



**5912 NC 43 NORTH
PINETOPS, NORTH CAROLINA 27864
(252) 827-5016**

STUDENT HANDBOOK

2017-2018

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It is the policy of the Edgecombe County Public School System not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

SCHOOL HOURS – 7:35am – 2:50pm OFFICE HOURS – 7:15am – 4:00pm

GENERAL SUGGESTIONS TO STUDENTS

1. If you are not involved in an extracurricular activity, please leave campus immediately after the 2:50pm bell. Do not loiter in the parking lots.
2. Please do not ask to use the office phone to make calls unless you have an emergency.
3. Place your name in / on all articles of clothing – coats, gloves, sweaters, raincoats, etc.
4. The school maintains a lost and found in the front office. Please feel free to investigate if you lose or misplace something.
5. If something has happened at school that concerns you, please see a counselor, an administrator, or our school resource officer.
6. Please encourage your parent(s) to visit the school and attend meetings designated for them.
7. Get to know your counselor.
8. **Buses leave within 5 minutes after the school dismissal bell rings.** Please exit the building quickly to avoid being left at school.

MAKEUP WORK

Students will be permitted to make up missed school work regardless of why they were absent. This includes out of school suspensions. Students are still expected to bring a note from their parent/guardian stating the reason for their absence(s) to enable the school to adhere to State policies of coding absences as lawful or unlawful. All work must be made up within two (2) days after returning to school unless pre-arranged with the teacher.

PARENT CONFERENCES

Parents are welcomed and encouraged to come to school to talk with your teachers. Appointments **must be made to coincide with the teacher's schedule.** Conferences may be scheduled through the counselors. Call 827-5016 and ask for a counselor.

DISCIPLINE

Edgecombe County Schools and SouthWest Edgecombe High School believe there must exist a climate of discipline conducive to study and respect for oneself, other people and property for a school to satisfactorily meet the educational needs of its students. It is the duty of principals and teachers, including student teachers, substitute teachers, voluntary teachers, teacher aides and assistants, to maintain good order and discipline; to encourage temperance, morality, industry and neatness; to promote the health of all students; to encourage wholesome disciplines of learning. The teacher shall have the responsibility and authority for discipline over students except in those cases requiring the attention of the administration.

STUDENT CONDUCT CODE

Teachers will fill out District discipline referral forms when a student commits a rule violation. The referral form should be turned in to an administrator within 24 hours. Please do not submit a referral form without first informing the student that you are doing so. Also, the parents should be contacted to assist with any discipline violations whenever possible to prevent students from being referred. The administrator will provide the student a copy of the referral to give to their parents during the discipline conference. Also, for students assigned OSS, a copy will be submitted to the parents and the parents will be notified by phone whenever possible.

PROHIBITED BEHAVIORS AND COURSE OF ACTION

Some of those policies impacting the area of discipline are now communicated to parents and students in a brochure prepared by the Edgecombe County Schools Central Office.

All discipline action taken is subject to administrative discretion. Disciplinary action taken by the administrative team for prohibited behavior / conduct / action may vary depending on mitigating circumstances.

SWE TARDY POLICY

TARDY TO CLASS / CLASSROOM ATTENDANCE

- 1) Tardies are cumulative throughout the semester for attendance.
(Unexcused and Excused) (Tardy counts do not start over until the end of the semester)
- 2) Three (3) tardies equal one (1) absence for **classroom attendance**.

TARDY TO CLASS (UPON ARRIVAL TO SCHOOL)

Any student arriving to school after the beginning of the school day bell has sounded, must report to Lock-Out (ISS) and sign-in with the ISS Coordinator.

An Excused tardy will be clearly identified on a note from the front office and shall NOT be counted as a tardy for the affected period by the classroom teacher. Students with EXCUSED tardiness shall not report to lock-out / ISS.

An Unexcused tardy will be recorded by the ISS Coordinator and shall be counted as a tardy for the affected period by the classroom teacher (data submitted electronically to the classroom teacher).

Any Unexcused tardy will follow the tardy policy below.

TARDY TO CLASS

Students who are Tardy to class (for any of the four block class periods) shall report to lock-out (ISS) for the remainder of the class period. Parent notes shall consist of court, medical, and dental appointments, as well as religious observances, and / or military deployment activities. All other notices must be approved in advance by the principal. Any student who arrives on campus and leaves campus (i.e. circumventing the lock-out procedures) shall be considered truant / skipping.

Any student who arrives to class five minutes or more after the tardy bell sounds shall be admitted to lock-out by the ISS coordinator and an administrative referral shall be written for skipping class.

| UNEXCUSED TARDY POLICY | |
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| UNEXCUSED TARDY TO CLASS ANY BLOCK OR SCHOOL | |
| Tardy 1 | Student/Teacher Conference |
| Tardy 2 | Parent Contact by teacher |
| Tardy 3 | Parent Contact by teacher and Admin. Referral (Admin. Conference with Student) |
| Tardy 4 | (Admin. Referral) ISS 1 Full Day |
| Tardy 5 | (Admin. Referral) ISS 2 Full Days |
| Tardy 6 and Subsequent | (Admin. Referral) – Admin. Conference with Parent / Additional Consequences Determined by Administration |

