

2010-2011 PENDER COUNTY SCHOOLS

Code of Student Conduct

Your Rights and
Responsibilities



Allison Sholar, Superintendent

**Code of Student Conduct
Student Accountability
Promotion Standards
Regulations and Notifications**

2010-2011 CODE OF STUDENT CONDUCT

The Code of Student Conduct publication lists the Pender County School district's rules for student behavior. The rules apply to all activities occurring on school grounds, on other sites used for school activities, and on any vehicle authorized to transport students.

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Board of Education

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Allison Sholar
Superintendent

July 15, 2010

Dear Students and Parents:

Welcome to a new school year! The Board of Education and the entire school district staff want all students to succeed academically and grow into capable and productive members of the 21st century with skills to be leaders of their generation.

The Code of Student Conduct publication includes regulations, policies, and procedures which explain student expectations. It serves as our commitment to parents, students, and the community to provide a safe and secure learning environment. Although our school administration and teachers regularly review expectations for students, we ask parents to review the document and discuss with their children expectations for self-discipline and respect for others.

The rules and regulations contained in the Code of Student Conduct apply uniformly to all students enrolled in our school system during the entire school day, on School Board property at any time, during field trips and extracurricular activities regardless of the location, and on any vehicle authorized to transport students.

This document is published once a year and, therefore, may not contain the most recent changes in policies and procedures. Please refer to the district website for the most up to date version of the Code of Student Conduct. If you have questions regarding the Code of Student Conduct, please contact your child's teacher or the school principal.

Best wishes for an outstanding school year.

Sincerely,

Allison Sholar
Superintendent

Pender County Schools Internet and Email Access

Schools frequently use educational tools found only on the Internet. Filtered email is also used for instructional purposes in some classes. Your child shall be given access to the Internet, filtered through Pender County Schools, and access to email if needed by the class. The full details are contained, as a minimum, in the Board of Education's policy "3225/4312/7320, Technology Acceptable Use/Internet Safety", available online (www.pendercountyschools.net) or from your school's principal. If you do not want your child to have access to the Internet or email, then you may obtain and sign an Internet/Email Opt Out form from the school's office/principal.

It is important that you and your child read the District policies (3220, 3225, 3227, 3230, 5071, 6524) and administrative regulations (all available on the Pender County Schools Web site – www.pendercountyschools.net - or you may request a paper copy through the school's office) and discuss these requirements together. Inappropriate use of technology resources may result in loss of privilege to use this educational tool. Teachers will make reasonable efforts to supervise a student's use of the Internet during the instructional time/day.

Below are some of the issues that may arise; more are listed in the Board of Education Policies/Administrative Guidelines.

- Users shall not attempt to access inappropriate sites or release inappropriate (personal) information in emails, etc.
- Users are prohibited from using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers or computer systems, or any form of "hacking".
- Any user identified as a security risk may be denied access.
- Users are prohibited from using or sharing another individual's computer account or files, including use of an ID and/or password not assigned to the user.
- Users shall not deliberately or negligently attempt to destroy technology hardware, software, or data of another user.
- Users shall not intentionally waste or abuse limited resources, such as unauthorized storage of files (games, music, etc.) on the computers/servers.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Pender County Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pender County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Pender County School district to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Pender County Schools designates the following as directory information:

- *Student's name*
- *Grade and dates of attendance*
- *Electronic mail address*
- *Photograph*
- *Diplomas, Honors, Awards, and certification received*
- *Weight and height of members of athletic teams*
- *Participation in officially recognized activities and sports*

If you do not want Pender County Schools to disclose directory information from your child's education records without your prior written consent, you must notify your child's principal, in writing, within 10 days of the first day of school enrollment.

2010-2011

Opt Out Notification Form

To Prevent Release of Student Information
(High School Juniors and Seniors Only)

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pender County Schools to release directory information to armed services/military recruiters and post secondary educational institutions without your written consent, complete and return this form to your child's school within 10 days of receipt of this notice.

Student Legal Name _____

High School _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Note:

“Opt Out” notification must be a written request provided annually and must be submitted to the principal within 10 days from the date of student enrollment each school year.



3100 CONCURRENT ENROLLMENT AND OTHER CURRICULUM EXPANSIONS 3100

In support of policy 3100, Curriculum Development, and the board's encouragement of expanded curriculum development, the board adopts the following requirements are adopted for students enrolled in the school system who also wish to enroll in classes taught by a college, university, community college or other approved entity, or to take distance learning, on-line, correspondence or independent study courses.

A. GENERAL REQUIREMENTS

1. The superintendent shall develop procedures and requirements for awarding high school credit toward graduation for such courses. Credit towards graduation will be granted only for courses that are consistent with policies and standards of the school system and State Board requirements, including the requirements of State Board of Education Policy GCS-M-001, which defines "Course for Credit."
2. The principal must approve the course in advance. Prior to granting approval, the principal shall determine whether the course to be taken will earn credit toward graduation in accordance with the procedures and requirements developed by the superintendent.
3. The parent or guardian of the student must give permission for the student to take the course, and the student must complete any forms required by the school system.
4. A current member of the high school faculty must supervise a student enrolled in an on-line, dual enrollment or correspondence course or in independent study work. The level of supervision will vary depending on the option and may range from coordinating registration to providing instructional support.
5. Each course provider must be accredited by the Southern Association of Colleges and Schools or its regional equivalent. This requirement does not apply to courses approved for credit by the NC Virtual Public School.
6. Enrollment of a student in a course is the responsibility of the student and his or her parent. Except as provided elsewhere in this policy, all special fees and charges and any special transportation needs are the responsibility of the student and parent or guardian.
7. To receive credit towards high school graduation, the school at which the course is offered must provide such essential information as is generally included in official transcripts of school records. This information includes:
 - a. a description of the content and subject matter covered;
 - b. the number of clock hours of instruction in the course; and
 - c. the student's achievement or performance level in the course.In addition, a syllabus that includes course goals, objectives, course activities and grade requirements must be provided.
8. In the case of independent study credit, the designated teacher shall provide the above information.
9. The student also must meet any other requirements established by the superintendent.
10. Credit will not be awarded for school bus driving or for office, teacher or laboratory assistance.

B. NORTH CAROLINA VIRTUAL PUBLIC SCHOOL; LEARN AND EARN ONLINE COURSES (E-LEARNING)

The superintendent shall develop additional procedures and requirements consistent with State Board requirements and this policy for students enrolling in the North Carolina Virtual Public School or in Learn and Earn Online Courses available through the UNC system and/or community colleges. The superintendent shall design the processes and procedures for enrollment and management of e-learning to foster an environment where students can be successful. To the extent that these e-learning courses are made available, they will be provided at no cost to the student or his or her family.

E-learning courses must meet State Board requirements to qualify for course credit. Enrollment in an e-learning “for credit course” will count toward satisfying the local board’s requirements related to minimum instructional days, seat time policies, and student attendance, athletic and/or extracurricular obligations.

C. LEARN AND EARN EARLY COLLEGE PROGRAM

The board supports the Learn and Earn Early College High School Initiative, which is intended to create rigorous and relevant high school options that provide students with the opportunity and assistance to earn an associate degree or two years of transferable college credit by the conclusion of their last year in high school. The superintendent shall ensure that the program targets high school students who are at risk of dropping out of school before attaining a high school diploma or who would benefit from accelerated academic instruction, or other student populations targeted by the State Board for such programs.

Students attending the Learn and Earn Early College Program do not pay tuition, fees, transportation or other fees incidental to the program, except as may be required of other students attending public schools in the system.

The superintendent shall develop procedures consistent with this policy and the terms of the agreement governing operation of the program. Such procedures must include eligibility requirements and requirements for earning high school course credits.

D. OTHER CONCURRENT (OR DUAL) ENROLLMENT IN POST-SECONDARY INSTITUTIONS

In addition to the general requirements in section A of this policy, students not participating in an early college program may enroll concurrently in appropriate courses in a post-secondary institution of higher education (college, university or community college) and the local high school under these conditions:

Student Eligibility

Students must be at least 16 years of age at the time of enrollment.

Student must receive approval from the principal and the superintendent or designee prior to enrollment in the course if the course is taken for high school credit. Students enrolled in a community college must also be approved by the president of the college.

Students must meet the same prerequisite and course admission requirements as adult students.

Students may enroll only in courses that are not available at the student’s school of attendance and not offered at another school within the school system.

The principal must certify that the student will be enrolled in high school courses for one-half of the school day and is making appropriate progress toward graduation. For courses offered in the summer, students must have been enrolled in high school courses for one-half of their school day during the preceding year and must be making appropriate progress towards graduation. For purposes of this policy, adequate progress towards graduation means that the student has passed the minimum number of credits required each year to meet graduation requirements.

Course Credit

- a. College credit will be awarded to high school students upon successful completion of each course in accordance with the policies and requirements of the college.
- b. High school credit will be awarded in accordance with the procedures and requirements developed by the superintendent.

Expenses

- c. Students are responsible for payment of tuition, fees, transportation and other costs incidental to their enrollment in a post-secondary institution, except that high school students are exempt from paying tuition for courses (except continuing education courses) taken at a community college. Textbooks, materials, fees and supply costs for courses taken at a community college are the responsibility of the student.
- d. Students participating in the Early College Program may participate in other concurrent enrollment programs, subject to the requirements above and the approval of the principal.

E. COURSES OFFERED THROUGH COOPERATIVE AGREEMENT WITH COMMUNITY COLLEGE (HUSKINS BILL PROGRAM COURSES)

The superintendent is authorized to enter annually into a cooperative agreement with the local community college to allow high school students to enroll in college-level courses as part of their regular high school course of study. Such agreements must comply with the requirements of the State Board of Education and the North Carolina State Board of Community Colleges.

1. Student Eligibility
 - a. To participate, a student must be in grades 9 through 12 and be recommended for enrollment by the principal of the high school.
 - b. Students must meet the same prerequisite and course admission requirements as adult college students.
2. Course Credit
 - a. The award of college credit to high school students upon successful completion of each course will be in accordance with the policies and requirements of the local community college.
 - b. High school credit will be awarded in accordance with the procedures and requirements developed by the superintendent.
 - c. Credits received for Huskins Program courses will be counted in the grade point average at the high school and will be included in class rank calculations.
3. Expenses
High school students are exempt from paying tuition for Huskins Program courses taken through the local community college. The school system will provide textbooks, materials, fees and supply costs.
4. Course Eligibility
 - a. The superintendent shall authorize appropriate staff to work with the local community college to determine Huskins Program course offerings.
 - b. Students may enroll only in courses that are not otherwise available in any system high school. Huskins Program courses may not duplicate or substitute for any high school courses currently offered in the system.
 - c. Developmental courses will not be offered.
5. Students with Special Needs
The school system and the local community college will collaboratively determine the accommodations to be provided by each entity to a student with special needs.

F. COMMUNITY COLLEGE ENROLLMENT OF INTELLECTUALLY GIFTED AND MATURE STUDENTS UNDER 16 YEARS OF AGE

Intellectually gifted students under the age of 16 may enroll in a community college under the following conditions:

1. Student Eligibility
 - a. The student must be identified as intellectually gifted and having the maturity to justify admission to the community college;
 - b. The student must receive written recommendation and approval from the assistant superintendent of curriculum and instruction;
 - c. The student must meet course prerequisites and state-designated criteria for aptitude and achievement test scores; and
 - d. The community college president must approve the student's enrollment.
2. Expenses
Students enrolled under this section must pay required tuition and fees as well as transportation and any other costs incidental to their enrollment.
3. Credit
Credits awarded will not be counted toward the required credits for high school graduation as defined by the North Carolina State Board of Education.
4. Other
 - a. Students are not eligible to enroll in occupational extension courses.
 - b. When on the community college campus, students under the age of 15 must be accompanied at all times by a parent or another adult whom the parent has designated in writing.

