

**South West Edgecombe High School  
2019-2020  
Student / Parent Handbook**



*Charging Toward Excellence*

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**Pinetops, NC 27864**  
  
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**Dr. Tara Parker, Principal**  
**Ms. Shavon Brown, Assistant Principal**  
**Mr. Dominique Manson, Assistant Principal**

# SouthWest Edgecombe High School

## Student Handbook 2019-2020

### WELCOME TO SWEHS

On behalf of the faculty and staff, we welcome you to this academic school year. We are pleased that you are a part of the SouthWest Edgecombe High School community. We anticipate your involvement and cooperation in making this year successful. This school handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of SouthWest Edgecombe High School. There is no intent to develop a set of expectations that are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call 252-827-5016 and arrange a conference if the need arises.

### MISSION STATEMENT

All stakeholders plan, share, and implement our best practices that result in academic achievement and a safe, caring, and orderly environment.

### VISION

All students will learn. All teachers will teach. Parents and community will be supportive. Everyone will be accountable.

### School Mascot

Cougars

Dr. Tara Parker  
Shavon Brown  
Dominique Manson  
Rose Harrison  
Marietta Killebrew  
Ethlene Pittman  
Sandy Quincy  
Anna Gay  
Stephanie Whitaker  
Mary Langley

### School Colors

Blue, Columbia Blue, White

Principal  
Assistant Principal  
Assistant Principal  
Bookkeeper / Office Manager  
Secretary  
Receptionist / Driver's Ed.  
PowerSchool Manager  
Counselor  
Counselor  
Counselor

## Contact Information

Activities/Scheduling Events	Dr. Tara Parker
Student Address Changes	Sandy Quincy
Announcements	Marietta Killebrew
Athletics	Sandra Langley
Attendance	Individual Teachers / Sandy Quincy
Band/Color Guard	Wayne Holloway
Buildings and Grounds	Dr. Tara Parker
Bus/Transportation	Dominique Manson
Career Development Services	Karey Pierre
Check In/Check Out	Marietta Killebrew
Child Nutrition	Betty Jones
Class Rings	Shanna Shoemaker
College Information	Student Services
CTE (Career Technical Education)	Karey Pierre
Disciplinary Procedures	Administration
Driver Education	Ethlene Pittman
Emergency Messages	Marietta Killebrew
Exceptional Children	Wilma Cale
Field Trips	Dominique Manson
Financial Aid	Student Services
First Aid/Health Issues	Christie Walston
504 Questions	Wilma Cale
GED/Adult High School	Student Services
Graduation Materials/Cap & Gown	Shanna Shoemaker
Graduation Requirements	Student Services
In-School Suspension	Delphine Mabry; Administration
Junior-Senior Prom	Jennifer Savage
Lockers	Sandy Quincy
Lost & Found	Ethlene Pittman
Media Center	Dara Harmon
Medications at School	Marietta Killebrew
Out of School Suspension	Administration
Student Parking	Rose Harrison
PBIS	Alyssa Stafford
ROTC	Sgt. Willie Lester
Schedule Changes	Student Services
School Pictures	Marietta Killebrew
Senior Events/Activities	Shanna Shoemaker
Social Worker	Shannon Hamm
Testing	Nickie Rich
Transcripts	Sandy Quincy
Yearbook	Shana Frost-Shoemaker