| PROHIBITED BEHAVIOR | DISCIPLINARY ACTION |
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| SKIPPING CLASS OR LEAVING CLASS WITHOUT PERMISSION | |
| Skipping class or part of a class. | First Offense –ISS 1 Day (Full Day) Second Offense – ISS 2 days (Full Day) Third & Subsequent – Determined by Admin. |
| OUT OF PLACE | |
| Any student deemed out of place during the school day will be referred to the Administration. This includes (but is not limited to) the parking lot, adjacent sidewalks, upstairs areas during lunches, etc. | First Offense – ISS 1 Day (Full Day) Second Offense – ISS 2 days (Full Day) Third & Subsequent - Determined by Admin. |
| LEAVING CAMPUS WITHOUT PERMISSION | |
| Any student who leaves campus for any reason must sign out in the office. This includes leaving campus prior to the beginning of the school day. | First Offense – ISS 2 Days Second Offense – OSS Third and Subsequent – Determined by Admin. |
| DRIVING ON CAMPUS / SCHOOL PARKING LOTS | |
| Improper driving on campus or Failure to display registration permit. This includes improper parking in the parking lot and parking on the curb or in undesignated areas for students.. Students are not allowed to sit in parked cars at any time. Students must purchase a parking permit whether it is the first day of school or the last day. No student is allowed to go to the parking lot without | Repeat offenders may lose his/her privilege to drive on campus as determined by Administration and / or have their vehicle towed at owner's expense. |

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| approval from an administrator. | |
| SMOKING | |
| Smoking or use of any tobacco products will not be permitted on campus. This includes the building, parking lots, on buses, etc. This policy also includes possession of smoking related products. (Cigarettes / Electronic cigarettes, lighters, matches, pipes, etc.) | Per ECPS Board of Education and Student Services Policy 4320 |
| FIGHTING | |
| Physical aggression towards / involving another student. | First offense – 10 days OSS Second offense – 10 days OSS and recommendation for Long-Term Suspension. *** Charges and or Juvenile Petitions will be filed in all circumstances, as appropriate to the situation and as determined by Law Enforcement. |
| PROFANITY TOWARDS STAFF | |
| Use of profanity, vulgar language or gestures towards any staff member. | First Offense - 3 days OSS Second Offense – 5 days OSS Third and Subsequent – 10 days OSS and recommendation for placement at the Alternative School. |
| PERSONAL ELECTRONIC DEVICES | |
| Use of radios, CD players, Ipods, pagers, cell phones, and other electronic devices on campus is prohibited during the school day. Use of Electronic Devices on the bus is STRICTLY PROHIBITED AT ALL TIMES. (The school is not responsible if the item is lost, stolen, or damaged after confiscation.) | First offense - instrument will be confiscated, turned in to an administrator and must be picked up by a <u>PARENT</u> at the end of the day (2:50pm). Students shall not be allowed to call parents, etc. to pick up the electronic device. Students shall make contact with their parent at the conclusion of the school day and make arrangements for pick up. Second offense - instrument will be confiscated, turned in to an administrator and must be picked up by a <u>PARENT</u>. Third offense - instrument will be confiscated, turned in to an administrator and must be picked up at the end of the school year. |
| GAMBLING | |
| Playing cards, rolling dice, or any gambling is prohibited. | First offense – 1 Day ISS Second offense – 2 Days ISS Third & Subsequent offense – as determined by Administration |
| DRESSING OUT FOR PHYSICAL EDUCATION | |
| Not dressing out for Physical Education Class. | First offense - warning from classroom teacher Second offense - phone call to parent by teacher Third offense – 1 day ISS (class period) Fourth and Subsequent – 3 days ISS (class period) |
| COMPLIANCE WITH / DISREPECT / INSUBORDINATION TOWARDS SCHOOL STAFF | |
| If you are asked to give your name or provide other information by an employee of the school, you are required to do so in a clear, understandable manner. If you refuse to do so administrative action will be taken. | 1-3 Days ISS (ALL DAY) or OSS (Depending on the severity and the disruption to the school environment). |
| FOOD AND DRINKS | |

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| <p>No food or drinks will be allowed in any place within the school building other than the cafeteria and/or the student commons adjacent to the cafeteria. (NO GLASS CONTAINERS ON CAMPUS)</p> <ul style="list-style-type: none"> • Water is permissible. | <p>Violations to be referred to the administration for disciplinary action</p> |
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LITTERING AND TRASH IN THE CAFETERIA OR SCHOOL

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| <p>Students must dispose of their trash in the proper manner.</p> | <p>Referral to Administration</p> |
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WEAPONS / WATER GUNS / DEVICES

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| <p>Absolutely no weapons (as defined in County BOE policy) or facsimiles of weapons including water guns or water projecting devices will be permitted on campus.</p> | <p>Subject to County BOE policy which may include up to recommendation for long term suspension / expulsion and charges being filed with law enforcement.</p> |
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PEP RALLIES / ASSEMBLIES

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| <p>Students must sit with their homeroom teacher or assigned teacher that period during all pep rallies or assemblies</p> | <p>Referral to Administration</p> |
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EXCESSIVE DISPLAYS OF AFFECTION

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| <p>Inappropriate displays of affection will not be permitted on campus.</p> | <p>First Offense – Parent Contact and 1 day ISS Second Offense – Parent Contact ISS 2 days (Full) Third & Subsequent – 1 day OSS</p> |
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RESTRICTED AREAS DURING LUNCH

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| <p>Students are not allowed upstairs, in the gym, in the shop area, doorways, restricted restrooms, restricted halls, or the “T” building during their lunch period.</p> | <p>First Offense – 1 Day ISS (Full Day) Second Offense – 2 Days ISS (Full day) Third & Subsequent – As determined by Administration</p> |
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VERBAL ALTERCATIONS

