college, university, or other higher education institution in connection with a student's application for financial aid.
4. Certain authorized representatives of the state and federal government.

If there is any reason to believe that a student's rights to confidentiality of records have been violated, the parent/legal guardian, or eligible student has the right to file a complaint with school administration and the right to a hearing.

LOST AND FOUND

Students finding lost items should take them to the office where they can be claimed and retrieved by the rightful owners. While the school will do all that it can to find lost or stolen items, it is not the school's responsibility to investigate such items. Students who have lost an item should report it to the teacher they are with when they discover the item is missing. Students may check the school's office for lost items, where they may claim their property by identifying the item.

CONFISCATED ITEMS

All confiscated items need to be picked up by July 1, 2018. All items, including cell phones, will be donated to the Good Will on July 2, 2018.

CONNECT-ED

Phone messages will be sent to the home of each student with information concerning special school events, functions, and important dates. In order to receive all messages, students and parents must make sure accurate and up-to-date home phone numbers are on file in the PowerSchool office. Please call Gwyn Howell at 823-3562 to update this information. **Daily messages will be sent home if your child is absent or has received disciplinary action.** If you feel we have done this in error, please contact Gwyn Howell.

In the event that school is to be closed for reasons other than scheduled, the school administration will notify parents via the Connect-ED program. If a situation arises that the school would have cause to evacuate the premises, students would be transported to Coker-Wimberly Elementary School for safety purposes. Again, parents would be notified of the situation via Connect-Ed and informed where they could pick up their children.

SCHOOL BOARD POLICIES

4302: USE OF SECLUSION AND RESTRAINT

The following rules will govern the use of seclusion and restraint by school personnel. As used in this regulation, "school personnel" means employees of the Edgecombe County Board of Education (the "Board") and any persons working on school grounds or at a school function under a contract or written

agreement with the public school system or for another agency to provide educational or related services to students.

A. PHYSICAL RESTRAINT Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body. Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

1. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
2. as reasonably needed to maintain order or to prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. as reasonably needed to escort a student safely from one area to another;
7. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
8. as reasonably needed to prevent imminent destruction to school or another person's property. Except as set forth above, physical restraint of students will not be considered a reasonable use of force, and its use is prohibited. In addition, physical restraint will not be considered a reasonable use of force when used solely as a disciplinary consequence.

B. MECHANICAL RESTRAINT Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the Regulation Code: 4302-R EDGECOMBE COUNTY BOARD OF EDUCATION POLICY MANUAL Page 2 of 6 student's body and that the student cannot easily remove. Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. when properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
2. when using seat belts or other safety restraints to secure a student during transportation;
3. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
4. as reasonably needed for self-defense;
5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person. Except as set forth above, mechanical restraint, including the tying down, taping, or strapping down of a student, will not be considered to be a reasonable use of force, and its use is prohibited.

C. SECLUSION Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual

capacity. If a locking mechanism is employed, it shall not automatically lock, but shall be constructed so that it will engage only when a key, knob, handle, button, or other similar device is being held in position by a person. If the locking mechanism is electrically or electronically controlled, it shall automatically disengage when the building's fire alarm is activated. Upon release of the locking mechanism by a supervising adult, the door must be able to be opened readily. Seclusion of a student by school personnel may be used in the following circumstances:

1. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
2. as reasonably needed to maintain order or prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed when a student's behavior poses a threat of imminent Regulation Code: 4302-R EDGECOMBE COUNTY BOARD OF EDUCATION POLICY MANUAL Page 3 of 6 physical harm to self or others or imminent substantial destruction of school or another person's property; or
5. when used as specified in the student's IEP, Section 504, or behavior intervention plan; and a. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times; b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan; c. the confining space has been approved for such use by the local education agency; d. the space is appropriately lighted, ventilated, and heated or cooled; and e. the space is free from objects that unreasonably expose the student or others to harm. Except as set forth above, the use of seclusion is not considered to be reasonable force, and its use is prohibited. In addition, seclusion will not be considered a reasonable use of force when used solely as a disciplinary consequence.

