

Student/Family Handbook 2023-2024



ADDRESS | 925 Penderlea HWY, Burgaw, NC 28425

PHONE | 910-259-2187

FAX | 910-259-0133



2023-24

Parent Student Handbook

This Parent Student Handbook contains Pender County School District’s guidelines and policies that support student learning in all PCS schools. It is the policy of the Pender County Board of Education not to permit conduct by students that are averse to the maintenance of order, discipline, safety, or health within the Pender County School System, further referred to as “System”. This policy applies to any student (a) who is on property owned, leased, or used by the System; (b) utilizing online learning tools (c) who is in attendance at any activity sponsored by the System; (d) who is at a school bus stop, on a school bus or other vehicle operated by or for the System; or (e) whose conduct – at any time or place – has a direct and adverse effect on the maintenance of order, discipline, safety and health within the System. All PCS policies can be found [here](#).

[Pender County School 2023-2024 Calendar](#)

Pender County Board of Education

Ken Smith, Chairperson

Don Hall, Vice-Chairman

Beth Burns

Brent Springer

Phil Cordiero

[Pender County Board of
Education Website](#)

Pender County Schools Administrative Office

925 Penderlea Highway

Burgaw, NC 28425

(910) 259-2187

<https://www.pender.k12.nc.us/>

Pender County Schools’ Cabinet

Dr. Brad Breedlove, Superintendent

Mr. Kevin Taylor, Assistant Superintendent

Bob Fankboner, Communications Officer

Ms. Lisa Nowlin, Chief Officer - Finance

Dr. Brandy Sawyer, Chief Officer - Instruction

Mr. Michael Taylor, Chief Officer - Operations

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:

<https://www.pender.k12.nc.us/>

Elementary Schools

C.F. Pope 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 School (K-8)

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

Surf City Elementary School

12345 Literacy Lane A
Hampstead, NC 28443
Phone: (910) 928-0067

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

Surf City Middle School

12345 Literacy Lane A Hampstead, NC
28443
Phone: (910) 928-0087

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

Alternative Learning

Pender Innovative Learning Academy

1886 NC Hwy 133
Rocky Point, NC 28457
Phone: (910)789-6073 Fax (910)807-9636

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Beginning of the Year Forms

Each year, students and parents are asked to submit updated forms to ensure Pender County Schools have the most accurate information concerning your family. Beginning with the 2020-2021, all information will be submitted via the Scribbles Online Portal. We encourage you to take the time to complete this process online at the beginning of the year, and, at any point when a change occurs with your contact information or address. Life is constantly changing and we want to serve you and your students with the most up-to-date information available at all times. If you need assistance with completing this process, please contact your school.

Staying Connected

Communicating with you is important to us. Our district website is one way that we communicate with parents, students, and the community. Each school maintains a website that provides information about activities and events specific to that particular school community. Our district and each school also maintains their own social media sites. Communication is most effective when it is reciprocal so we encourage communication with us as well.

Annual Notification Regarding Student Records

Pender County Schools maintains all student records with appropriate measures of security and confidentiality.

The Federal Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and gives parents and eligible students 18 years of age or older the following rights:

- o The right to inspect and review the student's education records;
- o The right to request corrections to the student's education records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the student's privacy rights;
- o The right to consent to disclosures of personally identifiable information contained in the student's education records, except directory information, which FERPA authorizes the disclosure of without consent. Pender County Schools designates the following as directory information:
 - o Student's name
 - o electronic mail address
 - o Photograph
 - o Weight and height of members of athletic teams
 - o Dates of attendance
 - o Grade level
 - o Diplomas, certifications, and awards received
 - o Participation in officially recognized activities and sports
- o The right to opt out of releasing the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
- o The right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.
- o The right to receive a notice and the opportunity to opt-out prior to the student's participation in a protected information survey. "Protected topics" include political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior and attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or the student's parent; or income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Parents have the right to review any survey that concerns one of the protected topics or any instructional materials used in any such survey upon request. The school district will take measures to protect the identification and privacy of students participating in any survey concerning any protective topics. These measures may include limiting access to completed surveys and survey results, as allowed by law.

Pender County Schools Internet and Email Access

Schools frequently use educational tools found only on the Internet. Pender County Schools' email addresses are also used for instructional purposes in most 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](#) 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, 3221, 3225, 3227, 3230, 5071, 6524) and administrative regulations (all available on the [Pender County Schools Website](#) - 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) Annual Notification

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 opted out by advising 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 school yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing the 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 persons and organizations without a parent's prior written consent unless you have opted out as stated above. Outside organizations include but are not limited to, the media or companies that manufacture class rings or publish yearbooks.

Information about your child may be released in various ways such as newspaper articles, on television/radio broadcasts, on displays, in District and/or school brochures, newsletters, and websites, or in response to inquiries by outside persons or organizations. 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*
- *Electronic mail address*
- *Photograph*
- *Participation in officially recognized activities and sports*
- *Weight and height of members of athletic teams*
- *Dates of attendance*
- *Grade Level*
- *Diplomas, certifications, and awards received*

If you do not want Pender County Schools to disclose directory information to anyone from your child's education records without your prior written consent, you must notify your child's principal, in writing, within 10 days of receipt of this notice, using the Opt-Out Notification form located in Scribbles.

Also, if you do not want Pender County Schools to release your child's name, address, and telephone number without your prior written consent to armed services/military recruiters or to post-secondary educational institutions, you must complete and submit the Opt-Out Notification Form to your child's Principal within 10 days of receipt of this notice indicating your instructions.



**23 - 23 Opt-Out Notification Form
To Prevent or Restrict Release of Certain Student
Information (This Form is now housed in Scribbles and must
be completed in Scribbles.)**

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 of high school students unless parents have advised the LEA, in writing, that they do not want their student's information disclosed without their prior written consent.

Also federal law, with certain exceptions, makes most information concerning students confidential including grades, disability status, attendance, and disciplinary records, and prevents their disclosure except to parents or guardians, but allows LEAs to disclose certain "directory information" concerning students, unless parents have advised the LEA in writing that they do not want such "directory information" disclosed.

"Directory information" is defined in the Pender County Schools as name, email address, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level and diplomas, certifications, and awards received. *Please refer to page 2 of this document, Family Educational Rights and Privacy Act (FERPA) Annual Notification, for additional information.*

_____ Check here if you do not want Pender County Schools to release your high school Student's name, address, or telephone number to armed services/military recruiters without your prior written consent (applies only to juniors and seniors).