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| <p>Disagreements that lead to disruption, threats or violence will not be tolerated. All parties involved will be subject to the same consequences. Involvement includes but is not limited to spreading rumors or lies about other students or instigating conflict between students.</p> | <p>Referred to Administration. First Offense: 3 Days OSS Second Offense: 5 Days OSS Third and Subsequent: 10 Days OSS and / or long-term suspension recommendation and / or Alternative School placement.</p> |
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PARKING / DRIVING VIOLATIONS

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| <p>Parking and driving violations include (but are not limited to) the following: No parking tag, Parking tag not properly displayed, Parked in incorrect space, Parked on curb, Speeding in parking lot, Improper parking- Students must pull into spaces-NO backing into space.</p> | <p>First Offense – 1 Day ISS and loss of driving privileges for 2 days. Second and Subsequent Offenses– 2 Days of ISS and loss of driving privileges for one week AND OR towing of vehicle at owner’s expense at the discretion of the Administration</p> |
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ILLEGAL ACTIONS ON CAMPUS

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| <p>All illegal acts will be reported to the appropriate authorities.</p> |
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LYING

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| <p>No student shall provide false information to a teacher or any other school staff member. Referred to Administration.</p> |
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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.

FUNDRAISING

The principal must approve all fundraising. No individual or group is permitted to sell anything at the school or representing school programs without the permission of the principal. All proceeds are for the benefit of the school. No food items, including candy, can be sold prior to the end of lunch periods. **This is Federal Law.** Food items can be eaten only during lunch and in the proper places.

EXCHANGING, BUYING AND SELLING

Students shall not exchange, sell or purchase items from one another without written permission from an administrator.

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.

ELEVATORS

Any students unable to use the steps may obtain an elevator key from Mrs. Harrison. Keys should be returned immediately after recovery. A deposit of \$2.00 will be required before you can be given a key. This deposit will be returned when the key is returned to the office.

OFFICE PHONES

Please do not ask to use the office phone to make calls unless you have an emergency. Students are welcome in the office if they have a problem or question to pose to an administrator or staff member. **Students are not to enter the office to cut through to another part of the building or to visit other students in the office.** The office is for those who have specific business to attend to. **Do not loiter in the office complex.**

CORRIDOR / HALLWAY PASSES

Students will be given adequate time before classes to go to the lockers and use the bathroom. When a student is dismissed, he/she must have an administratively approved hall pass.

ADDITIONAL RULES

Students should understand that there may be other prohibited behaviors not listed for which the student will be held responsible. **(NOTE: SEE EDGECOMBE COUNTY BOARD OF EDUCATION POLICY FOR FURTHER CLARIFICATION OF THE STUDENT CONDUCT CODE. A PAMPHLET COPY WILL BE GIVEN TO EACH STUDENT AT THE BEGINNING OF EACH SCHOOL YEAR.**

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 an administrator.

SUSPENSIONS AND EXPULSIONS

The Board of Education has established that an educational opportunity is the right of every pupil and that the Edgecombe County School System will seek to provide an atmosphere conducive to the orderly pursuit of this right. Therefore, Principals shall attempt, through every reasonable means and by the use of every available resource, to foster the learning process for every student. They should also seek to determine the causes for the special needs of those students having academic or personal difficulty. When it becomes evident that all efforts have failed and that extreme measures must be taken, Principals shall proceed within the philosophy

that such measures are for the protection of the student or his/her peers for unacceptable actions. All personnel shall take care to guard the rights of the student and to advise him/her of these rights.

The school principal or his designee is vested with the authority to suspend or dismiss students from school. This authority can be delegated on a short-term basis when necessary. All out-of-school suspension and dismissals shall be reported to the Superintendent, and any such action exceeding 10 school days.

The Superintendent shall develop and the Board shall adopt, appropriate administrative procedures to be followed for suspension, dismissal, and the expulsion which provide for the students to be given proper notice, the right for hearings, and the right of appeal. These procedures will be covered in a brochure provided by the Edgecombe County Schools. All out-of-school suspensions for more than 10 days must be approved by the Superintendent.

IN-SCHOOL / OUT-OF-SCHOOL SUSPENSION GUIDELINES

1. In-School Suspension operates during the school day and is staffed by a full-time staff member.
2. While in In-School Suspension, each student is expected to follow the program of study designated for the ISS program. All work given to the student must be correctly and fully completed before they can be released from ISS.
3. If a student assigned to In-School Suspension is absent from school, he/she will make up time missed immediately upon returning to school. Each student is required to present his/her note excusing the absence to the In-School Suspension Coordinator.
4. No food, drink, or gum will be allowed in In-School Suspension.
5. Students will be excused for restroom use at certain times during the day at the coordinator's discretion.
6. All materials used during the day must be returned before the student leaves school.
7. Parent will be notified of their child's placement in In-School Suspension and encouraged to come for a conference with the Assistant Principal or school Principal.
8. Students may not talk on the way to or from the cafeteria. They will sit at the assigned tables and remain there until dismissed by the coordinator. Coordinator may choose to have ISS students eat lunch in the ISS room.
9. While assigned to In-School Suspension or Out-School Suspension, students may not participate in any school related function during school hours nor can they participate in or attend school activities AFTER school hours.
EXCEPTION: Students who are assigned to ISS for only a portion of the school day (i.e. one class period) can participate in after school activities. This restriction begins at 2:50pm the day prior to beginning ISS/OSS and ends upon the reinstatement to classes the day following completion of ISS/OSS. While under either type of suspension, students may not go upon the campus of any other school in the Edgecombe County System at any time for any reason.
10. If the coordinator and administrator determine that an infraction of the In-School Suspension rule exists, the student may be removed from the program and suspended from school.
11. If a student in In-School Suspension exhibits exemplary behavior while in the program the coordinator and administration may grant an early release from ISS.
12. Students are not allowed visitors in In-School Suspension.