## DAILY SCHOOL SCHEDULE

Breakfast served from 7:10-7:35am

Tardy bell will sound at 7:35am

<b>BELL SCHEDULES</b>			
<b>2018-2019</b>			
<b>Daily Schedule (1)</b>		<b>Intervention/Enrichment Schedule (2)</b>	
<b>7:35-9:15</b>	<b>First Period</b>	<b>7:35-9:06</b>	<b>First Period</b>
<b>9:20-10:55</b>	<b>Second Period</b>	<b>9:10-9:45</b>	<b>Intervention/Enrichment</b>
<b>11:00-1:05</b>	<b>Third Period</b>	<b>9:49-11:19</b>	<b>Second Period</b>
	(11:00-11:25) A Lunch	<b>11:23-1:15</b>	<b>Third Period</b>
	(11:50-12:15) B Lunch		(11:23-11:48) A Lunch
	(12:40-1:05) C Lunch		(12:10-12:35) B Lunch
<b>1:10-2:50</b>	<b>Fourth Period</b>		(12:50-1:15) C Lunch
		<b>1:19-2:50</b>	<b>Fourth Period</b>
<b>Early Dismissal (3)</b>		<b>Afternoon Assembly Schedule (4)</b>	
<b>7:35-8:30</b>	<b>First Period</b>	<b>7:35-8:55</b>	<b>First Period</b>
<b>8:35-9:20</b>	<b>Second Period</b>	<b>9:00-10:10</b>	<b>Second Period</b>
<b>9:25-10:10</b>	<b>Fourth Period</b>	<b>10:15-11:55</b>	<b>Third Period</b>
<b>10:15-11:45</b>	<b>Third Period</b>		(10:15-10:40) A Lunch
	(10:15-10:40) A Lunch		(10:50-11:15) B Lunch
	(10:47-11:12) B Lunch		(11:30-11:55) C Lunch
	(11:20-11:45) C Lunch	<b>12:00-1:10</b>	<b>Fourth Period</b>
<b>11:50</b>	<b>Dismissal</b>	<b>1:15-2:50</b>	<b>Assembly</b>
<b>Two-Hour Delay (5)</b>		<b>Three-Hour Delay (6)</b>	
<b>9:35-10:50</b>	<b>First Period</b>	<b>10:35-11:25</b>	<b>First Period</b>
<b>10:55-12:25</b>	<b>Third Period</b>	<b>11:30-1:05</b>	<b>Third Period</b>
	(10:55-11:20) A Lunch		(11:30-11:55) A Lunch
	(11:27-11:52) B Lunch		(12:05-12:30) B Lunch
	(12:00-12:25) C Lunch		(12:40-1:05) C Lunch
<b>12:30-1:35</b>	<b>Second Period</b>	<b>1:10-1:55</b>	<b>Second Period</b>
<b>1:40-2:50</b>	<b>Fourth Period</b>	<b>2:00-2:50</b>	<b>Fourth Period</b>
<b>Opening Days Schedule (7)</b>		<b>Homeroom Schedule (8)</b>	
<b>7:35-8:45</b>	<b>Homeroom</b>	<b>7:40-9:11</b>	<b>First Period</b>
<b>8:50-10:10</b>	<b>First Period</b>	<b>9:15-9:50</b>	<b>Homeroom</b>
<b>10:15-11:35</b>	<b>Second Period</b>	<b>9:54-11:20</b>	<b>Second Period</b>
<b>11:40-1:25</b>	<b>Third Period</b>	<b>11:24-1:12</b>	<b>Third Period</b>
	(11:40-12:05) A Lunch		(11:24-11:49) First Lunch
	(12:20-12:45) B Lunch		(12:05-12:30) Second Lunch
	(1:00-1:25) C Lunch		(12:47-1:12) Third Lunch
<b>1:30-2:50</b>	<b>Fourth Period</b>	<b>1:16-2:50</b>	<b>Fourth Period</b>

### 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 and 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 SouthWest High School are expected to fulfill the following responsibilities:

- **Participation** – Students have the responsibility of participating fully in the business of learning. 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, take reasonable care of books and other 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 SWEHS 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/TARDIES**

### **HOURS OF SCHOOL / A.M. PROCEDURES**

Students and parents should be aware that the official school hours are 7:35 a.m. until 2:50 p.m. unless otherwise notified. A student will be considered tardy when they arrive to school after 7:35 a.m. Students are not to arrive on campus before 7:10 a.m. Upon arrival, should report to the gymnasium 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. SWEHS cannot accept students before 7:10 am because of supervision and liability issues.