_____ Check here if you do not want Pender County Schools to release your high school student's name, address, or telephone number to post-secondary educational institutions (primarily colleges) without your prior written consent (applies only to juniors and seniors).

_____ Check here if you do not want Pender County Schools to release your student's "directory information" to anyone without your prior written consent (this means no photos in school yearbooks or listing on honor roll, graduation ceremonies, etc.).

If you wish to restrict the release of your student's name, address, telephone number, or other directory information for the upcoming school year, you must complete and return this form to your student's Principal within **10 days** of your receipt of this form and the Notice to which it is attached.

Student Legal Name _____ School _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

PCS [Policy 6221](#) Collection of Child Nutrition Meal Charges

The Pender County School System is committed to providing nutritious meals at affordable prices through the efforts of the Child Nutrition Department. In order to maintain the lowest meal prices possible, all families who qualify to pay either full or reduced price for student meals should make complete payment for meals purchased at the point of service or in advance with a check, cash, or using a credit card online via the [Payment Center](#).

Ability To Charge

All Pender County School K-13 students will only be allowed to charge up to \$20 for traditional lunch only. After the \$20 limit has been reached, the parent will receive a call from the school asking them to pack a lunch for the student until the charges are paid in full. They must select a complete meal to receive this option. The student can resume receiving regular lunch choices when the charges are paid in full. No a la carte or extra items including milk can be purchased if the account has a negative balance.

Notice of Meal Charges to the Parent/Guardian

Parents/guardians of students who cannot afford to pay for meals served should apply for Free or reduced-price meal Benefits upon enrollment to avoid meal charges. Starting July 1 parents can complete an online application at [lunchapplication.com](#)

Parents may receive low balance alerts by phone when accounts are below five dollars (\$5.00). Additionally, the Child Nutrition office will mail charge letters home on a biweekly basis on the 1st and 3rd weeks of the month for all students with account balances that are in arrears. Families will be notified on Thursday afternoon through school messenger as a reminder for a balance due on their child's account in the cafeterias.

Account balances can be paid through [k12paymentcenter.com](#) by setting up an account for your students.

Child Nutrition shall maintain, at no charge to the parent a secure, online account service that allows parents to make credit/debit card payments online. **A third-party fee may be charged for the convenience of making online payments. Parents may pay for Premium service of \$10 which allows the viewer access to account balance and transaction history for the family and the life of the account.**

Unpaid Charges and Past Due Balances

At the end of each school year the balance due does not go away, it follows right on and after the collection time to CN it then goes to the Board of Education. Pender County Board of Education is responsible for reimbursing Child Nutrition for any balance dues remaining when Child Nutrition closes the school year Per State Regulations OMB A-87, which states that "Bad Debts including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal cost are unallowable. **There are three options for payments**

- 1) Mail payment along with the notice to your school address
- 2) Pay online at [k12paymentcenter.com](#); after payment is complete send a message through the website about your payment by clicking the "Contact my District" or calling Child Nutrition at the number listed below
- 3) In person at your student's school-please call the school to make an appointment and make sure to have exact change if you are paying cash

SCHOOL SURVEYS

Various Federal and State programs (School Improvement, Safe Schools, etc.) require schools to conduct surveys of students and parents. For example, the **Youth Risk Behavior Survey** asks students for information about questions related to concerning or risky health behaviors including substance use, mental health concerns, and interpersonal relationships. This is delivered to a small percentage of students at one to three school sites selected by the Center for Disease Control and the Department of Public Instruction. The **Youth Tobacco Survey and the Youth Substance Use Survey** ask students questions about their attitudes, beliefs, and behaviors associated with the use of tobacco and the prevention thereof. Both surveys are delivered to a small group of students randomly selected across a small number of secondary schools. The **PASS (Pupil Attitudes to Self and School)** survey administered twice a year to students in grades 3 - 8 helps identify learners who may reach their full learning potential because of factors such as a lack of confidence, motivation, or connection to school. The well-being of students is an important part of effective learning. This feedback is important to us as we strive to continually improve our schools.

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. More information can be found in [Policy 4720 Surveys of Students](#), [Policy 5230 Participation in Research Projects](#).

VOLUNTEER IN THE SCHOOLS

[North Carolina General Statute 95-28.3](#) (Leave for parent involvement in schools), provides parents the right to take up to four hours of leave from their jobs every year in order to volunteer in the schools. We encourage parents to reach out to your child's school to inquire about volunteering opportunities that you may be interested in participating in. In order to volunteer, individuals must register through [Volunteer Tracker](#) located on the Pender County Schools Website

USE OF SOCIAL MEDIA

The Pender County Board of Education respects the right of students to use social networking sites (e.g. Twitter, Snapchat, Facebook, TikTok), smartphones, texts, personal Websites, Weblogs, Wikis, and other web tools; Internet Postings as a medium of self-expression. However, inappropriate internet postings by students can cause substantial disruptions to the school environment. Accordingly, the Board strongly encourages that students observe the following guidelines for Internet Postings, regardless of the location of the Internet access.

- a. Refrain from posting or reposting profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures, or graphics in Internet Postings that could cause a substantial disruption to the school environment.
- b. Refrain from posting or reposting language, pictures or graphics promoting violence or gang activity.
- c. Refrain from posting or reposting information that libels or defames the Board, School System, school employees, or other students.
- d. Refrain from posting or reposting information to harass, bully, or intimidate employees or other students. Behaviors that constitute harassment and bullying include but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, age, or disability; sexually suggestive, humiliating, or degrading comments; and threats to stalk, haze, physically injure or damage the property of another student or employees.
- e. Refrain from posting or reposting pictures of school system employees without obtaining written permission. Students shall not falsely represent themselves as an employee of the school system.

EQUAL EDUCATION OPPORTUNITY

Pender County Schools does not discriminate on the basis of race, color, ethnicity, national origin, sex, disability, religion, age, creed, or political affiliation in its programs and activities and provides equal access to the designated youth groups. Please contact the school if your child has been a victim of harassment or discrimination for information on the procedures for filing a complaint. You may also contact the Pender County Schools Main Office at (910) 259-2187

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 non-discrimination 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 the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call (800) 421-4381.