USE OF LOCKERS

SouthWest Edgecombe High School maintains lockers for student use. The school retains the right for the Administration or any designee thereof to search any student locker at any time.

RELEASE OF STUDENT RECORDS

ECPS BOE Policy 4700

MAINTENANCE, REVIEW AND RELEASE OF STUDENT RECORDS

In compliance with the Family Education Rights and Privacy Act of 1974 (The Buckley Amendment), 20 U.S.C., Section 1232g and its implementing regulations, 34 C.F.R. Part 99, the Edgecombe County Board of Education requires its staff and administrators to protect the confidentiality of student records as provided in this policy.

III. DIRECTORY INFORMATION

“Directory information” about students is public record and shall be released upon request. Directory information shall include: the student’s name; the parents’ or guardians’ names; the student’s age; the student’s photograph; the student’s participation in officially recognized activities and sports; the weight and height of members of athletic teams; the dates of student’s attendance; degrees and awards received by the student; and the most recent previous educational agency or institution attended by the student. In addition, the addresses and telephone numbers of high school juniors and seniors may be released upon request to military recruiters or colleges, universities, scholarship committees, or other educational organizations for use in contacting potential recruits, applicants, or honorees.

Annually, parents, guardians and emancipated students will be given an opportunity to object to release of directory information. Objections must be made in writing and placed with the student’s record. If an objection is made, no directory information about that student will be released.

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)

ECPS STUDENT DRESS AND APPEARANCE POLICY

ECPS BOE POLICY 4340

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)

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 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. Pants shall not be worn with the waistband below the hipbone. Clothing must not be super-sized. Tight pants or leggings/jeggings shall not be worn unless covered by acceptable length attire.
5. Undergarments shall not be visible at any time.
6. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
7. Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.
8. 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.
9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

VIOLETIONS OF DRESS 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 shall be placed in in-school suspension 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.

SPECIFIC DRESS CODE POLICIES AND DISCIPLINARY ACTION

1. All students not complying with the ECPS Dress Code will be sent to Lock-Out (ISS) by the teacher or administrator until suitable accommodations can be made to contact parents and/or correct the violation.

2. **All head gear (hats, do rags, bandanas, etc.) will be confiscated if worn in the building.** This includes hooded jackets if hoods are worn in the building. Each item will be given back to the student using the same process as cell phones and other confiscated devices. (see page 5)

PROHIBITION OF GANGS AND GANG ACTIVITIES

ECPS BOE POLICY 4300 (Item 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.

Penalty - Grades 6 - 12

For violation of any of the Level Three 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 current school year.

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.

For a repeated violation of item (7), and violation of any others listed, a student shall be long-term suspended for the remainder of the school year.

Any student who is at least thirteen years old and who physically assaults a teacher or other adult, or a student, may be removed to an alternative educational setting, or suspended for up to 365 calendar days in accordance with 4320-R.

Any student who is at least thirteen years old, and who physically assaults and seriously injures a teacher or other school personnel, shall be removed to an alternative educational setting in accordance with 4320-R. If an appropriate alternative educational setting is not available, the student shall be suspended for no less than 300 calendar days but no more than 365 calendar days.

Any student who is fourteen years or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school in accordance with 4300-R. In all cases where a student is subject to a suspension for 300 calendar days or longer, the case will be presented to the Board for possible expulsion.

Recommended Course of Action for Level Three Offenses - Grades Pre-K - 5

All Level Three offenses will be referred to a school administrator or a central office administrator, in the absence of a school administrator.

Student and parent conference shall be held with a school administrator.

Special privileges, such as extra-curricular activities, may be revoked.

The school principal will assign the student a short-term out-of-school suspension for up to ten (10) days or recommend long-term out-of-school suspension to the superintendent. The number of days will be dependent upon the seriousness of the offense and the student's prior record of behavior offenses.

The principal may assign the student to an alternative class setting designated for students who keep others from learning because of their behavior.

Any other necessary corrective actions that are considered reasonable by the principal.

ANTI-HARASSMENT, ANTI-BULLYING AND ANTI-DISCRIMINATION

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 discrimination on the basis of race, religion, sex, ethnicity, national origin, or disability.

Harassment means any unwelcomed, offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity, or to alter the conditions of an employee's employment and create a hostile environment. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying, intimidation, or offensive actions/language.

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

Bullying is the repeated inflicting or threatening to inflict physical or psychological harm by an individual or group over a period of time.

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.

All complaints of harassment or bullying shall be promptly and thoroughly investigated. Evidence of such behavior 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. 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.

SOURCE: Edgecombe County Public Schools

ADOPTED: March 21, 2005

LEGAL REF:

100 % TOBACCO-FREE ENVIRONMENT

The Board of Education believes employees and students of the Edgecombe County Public School System have a right to work and study in a tobacco-free environment. The Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. In addition, the Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors of the school system.