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. Students should leave school promptly at 2:50 p.m. unless they have an after school activity. Athletes and students staying after school should report directly to their location by 3:00. Bus riders should load the buses quickly and quietly. No students will be permitted to remain in the building after 3:00 unless they are under the direct supervision of a staff member.

### **MORNING CHECK-IN**

**Any student arriving to school after 7:35 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**

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.**

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 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 SWEHS**

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 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** books and supplies issued by the school.
5. The completed transfer form should be returned to the PowerSchool manager.
6. All fees owed to the school must be paid prior to any records being transferred from SouthWest 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.

### **MEDIA CENTER**

The SouthWest Edgecombe Media Center is open from 7:30 a.m. until 3:00 p.m. to serve the SWEHS community. Proper conduct, as it applies to all school facilities, is expected of all students when using the media center. Students using the media center without being accompanied by a teacher must do so with a pass. Students transferring from SWEHS must make sure that all media center 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. Dispose of waste paper and leave the chairs in place.
4. Students who do not use their time in the Media Center properly or who cause disturbances will be asked to leave.

## **ACCOUNTABILITY STANDARDS**

### **GRADING/REPORT CARDS**

**Grading:** SouthWest Edgecombe High School urges 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. The grading system used is as follows:

<b>90-100 (A)</b>
<b>80-89 (B)</b>
<b>70-79 (C)</b>
<b>60-69 (D)</b>
<b>0-59 (F)</b>

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  
September 13, 2019  
October 22, 2019  
December 6, 2019  
January 29, 2020  
March 16, 2020  
May 7, 2020

Grading Period Ends  
October 1, 2019  
November 8, 2019  
December 20, 2019  
February 20, 2020  
April 3, 2020  
June 2, 2020

Report Cards  
October 8, 2019  
November 15, 2019  
January 9, 2020  
February 27, 2020  
April 9, 2020

### **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 following are the only valid/lawful excuses that can be used for tardies or absences. All other excuses will be considered as 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 education opportunity, such as travel. Approval for such absence/tardy must be granted by the principal prior to the absence/tardy.

### **ABSENCES / MAKE-UP WORK**

When a student is absent from school, upon arriving back, 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 make-up work must be completed within 2 school days of returning of 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.**

### **BUYBACK**

Students who are absent for any reason will have the opportunity to make up **10 absences only per semester**. This will give all students the opportunity to miss 20 days total per semester with the option of buying back 10 days. 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 4 days after school).

### **ASSEMBLIES**

As with all school functions, assemblies are to be held in an orderly manner. Each program will be conducted in a dignified style and students are expected to follow all rules 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**

PBIS criteria will be discussed during Homeroom. Benefits and incentives for PBIS include early release for lunch and six-week celebrations. Students who meet the criteria will be considered a PBIS student. SWEHS will gladly accept donations or sponsorships from parents or businesses to help offset the costs of PBIS celebrations.

### **GRADING SYSTEM**

\*For calculating the grade point average (GPA), the advanced level courses will be weighted according to the following scale.

AP - 1 additional quality points

Honors – .5 additional quality point

\*State Regulation

## **PROMOTION AND GRADUATION REQUIREMENTS**

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.

Listed below are the graduation requirements for SouthWest 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.**

### **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 SouthWest 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.

### **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.

### **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 11<sup>TH</sup> AND 12<sup>TH</sup> 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.

### **NATIONAL HONOR SOCIETY**

The purpose of the SouthWest 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 10<sup>th</sup> grade or enter in the 11<sup>th</sup> or 12<sup>th</sup> 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.

### **CLASS RANK**

Rank in class will be based on the weighted cumulative grade point average (GPA). To determine class rank, the GPA for each student will be calculated to the fourth decimal place. A student's rank will be calculated as "1" plus the number of students in the same grade whose GPA is greater than the student's GPA.

End of semester numerical grades shall be converted to GPA's according to the Standards for Calculating the Weighted Grade Point Average and Class Rank of North Carolina Public High School Transcripts as specified in North Carolina State Board of Education policy. An extra .5 quality point is assigned to passing grades in Honors classes, and 1 additional quality point is assigned to passing grades in Advanced Placement courses.