BULLYING AND HARASSMENT

The Pender County Board of Education is committed to promoting the worth and dignity of all individuals. It believes that all employees and students should be treated with respect and be free of unlawful discrimination, harassment or bullying for any reason, including on the basis of race, color, religion, national origin, sex, sexual orientation, pregnancy, age, or disability. Pender County Schools is committed to providing every student with a safe welcoming school environment. Please refer to Policies [1710/4021/7230 Prohibition Against Discrimination, Harassment, and Bullying](#); [Policy 1720/4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure](#); and [NC § 115C-407.15](#)).

Parents and students are encouraged to report suspected instances of bullying, harassment, and discrimination to their school principal, use one of the reporting systems mentioned in school safety, or to contact the Pender County Schools Administrative offices. While the Board encourages informal resolutions to student and parent grievances, it recognizes that students and parents may want a more formal process for certain types of complaints or to follow if an informal process is not found to be satisfactory. [Board Policy 1740/4010](#) outlines the grievance process to address situations in which a student or parent believes that a violation, misapplication, or misinterpretation of school board policy or of state or federal law or regulation has occurred. The exception is the appeals related to disciplinary actions under the Code of Student Conduct and other situations for which a specific appeal process has been identified by policy. As the first step in the grievance process, students or parents should discuss the grievance with the most immediate and appropriate school official within ten (10) calendar days of the occurrence giving rise to the grievance.

For the 2023 - 2024 school year, Pender County Schools has formed an Anti-Bullying Task Force. The goal of the Task Force is to create a bully-free environment in Pender County Schools.

BULLYING further defined

4 Key Characteristics of Bullying

- **Repeated**
- **Intentional**
- **Unprovoked**
- **Imbalance of Power**

TITLE IX NON-DISCRIMINATION ON THE BASIS OF SEX

The school system does not discriminate on the basis of sex (including pregnancy, childbirth, sexual orientation, and gender identity in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The Pender County Board of Education will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system. The Pender County Board of Education has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Individuals alleging Title IX sexual harassment and requesting a review are required to complete the Title IX Formal Complaint form (**or report by any means that result in the Title IX Supervisor receiving the report**) and submit it to the Title IX Supervisor as soon as possible after the occurrence of the alleged sexual harassment. Please see the following link for more information:

Title IX Supervisor: Charles Chestnut, 910-663-3579/charles_chestnut@pender.k12.nc.us

MCKINNEY-VENTO PROGRAM

The educational rights of children and youth experiencing homelessness are established under the McKinney-Vento Homeless Assistance Act. This act is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002 and then again in 2015 under the Every Student Succeeds Act. The latest update to the policy occurred in October 2018. To qualify for these rights, children and youth must be considered homeless according to the McKinney-Vento definition. For more information on the educational rights of students experiencing homelessness, please visit <https://hepnc.uncg.edu/students/>. Contact Leanne Radabaugh, the District Liaison, with any questions at leanne_radabaugh@pender.k12.nc.us.

HOUSE BILL 1032

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 the 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.

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 within the 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 programs may request a hearing before an impartial hearing

officer by notifying the school principal.

Contact the school district Section 504 Coordinator, Parrish Griffin, at parrish_griffin@pender.k12.nc.us or at the Pender County Schools Administrative Office Building, 259-2187.

CHILD FIND FOR STUDENTS WITH DISABILITIES

Pender County Schools is required to identify, locate, and evaluate children with disabilities, ages 3 through 21, who may be in need of special education and related services. Parents of children ages 3 - 5 who are not yet eligible to enter kindergarten should call the Exceptional Children's Department at 910-259-2187. Parent of Children in kindergarten through 12th grade should contact their child's school.

STUDENT PARKING

In some schools, student parking space is allowable. Parking on school grounds comes with responsibilities. Please see [Policy 6325-R](#) and [6325](#) about student parking and seatbelt use.

STUDENT DRESS CODE - [Policy 4316](#)

The dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning. The board prohibits appearance or clothing that does the following: (1) violates the standards established in this policy or reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; (4) endangers the health or safety of the student or others; or (5) violates [Policy 4328](#), Gang-Related Activity.

Before being assigned a consequence, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of [Policy 4300](#), Student Behavior Policies. Principals and designees shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. This policy represents the minimum dress code standards in Pender County Schools. Principals have the authority to mandate more restrictive dress codes in individual schools as deemed necessary and reasonable.

STUDENT SEARCHES [POLICY 4342](#)

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the board or school. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution. Any school official carrying out a search or seizure is expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure.

A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. A search of a student is permissible in scope when measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her person or personal effects.

PCS EXTRACURRICULAR PARTICIPATION [POLICY 3621](#)

Students shall meet North Carolina Department of Public Instruction and/or North Carolina High School Athletic Association standards for athletic participation AND meet Pender County Schools standards for Grade Point Average based on Board Policy 3621 in order to maintain eligibility for extracurricular activities. This is satisfied by meeting the following criteria:

- 1) The student, the student's parent or legal guardian, and the school will enter into an eligibility contract that describes the conditions for eligibility that must be met.
- 2) The student will maintain at least a 70.0 numerical average or a weighted 2.0 GPA on a 4.0 scale during the semester.
- 3) The student will have to submit progress reports for all classes at least every two weeks during the semester to the athletic director.
- 4) If the student falls below the minimum grade point average threshold, the student will be removed from any participation until the grade point average is again at least the minimum threshold.
- 5) The student will be required to attend at least three hours of tutoring per week. This must be documented and signed by the student's teachers or school administration and will be submitted to the school athletic director at the start of each school week during the semester.
- 6) The student must meet NCHSAA and/or NCDPI guidelines in order to be eligible for the contract.
- 7) The contract will be in effect for the entire semester, not just the applicable sports season.
- 8) A student will only be eligible to participate based on a contract once during their high school career. Middle school students will be eligible for an eligibility contract once during the six semesters of sixth, seventh, and eighth grade. Students will be required to meet all NCHSAA, NCDPI, and Pender County Schools eligibility requirements for any subsequent semesters of high school enrollment after a semester in which an eligibility contract is in force. The eligibility contract will not be an option.
- 9) The school athletic director or extra-curricular activity sponsor will maintain an up-to-date record of all students who are on eligibility contracts and all documentation pertaining to these contracts as long as the student is enrolled in Pender County Schools. Verification of contracts will be the responsibility of school administration.