The use or display of any tobacco product by any person in school buildings, school facilities, or school vehicles; on school campuses; and in or on any other school property owned, operated or contracted for by the school system is prohibited except as provided in this policy. This prohibition also applies to the use or display of tobacco products by any person at any other location during a school sponsored event when in the presence of students or school personnel.

The exceptions to this policy are as follows:

- A. The display of tobacco products does not extend to a display that has a legitimate instructional or pedagogical purpose and is approved by a teacher or school administrator, and
- B. A principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

School personnel, students, and parents will be provided notice of this policy through personnel or student handbooks, or in any other manner deemed appropriate by the principal or supervisor. In addition, principals or other persons in charge of a facility will ensure that signs are posted in a manner and locations that adequately notify staff, students, parents, and the public of this policy.

Principals and supervisors are responsible for enforcing and ensuring that school personnel comply with this policy. An employee's failure to comply with this policy, whether by enforcement or otherwise, shall be grounds for disciplinary action up to and including dismissal.

For the purposes of this policy "display" is defined as having any tobacco product in a location or position that is visible to students or school personnel. "Tobacco product" is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

SOURCE: Edgecombe County Public Schools

ADOPTED: December 10, 2007

REVISED: February 11, 2008

TRANSPORTATION

STUDENT DRIVING / PARKING ON CAMPUS

1. Each student driving a car must register the car in the office. All registrations should be completed and returned to the office **prior to the first day of school**. The cost of a parking permit for the school year is \$35.00. If a student parks a car on campus without a

permit, the privilege of driving will be revoked and the car may be towed at the owner's expense. In the event a parking permit is lost, a replacement may be purchased for an additional fee of \$5.00. **(Limit of three (3) parking permits per semester)**

2. **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.
3. Parking tag may be transferred only to second vehicle listed on Parking Tag Registration Form or you may request a one-day pass.
4. All traffic laws must be followed to and from school. Racing motors, blowing horns, improper use of brakes, mufflers, **loud music**, hanging out of windows, etc. on school grounds or adjacent areas that cause disruption will result in the loss of the driving permit. If a permit is lost, the student will not be allowed to drive the car to school until he/she secures another.
5. Once a student enters campus he/she is not allowed to leave. All students should park and enter the building at once. Loitering in the parking lot will not be allowed.
6. **Once a student enters the building, he/she can only return to the parking lot with the permission of an administrator.**
7. **As a condition of being allowed to park on the school grounds, the student and the student's parent(s) /guardian(s) hereby agree to allow school officials to search any vehicle. This includes the trunk and glove compartment areas of the vehicle whether or not it is the vehicle to which the parking permit specifically applies. The school official will search the vehicle if he/she has reasonable suspicion to believe that the student has drugs, weapon(s), alcohol or any prohibited substance as defined in the Alcohol and Drug Policy of the Edgecombe County Board of Education.**
8. Students who leave campus without permission will have their driving privileges revoked.
9. **The speed limit in the parking lot is 5 mph. There will be no speeding or any form of reckless driving on the school campus.**
10. All cars parked on the campus must be registered with the school.
11. The Parking Permit must be displayed on the rear-view mirror with the year and number facing outward at all times while on campus.
12. **Parking on the curb is prohibited.**
13. Parking tags are non-transferable between students. You may not sell or give your tag to another student.
14. All drivers must be licensed and covered by insurance.
15. **The school is not responsible for the automobile or its contents.**

THE 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.

Dropout Prevention/Driver's License Legislation

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. This legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses and is determined by first semester grades and second semester grades for schools on block scheduling. For schools on a traditional six-period day schedule, grades are determined by first semester grades and end-of-the-year grades. A student is exempt from this law when he or she reaches the age of 18 or has obtained a high school diploma, a GED, or an adult high school diploma.

In rare cases, there may be circumstances beyond the control of the student or his/her parents that qualify as a hardship. If a hardship exists, the student may request a waiver. If the waiver is granted, the student would not be affected by the legislation. Hardship cases are rare and are reserved for extreme situations. Driving Eligibility Hardship Request forms are available at

your school. Hardship review hearings are held twice a year-- after first semester grades are sent home and after end-of-the-year grades are sent home.

Lose Control, Lose Your License Legislation

North Carolina has established legislation, effective July 1, 2000, requiring that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property.

School property is the physical premises of the school, school buses, or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school. Students who are at least 14 years old or who were rising 8th graders on or after July 1, 2000, are subject to this law. Students who are 18 years old at the time of the suspension from school cannot be charged under this law. Unlike the "Dropout Prevention/Driver's License" law that only affects students under the age of 18, the "Lose Control" law does not stop at age 18. It is possible for a student to have his or her license suspended as a 17 ½ year old and not be eligible to drive for a full calendar year, reaching 18 ½ before again being eligible to drive. A student can become eligible for a Driver's Eligibility Certificate after a six-month waiting period if the student displays exemplary student behavior.

The school principal or designee shall issue a Driving Eligibility Certificate to the student under the following:

1. The student has returned to school or has been placed in an alternative educational setting and has displayed exemplary student behavior during the six-month waiting period.
2. The student has successfully completed a drug or alcohol treatment-counseling program for a drug-related suspension and has demonstrated exemplary behavior during the six-month waiting period. Exemplary student behavior is defined as *the student having no further incident of misconduct where expulsion, suspension, or an assignment to an alternative educational setting is required*. Students found in violation of local school board policies addressing related behaviors would not qualify for having exemplary behavior. A student given a drug-related suspension must successfully complete a treatment-counseling program. This is NOT an option if the student wishes to get a Driving Eligibility Certificate after the six-month waiting period. The treatment counseling program must consist of a minimum of 18 sessions of drug or alcohol treatment counseling, a mental health treatment program, or other appropriate intervention program. In addition, the treatment-counseling program should have a strong parental involvement focus.