The superintendent shall develop procedures consistent with this policy and policies of the State Board. Such procedures must include any additional eligibility requirements and requirements for earning course credits.

Legal References: G.S. 115C-36, -47, -81; 115D-5, -20(4); 16 N.C.A.C. 6D .0503; 23 N.C.A.C. 2C .0305; State Board of Education Policies GCS-F-016, GCS-L-004, GCS-M-001, GCS-N-004, GCS-T-000

Cross References: Curriculum Development (policy 3100), School Calendar and Time for Learning (policy 3300), Extracurricular Activities and Student Organizations (policy 3620), Attendance (policy 4400)

Adopted: June 30, 2010

3420

STUDENT PROMOTION AND ACCOUNTABILITY

3420

A. PURPOSE

The board believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time needed to be proficient at a particular level of study.

B. STANDARDS FOR PROGRESSION

The superintendent shall establish standards and a process for determining a student's readiness to progress to the next level of study. The standards must provide multiple criteria for assessing the student's readiness, such as standardized tests, grades, a portfolio or anthology of the student's work and, when appropriate, consideration of accepted standards for assessing developmental growth. Principals shall ensure that the standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the authority to promote and to retain students based upon the standards set by the board and the State Board of Education.

C. STUDENT ACCOUNTABILITY AND PROMOTION STANDARDS

Students must meet all promotion and accountability standards set by the board and/or the superintendent and the State Board, including the following specific requirements for promotion.

1. Kindergarten through Grade Two

Promotion for students in kindergarten, first and second grades will be based upon developmentally appropriate progress as measured by approved assessment instruments and determined by the principal.

2. Grades Three through Eight

Students in grades three through eight must pass language arts, mathematics, science, and social studies.

Students in grades 3, 5 and 8 must also demonstrate proficiency by scoring at Level III or above on end-of-grade (EOG) tests in both reading and mathematics. Students who do not score at Level III or above on the first administration of EOG tests will be retested in accordance with State Board of Education policy. The superintendent shall develop, in accordance with State Board policy, procedures addressing personalized education plans and promotion requests for students who fail to score at Level III or above.

3. Grades Nine through Twelve

Typically classification of high school students will be based upon the cumulative number of standard units of high school credits earned toward graduation. To be classified as a ninth grader (freshman), a student must have successfully completed grade eight and been promoted to grade nine. To be classified as a tenth grader (sophomore), a student must have successfully completed six units, including one unit of English. To be classified as an eleventh grader (junior), a student must have successfully completed 13 units, including two units of English. To be classified as a twelfth grader (senior), a student must have successfully completed 20 units, including three units of English.

To receive a North Carolina high school diploma, all students must complete the requirements set forth in policy 3460, Graduation Requirements.

D. APPEALS OF PROMOTION DECISIONS

1. To the Superintendent

Within five working days of receiving the principal's written decision to promote or retain a student, the student's parents may appeal the decision to the superintendent. The superintendent may overturn the principal's decision only upon a finding that the principal's decision was arbitrary and capricious (i.e., without rational basis) or otherwise an abuse of discretion.

The superintendent must render a decision within 10 working days of receiving the appeal. The superintendent may support the principal's decision, remand it back to the principal for consideration of additional issues or reverse the decision.

The superintendent's findings must be in writing and must be provided to the parents.

2. To the Board of Education

The superintendent's decision to promote or retain a student may be appealed to the board in accordance with the procedures set forth in section E.5 of policy 1740/4010, Student and Parent Grievance Procedure.

E. PROMOTION STANDARDS FOR STUDENTS WITH DISABILITIES

To the extent possible, students with disabilities must be held to the same promotion standards as all other students. However, for students who take alternative assessments in lieu of the EOG or the EOC tests, promotion decisions shall be based on criteria as recommended by the IEP team.

All intervention strategies and other opportunities, benefits and resources that are made available to students without disabilities must be made available to students with disabilities who are subject to the student promotion standards. Such opportunities must be in addition to the special education services provided to the student.

F. ACCELERATION

Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore the subject in greater detail or providing different types of educational experiences. To sufficiently challenge a student, the principal may reassign the student to a different class or level of study and/or may identify other concurrent enrollment or other curriculum expansion options (see policy 3101, Concurrent Enrollment and Other Curriculum Expansions).

The principal, after consulting with the professional staff and parents, may determine that skipping a grade level is appropriate. If permitted by state law or State Board policy, credit toward high school graduation may be awarded for a student's advancing or placing out of a high school course. The superintendent shall provide any additional criteria necessary to make the determination as to whether credit may be awarded.

G. REPORTING REQUIREMENTS

1. Superintendent's Report to Board

At least on an annual basis, the superintendent shall provide the board with the following information for each school: aggregate student performance scores on state-mandated tests and any other standardized tests used by a school or the school system;

- a. the proportion of students not meeting standards for grade level; and
- b. remedial or additional educational opportunities provided by the school system and the success of these efforts in helping students meet promotion standards.

2. Superintendent's Report to the Department of Public Instruction

Pursuant to standards established by the Department of Public Instruction, the superintendent annually shall provide the Department with all required information regarding student performance.

H. RESOURCES

Consistent with the objective of improving student performance, the board will provide maximum flexibility to schools in the allocation of state funds. School personnel are expected to budget financial resources in a manner that will meet the standards established in this policy. The board will consider requests to transfer funds from other funding allotment categories to intervention strategies as a part of the school improvement plan submitted by school officials. All funds will be used in a fiscally sound manner in accordance with policy 8300, Fiscal Management Standards.

I. NOTIFICATION TO PARENTS

The superintendent shall ensure that a copy of this policy is provided to all students and parents, that parents are encouraged to be involved in helping their children meet the promotion standards, and that all parents or guardians are requested to sign parental expectation agreements. Information provided to parents should be in the parents' native language. In addition, the teacher(s) of a student who does not meet the standards in this policy must notify the student's parents that the student has failed to meet the test standards and must provide the parents with information concerning retesting, intervention, review and appeal opportunities.

J. CHILDREN OF MILITARY FAMILIES

As required by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and policy 4155, Assignment to Classes, school administrators have the authority to exercise flexibility in waiving course or program prerequisites or other preconditions for the placement of children of military families in courses or programs offered by the school system.

Legal References: G.S. 115C-36, -45(c), -47, -81, -105.21, -407.5, -174.11, -288(a); State Board of Education Policies GCS-C-031, GCS-N series; Guidelines for Testing Students Identified as Limited English Proficient (Department of Public Instruction)
 Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Goals and Objectives of the Educational Program (policy 3000), Concurrent Enrollment and Other Curriculum Expansions (policy 3101), School Improvement Plan (policy 3430), Graduation Requirements (policy 3460), Extracurricular Activities and Student Organizations (policy 3620), Children of Military Families (policy 4050), Assignment to Classes (policy 4155), Fiscal Management Standards (policy 8300) Adopted: June 30, 2010

3460

GRADUATION REQUIREMENTS

3460

The board recognizes the importance of setting rigorous graduation requirements in order to help ensure that students are receiving an education that will prepare them to be productive members of society.

In order to graduate from high school, students must meet the following requirements:

1. successful completion of all accountability standards for high school set out by the State Board of Education in policy GCS-N-003, Student Accountability Standards, that are applicable for the year in which the student entered ninth grade for the first time and/or the student’s course of study;
2. successful completion of 20 course credits (21 for students entering ninth grade on or after the 2009-10 school year, 22 for students in the Occupational Course of Study) in the chosen course of study and all other course requirements mandated by the State Board of Education; and
3. successful completion of all additional courses and other requirements mandated by the board. Pender County Schools requires 28 credits.

The principal shall ensure that students and parents are aware of all graduation requirements. Guidance program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their post-graduate plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit for graduation. The principal shall consider the requirements of the Interstate Compact on Educational Opportunities for Military Children (G.S. 115C-407.5) and the requirements of subsection D.3 of this policy in determining the graduation requirements for children of military families.

A. COURSE UNITS REQUIRED

All students must meet the following course requirements for the specific course of study chosen by the student. Beginning with students entering the ninth grade in the 2009-10 school year, students must fulfill the requirements of the Future Ready Core Course of Study, unless they are approved for the Occupational Course of Study. Students entering the ninth grade before the 2009-10 school year must fulfill the requirements of the Career Prep, College Tech Prep, College/University Prep or Occupational Course of Study.

1. Future Ready Core Course of Study Credits Required

Courses Required	State Requirements	Local Requirements
English	4 sequential (English I, II, III, and IV)	
Mathematics	4 (either Algebra I, Geometry, Algebra II and a fourth math course aligned with the student's post-high school plans OR Integrated Math I, II, and III and a fourth math course aligned with the student's post-high school plans) (A principal may exempt a student from this math sequence. The student will be required to pass either (1) Algebra I and either Algebra II or Geometry or (2) Integrated Math I and II. The student must also pass either Alternative Math I and II or two other application-based math courses.)*	
Science	3 (a physical science course, Biology, and earth/environmental science)	
Social Studies	3 (Civics & Economics, U.S. History and World History)	
Health/P.E.	1	

Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education or Second Language; 4 must be from one of the following: Career and Technical Education, R.O.T.C., Arts Education or any other subject area or cross-disciplinary courses. A four-course concentration is recommended.)**	
Total Credits	21	28

* Students seeking to complete minimum application requirements for UNC universities must complete four mathematic courses, including a fourth math course with Algebra II as a prerequisite.

** Students seeking to complete minimum application requirements for UNC universities must complete two years of a second language.

2. **Career Prep Course of Study Credits Required**

Courses Required	State Requirements	Local Requirements
English	4 (including English I, II, III, and IV)	
Mathematics	3 (including Algebra I)	
Science	3 (including a physical science course, Biology, and earth/environmental science)	
Social Studies	3 (including Civics & Economics, U.S. History and World History)	
Health/P.E.	1	
Career/Technical	4 (courses appropriate for career pathway, including a second-level (advanced) course, or courses for an arts education pathway or for R.O.T.C.***)	
Foreign Language	0	
Electives	2 (arts recommended but not required)	
Other Requirements		
Total Credits	20	28

***Four R.O.T.C. credits may be used.

3. **College Tech Prep Course of Study Credits Required**

Courses Required	State Requirement	Local Requirements
English	4 (including English I, II, III, and IV)	
Mathematics	3**** (including either Algebra I, Geometry and Algebra II; Algebra I and Technical Math I & II; or Integrated Mathematics I, II, and III)	
Science	3 (including a physical science course, Biology, and earth/environmental science)	
Social Studies	3 (including Civics & Economics, U.S. History and World History)	
Health/P.E.	1	
Career/Technical	4 (courses appropriate for career pathway including a second-level (advanced) course)	
Foreign Language	0****	
Electives	2 (arts recommended but not required)	
Other Requirements		
Total Credits	20	28

**** A student pursuing this course of study may meet the requirements of a College/University Prep Course of Study by completing 2 credits in the same foreign language and one additional unit of math for which Algebra II is a prerequisite.