Any school that offers eligibility contracts must do so for any student who qualifies. The purpose of this policy is to offer a one-time process by which a student may participate in extracurricular activities for which they may otherwise be eligible under state regulations. No part of this procedure is meant to supersede any NCDPI or NCHSAA applicable rules or regulations.

STUDENT PROMOTION AND ACCOUNTABILITY POLICY [3420-R/3420](#)

A. STUDENT PROMOTION STANDARDS

Pender County Schools 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 reduce the number of students who do not meet promotion standards school administrators and teachers may use personal education plans for students At-Risk of Academic Failure. Promotion standards include multiple criteria for assessing the student's readiness to progress to the next level of study, such as standardized test scores, grades, a portfolio or anthology of the student's work, and, when appropriate, accepted standards for assessing developmental growth.

B. DIPLOMA STANDARDS

To receive a North Carolina high school diploma, all students must complete the requirements set forth in [Policy 3460](#), Graduation Requirements.

C. APPEALS OF PROMOTION DECISIONS

Appeals of promotion decisions should first be appealed to the principal and school-level MTSS team. Once this appeal has been heard, the decision may be appealed to the Superintendent within 5 days of the principal's written decision. A final appeal may be made to the school board within 5 days of the superintendent's written notification of the decision in accordance with the procedures set forth in subsection E.5 of policy 1740/4010, Student and Parent Grievance Procedure.

D. 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 subjects in greater detail or providing different types of educational experiences. The principal, after consulting with the professional staff and the student's parents, may determine that skipping a grade level is appropriate. If permitted by state law and State Board policy, credit toward high school graduation may be awarded for advancement or placement out of a high school course.

E. 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.

SCHOOL SAFETY

The health, safety, and security of our schools and each individual student, employee and visitor to our facilities for any reason is a high priority. On the following pages, please find specific information and

resources related to the health, safety, and security of our entire Pender Schools Family.

PENDER COUNTY SCHOOLS SAFETY AND THE SAY SOMETHING REPORTING SYSTEM

Pender County Schools has developed [Pender Safe](#) in partnership with Pender County Emergency Management officials, Sandy Hook Promise, Rachel’s Challenge, and local leaders to provide a resource for parents, students, and community members. Pender County Schools encourages its entire family to work with us as we continue to make our schools a safe and secure place to learn, work, and visit.

COMMUNICATION DURING A CRISIS:

Pender County Schools follow established procedures and protocols regarding communicating with students, parents, and the community during a crisis. Depending on the situation several forms of communication may be used including our Automated Notification System (phone/email), written notifications, and Pender County Schools' various social media platforms.

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.

We encourage families to follow Pender County Schools on Facebook and/or Twitter for the most timely updates. In the event that school must be canceled or delayed due to inclement weather. We also 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	WRAL – TV5	WILM – TV10	WJKA – TV26		
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.

SCHOOL CLOSURE /MODIFICATION OF THE SCHOOL DAY

DUE TO NATURAL DISASTERS OR STATES OF EMERGENCY

In the event that the traditional school instructional model is required to be modified for any reason, including, but not limited to, a natural disaster, a declaration of a state of emergency, an order of quarantine or isolation, a government-issued “stay-at-home” or “shelter-in-place” mandate, or a government-issued mandate closing schools for in-person instruction, Pender County Schools will continue to deliver instruction to the students it serves through remote means.

TRANSPORTATION SERVICES

The Goal of the Pender County Schools Transportation Department is that your children will be safe when traveling to and from school. The following guidelines have been developed by Pender County Schools to help ensure the safety of all students. See [Policy 6300 Goals of Student Transportation Services](#), [Policy 6305 Safety, and Student Transportation Services](#), and the [Transportation](#) website for more information. Services located on the website include Bus Stop Lookup, Bus Stop Relocation Request, and Driver's Education. Every effort will be made to ensure that transportation services are safe, effective and efficient. One such measure is the [Here Comes The Bus Feature](#) which notifies families of the arrival and departure of buses at bus stops.

SUPPORT FOR SCHOOLS SAFETY

School Counselors and School Social Workers play a vital role in maintaining the health and safety of our school buildings. They also play a vital role in the future success of all of our students.

School Counselors

School counselors are certified/licensed educators who improve student success for ALL students by implementing a comprehensive school counseling program. School counselors help all students apply academic achievement strategies, manage emotions apply interpersonal skills, and plan for postsecondary options (Enrolled, Enlisted, or Employed).

Appropriate duties of the School Counselor include providing:

- individual student academic planning and goal setting
- school counseling classroom lessons based on student success standards
- short-term counseling to students
- referrals for long-term support
- collaboration with families/teachers/ administrators/ community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- data analysis to identify student issues, needs and challenges
- acting as a systems change agent to improve equity and access, achievement and opportunities for all students

American School Counselors' Association recommendation for school counselor caseload: 250:1

SCHOOL COUNSELOR QUALIFICATIONS

Hold, at minimum, a master's degree in school counseling

Meet the state certification/licensure standards

Fulfill continuing education requirements

Uphold ASCA ethical and professional standards

SCHOOL SOCIAL WORKERS

School Social Workers are trained mental health professionals with a degree in social work who provide services related to a student's social, emotional, and life adjustment to school and/or society. School Social Workers are the link between the home, school, and community. They can assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group counseling/therapy.

School Social Workers provide services to students that include crisis interventions, conflict resolution, and social interaction skills. They assist parents and families in accessing and coordinating resources within the school and community to meet student and family needs. School Social Workers support school staff through in-service training and student behavior management. School Social Workers also provide services to the school district through case management, program development to address dropouts and truancy, along with consultation in regard to federal/state laws, and local school board policies.

School Social Workers are licensed by the NC Department of Public Instruction (NCDPI). A school social worker employed in North Carolina must adhere to the School Social Work Professional Standards outlined by NCDPI and to the professional National Association of Social Work (NASW) Code of Ethics demonstrating core values of service, social justice, dignity, and the worth of the person, importance of human relationships, integrity, and competence.

Adapted from:

School Social Work Association of America. (n.d.). *School Social Work Services*.

<https://www.sswaa.org/school-social-work>

North Carolina Department of Public Instruction. (n.d.). *School Social Work*.