LEAVING CAMPUS AND RETURNING TO CAMPUS

SIGNING OUT OF SCHOOL

Any student who has a valid reason to leave campus before the end of the school day shall do so at the designated time. Students who are on campus following their approved time for release shall be considered trespassing and shall be disciplined accordingly.

If a student expects to sign out of school during the day, it will be necessary for the student to bring a note from the parent/guardian giving the student permission to leave school. The note must be given to a secretary in the office upon arrival to school. (Notes will not be accepted any other time during the day). Upon receipt of the note, the secretary will give the student a sign out note. This note will allow the student to leave class at the appropriate time and must be returned to the office before they can officially leave campus. Failure to turn this sign out note in to the office will result in In School Detention.

Office personnel will verify all sign-outs with students' parent/guardian.

Office personnel will handle emergency sign-outs.

Office personnel will do a sign-out-sheet daily.

RETURNING TO SCHOOL

Any student who signs out of school and returns later that day should sign in with personnel in the office the same way outlined in the Signing in School section above.

ECC STUDENTS

Students that leave campus to go to ECC (Edgecombe Community College) must go directly to their ECC class when they leave from SWE. They are not allowed to loiter in the parking lot or the school building. In addition, students that have taken a class at ECC in the morning are only allowed to return to campus **if they have a class at SWE or are participating in an athletic event.** They are **not** allowed to come back on campus after the school day and loiter in the parking lot or in the school building.

PLEASE NOTE: STUDENTS ARE NOT PERMITTED TO SIGN OUT TO EAT LUNCH. STUDENTS WILL NOT BE CALLED TO SIGN OUT WHILE THEY ARE AT LUNCH DUE TO ACCOUNTABILITY CONCERNS.

ATTENDANCE POLICY

I. COMPULSORY ATTENDANCE

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

1. The principal must assure adherence to attendance rules and regulations and notify parents of their responsibility under the Compulsory Attendance Law. The teacher must monitor and report student absences on a daily and class basis and follow all rules and regulations concerning attendance.

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

II. Lawful Absences

The Superintendent, principal, or teacher who is in charge of such school shall have the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause which does not constitute an unlawful absence as defined by the State Board of Education. The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

1. Illness or Injury. An absence is lawful when the absence results from illness or injury and prevents the student from being physically able to attend school. Medical documentation is required
2. Quarantine. An absence is lawful when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family. An absence is lawful when it results from the death of a member of the immediate family of the student. For the purposes of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or Dental Appointments. An absence is lawful when it results from a medical or dental appointment of a student and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.
5. Court or Administrative Proceedings. An absence is lawful when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observance. An absence due to a religious observance may be considered lawful. The approval of such absences is within the discretion of the local board of education, but approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
7. Educational Opportunity. An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel and participation in local, regional, state, and national educational events or competitions. Approval for such an absence must be granted before the absence.
8. Involuntary Suspensions. An absence shall not be counted for compulsory attendance purposes when it results from the suspension or expulsion of a student from school. These days are considered lawful absences.

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

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

Reporting Unexcused Absences Under the Compulsory Attendance Law

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

- After the child has accumulated three (3) unexcused absences in a school year.
- After not more than six (6) unexcused absences, the principal shall notify the parent, guardian or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified

under the established attendance policies of the State and Local Board of Education. The Attendance Officer should be given a copy of the notification.

- Once the parent, guardian or custodian is notified, the designated school employee shall work with the child and his/her family to analyze the cause of the absences and determine steps to eliminate the problem.
- After ten (10) accumulated unexcused absences in a school year, the principal or his/her designee shall review any report or investigation concerning absences. He/She will confer with the student and his/her parent, guardian or custodian if possible to determine whether the parent, guardian or custodian has received notification of the absences and made a good faith effort to comply with the law. The Attendance Officer should be given a copy of the notification.

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

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

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

III. ATTENDANCE AND ACADEMIC CREDIT

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

ATTENDANCE AND INCENTIVES

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

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

3. Beginning with the 2011-12 school year, any student in grades K-12 with a passing average who has more than ten (10) absences in any one-semester course and twenty (20) absences in any year-long course shall receive a failing grade of 67 for that subject, absent extenuating circumstances. Days missed because of late enrollment may be reviewed by the Superintendent to determine if days absent will be considered in the total days absent. A student failing his/her grade because of excessive absences may be considered for summer school enrollment due to extenuating circumstances.

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

5. If a student is short-term suspended and that suspension happens to fall into two different grading periods, the suspension shall only count toward grade changes due

to absences in one of the grading periods. The grading period in which the suspension shall count toward grade changes due to absences shall be chosen on the basis of what is most beneficial to the student.

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

SOURCE: Edgecombe County Public Schools, Tarboro, NC

ADOPTED: September 11, 1995

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

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

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

STUDENT GRIEVANCES

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school which causes a student, parent or guardian to believe the student has been wronged, except in the case of long-term suspension or expulsion where the provisions of the Code of Student Conduct shall apply.