4. College/University Prep Course of Study Credits Required

Courses Required	State Requirements	Local Requirements
English	4 (including English I, II, III, and IV)	
Mathematics	4 (including either Algebra I, Geometry and Algebra II and a higher course for which Algebra II is a prerequisite; or Integrated Mathematics I, II, and III and one course beyond Integrated Math III)	
Science	3 (including a physical science, Biology, and earth/environmental science)	
Social Studies	3 (including Civics & Economics, U.S. History and World History)	
Health/P.E.	1	
Foreign Language	2 (in the same language)	
Electives	3 (arts recommended but not required)	
Other Requirements		
Total	20	28

5. Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP)

Courses Required	State Requirements	Local Requirements
English	4 (including Occupational English I, II, III, and IV)	
Mathematics	3 (including Occupational Mathematics I, II, and III)	
Science	2 (including Life Skills Science I, II)	
Social Studies	2 (including Government/U.S. History and self-advocacy/problem solving)	
Health/P.E.	1	
Career/Technical	4 (vocational education electives)	
Foreign Language	0	
Occupational Preparation	6 (including Occupational Preparation I, II, III and IV, which requires 300 hours of school-based training, 240 hours of community-based training and 360 hours of paid employment)	
Electives	0	
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio required 	
Total	22	28

B. HIGH SCHOOL EXIT STANDARDS

- Students, who (1) entered the ninth grade in the 2006-07 through 2008-09 school years and follow the Career Prep Course of Study, College Tech Prep Course of Study or College/University Prep Course of Study; or (2) enter ninth grade in the 2009-10 year or beyond and follow the Future Ready Core Course of Study, must score at Level III or above on all of the following end-of-course (EOC) tests: Algebra I; Biology; English I; Civics and Economics; and U.S. History. Students who do not score at Level III or above on the first administration of EOC tests must be retested in accordance with State Board policy. The superintendent shall develop procedures, in accordance with State Board policy, for reviewing promotion requests for students who do not score at Level III or above on the retest.

The EOC test results will count as 25 percent of a student's final grade in each high school course for which an EOC test is available.

- A student following the Occupational Course of Study, regardless of the year he or she entered ninth grade, must complete rigorous exit standards as outlined in State Board Policy GCS-N-004.

C. ADDITIONAL LOCAL REQUIREMENTS

The board may require that students successfully complete additional graduation requirements, such as a high school graduation project or a community service project like that mentioned in policy 3530, Citizenship and

Character Education. Students will be notified of any requirement no later than the beginning of their junior year. Students whose projects do not meet the expected standard must be given additional opportunities to successfully complete the project and additional assistance as needed with the project.

D. SPECIAL CIRCUMSTANCES

The board adopts the following policies with regard to graduation.

1. **Honor Graduates**
Honor graduates may be designated by principals on the basis of criteria established by the superintendent. A student who completes the requirements of the North Carolina Academic Scholars Program will receive recognition, including a seal affixed to his or her diploma. Recognition of honor graduates may be included in graduation programs.
2. **Students with Disabilities**
Accountability standards and graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.
3. **Children of Military Families**
In order to facilitate the on-time graduation of children of military families, the board adopts the following policy provisions for students covered by the Interstate Compact on Educational Opportunity for Military Children.
 - a. **Waiver Requirements**
Specific course work required for graduation will be waived if similar course work has been satisfactorily completed in another school system. If a waiver is not granted, school administrators shall provide the student with reasonable justification for the denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the superintendent or designee shall provide the student with an alternative means of acquiring the required coursework so that graduation may occur on time.
 - b. **Testing Requirements for Graduation**
The superintendent shall accept the following in lieu of tests required for graduation in North Carolina: (1) exit or end-of-course exams required for graduation from the sending state; (2) national norm-referenced achievement tests; or (3) alternative testing. If these alternatives are not feasible for a student transferring in his or her senior year, subsection c below will apply.
 - c. **Transfers During Senior Year**
If a child of a military family transferring at the beginning of or during his or her senior year is ineligible to graduate from the school system after all of the alternatives listed above have been considered and the student meets the graduation requirements at his or her sending school, then school officials from the school system and the sending school system shall collaborate to ensure that the student will receive a diploma from the sending board of education.
4. **Early Graduation**
Graduation prior to that of one's class may be permitted under criteria to be approved by the board upon the recommendation of the superintendent. Graduation ceremonies, however, will be held only at the close of each school year
5. **Graduation Certificates**
Graduation certificates will be awarded to students in accordance with the standards set forth in State Board policy.

Legal References: G.S. 115C-47, -81, -174.11, -276, -288, -407.5; State Board of Education Policies GCS-C-003, GCS-C-031, GCS-N series

Cross References: Goals and Objectives of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420), Citizenship and Character Education (policy 3530), Children of Military Families (policy 4050)

Adopted: June 30, 2010

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by board policy and the student code of conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school’s student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, and visitors. “Visitors” includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

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

C. Definitions

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication 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.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
- (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- (3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an

individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. Reporting and Investigating Complaints of Discrimination, Harassment or Bullying

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, and on cell phones and the Internet.

F. NOTICE

The superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATORS

The superintendent or designee shall publish the names, office addresses and phone numbers of the "Title IX coordinator" (for sex discrimination) and the "Section 504" and "ADA coordinator(s)" (for discrimination on the basis of disability) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinators. The coordinators shall coordinate the school system's efforts to comply with and carry out its Title IX, Section 504 and ADA responsibilities, which include investigating any complaints communicated to school officials alleging noncompliance with Title IX, Section 504 or the ADA or alleging actions which would be prohibited by those laws.

H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action or other steps taken by the school system to provide

an environment free of discrimination, harassment and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.9 through -407.12; 126-16; State Board of Education Policy HRS-A-007

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (1730/4022/7231), Prohibition Against Retaliation (1760/7280), School Plan for Management of Student Behavior (policy 4302), Professional Employees: Demotion and Dismissal (7930), Classified Personnel: Suspension and Dismissal (7940)
Adopted: December 14, 2009

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE 1720/4015/7225

The board takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator - The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.
2. Complaint - A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.
3. Complainant - The complainant is the individual complaining of being discriminated against, harassed or bullied.
4. Days - Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.
5. Investigative Report: The investigative report is a written account of the findings of the investigation conducted in response to a complaint.
6. Investigator - The investigator is the school official responsible for investigating and responding to the complaint.
7. Report - A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees
Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy 1710/4021/7230 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties
All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.
3. Anonymous Reporting
Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.
4. Investigation of Reports
Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Filing a Complaint
Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:
 - a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
 - b. an immediate supervisor if the individual making the complaint is an employee;
 - c. the director of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the director of human resources is the alleged perpetrator);
 - d. the Title IX coordinator for claims of sex discrimination or sexual harassment; or
 - e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.
2. Time Period for Filing a Complaint
A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.
3. Informal Resolution
The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Initiating the Investigation
 - a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:
 - i. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the director of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the director of human resources or designee.
 - ii. If the alleged perpetrator is the principal, the director of human resources or designee is the investigator.
 - iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the director of human resources or designee is the investigator unless the alleged perpetrator is the director of human resources, the superintendent or a member of the board.

- iv. If the alleged perpetrator is the director of human resources, the superintendent or designee is the investigator.
 - v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the director of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
 - vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate.
unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504 or ADA coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
 - c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
 - d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.
 - e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.
2. Conducting the Investigation
- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.
 - b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.
 - c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.
3. Investigative Report
- a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504 or ADA coordinator.
 - b. Except for such information made confidential by law, the investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
 - ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
 - iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
 - c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant

- (e.g., an order requiring the perpetrator not to have contact with the complainant).
- d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
 - e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.
4. Appeal of Investigative Report
- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the director of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection E.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
 - b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.

4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by policy 1710/4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274, (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.10; State Board of Education Policy HRS-A-007
 Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)
 Adopted: December 14, 2009

6000

ATTENDANCE

6000

Good attendance at school is essential if students are to do well. Even though work may be made up, much additional insight can be lost when a student misses a class. It should be the aim of every student to be present in class each day. Good attendance will certainly improve grades and, more importantly, a student’s understanding of the material being covered.

The Board of Education encourages daily attendance in all classes. Moreover, regular attendance is necessary for successful completion of required class work, and ultimately, promotion to the next grade.

Nothing in this policy is intended to prohibit a school from establishing more restrictive attendance policies, subject to Board approval.

6000.1 Teachers shall maintain accurate attendance records, both daily and by class where appropriate.

6000.2 Principals shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law. When the student has three, and then subsequently six, unexcused absences the parent will receive notification from the principal in writing. When the student has ten unexcused absences the absences will be reviewed by the principal (or a designee) with the student and the parent/guardian of that student. Depending upon the findings of the principal, the parent/guardian may be reported to the District Attorney for prosecution. Students at any age who accumulate excessive absences may experience consequences to include, but not limited to, extra make-up work, grade retention, attendance intervention, intervention from law enforcement officials, and/or others.

6000.3 School-related activities as outlined below shall not be counted as absences from either class or school.

- a. Field trips sponsored by the school
- b. School-initiated and scheduled activities
- c. Athletic events requiring early dismissal from school
- d. Governor’s or Legislative Pages
- e. In-school suspension
- f. Pre-arranged college visitations

Assignments missed for these reasons shall be completed by students. It is the student’s/parent’s responsibility to contact the teacher and arrange for these assignments to be made up in a reasonable period of time.

6000.4 Excused Absences

The following shall constitute valid excuses for the absence of a child from school provided satisfactory evidence of the excuse is provided to the appropriate school official immediately upon return to school. An absence for any other reason is unlawful (unexcused).

A. Illness or injury. An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.

B. Quarantine. An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.

C. Death in the Immediate Family. Absence is excused when it results from the death of a member of the immediate family of the child. For purposes of this policy, the immediate family of a child includes but is not necessarily limited to grandparents, parents, brothers, and sisters.

D. Medical or Dental Appointments. An absence is excused when it results from a medical or dental appointment of a child and a note from the doctor or dentist is presented upon the child's return to school.

E. Court or Administrative Proceedings. An absence is excused when it results from the attendance of a child at the proceeding of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness. A note from a court official or a copy of the subpoena to court shall be presented to the principal.

F. Religious Observances. An absence may be excused if the tenets of a religion to which a child or his parent adhere require or suggest the observance of a religious event not to exceed five days.

G. Educational Opportunity. An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid, parent-approved educational opportunity such as travel. Approval for such an absence must be gained **prior** to the absence.

Administrative Guidelines for Section G :

(1) Such trips normally would not include hunting, fishing, visiting relatives, beaches, shopping, skiing, subsequent trips to the same destination and/or athletic events.

(2) Students shall submit to the principal the Pender County School Educational Leave Form 5 days prior to the trip.

6000.6 All work missed during excused (including short term suspension removals) and unexcused absences is expected to be completed in a timely manner and at the discretion of the classroom teacher.

6000.7 High School Requirements

Students who miss more than a total of 8 days (excused and/or unexcused) per course during a semester will not receive credit toward graduation except when one of the following conditions are met:

1. Students make up absences: The high school will provide opportunities for students make up time missed from classes. The maximum number of days which a student can make up per semester is 4; the maximum number of class periods which a student can make up per semester is 16. All make-up time must be completed in the same semester as the absences.

2. The principal grants a waiver: Students whose academic standing is adversely affected by this standard have the right to appeal for a waiver. The appeal must be submitted to the principal in writing along with any appropriate and/or required documentation. Waivers of absences may be granted by the principal only when extenuating circumstances exist.