<https://www.dpi.nc.gov/educators/specialized-instructional-support/school-social-work>

SCHOOL HEALTH

School Nurses are often the only healthcare professional on-site in the school. Their decisions and practices must be grounded in professionally recognized standards, school health laws, and state legislation. The ten school nurses employed in Pender County must have a Bachelor of Science in Nursing and maintain National Certification as a school nurse. School nurses must complete a minimum of 75 hours of continuing education every five years in order to maintain their certification.

Daily duties and responsibilities for school nurses include:

- Perform physical assessments and make nursing diagnoses based on variations from the norm and professional judgment
- Review records of all students with special healthcare needs to determine the eligibility for services so proper accommodations can be made
- Create health and emergency plans for students with both chronic and acute medical conditions, including education and training of school staff and the recognition and management of urgent emergency situations
- Work closely with local and state public health officials in order to monitor the overall health of the school population and protect against disease outbreaks

- Make direct assessments of student health complaints and injuries, lead health screening programs, and coordinate medication administration

Pender County Schools is fortunate to have a staff of dedicated and caring school nurses. They are charged with monitoring the health of your students as well as staying abreast of health trends in the community. School Nurses are your primary point of contact for the following: Student Medication [Policy 6125](#), Food Allergies, and health screenings.

PENDER ALLIANCE FOR TEEN HEALTH (PATH)

PATH provides access to an Integrated System of Care that includes primary care, mental health care, and health education. Our School-Based Health Centers make access to care convenient for Pender County youth, their families, teachers, and staff. School Nurses provide access to TeleHealth!

GARRETT’S LAW (Information about Flu, Meningitis, and HPV)

Garrett’s Law (Senate Bill 444) mandates schools provide parents and guardians with information about meningococcal meningitis, influenza, and the vaccines that protect against these diseases. This law was expanded to include information about the human papillomavirus (HPV) and the vaccines available to protect against HPV. Pender County Schools has also added information regarding Head Lice. Additional information is available at your family physician or the Pender County 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

Usually high fever, 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 illnesses 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. The Influenza Vaccine is highly recommended for school-aged children.

Where are vaccines available?

The influenza vaccine is available at local School-Based Health Centers, 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.

MENINGOCOCCAL MENINGITIS

*****NEW VACCINE REQUIREMENT EFFECTIVE AUGUST 2020*****

Meningococcal conjugate vaccine – (MCV4) – booster dose will be required for all students entering the 12th grade or 17 years old, whichever comes first. (The initial dose of MCV4 is required for all students entering 7th grade or 12 years old)

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.

Where are vaccines available?

The vaccine for meningococcal meningitis is available at local School Based Health Centers, Health Departments, and physician offices.

**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

Rev. 3-20

Head Lice

Head Lice Information for Parents

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits (eggs) may persist after treatment, but successful treatment should kill crawling lice.

Head lice are a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. You should examine your child's head, especially behind the ears and at the nape of the neck at least once per week. If crawling lice or nits are noted within ¼ inch or less of the scalp, treatment should be given. Notify your school nurse for helpful management and treatment information.

HUMAN PAPILLOMAVIRUS (HPV)

What is HPV?

Human Papillomavirus (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 precancerous changes on the cervix. 81% of new HPV-associated cancer cases diagnosed each year could be prevented by HPV vaccination. (Saraiya M., Unger E.R., Thompson T.D., Lynch C.F., Steina M., Watson M...Goodman M.T.(2015) US Assessment of HPV types in cancers: Implications for current and 9-valent HPV vaccines. *Journal of the National Cancer Institute*, 107(6):dju086).

Who should get vaccinated?

Girls and women: 3 vaccines are available to protect females against the types of HPV that cause most cervical cancers. Two of these vaccines also protect against most genital warts. Both are recommended for 11 and 12-year-old girls and for females 13 through 26 years of age, who didn't get any or all of the shots when they were younger.

Boys and men: 2 vaccines are available to protect males against most genital warts. These vaccines are available for boys and men, 9 through 26 years of age.

(NC DHHS – updated July 3, 2017)

Where are vaccines available?

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

STUDENT DISCIPLINE AND CODE OF CONDUCT

Behavior in Multi-Tiered Systems of Support

It is the goal of Pender County Schools to teach and model desired student behaviors in order to prevent the application of discipline consequences. When students do not respond to the teaching and modeling provided to all students, PCS will work with staff, students, and families to provide extra supports/interventions to help promote success for all students. The following table gives examples of interventions and consequences.

EXAMPLES OF MTSS-APPROPRIATE INTERVENTIONS	EXAMPLES OF CONSEQUENCES
parental involvement, such as conferences	time-out for short periods of time
behavior improvement agreements	removal from classroom
instruction in conflict resolution and anger management	in-school suspension
peer mediation	detention before and/or after school and /or on Saturday
individual or small group sessions	school/community service
academic intervention	exclusion from extracurricular activities
referral to Student Services personnel (school counselor, social worker, psychologist etc.)	revocation of bus privileges
redirecting/re-teaching	lunch detention
Fix-it plans/ restorative practices	loss of privileges
student reflection activities	suspension or revocation of driving privileges
recommend transfer to an alternative learning program	exclusion from graduation activities and/or ceremony
recommend participation in an intervention program related to the violation	Out of school suspension

PENDER COUNTY SCHOOLS CODE OF STUDENT CONDUCT

It is the policy of the Pender County Board of Education not to permit conduct by students that is adverse to the maintenance of order, discipline, safety, or health within the Pender County School System (“System”).

This policy applies to any student (a) who is on property owned, leased, or used by the System; (b) who is in attendance at any activity sponsored by the System; (c) who is at a school bus stop, on a school bus or other vehicle operated by or for the System; or (d) whose conduct – at any time or place – has a direct and adverse effect on the maintenance of order, discipline, safety and health within the System. These policies apply to online learning environments as well. The ***Student Code of Conduct*** is guided by the Board’s educational objectives to teach responsibility and respect for cultural and ideological differences and by the district’s commitment to creating safe, orderly, and inviting schools.

We believe that all students have the right to learn in a safe, warm, nurturing environment. We also believe in providing a climate that is conducive to learning and free of disruptive behavior. The faculty and staff work hard to create a positive atmosphere in which students can learn. We believe that students are responsible for their own behavior and academic success. It is the duty of teachers (school staff) and parents/guardians to help students become more responsible for their own behavior. Through a close partnership, parents/guardians and educators will lead by example and ensure that all students benefit from a safe, inviting environment that is conducive to learning. The following are examples of behaviors (*Student Code of Conduct*) demonstrated by model students in Pender County Schools.