The student(s) with the highest rank in the graduating class based on seven full semester grades shall be named the valedictorian(s) of the graduating class. The student(s) with the second highest rank in the graduating class, based on seven full semesters, shall be named the salutatorian(s) of the graduating class.

To be declared the valedictorian or salutatorian, a student must have been enrolled in the school the final two semesters during which credit toward selection is earned. If, after calculating GPA to the fourth decimal point, students are tied for valedictorian or salutatorian, the school shall name all students eligible as valedictorian or salutatorian. If there is a tie for valedictorian, there will be no salutatorian.

### **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.**

## **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 out, enroll, or withdraw 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. Club offerings will be discussed the first week of school.

## **ELIGIBILITY FOR ATHLETIC PARTICIPATION**

Students in grades 9-12 are encouraged to participate in athletics at SouthWest 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 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. Students must pass 3 of the 4 subjects taken in the concentrated curriculum and must meet Edgecombe County Schools promotion standards.
10. Student must meet the LEA attendance policy during the previous semester in an approved high school.
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 SouthWest 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 SouthWest Edgecombe High 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.

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

Fall: Football, Girls Volleyball, Girls Tennis, Boys Soccer, Cross County (boys and girls), Cheerleading

Winter: Boys and Girls Basketball, Cheerleading, Indoor Track, Swimming

Spring: Baseball, Softball, Golf, Boys and Girls Track, Girls Soccer, Boys Tennis

<b>ATHLETIC DIRECTOR – Sandra Langley</b>	
<b>Sport</b>	<b>Head Coach</b>
Varsity Football	Jonathan Cobb
JV Football	Glen Warren
Volleyball	Pam Gorham
JV Volleyball	Lonnie House
Varsity Cheerleading	Karin Ruffin
JV Cheerleading	Takisha Jones
Swimming	Alaina Ritter
Girls Tennis	Sandy Quincy
Boys Soccer	Victor Morales
Cross Country	Shelton Langley
Varsity Girls Basketball	Sandra Langley
JV Girls Basketball	Pam Gorham
Varsity Boys Basketball	Shelton Langley
JV Boys Basketball	Scott Stone
Indoor Track	Devonte Arnold
Boys Track	Delphine Mabry
Girls Track	Devonte Arnold
Wrestling	Kevin Darden
Varsity Softball	Richard Spence
JV Softball	TBA
Baseball	Spiers Miller
JV Baseball	TBA
Girls Soccer	Chad Garbrandt
Boys Tennis	Sandy Quincy
Golf	Jonathan Cobb

The eligibility of the student athlete is based on state guidelines from the North Carolina High School Athletic Association and local guidelines from ECPS.

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 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

### **MEDICINE OR FIRST AID FOR STUDENTS**

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

**Any student on doctor prescribed medications need to keep medications with the secretary. Proper documentation needs to be 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 be reported to the office or the nearest staff member.

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## LITTER

**All students should take pride in the physical appearance of SWEHS 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 receptacles. All food and drink purchased from the cafeteria should be consumed in the cafeteria. 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

If school is to remain closed another school day, the same station will be notified. 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.** Your assistance in following this procedure will be greatly appreciated.

## **STUDENT SERVICES**

One of the guidance counselor'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 RULES**

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

Student misbehaves and teacher discipline plan is implemented unless it is a spontaneous incident that requires immediate attention from an administrator. Classroom Discipline Plan includes:

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 SouthWest Edgecombe High School's "consequence chart" which is included, where an accumulation of such referrals may result in long-term suspension.

## **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.

## **SWEHS CONSEQUENCE CHART**

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 for discipline. Level one is interpreted as minor disruption, disrespect, insubordination infractions, etc.; level two is interpreted as more serious infractions such as

threats, theft, fighting, etc.; level three is interpreted as major violations such as assaults, bomb threats, use of a weapon, drugs or alcohol offenses, etc.