This standard does not apply to medically-fragile students as defined in the North Carolina School Attendance and Student Accountability Manual and approved by the principal.

6000.8 Elementary and Middle School Requirements

Elementary and middle school students who are absent in excess of twenty (20) days in a school year may be retained or referred for academic intervention.

(A) Continued absenteeism may result in the notification of the Department of Social Services, juvenile court, or the district attorney that the parent/guardian is not cooperating with the school system in addressing the attendance problem.

(B) The principal/principal designee may request a conference with the parent or guardian at any time to discuss an attendance problem.

(C) Students arriving late or requesting early dismissal should be accompanied by a parent/guardian. Excessive tardiness or early dismissals will be monitored at the school level.

Pender County Schools Educational Leave Form

Student Name(s): _____
Grade(s): _____
Teacher Name(s): _____
Trip Destination: _____
Dates of Trip: _____

Guidelines:

Educational trips are defined as opportunities for educational enrichment.

Trips will not exceed:

3 days in state

7 days in the country

10 days out of the country

10 days per year maximum

The principal shall be provided with a full agenda of planned trips as listed below.

Students shall submit a written report, diary, collage, journal, scrapbook, power point presentation or other evidence as deemed appropriate by the principal. This evidence/documentation shall be given to the principal within five (5) school days of the students return to school.

List the agenda for each day that the student is absent (Attach if necessary):

Parent/Guardian Signature: _____ Date: _____
Teacher Signature: _____ Date: _____
Principal Signature: _____ Date: _____

***This form shall be submitted to the school's principal at least 5 school days before the trip.**

Copies given to: *Parent*
 Teacher
 Principal



In the event that a student is absent or tardy, it shall be the responsibility of the student and/or parent to bring to the principal or his/her designee a note signed by the parent or guardian citing the reason for such absence or tardiness. A principal may require any additional documentation deemed necessary to verify the reason for the absence or tardiness.

6002.1 Absences or tardiness will be recorded as unexcused until such time a note is presented. Such notes should be presented within three days of the student's return to school.

6002.2 Absences because of illness for three or more consecutive days may require confirmation from a doctor.

Adopted: July 11, 1994 **Revised:** February 2, 1998

Each student shall attend the appropriate level school in whose district he maintains his domicile (legal residence). Domicile shall be defined as that address at which the student and his parents, legal guardians, or custodians reside on a full-time basis. However, no non-parental legal guardianship/custody will be recognized for school assignment where a student has a living parent unless there has been a determination of abandonment of the student by such parent(s); a determination that the student is a dependent juvenile as defined in G.S.7A-5 17(13) or comparable statute by court of competent jurisdiction; or the student has been judicially declared a ward of the court or has been identified as an orphan or placed in a foster home by the Division of Social Services (or a comparable agency if out of state) or for a hardship as determined by the local school board. If a student is 18 or over and does not reside with his parents, legal guardians, or legal custodians, his legal residence shall be that address at which he himself lives full time. If a student is married, regardless of his age, his legal residence shall be that address at which he himself lives full-time.

6024.1 Notice of assignment will be made prior to the effective date of the assignment. For pupils already enrolled in the Pender County Schools, written notice will be given by the school to the parent(s) or person(s) standing in loco parentis. This assignment will be given by notation on the final yearly report card of the pupil or by any other means that will adequately insure the delivery of written notice. In case of pupils enrolling in a Pender County School for the first time, assignment will be made at the time of the application for enrollment.

6024.2. Determining legal residence of a student shall be the responsibility of the principal of the school in which the pupil is requesting enrollment. In case of questions, the central office will provide necessary assistance in investigating and determining a pupil's residence.

6024.3 A student whose parents do not live together must have his own legal residence declared has that of the parent with whom the student lives full time. Where primary custody has not been determined by the courts, a statement signed by both parents is required for the purpose of school assignment.

6024.4 The Board of Education may charge tuition for non-resident pupils approved to enroll in the school system.

6024.5 Non-resident pupils approved to enroll in Pender County Schools must maintain satisfactory behavior, attendance, and academic performance in order to continue in enrollment. A non-resident child will not be eligible to attend Pender County Schools if his parents, legal guardians or legal custodians falsify and or misrepresent any information on his application.

6024.6 Parents, legal guardians or legal (custodians) who do not have residence in Pender County and who have a child approved to enroll in the school system must sign a release to allow Pender County Schools to obtain the child's discipline records from the previous school(s). Pupils under suspension in another school district when they request enrollment may be denied.

6024.7 When a student transfers into the Pender County Schools, the student's parent, legal guardian or legal custodian shall provide a statement under oath or affirmation whether the student is, at the time, under suspension or expulsion from attendance at a private or public school in this or any other state or has been convicted of a felony in this or any other state. This subsection does not apply to a student who has never been enrolled in or attended a private or public school in this or any other state.

6024.8 Employees who are not residents of Pender County and who have children they wish to enroll in Pender County Schools will be approved as an employee benefit providing space is available at the requested school and the employee provides transportation.

Legal Reference: G.S. 115C-366; 115-366.1; 115C-366.2; 115C-367; 115C-368; 115C-369; 115C-370
Adopted: July 11, 1994 Revised: February 2, 1998; September 9, 2002

6320

RELEASE OF RECORDS

6320

The Family Educational Rights and Privacy Act of 1974 ("*FERPA*") provides that an educational agency may not release personally identifiable information regarding a student without the parent's written consent except in very limited circumstances. Responsibility for release of student records shall rest with the principal.

6320.1 Under the conditions set forth in *FERPA*, release of student records may be made, without requiring written consent, in the following cases:

- A. To other school officials, including teachers, within the Pender County Schools who have legitimate educational interests in the records.
- B. To officials of another school, or school system, or institution of postsecondary education.
- C. To certain federal, state, or local educational officials in connection with an audit or evaluation of, or compliance review regarding, federal or state supported education programs.
- D. In connection with financial aid for which the student has applied or has received.
- E. To State and local officials or authorities to whom this information is specifically allowed to be reported or disclosed pursuant to State statute regarding the juvenile justice system.
- F. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of a dependent student.
- I. To comply with a court order or lawfully issued subpoena after reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance to allow him/her to seek protective action.
- J. In connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- K. To the parent of a student or to the student.

6320.2 Written permission by a parent, guardian, or student who has attained age eighteen shall be required for release of a student's records for any reason other than those enumerated in section 6320.1.

6320.3 Principals shall maintain a log of each request for access to and each disclosure of personally identifiable information from the education records of each student which log shall be maintained with the educational records as long as the educational records are maintained. This log shall contain, for each disclosure, the name of the party requesting and receiving the information and the legitimate interest(s) the party had in requesting or obtaining the information.

6320.4 Information may be disclosed only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent, guardian, or student who has attained age eighteen and that the information disclosed will only be used for the purposes for which disclosure was made.

6320.5 Under the direction of FERPA, Pender County Schools defines certain information as “student directory information” which may be publicly released without the permission of the parents. This information would not generally be considered harmful or an invasion of privacy if disclosed. This includes information such as:

- Student name;
- Grade and dates of attendance;
- Photograph;
- E-mail address;
- Pictures or videos taken on school grounds, in school buildings and at school activities in the normal course of educational activities;
- Participation in officially recognized activities and sports;
- Diplomas, awards, and certification received.

Schools release student information on a routine basis for honor rolls, graduation lists, scholarships, awards, honors received, school performances, and height and weight of members of athletic teams. Information may appear in various ways, such as newspaper articles, television broadcasts, radio broadcasts, displays, or in District and/or school brochures, newsletters, yearbooks, and websites.

Parents and students who object to the release of any “student directory information” may file a written request with the student’s principal to withhold such information from public release.

6320.6 Under the direction of COPPA (Children’s Online Privacy Protection Act)

- All schools shall:
- Allow parents the opportunity to review their child’s information and restrict further use;
- Disclose information collection and use practices by prominently posting a privacy statement on its web site and near information collection points; and;
- Take steps to protect the information.

Legal Reference: Family Educational Rights and Privacy Act of 1974, 20 U.S. C. 1232g and 34 CFR 99.1, et. Seq.; Section 438 of the General Education Provisions Act; Children’s Online Privacy Protection Act (COPPA), 1998

Adopted: July 11, 1994 Revised: October 7, 2002; March 14, 2005

6400

STUDENT BEHAVIOR

6400

Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and learning, the Board requires the maintenance of good order in the schools as absolutely essential.

The policies hereinafter stated shall apply to all students at all times during which they are on the campus of any Pender County School, on a bus or other vehicle operated by the Pender County Schools, at any event sponsored by the Pender County Schools or one of its individual schools, on any field trip or other trip sponsored by the Pender County Schools or one of its individual schools, or at any other time when students are subject to the authority of school personnel.

These policies governing student misconduct shall also apply to any incident occurring off school grounds but which may affect the school climate or have a direct and immediate effect on the general welfare of the school. However, students who commit the offenses set forth in Policies 6427 (certain weapons on campus) or 6425 (certain physical assaults) shall be punished by suspension or removal to an alternative educational setting only if the conduct occurs on school property or at school-sponsored or school-related activities on or off school property.

Legal Reference: G. S. 115C-390, 115C-391; Adopted: December 2, 1991; Revised: September 9, 2002

The Board of Education may expel a student who is at least fourteen years old and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

The Board of Education may expel a student under the guidelines below whether or not the acts result in the filing of criminal charges or a juvenile petition, and whether or not the student is convicted or adjudicated.

Any one or more of the acts listed below committed by a student, whether on or off school premises, may constitute a clear threat to the safety of others warranting the student's expulsion.

6416.1 Theft or attempted theft by a student from another person by using, or threatening to use, a dangerous weapon.

6416.2 The intentional and malicious burning of any structure or personal property, including vehicles.

6416.3 An attack, or threatened attack, by a student against another person wherein the student uses a weapon or displays it in a threatening manner.

6416.4 An attack by a student on school administrators; professional (e.g., teachers) or classified (e.g., custodial, clerical) personnel; or adult volunteers which does not result in serious injury but which is intended to cause or reasonably could cause serious injury.

6416.5 An attack by a student upon another person whereby the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration, loss of consciousness, or the victim requires hospitalization as a result of the attack.

6416.6 Any intentional or negligent act that results in the death of another person.

6416.7 Confining, restraining, or removing another person from one place to another, without the victim's consent, or the consent of the victim's parents, for the purpose of committing a felony, or for the purpose of holding the victim as a hostage or for ransom or for use as shield.

6416.8 Possession by a student of a weapon on any school property, including vehicles; and possession by a student under age 18 of a handgun, whether on school property or not.

6416.9 The taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear.

6416.10 Rape, Sexual Offense, or Sexual Assault which is any unauthorized, unwanted, intentional, or forcible touching or attempted touching of the sex organs of one person by another. The sex organs are the breasts of the female and the genital areas of the male and female.

6416.11 The possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the General Statutes.

(a) A finding that a controlled substance has been placed in the possession of a student without that student's knowledge is prima facie evidence of possession of the substance by the offending student(s).

Legal Reference: G.S. 115C-391(d) Adopted: November 6, 1995 Revised: August 4, 2004

All students shall comply with all rules and regulations governing behavior and conduct.