<p><i>Display self-control</i></p> <ul style="list-style-type: none"> • Use appropriate language • Problem solve conflict in a peaceful manner • Be appropriately dressed • Act responsibly on campus, on buses, on field trips, and at all school-sponsored events • Follow class and school rules • Follow instructions when given • Use appropriate voice levels <p><i>Support the learning process</i></p> <ul style="list-style-type: none"> • Attend all classes regularly and on time • Be prepared for class (i.e., bring assignments, books, and supplies) • Participate in class activities • Complete all class work and homework assignments and turn them in on time • Use class time properly • Practice good study habits • Ask for help when it is needed 	<p><i>Demonstrate a positive attitude</i></p> <ul style="list-style-type: none"> • Be a positive role model and leader • Be polite and kind to others • Be cooperative with adults and peers <p><i>Respect the rights and feelings of others</i></p> <ul style="list-style-type: none"> • Behave in a manner that does not disrupt others or the learning process • Treat others with courtesy and respect • Show empathy and concern for the feelings of others • Display tolerance of other students’ beliefs and opinions <p><i>Take responsibility</i></p> <ul style="list-style-type: none"> • Be trustworthy and honest • Respect the building, grounds, and property • Admit mistakes and accept the consequences for those mistakes
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APPLICABILITY OF CODE

All students shall comply with the *Student Code of Conduct* while on educational property, which includes any school building or bus, school campus, grounds, recreational area, athletic field, or other property under the control of the Board of Education. Students may also be disciplined for conduct that occurs off educational property that violates this *Student Code of Conduct* if the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

CONSEQUENCES The *Student Code of Conduct* does not restrict the authority of teachers, school-based teams, or administrators to make individual school or class rules. Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

In determining the appropriate consequence for a violation of this code, principals shall consider all aggravating or mitigating circumstances, such as:

- The student's age;
- The student's intent;
- The student's disciplinary history, including number of infractions, and prior discipline for the same infraction;
- The student's academic history;
- Whether the conduct caused a threat to safety;
- Whether school property or personal property was damaged;
- Whether the conduct caused a substantial disruption of the educational environment; and/or
- Whether a weapon was involved and whether any injury resulted.

STUDENT CODE OF CONDUCT RULE VIOLATION LEVELS

The *Student Code of Conduct* rules are divided into levels according to the severity of the violation and the type of consequence. The principal shall inform students of local school rules that, if broken, may result in suspension from school.

- LEVEL 1** Rule violations generally result in in-school interventions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level 1 rule, or other aggravating factors are present, the principal may impose a short-term suspension or recommend participation in an intervention program related to the violation. Consequences for truancy or tardiness shall not include out-of-school suspension but may include a recommendation for intervention programs and/or transfer to an alternative learning program.
- LEVEL 2** Rule violations involve more serious misconduct. Level 2 consequences generally range from restorative interventions to short-term suspension. Principals may recommend transfer to an alternative learning program and/or participation in an intervention program based upon the presence of aggravating factors. There is no appeal for short-term suspensions.
- LEVEL 3** Rule violations are more severe in nature and depending on the circumstances, may support a principal recommendation for participation in an intervention program, transfer to an alternative learning program, and/or long-term suspension. The principal may, however, impose Level 2 consequences based on mitigating factors.
- LEVEL 4** Rule violations compromise the safety and welfare of students and staff and require a suspension of a specific length under North Carolina General Statutes.
- LEVEL 5** Allows for expulsion of a student, as provided by state statute, for a violation of the *Student Code of Conduct*, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statute 14-208 may be expelled consistent with state law.

CONSEQUENCES AND VIOLATION LEVELS

The following information includes PCS Board of Education Behavior Policies (hyperlinked to the Board Policy Manual) associated with the corresponding *Student Code of Conduct* rule violation(s). The behavior violations listed below do not constitute a definitive list, however, most behaviors fall within the policies listed below. (Rule violations may be associated with multiple Board Policies and Board Policies may be included under multiple

levels). **Rule violations are coded per NC DPI Discipline Data Reporting requirements.** Behaviors that can be assigned to students have prefixes to indicate severity:

- UB – Unacceptable behavior.
- RO – “Reportable” Crimes. These crimes along with the PD crimes are used in calculations of the school and school district’s crime rates that are displayed on the School Report Card; and
- PD – Dangerous crimes.

Criminal Behavior: [Policy 4335](#)

Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

LEVEL 1-Behavior Violations

- Rule violations generally result in in-school interventions
In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level 1 rule, or other aggravating factors are present, the principal may impose a short-term suspension or recommend participation in an intervention program related to the violation.
- Consequences for truancy or tardiness shall not include out of school suspension, but may include a recommendation for intervention programs and/or assignment to an alternative learning program

Level 1 Violations

<p><i>Integrity and Civility-</i> Policy 4310 UB: Cheating UB: Violating copyright laws UB: Forging UB: Bribery UB: Plagiarizing UB: Honor code violation UB: Inappropriate language/disrespect UB: Falsification of information UB: Being in an unauthorized area UB: Possession of student’s own prescription drug</p> <p><i>Attendance-</i> Policy 4400 UB: Truancy UB: Excessive tardiness UB: Leaving class without permission UB: Leaving school without permission UB: Skipping class/school UB: Late to class</p> <p><i>Student Dress Code-</i> Policy 4316 UB: Dress code violation</p>	<p><i>Disruptive Behavior-</i> Policy 4315 (Level 1 Behaviors) UB: Disruptive behavior UB: Disruptive clothing UB: Disruptive literature UB: Inappropriate Behavior UB: Excessive display of affection UB: Misconduct on a school vehicle UB: Bus misbehavior UB: Inappropriate items on school property (not weapons or drugs)</p> <p><i>Use of Electronic Devices-</i> Policy 4318 <i>Technology Responsible Use-</i> Policy 3225/4312/7320 UB: Cell phone use UB: Inappropriate items on school property (not weapons or drugs)</p> <p><i>Tobacco Products-Students-</i> Policy 4320 UB: Possession of Tobacco UB: Use of Tobacco</p>
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LEVEL 2-Behavior Violations Repeated or severe incidents of LEVEL 1 may be considered as Level 2 offenses.

- Consequences range from restorative interventions to short-term-suspension.