Level 1 offenses:

- 1<sup>st</sup> offense – Administrative Warning
- 2<sup>nd</sup> offense – ISS – 1 day
- 3<sup>rd</sup> offense – ISS – 2 days
- 4<sup>th</sup> offense – ISS – 3 days
- 5<sup>th</sup> offense – OSS

Level 2 and Level 3 Offenses – ISS or OSS will be assigned based on the incident details

**The following violations will result in a 10-day suspension 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

Other important information regarding disciplinary referrals and consequences:

- It is the student's responsibility to take a copy of the discipline referral home for parent review.
- Bus incidents may result in suspension from the bus or losing bus privileges to preserve instructional time.
- **Failure to comply with the directions of any SWEHS staff member or school official may result in Out of School Suspension.**
- **Students are assigned to Chill Out only six (5) times per semester. All other infractions will result in an office referral.**
- The administration reserves the right to alter the behavior consequences depending on the individual situation.

## **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. No students in ISS will be allowed to utilize any technology devices, which include, but are not limited to, laptops, Chromebooks, cell phones, and iPads. Students in ISS **DO NOT** eat lunch with the rest of the student body. Tardiness will be recorded and referrals processed just as any other class. Students will be given a packet of relevant assignments to complete. They are to follow ISS and PBIS rules and guidelines and disrespect in ISS will not be tolerated; failure to comply will result in an out of school suspension. ISS can be used as a learning opportunity for students.

Students in ISS will be required to turn in their cell phone to Coach Mabry upon entering ISS or Chill-Out. Any students who refuse or are seen using their phone while in the ISS/Chill-Out Room will receive an OSS consequence.

## **BUS RULES AND REGULATIONS**

Bus routes and stops are planned and established by Transportation Information Management System's (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.

**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, Mr. Manson, before school, during class changes, or during lunch. **The bus coordinator will handle these requests during those times 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 Mr. Manson, bus coordinator.**

### SWEHS 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.)

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. **Skippping 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. 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 steroids, 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 Four 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.

### **SWEHS 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.

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. 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 site-based 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. Leggings may be worn, but only with a top that is no shorter than three inches above the top of the knee standing.
5. Pants shall not be worn with the waistband below the hipbone. Clothing must not be super-sized.
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.).
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, etc.) and no sunglasses shall be worn inside school. **(No bandanas, head wraps, 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, ROTC, 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.

## **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.
- Only the student to whom that number has been issued can use free or reduced lunch numbers.

**Child Nutrition:** A breakfast program is provided for SWEHS students each morning beginning at 7:10 A.M. Students use the same procedures for breakfast as they do for lunch. Lunch is served daily with additional a la carte items. Parents & grandparents are welcome to join students for lunch if schedules permit; however, they are not permitted to bring commercial food into school for his/her child. The cost of a visitor's lunch is usually less than \$3.

**Breakfast:** Breakfast will be served from 7:10 A.M. to 7:30 A.M. Students who wish to eat breakfast should do so upon arriving to school. Students should talk quietly and remain seated until they have finished eating. When finished, students should clean up the area 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 drink purchased from the cafeteria should be consumed in the cafeteria. During the lunch

period, students are to remain in the cafeteria unless they receive permission to go elsewhere.

**Outside food and drink are NOT permitted in the classrooms at SouthWest Edgecombe High School. Also, parents and/or students are not permitted to bring commercial food into school for their students to consume in the cafeteria or classrooms.**

### **HALL PASSES**

Whenever a student must leave a class, for any reason, the student must be in possession of a hall pass. SouthWest Edgecombe has a hall pass procedure for bathrooms, guidance, and other necessary reasons. 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 7:35, within the 4-5 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. Additional restroom requests will require the student to provide documentation from a physician.

### **DEAD TIME**

The first 10 minutes and the last 10 minutes of each class period are considered Dead Time for hallway use. NO STUDENTS will be allowed to leave the classroom for any reason, except an emergency, and as approved by the classroom teacher and/or administrator.

### **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. Students will not be called to the office during the day to make or receive phone calls.