6420.1 Violation of Board policies, rules or regulations, the Code of Student Conduct of the Pender County School System, regulations issued by the individual school, or the N. C. General Statutes shall result in disciplinary action which may include suspension or expulsion of the student from the Pender County School System

The policies listed in this Code of Conduct are not intended to be an exhaustive list of student conduct. Rather, they are illustrative of the types of behaviors that are inconsistent with the proper functions of the school system. During the period that a student is suspended, he is prohibited from entering the grounds of any Pender County public school and from attending any school-related functions without express permission of the building principal.

A violation of any of the policies listed in this Code of Conduct may result in the long-term suspension or expulsion of a student or a suspension of 365 calendar days depending on the offense. In addition, repeated violations of this code or of local school rules may subject a student to long-term suspension or expulsion.

6420.2 When a school official learns or suspects that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of N. C., s/he shall report immediately such violation to the proper law enforcement agency for disposition. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

6420.3 Whenever more than one punishment is allowed under Board Policies for a certain behavior or offense, the most severe punishment may be used.

6420.4 The Due Process Clause of the Fourteenth Amendment to the United States Constitution is applicable to long term suspensions. No student shall be suspended from the Pender County Schools for more than ten (10) days except in accordance with due process of law.

Legal Reference: G. S. 115C-391 Adopted: December 2, 1991; Revised: Sept. 9, 2002, Rev. June30, 2008

Level 1	Conference / Warning
Level 2	Detention, Parent Attendance in Class, Restitution, Threat Assessment, SST, ISS, School Work Service, Mediation, Outside Counseling
Level 3	OSS (out of school suspension) for 1-5 days
Level 4	OSS (out of school suspension) for 5-10 days
Level 5	OSS (out of school suspension) for 10days
Level 6	Long Term Suspension for <u>more than 10 days, up to the remainder of the school year</u>
Level 7	Long Term Suspension for 365 calendar days
Level 8	Expulsion

Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

PK-12 Level: 1 - 3

Legal reference: GS 115C-391 Adopted: December 2, 2009

Revised: June 30, 2008

**DISRUPTION OF SCHOOL
OR SCHOOL RELATED ACTIVITIES**

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force violence, or any other form of conduct, act in any manner so as to interfere with any teacher’s ability to conduct a class or other school activity nor shall any student urge any other student to engage in such conduct.

No student on or off school premises shall engage in any protest, march, picket, or sit-in or similar activity which has as its purpose the disruption of any lawful function, mission, or process of the school to which the student is assigned or any other school in the school system.

No student shall participate in the boycott or walkout of any lawful school function, mission, or process at which attendance is required.

**PK – 2 Level 1 - 4
3 - 5 Level 3 - 6
6 – 12 Level 6 - 7**

No student shall, by any means of communication to any person or group of persons, make 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 designed to destroy or damage property by explosion, blasting, or burning with intent to perpetrate a hoax, conceal, place or display any device, machine, instrument, or artifact 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 bomb or other device capable of causing injury to persons or property.

Out of School Suspension for 365 calendar days unless otherwise determined by the Board upon recommendation of the Superintendent.

No student shall do any of the following:

- (1) By any means of communication to any person or group of persons, make 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;
- (2) With intent to perpetrate a hoax, conceal, place, disseminate, or display on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, machine, instrument, artifact, letter, package, material or substance, 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;
- (3) Threaten to commit on educational property or at a school-sponsored curricular or extracurricular activity off 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 that disruption;

- (4) 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 or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption; or
- (5) Conspire to commit any of the acts described in this policy.

Any violation of this policy may result in the suspension of the student for up to 365 calendar days.

Any intentional disruption of the instructional day may include but is not limited to bomb threats, pulling fire alarm, severe threats or acts of violence, shall result in instructional time being made up as deemed appropriate by the school administration.

The Board, upon recommendation of Superintendent, may modify the suspension requirement on a case by case basis that includes, but is not limited to, the procedures established for the discipline of students with disabilities and may also provide, or contract for the provision of, educational services to any students suspended under this subsection in an alternative school setting or another setting that provides educational and other services.

Legal Reference: G.S. 115C-391, G.S. 14-132, 14-288.4, G.S. 24-69.1 and .2, 115C-391(d3) (d4)

Adopted: December 2, 1991

Revised: July 2, 2001; September 9, 2002; June 30, 2008

6425

FIGHTING OR ASSAULT

6425

- A. Fighting – No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. No student shall take any action or make any comments or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

A student who is attacked may use reasonable force in self-defense but only to the extent to free himself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he may not have provoked the fight.

A violation of 6425 (A) may result in

PK – 12	Level 3 - 6
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- B. Assault On Another Student-No student shall cause or attempt to cause serious physical injury to another student or intentionally behave in such a manner as could reasonably cause serious physical injury to any student.

PK – 5	Level 3 - 6
6-12	Level 5 - 6

However, the superintendent may, upon recommendation of the principal, remove to an alternative educational setting any student who is at least 13 and who physically assaults another student if the assault is witnessed by school personnel; or physically assaults and seriously injures another student. If no appropriate alternative educational setting is available, then the superintendent may, upon recommendation of the principal, suspend this student for up to 365 days.

If the violation of 6425 (B) involves two or more students assaulting or attacking or causing or attempting to cause physical injury to another student or behaving in such a way as could reasonably cause physical injury to another student, the first violation shall result in at least long-term suspension for the remainder of the school year. This section shall not apply when the student was acting in self-defense.

- C. Assault On a Teacher or School Employee – No student shall assault or attempt to cause physical injury to any school employee or behave in such a manner as could reasonably cause physical injury to any school employee.

PK – 2	Level 2 – 4
3 – 5	Level 4 – 7
6 – 12	Level 6 - 8

- 1) The first violation of 6425 (C) by a student in grades 6-12 shall result in at least long term suspension from the school for the remainder of the school year.
- 2) The superintendent shall, upon recommendation of the principal, remove to an alternative educational setting, any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. If no appropriate, alternative educational setting is available, then the superintendent shall, upon recommendation of the principal, suspend for no less than 300 days but no more than 365 calendar days any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. If the superintendent removes the student to an alternative educational setting, and the conduct leading to the removal occurred on or before the ninetieth school day, the board shall remove the student to that setting for the remainder of the current school year and the first 90 school days in the following year. If the superintendent chooses to remove the student to an alternative educational setting and the conduct leading to the removal occurred after the ninetieth school day, the board shall remove the student to that setting for the remainder of the current school year and for the entire subsequent school year. Notwithstanding these requirements, the superintendent may authorize a shorter or longer length of time a student must remain in an alternative educational setting if the superintendent finds this would be more appropriate based upon the recommendations of the principals of the alternative school and the school to which the student will return.
- 3) The superintendent may, upon recommendation of the principal, remove to an alternative educational setting any student who is at least 13 and physically assaults a teacher or other adult who is not a student. If no appropriate alternative educational setting is available, then the superintendent may, upon recommendation of the principal, suspend this student for up to 365 calendar days.

If a teacher is assaulted or injured and as a result a student is suspended or removed to an alternative educational setting under this subsection, then the student shall not be returned to that teacher’s classroom unless the teacher consents. If a student is suspended under this subsection, the Superintendent may assign the student to an alternative educational setting upon the expiration of the period of suspension.

This section shall not apply when the student was acting in self-defense.

- D. Assault Involving A Weapon – Any violation of this policy which involves the use of a weapon or other dangerous object that could reasonably be considered a weapon pursuant Policy 6427 shall result in long-term suspension from the school system for the remainder of the school year.

PK – 12	Level 6 – 8
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Legal References G.S. 115C-391 Adopted: December 2, 1991
 Revised: September 9, 2002; January 10, 2005; June 30, 2008

No student shall knowingly possess, handle or transmit any knife, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles, handgun, facsimile of a gun, incendiary device or other object that can reasonably be considered a weapon or dangerous instrument, including sticks, pipes, or shop tools possessed, handled, transmitted, or used in a threatening or dangerous manner.

PK-5	Level 3 – 7
Grades 6 – 12	Level 4- 8

Notwithstanding the foregoing paragraph of this policy, any student who brings onto or possesses on school property, or at a school-sponsored curricular or extracurricular activity off school property, any gun, rifle, pistol, or other firearm of any kind (not including a BB gun, stun gun, air rifle or air pistol) or any dynamite cartridge, bomb, grenade, mine or powerful explosive which includes but is not limited to nitroglycerine, trinitrotoluene, and blasting caps, detonators and fuses for the explosion thereof (but does not include fireworks), shall be suspended from the school system for 365 days. This 365 day suspension requirement may be modified on a case-by-case basis by the board with the recommendation of the superintendent. Use of the facsimile of any firearm or explosive as defined above in a threatening or dangerous manner shall result in a long-term suspension for the remainder of the school year.

This policy shall not apply to a weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the Board or school administration. Specifically, possession of a firearm or facsimile thereof, when issued by the ROTC department, Hunter Safety Team, or similar organization and utilized in accordance with regulations established by the school and the department or organization shall not be considered a violation under this policy.

Legal Reference: G. S. 14-269.2, 115C-391 (d1) Adopted: December 2, 1991
Revised: July 11, 1994, November 6, 1995, September 9, 2002, June 30, 2008

**NARCOTICS, ALCOHOLIC BEVERAGES, CONTROLLED
SUBSTANCES, CHEMICALS AND DRUG PARAPHERNALIA**

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior, or drug paraphernalia, or a substance counterfeited to be illegal or a substance used as a facsimile of an illegal substance on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored activity or function or during any period of time when students are subject to the authority of school personnel. Any student who is suspected of being under the influence of the aforementioned substances may be asked by the School Resource Officer or the principal to submit to a drug test.

Consequences shall include parent contact, confiscation of substance, report to law enforcement, possible referral to Department of Social Services, and possible submission to drug testing. Special provisions to allow for a partial waiver of suspension may be available for first time offenses of consumption of, or possession of, a controlled substance when referred for prevention/treatment.

A. Use/Under the Influence:

Drinking any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption. Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.

PK – 5	Level: 3 – 6
6 – 12	Level: 4 – 6

B. Possession/Attempt:

Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function. Possessing or attempting to possess any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance.

PK – 5	Level: 2 – 4
6 – 12	Level: 4 – 6

C. Paraphernalia:

Possessing, distributing, or using any drug-related paraphernalia.

PK – 5	Level: 2 – 4
6 – 12	Level: 4 – 6

D. Sale/Distribution:

Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function.

PK – 12	Level: 5 – 6
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E. Other Drug Offense – Sale/Distribution/Purchase/Attempt:

Distributing, selling, or purchasing any illegal or controlled substance; attempting to sell, distribute, or purchase any illegal or controlled substance; or any action that contributes to the possession of any illegal or controlled substance.

PK – 5	Level: 4 – 6
6 – 12	Level: 6 – 8

An exception may be made by the Superintendent in cases involving only a first offense of this policy where the infraction does not involve the sale of a substance prohibited by this policy. In such cases, the Superintendent may prescribe an alternative to long-term suspension, which shall involve corrective education and/or counseling and shall be designed by the Superintendent.

Legal Reference: G. S. 115-391 Adopted: December 2, 1991
Revised: February 2, 1998; July 6, 2000; July 2, 2001; June 30, 2008

The Board recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees and school facilities. The Board also acknowledges that adult employees serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. 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 and employees in the school system. Finally, the Board recognizes that it has a legal obligation pursuant to Title X of Pub.L. 103-227 to provide for schools that are smoke-free.