- Principals may impose a short-term suspension, recommend participation in an intervention program, transfer to an alternative learning program, and/or long-term suspension based upon the presence of aggravating factors such as the severity of the incident, number of students involved, concerns for safety, etc.
- Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

Level 2 Violations

<p>Disruptive Behavior-Policy 4315 (<i>Level 2 Behaviors</i>)</p> <p>UB: Disruptive behavior UB: Unauthorized use of school computers or accounts UB: Misuse of school technology UB: Immoral/lewd behavior UB: Indecent exposure UB: Mutual sexual contact between two students (1st offense) UB: Unsafe behavior UB: False alarm UB: Verbal abuse UB: Threat/false threat UB: Disrespect of faculty/staff UB: Insubordination UB: Repeat offender UB: Fighting UB: Affray UB: Aggressive behavior UB: Disorderly conduct UB: Assault UB: Assault without a weapon and not resulting in serious injury UB: Assault on non-student w/o weapon & not resulting in serious injury</p>	<p>Discrimination, Harassment and Bullying-Policy 1710/4021/7230 <i>Technology Responsible Use-Policy 3225/4312/7320</i> UB: Bullying</p> <p>UB: Cyberbullying UB: Hazing UB: Harassment-verbal UB: Discrimination UB: Sexual harassment UB: Communicating threats</p> <p>Integrity and Civility-Policy 4310 (<i>Level 2 Behaviors</i>)</p> <p>UB: Gambling UB: Cursing or using vulgar, abusive or demeaning language UB: Cheating on standardized tests</p> <p>Theft, Trespass, and Damage to Property-Policy 4330</p> <p>UB: Theft UB: Property damage-vandalism UB: Trespassing</p> <p>Tobacco Products-Students-Policy 4320</p> <p>UB: Use of Tobacco UB: Possession of Tobacco UB: Possession of Vaping (Tobacco) Device UB: Use of Vaping (Tobacco) Device</p>
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LEVEL 3 Behavior Violations

- Repeated or severe incidents of LEVEL 2 offenses may be considered as Level 3 offenses.
- Consequences include short-term suspension and recommendation for assignment to an alternative learning program, participation in an intervention program and/or long-term suspension.
- Possible Level 2 disciplinary consequences may be imposed with mitigating factors.
- Aggravating factors could result in a 365-Day Suspension.

- Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

Assaults, Threats, and Harassment-Policy 4331

UB: Disruptive behavior (Level 3 Behaviors)
 UB: Mutual sexual contact between two students
 UB: Unauthorized use of school computers or accounts
 UB: Misuse of school technology
 UB: Assault
 UB: Fighting
 UB: Affray
 UB: Disorderly conduct
 UB: Repeat Offender
 PD: Assault resulting in serious injury
 RO: Assault on school personnel not resulting in serious injury
 UB: Violent assault not resulting in serious injury
 PD: Sexual assault- not involving rape or sexual offense
 UB: Coercion or extortion

Discrimination, Harassment and Bullying-Policy 1710/4021/7230 Technology Responsible Use-Policy 3225/4312/7320

UB: Bullying
 UB: Cyber-bullying
 UB: Hazing
 UB: Harassment-verbal, disability, racial, religious affiliation, sexual, sexual orientation
 UB: Discrimination
 UB: Communicating threats

Theft, Trespass, and Damage to Property- Policy 4330
 (Level 3 Behavior)

UB: Arson (unlawfully setting a fire)
 RO: Burning of a school building
 UB: Serious vandalism, property damage
 UB: Theft

Drugs and Alcohol-Policy 4325

UB: Possession of Vaping (Non-Tobacco) Device
 UB: Use of Vaping (Non-Tobacco) Device
 RO: Possession or sale of controlled substance in violation of law – opioid
 UB: Possession of chemical or drug paraphernalia
 RO: Possession of another person’s prescription drug
 RO: Distribution of a prescription drug
 UB: Possession of counterfeit items
 UB: Use of counterfeit items
 RO: Use of another student’s prescription drug
 RO: Alcohol possession
 RO: Use of alcoholic beverages
 UB: Under the influence of alcohol
 RO: Use of controlled substances
 RO: Under the influence of controlled substance
 RO: Possession of controlled substance in violation of law
 RO: Sale of controlled substance in violation of law
 RO: Use of narcotics
 RO: Distribution (sharing) or selling alcohol or prohibited drugs. (See Policy 4325 for the list)

*** Possession or use of VAPES, SYNTHETICS & CBDs**

Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety- Policy 4333

RO: Possession of a weapon (excluding firearms and powerful explosives)
 UB: Robbery with or without a dangerous weapon (excluding firearms and powerful explosives)
 PD: Assault involving the use of a weapon (excluding firearms and powerful explosives)
 RO: Bomb Threat
 UB: Terrorist threat or serious threat to students, staff or buildings
 PD: Taking indecent liberties with a minor
 PD: Rape
 PD: Kidnapping
 PD: Sexual offense

Gang Prohibition- Policy 4328

UB: Gang activity (major offense)

1st-time offense for use of, or possession of drugs or alcohol (including vapes) on campus may result in a 10-day suspension and participation in **educational school level intervention**. Repeat offenses may result in assignment to an alternative learning program or long-term suspension. **Any sale or distribution of drugs or alcohol** may result in assignment to an alternative learning program or long-term suspension. Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

VAPES & SYNTHETICS During the 2019-20 school year, there were an alarming number of emergency responses to health and life-threatening symptoms suggestive of cannabinoid use in high schools throughout the district. Cannabinoids and “synthetics” have gone by many names and delivery systems; most recently young people have been using vapes to deliver what they understand to be cannabinoid oil (CBD) into their systems. Synthetic cannabinoids are human-made products designed to mimic marijuana. These are sometimes called synthetics as they do not occur naturally. The Pender County Board of Education recently approved revisions to Board Policies 4320 Tobacco Products- Students and 4325 Drugs and Alcohol

Other materials used in vapes are difficult to identify. As a result, the use and possession of vapes is treated in the same manner as drug paraphernalia in all circumstances despite the substance ingested.

Policy Code: 4320 Tobacco Products – Students Students possessing distributing or displaying any tobacco paraphernalia including, but not limited to

- 1) pipes;
- 2) rolling papers;
- 3) matches
- 4) lighters;
- 5) lighted and smokeless tobacco products;
- 6) electronic cigarettes;
- 7) vaporizers; and
- 8) other electronic smoking devices used to contain or consume illegal drugs or alcohol, will be in violation of Policy 4325, Drugs and Alcohol.