Grievances that involve an alleged violation of board policy or state or federal law or regulation by a final administrative decision may be appealed to the Board of Education. All other grievances, such as those pertaining to specific school rules, may be appealed to the Superintendent but are only appealable to the Board in its discretion as outlined below.

Step I Principal Conference

A student, parent or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The request shall describe the grievance and name the specific policy, rule or law believed to have been violated. The following additional guidelines shall be observed in Step I:

1. A grievance shall be filed as soon as possible but not longer than thirty (30) days after disclosure of the facts giving rise to the grievance.
2. The principal shall grant the conference within five (5) school days following receipt of the request. The principal will state in writing his/her position on the question to the student, parent or guardian within (5) school days following the conference.
3. Only the parent, guardian or someone acting in *loco parentis* shall be permitted to join or represent the student in the conference with the principal.

Step II Appeal to the Superintendent

If the grievance is not resolved at Step I, the student, parent or guardian may appeal the principal's decision in writing to the Superintendent. The appeal must be made within five (5) school days following receipt of the principal's written response (see guideline 2 of Step I above). The Superintendent or his/her designee shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, parent, guardian and principal from the Superintendent or his/her designee within ten (10) school days following the review.

Step III Appeal to the Board of Education

If the grievance is not resolved at Step II, and it involves an alleged violation of board policy or state or federal law or regulation by a final administrative decision, it may be appealed in writing to the Board of Education. A written appeal must be made within ten (10) school days following the written response from the Superintendent at Step II. The Board shall offer a final written decision within thirty (30) days. The Board may affirm, reverse, or modify the decision of the Superintendent. The principal/superintendent (Step II) decision will be reversed if the Board determines that there has been a material violation of the board policy or state or federal law or regulation, or that the decision is unsupported by substantial evidence in view of the entire record, as submitted. A final written decision shall be offered within thirty (30) days.

4215.1

A grievant who is not entitled to appeal to the Board may seek discretionary review by submitting a written appeal to the Superintendent within ten (10) days following the written response from the Superintendent at Step II. The Appeals Committee Chair shall review the request and notify the grievant within ten (10) school days from the receipt of the request whether the Board will grant a hearing.

4215.2

If the grievant fails to comply with the time periods or other procedures outlined in the policy, the grievant waives any further rights of appeal and the grievance will be considered resolved.

4215.3

The grievance may be voluntarily withdrawn at any level. Once a grievance is withdrawn, it cannot be reopened. If at any time during the grievance process the school system grants the grievant the relief requested, the grievance shall be terminated at that time.

Suspensions of 10 days or less may not be appealed to the Board of Education.

The Superintendent shall disseminate this policy to students at the beginning of each school year.

SOURCE: Edgecombe County Public Schools

ADOPTED: April 1, 1996

REVISED: January 12, 2004

LEGAL REF: G.S. 115C-45; Title IX of the Education Amendments of 1972

ATTENDANCE BUY-BACK PROGRAM

Students who miss more than 10 days in any class during the semester may make up absences by arranging to stay during designated Saturdays of the semester. The student must stay 90 cumulative minutes to receive credit for one class period. Students may only buy-back days missed during a given six week period. Students interested in taking advantage of this program should see their classroom teacher or Mr. Lee Harrison. The dates for the buy-back Saturdays shall be posted on the school website at the beginning of each semester.

WAIVER POLICY / ATTENDANCE REVIEW COMMITTEE

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

PARENTS AND VISITORS ON CAMPUS

All parents and visitors to the SouthWest Edgecombe High School Campus must check in at the office. **All parents and visitors must get a visitors badge in the office before going to any part of the building other than the office.** All teachers are asked to stop anyone who is not a student and refer him or her to the office. Visitors will not be permitted to loiter on school campus or in school buildings. Unauthorized visitors on campus or in the building will be considered trespassing and may be arrested. Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. **Students are not permitted to have visitors during the school day.** Whenever possible, anyone wishing to visit SouthWest should call the school to receive prior approval from the administration.

BUS TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school, home, and locations requested in writing by the parents.

According to North Carolina State Law, students must remain seated while the bus is in forward motion. Electronic devices are also prohibited by law. Food, beverages, flowers, balloons, etc, are also prohibited by law. **The bus driver is in complete charge of the bus and its occupants at all times.** Students riding the bus must comply with the requests of the driver. Violations of school bus rules and or laws may result in expulsion from the school bus.

Only students assigned to a particular bus may ride that bus. **Parents and others not assigned to a particular bus may not enter or otherwise impede the bus driver from performance. Violators will be subject to referral to law enforcement.**

COUNTY POLICY CONCERNING SNOW DAYS

At certain times during extremely 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 transportation school 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 call the What's Happening Line **823-5800**. **A ConnectEd (automated calling system) will contact your home telephone number.**

TV

WNCT – Greenville

WITN – Greenville / Washington

WRAL – Raleigh

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

Call **(823-5800)** the What's Happening line for information regarding delays and closings. **DO NOT CALL THE SCHOOL.** Your assistance in following this procedure will be greatly appreciated.

ACADEMIC GRADUATION REQUIREMENTS

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.**

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.

DIPLOMA AND PROMOTIONAL 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.

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. Applications may be obtained in the Student Services office.

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" (Withdrawn Passing or Withdrawn 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. .

SENIOR MODIFIED SCHEDULE

Seniors will be permitted to leave school early during the second semester only using a modified schedule. The number of courses to be taken during the second semester will be based upon the total units of credit earned at the end of the first semester.