Accordingly, the Board enacts the following:

- 6431.1 Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles, or while participating in school-sponsored events.
- 6431.2 No student, employee, or visitor shall be permitted under any circumstances to use tobacco products in any facility or on any premises owned or leased or contracted for by the Pender County Schools and utilized for provision of educational services to children.
- 6431.3 Penalties for violation of this policy are set at the discretion of the building principal and may include such things as in-school suspension, after school detention, or out-of school suspension.

For purposes of this policy, "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.

Adopted: September 12, 1988

Revised: November 7, 1994; October 7, 2002, June 30, 2008

6440

TRESPASSING

6440

No student shall be on the campus of another school in the Pender County School System during the school day without the knowledge and consent of the officials of the school s/he is visiting.

Students who loiter at any school after the close of the school day without special need or supervision will be considered trespassers and may be prosecuted and or disciplined by school administration if they do not leave when instructed to do so.

Any student who has been suspended from school may be considered trespassing if he appears on school property during the suspension period without the express permission of the principal.

PK – 12 Level: 1 – 6

Legal Reference: G. S. 115C-391

Adopted: December 2, 1991

Revised: June 30, 2008

6441

DISRUPTIVE BEHAVIOR

6441

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited.

- A. Dress – Principals and their designees shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments (skirts and shorts shorter than mid-thigh are not permitted); bare midriff shirts; strapless shirts; shirts with spaghetti straps, tank tops, attire with messages

or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with vulgarity, intimidation, violence or violent groups about which students at a particular school have been notified. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

PK – 12 Minimum	1 – Maximum 3
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If a student’s dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal’s designee may require the student to change his or her dress or appearance.

Repeated violations of this policy or refusal to comply with this policy may result in disciplinary action at the discretion of the principal or principal’s designee.

All items will be confiscated and school personnel will not be liable for lost items.

- B. Gambling – Students shall not participate in any unauthorized event, action or statement which relies on chance for the monetary advantage of one participant at the expense of others. This includes exchanging items of value as well as currency and extends to keeping score for later settlement.

PK – 12	Level: 1 – 3
6 – 12	Level: 2 – 6

- C. Inappropriate Literature and Illustrations – The possession of literature or illustrations which significantly disrupt the educational process or which are obscene is prohibited.

PK – 5	Level: 1 – 4
6 – 12	Level: 3 – 5

- D. Verbal Abuse/Disrespect – Serious or persistent verbal action that prevents an orderly and peaceful learning environment is prohibited. Students must respect not only each other but respond to written or verbal directions given by all school personnel. Cursing or using vulgar or abusive language is prohibited at all times. Remarks intended to demean a person’s race, religion, sex, national origin, handicapping condition, or intellectual ability are specifically prohibited.

PK – 12	Level: 1 - 4
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- E. Gang – No student shall commit any act with further gangs or gang-related activities. A gang is 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, colors, or symbols. Conduct prohibited by this policy includes:
 - a. 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. Any such items will be confiscated by school administration.
 - b. Communicating either verbally or nonverbally (gestures, handshakes, slogans, signs, stacking, drawings, etc.), to convey membership or affiliation in a gang.
 - c. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans.
 - d. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person, related to gang activity.

Students shall not engage in any behavior, which is clearly inappropriate at school, on the bus or at any school related function, including but not limited to, athletic events, field trips, conferences, or conventions. Activities such as attempting to take immoral or indecent liberties with another student, exposing private body parts (genitals, buttocks, female breasts, and genital pubic hair) or engaging in consensual sexual activities of any nature are strictly forbidden.

PK – 12	Level: 2- 8
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Adopted: April 3, 2006

Revised: June 30, 2008

Any student who engages in or attempts to engage in cheating, plagiarism or falsification shall be subject to disciplinary action. In the most severe cases, where there has been a repeated history of infractions and other disciplinary efforts have been tried and were unsuccessful, consequences may include loss of course credit, long-term suspension and/or expulsion. The following actions are specifically prohibited:

1. Cheating - Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work..
2. Plagiarism - Plagiarism includes the copying of the language structure, idea and/or thought of another and representing it as one's own original work.
3. Falsification - Falsification includes the verbal or written statement of any untruth.

In the most severe cases, where there has been a repeated history of infractions and other disciplinary efforts have been tried and were unsuccessful, consequences may include loss of course credit, long-term suspension.

PK – 12	Level: 1 – 6
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Legal Reference: G. S. 115C-391

Adopted: December 2, 1991

Revised: September 11, 2001; September 9, 2002; June 30, 2008

Students who are driving a vehicle with a parking sticker or riding with another student driver with a parking sticker must wear a safety belt when arriving at or leaving school, and at any other time when the vehicle is in motion while on school property. The student and his or her parent or guardian will sign an agreement prior to issuance of the parking sticker.

Students who violate this policy will receive the following sanctions:

The first time a student driver is observed driving on campus unrestrained or has unrestrained passengers in the car, he or she will receive a written warning.

- The student and his or her parent or guardian must sign and return the written warning to ensure continued access to on-campus parking.

A second violation will result in a one-week (five consecutive school days) loss of parking privileges.

- The written violation will require the signature of the student and his or her parent or guardian to restore on-campus parking privileges after one week.

- If a removable hanging pass is administered by the school, then the school will retain the pass until the suspension is complete.

A third violation will result in a two-week (10 consecutive school days) loss of parking privileges.

- The written violation will require the signature of the student and his or her parent or guardian to restore on-campus parking privileges after two weeks.
- If a removable hanging pass is administered by the school, then the school will retain the pass until the suspension is complete.

A fourth violation will result in a one-month (20 consecutive school days) loss of parking privileges.

- The written violation will require the signature of the student and his or her parent or guardian to restore on-campus parking privileges after one week.
- If a removable hanging pass is administered by the school, then the school will retain the pass until the suspension is complete.

A fifth violation will result in suspension of on-campus parking privilege for the remainder of the school year.

Note that parking fees are non-refundable for all suspensions of on-campus parking privileges.

In addition, all adult faculty and staff shall use safety belts at all times.

Adopted: May 9, 2005

6450

MISCONDUCT ON A SCHOOL BUS

6450

School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver.

The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school. Students are subject to the same while riding a bus as they would be while on a school campus.

1. Delaying the bus schedule.
2. Fighting, possession of tobacco, using profanity or refusing to obey the driver's instructions.
3. Tampering with or willfully damaging the school vehicle.
4. Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Board Policy 6429.
5. Getting off at an unauthorized stop.
6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation.
7. Failing to observe established safety rules and regulations.
8. Willfully trespassing upon a school bus.
9. Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.
10. Throwing objects inside the bus or from the bus.
11. Repeated disturbances or disruptions which interfere in any way with the safe operation of the bus.

Legal Reference: G.S. 14-132.2, 115C-391; Adopted: December 2, 1991

The Pender County School district strives to maintain a safe and orderly environment for teachers and students. Use of portable electronic devices has become widespread throughout today’s society. While these devices are a convenience, their use may be disruptive to the learning environment.

The Board of Education prohibits student use of all electronic telecommunication devices, at all schools and school-sponsored or school-related activities on or off school property, during the instructional school day. These devices include, but are not limited to: cellular phones, electronic communications devices, hand held computers. PALM devices, MP3 players, Ipods, CD Players, etc. Appropriate use of electronic devices shall be permitted when use is supervised by a school professional.

Students who violate this policy will have their devices confiscated by school officials and are subject to disciplinary action(s). Confiscated devices will be released to the student’s parent or legal guardian. If devices are not claimed by the end of the school year, the Pender County School district may dispose of the devices.

Neither the Pender County School District or the school assumes responsibility for theft, loss, or damage of any electronic communication device.

PK – 12 Level: 1 – 2

Adopted: October 9, 2006

Revised: June 30, 2008

6513

CORPORAL PUNISHMENT

6513

The Court has upheld the constitutionality of N.C. General Statute 115C-390 which empowers school officials to use reasonable force in the exercise of lawful authority to restrain or correct pupils and to maintain order.

Although statutory authority to administer corporal punishment as one means of discipline is granted to principals and teachers, **no Pender County School employee shall administer** corporal punishment.

School personnel may use reasonable force, to control behavior or to remove a person from the scene in those situations when necessary.

1. To quell a disturbance threatening injury to others;
2. To obtain possession of weapons or other dangerous objects on the person, or within the control, of a student;
3. For self defense;
4. For the protection of persons or property; or
5. To maintain order on school property, in the classroom, or at a school-related activity on or off school property.

All school staff will be required to complete House Bill 1032 overview training at the beginning of each school year, describing how to document and report any uses of physical restraint.

Legal Reference: 115C-390, 115C-391(a) Adopted: July 11, 1994
Revised: September 9, 2002; March 3, 2003; June 30, 2008

6600

SEARCH AND SEIZURE

6600

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures are providing in this policy will be considered grounds for disciplinary action.

6600.1 **Personal Searches** - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicious to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or Designee unless the health or safety of student will be endangered by the delay which might be caused by following these procedures.

6600.2 **Locker Searches** - Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

6600.3 **Automobile Searches** - Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicious to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

6600.4 **Seizure of Illegal Materials** - If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Legal References: G.S. 115C-288(e), 115C-307 (a), State vs. F.W.E., 360 So. 2d 148 (Fla. App. 1978), Zamora vs Pomeroy, 639 F. 2d 662 (10th Cir. 1981), State v. D.T.W., 425 So. 2d 1383 (Fla. App. 1983). Adopted: Dec. 2, 1991

6602

INTERROGATION

6602

If the interrogation of a student indicates that the completion of the interrogation shall be carried out by a police officer or other legal officer, the principal shall make a reasonable attempt to notify the parents (except in case of suspected child abuse or neglect by the parent) and give them an opportunity to be present at the time of questioning.

Legal Reference: G.S. 115C-36, 288 Adopted: December 2, 1991

6805

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

6805

Pender County Schools sponsors a varied activities program for all students enrolled in the secondary schools. Because certain of these activities, including athletics, meet outside of the school day and require a significant amount of time on the part of the students, the following eligibility are mandated.

6805.1 This policy shall apply to secondary students in grades 7-12 who represent the schools by participation in any extracurricular activity, including athletics, cheerleading, and any after school activity in which participation is not a requirement of any class taken for credit at the school.

6805.2 Student athletes are required to carry school insurance or provide proof of adequate personal health and hospitalization insurance in order to participate in any interscholastic activity.