### **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.

## **CELL PHONES**

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

(Policy 4300) **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. Each classroom has been equipped with a "stoplight sign" for our students to understand the allowed use in their classrooms on any given day/time. Students who violate the classroom rules will be asked to turn their phone into the administration, and confiscated phones will be returned to the parents only. They can be picked up at the end of the school day that the phone was taken. If a student refuses to give up their cell phone to any staff member of SWEHS, it will be deemed as an act of insubordination and could result in out of school suspension.

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.

**\*\*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. Students are HIGHLY discouraged from bringing personal electronic devices to school.**

The North Carolina Department of Public Instruction has gotten more stringent on the presence of electronic devices in test rooms during EOG/EOC/NC FINAL EXAM administrations. Below is an excerpt from the EOC Assessment Guide with the new wording related to cell phones and electronic devices. Please notice that if a cell phone is in the room, there is an immediate misadministration and the student must be removed from the test session.

### **Prohibited items in the Test Room**

Prohibited items in the testing room may constitute a misadministration or violation of the Testing Code of Ethics. Students are not allowed to bring any prohibited items into the test room and may be removed from testing if they fail to adhere to this requirement. Prohibited items include:

**Electronic devices: Other than permitted calculators, students are not allowed to have in their possession or to use cell phones or any other electronic devices at any time during testing, including breaks. Any student with a cell phone/electronic device during testing time must be dismissed from testing and a misadministration declared.**

## **LOCKERS**

Students' homeroom teacher will assign a locker to each student. When students are at their locker, students should take care of school business. Requests to go to lockers during class time will be refused. Damage caused by misuse of tape, stickers, etc. will be charged to the student. Lockers are school property made available for the student's use. The school administration reserves the right to open and search any locker for justifiable reasons (health, safety, etc.) The school is not liable for losses and/or theft incurred from lockers. Locker searches will be conducted on a random basis. Law enforcement officials may assist in these administrative searches. **Bookbags are to be kept in your locker during the school day.**

## **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.

## **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 SouthWest Edgecombe High campus must be registered and have an official 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. In the event a parking permit is lost, a replacement may be purchased for an additional fee of \$5.00.

Students will be assigned numbered spaces. ALL students will be required to park in their assigned, numbered spaces. Suspension of driving privileges, towing of vehicles and/or suspension from school may occur when violations of these regulations occur.

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 1<sup>st</sup> offense. Parking privileges will be revoked for 20 days on the 2<sup>nd</sup> offense and for the remainder of the year for the 3<sup>rd</sup> 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 SouthWest Edgecombe High School parking permit, and park in a designated parking space. 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 5 MPH. **Parking tags and spaces are nontransferable.** 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 1<sup>st</sup> revocation, for 20 school days on the 2<sup>nd</sup> revocation and for the remainder of the school year on the 3<sup>rd</sup> revocation. Violation of these regulations or any driving considered unsafe will result in suspension of driving privileges on school grounds. **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.

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 may 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:

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

### **PROM**

The Junior-Senior Prom date is April 24, 2020 at Rock Springs Equestrian Center located just outside of Greenville, NC. All students attending the prom must have all fees paid before purchasing a ticket. **More information will be forthcoming.**

### **EMERGENCY INFORMATION**

A locator and emergency medical information card will be maintained on each student enrolled at SouthWest 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 parents' 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 aspirin, 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.

## **FIRE/TORNADO DRILLS**

Periodic fire and 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.

## **PARENT INFORMATION**

**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 hours notice if you would like to conference with them or visit their classroom. Conferences can be scheduled before school, after school, or during the teachers' 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 8:00 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 educational 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, 2020. All items, including cell phones, will be donated to the Goodwill on July 2, 2020.

### **COMMUNICATION**

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 the school at 827-5016 to update this information.

In the event that school is to be closed for reasons other than scheduled, the school administration will notify parents via the communication system.

### **SCHOOL BOARD POLICIES**

#### **4302**

#### **USE OF SECLUSION AND RESTRAINT**

It is the policy of the Edgecombe County Board of Education to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students.