Policy Code: 4325 Drugs and Alcohol Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs;
2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance listed in Chapter 90, Article 5 of the NC General Statutes;
6. cannabinoid (CBD), or any substance containing CBD, including CBD oils;
7. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Black Diamond”, “Black Magic” “Spice,” “K2”);
8. any alcoholic beverage, a malt beverage or fortified wine or other intoxicating liquor; or
9. any chemicals, substances, or products procured or used with the intention of bringing about or mimicking a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.
10. Students are prohibited from possessing, using, transmitting or selling or counterfeit (fake) drugs.

Students are also prohibited from possessing, distributing or displaying any tobacco or drug paraphernalia including, but not limited to:

1. pipes;
2. rolling papers;
3. Matches or lighters;
4. vape liquid containers (i.e. cartridges, bottles, JUULS);
5. vaporizing devices, including vape pens; or
6. any other delivery devices for prohibited substances.

LEVEL 4 Behavior Violations Suspensions Required Under State Law: Mandatory 365-Day Suspension

Firearms/Destructive Devices-[Policy 4333](#)

PD: Possession of firearm or powerful explosive

LEVEL 5 Behavior Violations Expulsion
Expulsion-Policy 4353 (Applies to students age 14 or older).

Student Rights under Student Code of Conduct Provisions for Short-Term Suspensions **Policy 4351**

A. PRE-SUSPENSION RIGHTS OF THE STUDENT

A student must be provided with an opportunity for an informal hearing with the principal before a short-term suspension is imposed. The principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges. The principal may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable. Student Discipline Hearing Procedures [Policy 4370](#)

B. STUDENT RIGHTS DURING THE SUSPENSION

A student under a short-term suspension must be provided with the following:

1. the opportunity to take textbooks home for the duration of the suspension;
2. upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and
3. the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

C. NOTICE TO PARENT OR GUARDIAN

When imposing a short-term suspension, the principal or designee shall provide the student's parent or guardian with notice that includes the reason for the suspension and a description of the student conduct upon which the suspension is based. Initial notice may be made by phone but written notice must be made within two business days sent by fax, e-mail or any other method reasonably designed to give actual notice. **In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the board unless it is appealable on some other basis.**

Extracurricular Participation including Athletics related to Discipline

Pender County Schools sponsors a variety of activities and programs for all students enrolled. If a student has been assigned a disciplinary consequence that changes that student's educational placement (suspension) the student shall not be eligible to participate in the extracurricular activity for the duration of the suspension. The Principal, athletic director and head coach/sponsor of the sport or activity may also assign additional "return to membership" conditions

for the student including a student behavioral contract.

Additional Extracurricular participation requirements pertaining to the NCHSAA, NCDPI, and Pender County School Board are described on page 13

Student Rights under Student Code of Conduct Provisions for Long-term suspensions including Suspensions of more than 10 days, 365 Day Suspensions and Expulsions

- A. Principals may recommend a suspension of more than 10 days, a 365-day suspension or expulsion to the superintendent when the student being recommended has willfully engaged in a serious violation of the student code of conduct and the violation either (1) threatens the safety of students, staff or school visitors, or (2) threatens to substantially disrupt the educational environment. The principal may recommend long-term suspension for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation. When recommending a long-term suspension of more than 10 days, a 365 Day Suspension, or an expulsion the principal shall provide the student's parent or guardian with notice that includes the reason for the recommendation for Long Term Suspension and a description of the student's conduct upon which the recommendation is based. Initial notice may be made by phone but written notice must be made within two business days sent by fax, e-mail or any other method reasonably designed to give actual notice.
- B. The parent/guardian and student may request a hearing within five(5) days of the receipt of the principal's recommendation for Long Term Suspension. The hearing committee will hear the appeal and make a recommendation to the superintendent based on evidence from the hearing. The Superintendent will render a decision in writing to the parent/guardian and student.
- C. Upon receipt of this written decision, the parents may appeal to the Pender County Board of Education by submitting a written request for a Board hearing within five(5) days of the receipt of the superintendent's written decision. The School Board will hear the appeal and the school board chair will render a written decision to the parent decision of the Superintendent.
- D. The parent/guardian and student may appeal to the board for readmission of a 365-day suspension or an expulsion after 180 calendar days by submitting a written request to the Superintendent. The School Board will hear this appeal for readmission. [Policy 4362](#)

Who to Call in PCS - (910)259-2187

Dominique Bates	Career and Technical Education
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Fallon Fuller	Testing and Accountability, Enrollment
Alissa Lee	Middle and High School Instruction, Academically and Intellectually Gifted
Jessica Lofton	After School Programming
Melanie McCready	Exceptional Children
Dee Owens	Elementary Instruction, Title I
Leanne Radabaugh	Student Services, Multi-Lingual Learners, Migrant Education, McKinney Vento, Military-Connected, Mult-Tiered Systems of Support
Brandon Smith	Transportation

Pender County Schools Family Resources and FAQ

Pender County Schools maintain several useful resources and programs located on the school system website. We encourage students, families, and community members to check the website often for resources associated with all aspects of school life. Below are resources to help answer several commonly asked questions.

- What type of after-school programs are offered in PCS? [After School Programs](#)
- What is for Lunch Today? [Dining and Food Services](#)
- How do I pay for my student's lunch? [K12 Payment Center](#)
- How do I apply for Free/Reduced Lunch? [Lunch Application](#)
- How do I sign up for Driver's Education? [Driver's Education](#)
- How do I enroll or request a transfer? [PCS Scribbles online](#)
- How does my student access Online Learning? [ClassLink](#)
- How do I find out about courses offered? [PCS 2023-2024 Course Catalog](#)
- How does my student obtain a school-issued computer? [Student 1:1 Computer Program](#)
- How do I find out more about PCS Pre-School Program? [PCS Pre-School](#)

My question is not listed, now what?

If you can't find the answers to your questions on one of our many resources, we encourage you to utilize the links below.

- Who Should I Contact First? [A helpful guide to getting answers quickly](#)
- How do I contact my student's teacher? [List of school websites](#) under the SCHOOLS tab. Each school's website has a list of staff assigned to that school under the Staff Directory Tab.

[List of the most up-to-date Pender County School Board Policies](#)