- 6805.3 All students participating in an interscholastic athletic activity must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant.
- 6805.4 All students participating in an interscholastic activity must have been in attendance for at least eighty-five (85%) of the previous semester.
- 6805.5 Student/athletes in grades 9-12 shall be subject to all participation requirements as set forth by the North Carolina High School Athletic Association, the State Board of Education, the North Carolina Department of Public Instruction, and the Pender County Board of Education.
- 6805.6 Student/athletes in grades 7-8 shall be subject to all participation rules as set forth by the State Board of Education, the North Carolina Department of Public Instruction, and the Pender County Board of Education.
- 6805.7 A student must be in attendance on the day of an interscholastic activity, including field trips, in order to participate in the activity, unless the school principal grants prior approval. Such approval may only be granted for educational or emergency purposes.
- 6805.8 No student transferring to a high school out of his/her district may participate in another high school in the same LEA in any sport, except in the event of a bona fide change of residence by the parent(s) or legal custodian (as defined by the NCHSAA and Pender County School Board Policy 6024). In addition, the change of school of attendance must be contemporaneous with the change of residence. In a situation where joint custody applies to a student in the same LEA it will only be recognized when there has been a legal separation or divorce, and such joint custody has been stated in the appropriate legal documents.
- 6805.9 Students having more than one bona fide move within a school year will not be allowed to play in any sport for the balance of the school year.
- 6805.10 A student transferring to a high school (according to Pender County School Board Policy 6026) out of his/her district, in the same LEA, will not be eligible to participate in interscholastic athletics at the school to which he/she is transferring for a period of one calendar year from the date of enrollment.
- 6805.11 Children of employees who transfer to another high school within Pender County according to Pender School Board Policy 6024.8 (Assignment of Pupils to Schools) or Board Policy 6026.5 (Student Transfers and Withdrawals) will be athletically eligible to participate on the date of enrollment at the school.
- 6805.12 Students in grades 7-8 must meet the following academic requirements in order to be eligible to participate in athletics or any activity as designated by 6805.1: A) A student promoted from 6th grade to 7th grade automatically meets the requirements to start the first semester of 7th grade; B) Must pass at least one less than the total number of courses taken the previous semester; C) Must meet local promotion standards; and D) Must have earned at least a 1.5 grade point average on a 4.0 or a 73.5 numerical average during the previous semester. In addition, if at the end of the 5th and 9th week of each grading period during the current semester of participation a student's academic performance becomes such that the student would become ineligible if the semester was completed, the student shall be removed from participation in athletics or any other activity designated under 6805.1 until the student's academic standing returns to an eligible status. A student that is ineligible to participate at the beginning of a semester shall retain that status throughout the semester.

6805.13 Students in grades 9-12 must meet the following academic requirements in order to be eligible to participate in athletics or any activity as designated by 6805.1:A) A student promoted from 8th grade to 9th grade automatically meets the requirements to start the first semester of 9th grade; B) Must pass at least 3 courses (on the block scheduling format) taken the previous semester; C) Must meet local promotion standards; and D) Must have earned at least a 1.5 (weighted grade point average on a 4.0 scale or a 73.5 numerical average during the previous semester. In addition, if at the end of the 5th and 9th week of each grading period during the current semester of participation a student's academic performance becomes such that the student would become ineligible if the semester was completed shall be removed from participation in athletics or any other activity designated under 6805.1 until the student's academic standing returns to an eligible status. A student that is ineligible to participate at the beginning of a semester shall retain that status throughout the semester.

Adopted: May 6, 1985 Revised: July 11, 1994; April 14, 1999; December 3, 2001, May 9, 2005, March 9, 2009

6911

PEDICULOSIS (Head Lice)

6911

The Pender County Schools will make available a School Nurse for Coordination of services for students and on-going evaluation tools for staff for the purpose of pediculosis (head lice) management. Pender County Schools is committed to not letting head lice interfere with a student's opportunity to learn and achieve in the classroom while continuing to follow best public health practice in the management of head lice infestations.

January 2008

HUMAN PAPILLOMA VIRUS (HPV)

What is HPV?

Human Papilloma virus (HPV) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse.

Signs and Symptoms of HPV

The virus lives in the body and usually causes no symptoms. Most men and women who have HPV do not know they are infected. Some people will develop visible growths or bumps in the genital area (genital warts). Some types of HPV cause cervical cell changes (also called cervical dysplasia) that can lead to cervical cancer in women.

Is HPV contagious?

Yes. Both males and females can get it and pass it on to their partners, even if they have no symptoms.

Can HPV be treated?

Treatment is directed towards the changes in the skin or mucous membranes caused by the HPV infection, such as warts and pre-cancerous changes on the cervix.

Is there a vaccine to prevent HPV?

Yes. *Gardasil* - routine vaccination, a series of three shots over six months, is recommended for:

- *All 11 and 12 year old girls
- *Girls and women 13-26 years of age who did not receive it when they were younger
- *Can be started for girls as early as age 9
- *The vaccine is most effective in girls and young women who have not yet been exposed to the HPV infection.
- *Ideally, females should get the vaccine before they even consider becoming sexually active.
- *The vaccine is currently being studied, but not yet recommended for males.

Where are vaccines available?

The HPV vaccine is available at local Health Departments and physician's offices.

**Additional information is available from your physician or local Health Department

INFLUENZA (commonly called “the flu”)

What is influenza?

Influenza “flu” is a serious disease. It is caused by a virus. Anyone can get the flu. Infection with the influenza virus can result in an illness ranging from mild to severe and life threatening.

Signs and Symptoms of influenza

Fever-usually high, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches are common symptoms of the flu. Nausea, vomiting, and diarrhea are more common among children.

Is influenza contagious?

Yes. The influenza virus can be spread from person to person. This can happen in several ways. The main way is in respiratory droplets (very small particles) of coughs and sneezes. This happens when droplets from a cough or sneeze of an infected person are propelled through the air and land in the mouth or nose of people nearby. The virus can also be spread when a person touches respiratory droplets on another person or object and then touches their own mouth or nose.

Research has shown that adults can be contagious from 1 day before developing symptoms, to up to 7 days after getting sick. Young children with the influenza virus are contagious for longer than 7 days. Following good health habits may help prevent the spread of respiratory illness like the flu. Avoid close contact with people who are sick. Stay home from work or school and errands when you are sick in order to avoid infecting others. Cover your mouth and nose with a tissue when you cough or sneeze. Washing your hands frequently will often protect you and others from getting sick.

Can influenza be treated?

There are three antiviral medications that have been approved and are available for use. Tests are available at your physician’s office that can determine if you have the flu. The test should be done within 2 or 3 days after the symptoms begin.

Is there a vaccine to prevent influenza?

Yes. Annual influenza vaccines are recommended for:

- *All children 6-23 months of age *Adults 50 years of age and older
- *Household contacts and out-of-home caretakers of infants from 0-23 months of age
- *Residents of long-term care facilities housing persons with chronic medical conditions
- *People who have long-term health problems with:
 - heart disease -kidney disease -metabolic disease, such as diabetes
 - lung disease -asthma -anemia, and other blood disorders
- *People with a weakened immune system due to:
 - HIV/AIDS or other immune system disease; long-term treatment with drugs such as steroids, or cancer treatment with x-rays or drugs
- *People 6 months to 18 years of age on long-term aspirin treatment
- *Women who will be pregnant during flu season
- *Physicians, nurses, family members, or anyone else coming in close contact with people at risk
- *Anyone who wants to reduce his or her chance of catching influenza

Where are vaccines available?

The influenza vaccine is available at local Health Departments, physician offices, and at certain advertised areas in the community, usually beginning in early fall.

**Additional information is available from your physician or local Health Department. NC General Assembly enacted “Garrett’s Law” as Senate Bill 444 to ensure that all local Boards of Education provide parents with information regarding meningococcal meningitis and influenza. Please read and keep for future reference.

MENINGOCOCCAL MENINGITIS

What is meningococcal disease?

Meningococcal disease is a serious illness. It is caused by a bacterial infection. It is the leading cause of bacterial meningitis in children 2-18 years old in the U.S. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause infections in the blood.

Anyone can get meningococcal disease, however it is most common in infants, international travelers, and those with certain medical conditions. College students, especially those living in dormitories, have a slightly increased risk.

Signs and Symptoms of meningococcal meningitis

High fever, headache and stiff neck are commonly seen in children over the age of 2 years old. These symptoms can develop very quickly over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, confusion, sensitivity to bright lights, and sleepiness. In infants and newborns, the classic symptoms may be difficult to recognize. They may only appear to be irritable, inactive, have vomiting, or just appear to be feeling bad. As the disease progresses, seizures may occur. Early diagnosis and treatment are very important. If symptoms occur, the person must see a doctor immediately.

Is meningococcal meningitis contagious?

Yes. The bacteria can be spread to others that are in close contact with an infected person through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, they are not spread by casual contact or by simply breathing the air where the infected person has been.

Can meningococcal meningitis be treated?

There are a number of effective antibiotics used to treat bacterial meningitis. It is very important that the treatment get started early. Appropriate treatment should reduce the risk of dying from meningitis to below 15%. The risk is higher among the elderly.

Is there a vaccine to prevent meningococcal meningitis?

Yes, however the vaccine is not routinely recommended for most people. People who should get the vaccine include:

- *U.S. Military recruits
- *People who might be affected during an outbreak of certain types of meningococcal disease
- *Anyone traveling to, or living in places where the disease is common, such as West Africa
- *Anyone who has a damaged spleen, or whose spleen has been removed
- *People with certain immune system disorders
- *Laboratory workers who are routinely exposed
- *College students who choose to be vaccinated, especially those living in dorms

The meningococcal vaccine is usually NOT recommended for children under 2 years of age, however, it may be given to infants as young as 3 months old, in special circumstances.

Where are vaccines available?

The vaccine for meningococcal meningitis is being made available at most local Health Departments. The vaccine may also be available at your private physician's office.

**Additional information is available at the Center for Disease Control at 1-800-232-2522, or visit their website at www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm

DUE PROCESS

Suspension in Excess of Ten (10) Days

In any case in which the Principal, after completion of the procedures required in Section IID above, concludes that a long-term suspension (in excess of ten (10) days) is warranted, he shall state in the notice of suspension to the parent or guardian that, subject to the approval of the Superintendent, he is recommending the suspension of the student for a period in excess of ten (10) days. The notice shall also state the dates of the suspension and reasonable details of the act or acts of misconduct for which such suspension is proposed and shall attach copies of all prior discipline notices of the current school year. The principal shall submit a copy of said notice with attachments to the Superintendent or his designee. The Superintendent shall approve or reject the recommendation for long term suspension within four days of the notice to the parents / guardians. In addition to this notice to the parent, the Principal shall ensure that certain due process safeguards are met which include notifying the parent and the student of the following rights:

- (a.) Notice to the parent and the student in form of a written and specific statement of charges which, if proved, would justify the punishment sought.
- (b.) The right to request a hearing, after adequate notice, conducted by an impartial tribunal.
- (c.) The right to examine exhibits and other evidence against the student.
- (d.) The right to be represented by counsel (though not at public expense).
- (e.) The right to confront and examine adverse witnesses.
- (f.) The right to present evidence on behalf of the student.
- (g.) The right to make a record of the proceedings.
- (h.) The requirement that the decisions of authorities be based upon substantial evidence.

If the parent does not request a hearing before the tribunal within five (5) days of receiving notice of the recommendation for suspension, the recommendation, as approved by the Superintendent, shall be final. If the parent disputes the charges or punishment and the Superintendent approves the suspension, the prescribed hearing should be scheduled during the initial 10-day suspension. The impartial tribunal is composed of three (3) individuals appointed by the Superintendent. The tribunal shall conduct the hearing at a designated site and time, generally at the school attended by the accused student.

Tribunal Hearing – Procedural Due Process

The student or his parent or guardian may request a continuance of the hearing, if necessary. The following rules shall govern any such hearing:

1. The hearing shall be conducted in private. Those who may attend the hearing include the Principal and his assistants, the student, the student's parent or guardian, the student's representative, if desired, and such other persons as the chair deems necessary.
2. The Tribunal may consider the testimony of any witness, including hearsay evidence, as they may deem reliable. The tribunal may also consider the school records of the student, which records should not be considered as evidence of guilt of a charge but only for impeachment or corroboration or as bearing upon the appropriate punishment. No such record should be considered for any purpose unless it has first been made available to the student or his/her representative.
3. All testimony before the Tribunal shall be recorded.
4. In presenting evidence, the Principal or other representative of the school shall first present his witnesses and documentary evidence against the student.
5. Following the presentation by the school representative, the student or his representative may present his evidence, including documents and witnesses he may have.
6. Both the Principal or school representative and the student or his representative may cross-examine the witnesses presented by the other side. The Tribunal has the authority to limit questioning by any person when such questioning is unproductive, unnecessarily lengthy, or irrelevant.