The Superintendent or designee shall provide copies of this policy and G.S. 115C-391.1 to school personnel and parents/guardians at the beginning of each school year. Principals shall notify parents of any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G.S. 115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education.

No employee of the Edgecombe County Public Schools System shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, unless the employee knew or should have known that the report was false.

#### **REGULATIONS AND PROCEDURES**

The superintendent shall develop regulations and procedures for the implementation of this policy.

SOURCE: Edgecombe County Public Schools

ADOPTED: June 11, 2007

LEGAL REF: G.S. 115C-391.1, G.S. 115C-47(45)

4315

## **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 nonemployees 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 long-term 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

## **STUDENT DRESS AND APPEARANCE**

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.

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. 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 site-based school uniform policy.

Legal References: NC General Statutes 115C-288(e); 115C-307(a)(b); 115C391(a)

## **K-12 STUDENT DRESS AND APPEARANCE PROCEDURES**

The principal and/or principal's designee shall have the authority to implement the student dress and appearance policy in a manner that is age and developmentally appropriate. Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal's designee on an annual basis.

Reasonable accommodation shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to athletics, vocational classes and projects, P.E. classes, special events, and other activities that require nonconforming dress on a school campus during a school-sponsored event. Good judgment in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and appearance. The manner of student dress shall be neat, clean and properly fitted.

### **Dress and Appearance Guidelines**

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 when 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 and tops shall be completely tucked in.
4. 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.
5. Pants shall not be worn with the waistband below the hipbone. Clothing must not be super-sized or undersized.
6. Undergarments shall not be visible at anytime.
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 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 facial jewelry except earrings worn on the ear shall be allowed.
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, do-rags, sweatbands, etc.) and no sunglasses shall be worn inside school. No bandanas will be allowed.
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, ROTC, science labs, etc.). Shoes that have laces shall be laced and tied. No bedroom shoes 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.

#### 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 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.

#### Process for Piloting School Uniforms at Individual School Sites

The site-based decision to pursue implementation of a school uniform policy shall be made through a careful and thorough discussion and decision-making process that involves the entire school community of parents, students and school personnel. The following steps outline the requirements that shall be met in this process.

1. If a person or group other than the individual school administrator initiates the idea of school uniforms, they shall present the idea to the school principal.

2. The idea shall be presented to the School Improvement Team (SIT) and any parent-student-teacher organization for the school to determine if sufficient interest exists to study the proposal further.

3. If sufficient interest exists, a school-based committee comprised of parents, students and school personnel shall be formed to perform as many of the following activities as needed to determine the level of enthusiasm and/or objections to the proposal of uniforms, to respond to questions/issues and to design an appropriate uniform proposal for the school:

- Research and discuss with the school community the arguments for and against school uniforms.
- Survey parents, school personnel and students to gauge the support for uniforms and to provide input in designing the uniform policy.
- Research how other communities have responded to the uniform question.
- Review other schools' written uniform policies.
- Investigate uniform options and the cost of uniforms.
- Discuss consequences for those who do not comply.
- Discuss provisions for students whose families are unable to afford uniforms.
- Discuss provisions to protect students' rights of expression, including religious expression, and to respond to special needs.
- Research and discuss legal challenges associated with implementing a uniform policy.
- Develop a written uniform policy proposal and timeline for implementation, including any phase-in period and awareness campaign.

4. The school-based committee shall present its proposal to the School Improvement Team (SIT) and parent-student-teacher organization for their endorsement.

5. The school shall submit its school-endorsed uniform proposal to the Policy Review Committee of the Board.

6. The Policy Review Committee shall review the uniform proposal and make its recommendation to the full Board.

7. If approved by the Board of Education, the school shall implement the uniform policy at its individual school.

SOURCE: Edgecombe County Public Schools

ADOPTED: May 10, 2004

REVISED: March 21, 2005; April 11, 2005

LEGAL REF: NC General Statutes 115c-288(e); 115C-307(a)(b); 115C391(a)