D. ISOLATION Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is permitted as a behavior management technique provided that:

1. the isolation space is appropriately lighted, ventilated and heated or cooled;
2. the duration of the isolation is reasonable in light of the purpose for the isolation;
3. the student is reasonably monitored; and
4. the isolation space is free from objects that unreasonably expose the student or others to harm.

E. TIME-OUT Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms. Regulation Code: 4302-R EDGECOMBE COUNTY BOARD OF EDUCATION POLICY MANUAL Page 4 of 6

F. AVERSIVE PROCEDURES Aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability that causes or reasonably may be expected to cause one or more of the following:

1. significant physical harm, such as tissue damage, physical illness, or death;
2. serious and foreseeable long-term psychological impairment;
3. obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice, for example: a. electric shock applied to the body; b. extremely loud auditory stimuli; c. forcible introduction of foul substances to the mouth, eyes, ears, nose or skin; d. placement in a tub of cold water or shower; e. slapping, pinching, hitting or pulling hair; f. blindfolding or other forms of visual blocking; g. unreasonable withholding of meals; h. eating one's own vomit; or i. denial of reasonable access to toileting facilities. The use of aversive procedures in public schools is prohibited.

G. NOTICE, REPORTING AND DOCUMENTATION

1. School staff will promptly notify the principal or designee of any of the following: a. any use of aversive procedures; b. any prohibited use of mechanical restraint; c. any use of physical restraint resulting in observable physical injury to a student; Regulation Code: 4302-R EDGECOMBE COUNTY BOARD OF EDUCATION POLICY MANUAL Page 5 of 6 d. any prohibited use of seclusion; or e. any seclusion exceeding 10 minutes or beyond the amount of time specified on a student's behavior intervention plan. Notification shall occur the same workday as the incident occurs. If same-day notification is not reasonable under the circumstances, then notification may be made the following workday, but no later.
2. Notice to Parents When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident. Prompt notification means the same day as the incident occurred. If same-day notification is not reasonable under the circumstances, then notification may be made the following workday, but no later.
3. Written Report to Parents Within a reasonable period of time not to exceed 30 days after the incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must be submitted on the Notice of Use of Unreasonable Restraint, Seclusion, and Aversive Procedures Form and must include the following: a. the date, time of day, location, duration, and description of the incident and interventions; b. the events or events that led up to the incident; c. the nature and extent of any injury to the student; and d. the name of a school employee the parent or guardian can contact regarding the incident.
4. Record and Reporting to State Board The Superintendent shall maintain a record of incidents reported under the procedure described above and will provide this information annually to the State Board of Education.
5. Non-Retaliation for Reporting An employee making a report alleging a prohibited use of physical or mechanical Regulation Code: 4302-R EDGECOMBE COUNTY BOARD OF EDUCATION POLICY MANUAL Page 6 of 6 restraint, seclusion or aversive procedure will NOT be discharged, threatened or retaliated against through compensation, terms, conditions, location or privilege of employment by any local board of education or any employee unless the employee knew or should have known that the report was false.

H. NOTICE OF POLICY, PROCEDURES AND APPLICABLE LAW At the beginning of each school year, the principals shall provide to school personnel, parents and guardians a copy of the following:

1. Board Policy 4302, School Plan for Management of Student Behavior;
2. This Regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools; and
3. North Carolina General Statute 115C-391.1. Replaces: Policy 4302, Use of Seclusion and Restraint and Regulation 4302-R, Restraint and Seclusion Procedures

4021: ANTI-HARASSMENT, ANTI-BULLYING AND ANTI-DISCRIMINATION POLICY

The Edgecombe County Board of Education is committed to providing a nondiscriminatory environment that is conducive to learning.

To this end, the Board specifically prohibits bullying (including cyber-bullying), and harassing behavior as defined below. This policy is in addition to the Board's Sexual Harassment policy. As used in this policy, bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that: 1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or 2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, athletic affiliation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Bullying or harassment is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non employees and employees and/or students.