Application for modified schedules must be submitted to the Senior Counselor.

CLASS LOAD REQUIREMENTS AND EARLY RELEASE

It is the policy of the Edgecombe County Public Schools Board of Education that you must register for four (4) course units each semester, a total of eight (8) course units for the academic school year. If you feel that you have unusual circumstances that might justify an early release from school each day and a schedule of less than four courses per semester, you may contact the Principal.

ACADEMIC MONOGRAMS

Students who achieve an "A" (includes A-) average for the year will receive an Academic Monogram the first time they achieve this average. Those who achieve this honor in ensuing years will receive a service bar. Students who earn "A" average honors in each of their four years shall receive a medallion at the end of their Senior year. Grade determination will be made at the end of the fifth six-weeks (during the spring semester) and will be based on first semester grades and second semester grades to that point (i.e. 4th and 5th 6 weeks average).

REGULATIONS FOR GOLD TASSELS AND HONOR CORDS

All members of the National Honor Society will wear gold tassels for Awards Day and Graduation provided they are in good standing as a NHS member, meeting all requirements established by the NHS Advisory Committee. Academic averages for the Senior National Honor Society are based on semester grades and the grade average is cumulative from grade 9. The tassels will be awarded at the National Honor Society meeting as decided by the sponsor. The end of the third semester is the starting point for determining eligibility in the National Honor Society, and continues through the eighth semester.

Honor Graduates are seniors who have a cumulative, weighted G.P.A. of an "A" (3.830) and will receive a gold cord during the Awards Assembly to be worn during the remainder of that program. The cords will also be worn during Graduation.

Members of the National Honor Society will be recognized on the Graduation program by an asterisk beside the name. Honor graduates will be listed separately on the program.

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 quality point is assigned to passing grades in Honors courses, and two additional quality points are 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 of the graduating class.

To be declared the valedictorian or the 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.

SCHOLASTIC REQUIREMENTS FOR ATHLETES

In order for you to be eligible to participate in athletics:

1. You must pass a minimum of three (out of four) courses for the semester **prior** to the sport for which you are trying out. Winter sport eligibility will be lost if you do not pass three courses at the end of the first semester. Summer school work may be used to make up part of the minimum and may be applied to the most recent semester (spring) **and**
2. You must have been in attendance at least 85% of the previous semester (you may not miss more than 13 days of school for **any** reason)
3. Students must meet all promotion standards and be promoted to the next grade level. (You must pass English for your grade level.)
4. Seniors who are in their last semester must be enrolled in at least two high school classes to participate in high school athletics.
5. A minimum load is defined as five courses in the traditional school schedule and three courses for school on the "block" format. If the school is on an A/B form of block scheduling, a student must pass six of eight courses during what would traditionally be defined as a semester.

The following sports are offered at SouthWest Edgecombe High School. We encourage all students to participate in our athletic program as participants or spectators.

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

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

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

REPORT CARDS

SouthWest High School uses a computerized report card. Report cards will be issued at the end of each 6 weeks. Teachers will send progress reports home every three weeks. **Students are expected to furnish envelopes and stamps for report cards to be mailed at the end of the school year. However, students who are in debt to the school must make arrangements with the school to receive report cards. Report cards for the students who do not bring envelopes should be turned in to the office at the end of the year for students or parents to pick up at school.**

GRADING SYSTEM

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

The 10-Point Grade Scale will no longer include pluses and minuses. Quality points awarded will be standardized as shown above.

Along with grading scale changes, weighting of Honors and Advanced Placement/IB courses will change as well, effective with students entering 9th grade for the first time during the **2015-2016 school year.**

| Course | Current added value to quality points earned | 2015-16 added value to quality points earned |
|--------|--|--|
|--------|--|--|

| | | |
|--------|---|----|
| Honors | 1 | .5 |
| AP/IB | 2 | 1 |

VOCATS TESTING

Vocational courses will be administering the VOCATS testing to students during the final exam period and this test will count as the final exam in these subjects. VOCATS exams are required and students may not be exempt for any reason.

TITLE IX

All vocational, academic and extra-curricular opportunities will be offered without regard to race, color, national origin, sex or handicap.

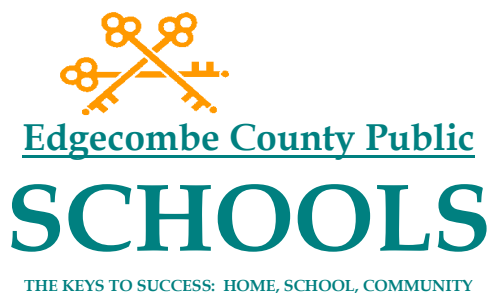
All statements concerning Title IX and section 605 (handicap) compliance activities should be directed to:

Coordinator for Title, IX and 504
Edgecombe County Schools
412 Pearl Street
Tarboro, North Carolina 27886

Telephone Number 641-2600

CAFETERIA MEALS

Edgecombe County Public Schools will be participating in the Community Eligibility Provision (CEP). This program will allow every student to eat breakfast and lunch for FREE. You will not need to turn in a lunch application. Parents and / or students will still have to pay for A La Carte and snack items. Parents can still place money on their child's account to purchase these items.



DATE: July 19, 2016

TO: All Employees, Parents and Other Building Occupants

SUBJECT: Asbestos Hazard Emergency Response Act Regulations

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

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

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

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