7. The Tribunal shall provide for making a record of any information orally presented at the hearing.
8. After the evidence has been presented and the hearing adjourned, the Tribunal shall decide if the student committed the offense as charged. The Tribunal shall make a determination of whether the charges are true or false, solely based upon the evidence presented at the hearing, which evidence shall be substantial, and shall set forth in writing the findings upon which the tribunal's decision rests. The tribunal's decision shall be sent by certified mail to the parent or guardian of the student and to the Principal.
9. Note: Nothing in this action shall prevent the pursuit of legal action through the courts in the event that the charges against the student are also a violation of North Carolina law.

The Superintendent or his/her designee shall promptly notify the parent or guardian of the suspended student in writing by certified mail of the tribunals' decision and the student's right to a hearing before the Board. This notice shall also identify what information will be included in the student's official record and the procedure for expungment of this information under G.S. 115C-402. The Superintendent shall also notify the Principal in writing of the tribunal's decision.

G. Appeal to the Board of Education

1. The student or Superintendent may appeal the decision of the tribunal for suspension in excess of 10 days to the **Board**.

The Superintendent shall make arrangements for the appeal to the Board. A written request for an appeal to the Board must be sent by the student within two (2) days of the receipt of the notice of the tribunal's decision. Failure to make a timely request for a hearing before the Board shall result in a waiver of the right to such hearing by a parent or guardian. The penalty imposed need not be postponed pending the outcome of the appeal to the evidence will be admitted only to avoid a substantial threat of unfairness. The Board of Education shall affirm, modify, or reverse the decision of the tribunal. A decision by the Board of Education is final, subject to judicial review pursuant to North Carolina General Statute 115 C-391 (e).

H. Availability of the Student's Previous Records

The student, his parent, or his representative shall have access to the student's previous behavior record and academic record. If the school deems it necessary, the information contained in such records may be furnished on condition that they be explained and interpreted by a person trained in their use and interpretation.

I. Suspension of Exceptional Students or Students with Disabilities

Like all students, students with disabilities are accountable to the behavioral expectations and discipline standards specified in this policy. Students with disabilities, however, have additional procedural safeguards include functional behavioral assessment, behavioral intervention plan, manifestation determination, alternative educational setting, and the provision of services during periods of suspension. The Pender County Board of Education expects the administration to follow procedures addressing these procedural safeguards, which comply with both IDEA and any applicable North Carolina General Statutes.

ANNUAL NOTIFICATIONS

NOTICE OF NONDISCRIMINATION

The Pender County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Alfredia Moore, Human Resources Director, Pender County Schools, 925 Penderlea Highway, Burgaw, NC 28425. Telephone 259-2187.

For further information on notice of discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call (800) 421-4381.

EQUAL EMPLOYMENT OPPORTUNITY

No student shall, on the basis of sex, race, religion, or national origin be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the school system.

Constitutional rights are guaranteed handicapped children as prescribed in the Education of All Handicapped Children Act. These include, but are not limited to, rights to an education in the least restrictive environment and rights to due process procedures regarding placement of students.

Students who are otherwise handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services.

Pender County Schools Policy 6100 Legal References: Civil Rights Act of 1964 as amended in 1972
Education for All Handicapped Children Act (PC92-142); Vocational Rehabilitation Act, Section 504;
NC General Statutes 115a-1

NOTICE OF RIGHTS – SECTION 504 – 1973 REHABILITATION ACT

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring Discrimination on the basis of handicap. It is with policy of the Pender County Schools not to discriminate on the basis of handicap in its educational programs, activities or employment policies as required by the Act.

Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the local board of education policy manual.

Parents or guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations for access to educational program may request a hearing before an impartial hearing officer by notifying the school principal.

Contact the school district Section 504 Coordinator at the Pender County Schools Administrative Office Building, 259-2187.

ELEMENTARY STUDENTS –ANNUAL MOUTHRINSE INFORMATION FOR PARENTS

The flouride mouthrinse program offered by your child's school and the N.C. Oral Health Section will continue at school this year. The use of fluoride is the best way to prevent cavities. Flouride mouthrinse has been thoroughly tested and is safe.

Your child may safely rinse with flouride even if he or she is getting fluoride from your community. The flouride applied directly to the teeth at the dentist's office may also benefit your child. The permission form you signed when your child entered school will be kept in your child's permanent record. Your child should rinse once each week if you have given permission. If you want to change the permission form, please send a signed written note to school asking for a change. With your help and support, our children will have better oral health. We're working towards NC Children Cavity Free Forever!

ANNUAL NOTIFICATIONS

HOUSE BILL 1032: REASONABLE FORCE

It is the policy of the State of North Carolina to:

- Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- Treat all public school students with dignity and respect in the delivery of discipline, use of physical constraints or seclusion, and use of reasonable force as permitted by law.
- Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- Improve student achievement, attendance, promotion and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In accordance with the Asbestos Hazard Emergence Act of 1986, Pender County Public Schools have been inspected for the presence of asbestos containing building materials (ACBMs) and an Asbestos Management Plan has been implemented to provide a system for controlling asbestos exposure. This inspection and each subsequent three year inspection, was accomplished by an Inspector/Management Planner accredited by the Environmental Protection Agency (EPA) and accredited by the North Carolina Department of Health and Human Services.

A copy of the management plan for each school is available for review at each School Office. Additional information is available from Environmental Services AHERA designee, Rick Dutka, who may be reached by calling Pender County Schools, 259-2187.

North Carolina Infant Abandonment “Safe Haven” Laws

The General Assembly of North Carolina requires local boards of education to ensure that students in grades nine through twelve receive annual notification about the manner in which a parent may lawfully abandon a newborn baby with a responsible person.

This “safe haven” law allows the parent of an infant less than seven days old to voluntarily deliver the infant to certain people, without expressing intent to return. The people to whom the child may be abandoned are:

- 1) a health care provider who is on duty or at a hospital, or at a local or district health department or nonprofit community health center;
- 2) a law enforcement officer who is on duty, or at a police station or sheriff’s department;
- 3) a social services worker who is on duty, or at a local department of social services; or
- 4) a certified emergency medical service worker who is on duty, or at a fire or emergency medical services station.

A parent who does so is not in violation of any laws so long as there has been no gross negligence, wanton conduct, or intentional wrongdoing that would otherwise be actionable.

N.C. General Statute

SECTION 7. Article 40 of Chapter 14 of the General Statutes is amended by adding a new section to read:

“§ 14-322.3. Abandonment of an infant under seven days of age.

When a parent abandons an infant less than seven days of age by voluntarily delivering the infant as provided in G.S. 7B-500(b) or G.S. 7B-500(d) and does not express an intent to return for the infant, that parent shall not be prosecuted under G.S. 14-322 or G.S. 14-322.1.”

Pender County Schools

Pender County Schools Administrative Office • 925 Penderlea Highway • Burgaw, NC 28425

Phone: (910) 259-2187 Fax (910) 259-0133

Visit our website: www.pendercountyschools.net

Elementary Schools

Burgaw Elementary School

400 North Wright Street

Burgaw, NC 28425

Phone: (910) 259-0145 Fax: (910) 259-0148

Cape Fear Elementary School

1882 NC Hwy. 133

Rocky Point, NC 28457

Phone: (910) 602-3767 Fax: (910) 602-7828

Malpass Corner Elementary School

4992 Malpass Corner Road

Burgaw, NC 28425

Phone: (910) 283-5889 Fax: (910) 283-5868

Penderlea Elementary School

82 Penderlea School Road

Willard, NC 28478

Phone: (910) 285-2761 Fax: (910) 285-2990

Rocky Point Primary School

255 Elementary School Road

Rocky Point, NC 28457

Phone: (910) 675-2309 Fax: (910) 675-8730

Topsail Elementary School

17385 US Hwy. 17

Hampstead, NC 28443

Phone: (910) 270-1977 Fax: (910) 270-1936

North Topsail Elementary School

1310 Sloop Point Road

Hampstead, NC 28443

Phone: (910) 270-0694 Fax: (910) 270-9533

South Topsail Elementary School

997 Hoover Road

Hampstead, NC 28443

Phone: (910) 270-2756 Fax: (910) 270-4056

Middle Schools

Burgaw Middle School

500 South Wright Street

Burgaw, NC 28425

Phone: (910) 259-0149 Fax: (910) 259-0150

Cape Fear Middle School

1886 NC Hwy. 133

Rocky Point, NC 28457

Phone: (910) 602-3334 Fax: (910) 602-3036

Topsail Middle School

17445 US Hwy. 17

Hampstead, NC 28443

Phone: (910) 270-2612 Fax: (910) 270-3190

West Pender Middle School

10750 NC Hwy. 53 West

Burgaw, NC 28425

Phone: (910) 283-5626 Fax: (910) 283-9537

High Schools

Heide Trask High School

14328 NC Hwy. 210

Rocky Point, NC 28457

Phone: (910) 602-6810 Fax: (910) 602-6662

Pender Early College High School

100 Industrial Drive

Burgaw, NC 28425

Phone (910) 362-7925 Fax: (910) 259-7174

Pender High School

5380 NC Hwy. 53 West

Burgaw, NC 28425

Phone: (910) 259-0162 Fax: (910) 259-0166

Topsail High School

245 N. St. Johns Church Rd.

Hampstead, NC 28443

Phone: (910) 270-2755 Fax: (910) 270-9290

INCLEMENT WEATHER NOTICE

The safety and welfare of all children is our first concern when deciding if schools must be closed or operated on a delayed schedule because of weather conditions. A decision to either close or open school on a delayed schedule will be announced on the evening news whenever possible, as well as on the morning news of local television and radio stations. Additionally, school officials will use the automated telephone message system to announce closings or delays. The absence of any announcement means that school will operate on a regular schedule.

In the event that school must be cancelled or delayed due to inclement weather, we encourage you to tune into the stations listed below. Please do not call the Pender County Schools' Central Office, your child's school, the bus garage, or radio or TV stations.

TV Stations

WWAY-TV 3

WECT - TV 6

WJKA - TV26

WCTI - TV 12

Radio Stations

WWQQ 101.3 FM

WFSM Surf 107FM

WGNI 102.7 FM

KOOL 98.7 FM

WMNX/Coast 97.3 FM

WXKB/Kix 99.9 FM

WMFD Rock 104.5 FM

Weather conditions may worsen during the day after children have arrived at school. If early dismissal is necessary, the school district will use its automated telephone message system, radio, and television stations to make the announcement. If school is dismissed early due to inclement weather, the After School Care Program will NOT operate. Parents are urged to pre-plan for bad weather by establishing with your child what he/she should do in case school is dismissed early.

Pender County Schools Administration

Allison Sholar, Superintendent
Rachel Manning, Assistant Superintendent

Board of Education

Katherine Herring, Chairman
Karen Rouse, Vice-Chairman
Karen Gonzales
Kenneth I. Lanier, Jr.
Tom Roper

Pender County Schools Administrative Office

925 Penderlea Highway
Burgaw, NC 28425
(910) 259-2187