Any student who believes that he or she has been harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. A school employee who is notified of or otherwise becomes aware of conduct, which may violate this policy, shall report the matter to the principal, and failure to do so may subject the employee to disciplinary action. Any person may report an act of bullying, cyber-bullying or harassment anonymously. However, form disciplinary action may not be taken solely on the basis of an anonymous report.

In addition, this policy may not be construed to allow school officials to punish student expression or speech based on any undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

Any employee who believes that he or she has been harassed in violation of this policy should report such behavior to the principal, the administrator of the Office of Human Resources or the superintendent. Any supervisor who reasonably believes that an employee has been subjected to harassment in the workplace school report the information promptly to the administrator of the Office of Human Resources or the superintendent. If the individual to whom a report under this policy is required to be made is the alleged bully or harasser, then the report should be made to that person's immediate supervisor or other appropriate school official.

All complaints of harassment or bullying shall be promptly and thoroughly investigated and appropriate action shall be taken. The actions should be reasonably calculated to end any harassment, bullying or cyber-bullying, eliminate a hostile environment if one has been created, and to prevent harassment from occurring again. If at any time during the investigation the principal receives information alleging the harassment or bullying was based on sex or gender, the school principal shall notify the Title IX Coordinator and any other appropriate person as required by law and Board policy 2600/5690.

Violations of this policy shall be considered misconduct and may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including longterm suspension or expulsion in certain cases for students. The Board specifically prohibits retaliation against any individual who makes a complaint or reports an incident of harassment or bullying or who participated in an investigation or grievance proceeding initiated under this policy. Reprisal or retaliation against any individual who reports an act of bullying or harassment may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students.

Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish harassment or bullying but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

This policy shall be distributed annually in the Edgecombe County Public Schools Student Handbook and a copy given to the Edgecombe County Public Schools employees.

SOURCE: Edgecombe County Public Schools

ADOPTED: March 21, 2005

REVISED: January 12, 2009; November 9, 2009

LEGAL REF: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.; title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.; Rehabilitation Act of 1973, 29 U.S.C. § et seq.; G.S. 115C-407.5, -407.6; G.S. 126-16. 4340



Edgecombe County Public
SCHOOLS
THE KEYS TO SUCCESS: HOME, SCHOOL, COMMUNITY

DATE: July 23, 2018

TO: All Employees, Parents and Other Building Occupants

FROM: David Coker, Director of Maintenance

SUBJECT: Asbestos Hazard Emergency Response Act Regulations

As required under EPA regulations, (40 CFR Part 763), which went into effect in December of 1987, Edgecombe County Public Schools have been inspected for the presence and condition of asbestos containing building materials.

Written plans have been developed for dealing with the areas identified as having asbestos. These Management Plans are available for your inspection at the school's office and Edgecombe County Public School Maintenance Department. The Management Plan contains information about the location of asbestos materials, plans for managing the areas, such as periodic re-inspections, surveillance, and response actions, either planned or completed.

Appropriate action will be taken to prevent exposures to the asbestos in accordance with regulations and concerns for the safety of all building occupants.

If you have any questions, please call the Edgecombe County School Maintenance Department at 252-823-2808.



Opt-Out Photo Release Form

*This form should be filled out **ONLY** if parents choose an opt-out option.*

Dear Parent/Guardian:

Edgecombe County Public Schools may use student and teacher photographs and video for many purposes.

These materials may appear on our district website and social media pages, in news media (both in print and online) and in promotional material. They may also be used in school-based news coverage and broadcasts.

This form allows parents/guardians the option to not allow Edgecombe County Public Schools to take photographs of their minor children for the purpose of promoting the Edgecombe County Public School District.

I **do not give** Edgecombe County Public Schools permission to take photographs of the minor named below for the purpose of promoting Edgecombe County Public Schools.

Parent/Guardian Signature

Parent/Guardian Printed Name

Student Name

Date of Signature

Student's School

Please complete and return to your child's teacher