

# South Edgecombe Middle School

## Student Handbook

### 2021-2022



230 Pinetops-Crisp Road  
Pinetops, NC 27864  
Phone: 252-827-5083  
[www.sems.ecps.us](http://www.sems.ecps.us)

**Principal:** Billy Strother      **Assistant Principal:** Cassandra Harley  
**Administrative Intern:** Chris Stanton

**Vision:** All SEMS scholars will graduate prepared to design their own futures, navigate change, and make the world a better place.

**Mission:** The SEMS community will collaborate to graduate all students ready to achieve success in a rapidly changing world.

**Core Values:** Children First, Push to Improve, Lead with Courage, Stronger Together, Choose Optimism

## **OFFICE PERSONNEL**

Billy Strother- Principal  
Cassandra Harley- Assistant Principal  
Chris Stanton- Administrative Intern  
Gerenda Williams- Bookkeeper  
Jackie Mayo- Data Manager  
Kimberly Hampton- Guidance Counselor

**School Hours:** 7:50 am- 3:10 pm • **Office Hours:** 7:10 am-3:40 pm

**Student arrival time:** 7:25 am

## **ACCREDITATION**

South Edgecombe Middle School is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education. Regulations governing student achievements and faculty qualifications are adhered to strictly.

## **NOTIFICATION TO EDGECOMBE COUNTY RESIDENTS**

The Edgecombe County School Board of Edgecombe County is hereby giving notice to the parents of students who will attend or have attended Edgecombe County Public Schools that the following directory information about students may be released to qualified persons or organizations upon approval of the Superintendent of Assistant Superintendent for Personnel: student's name, address, telephone number, date and place of birth, participation in activities and sports, weight and height of members athletic teams, dates of attendance, graduation status, and awards received.

## **ACADEMIC PROGRAMS**

### **Grading System**

See the ECPS calendar for dates for report cards and progress reports to be sent home. Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the teacher if you have questions regarding grades. You can access your child's progress at any time through the Parent Portal. The ECPS Board of Education has adopted a grading system, which defines report card grades and their interpretations as the following:

A (Excellent Achievement)	90-100
B (Good Achievement)	80-89
C (Satisfactory Achievement)	70-79
D (Need for Improvement)	60-69
F (Insufficient Achievement)	59 or below

### **Local Promotion Standards**

Student Accountability Standards set forth in Board Policies 3700 and 3790 will be used to determine promotion and retention decisions. Year averages in core subjects, scores on end-of-grade tests, attendance, age, and ability will be the primary factors for consideration. To be promoted in grades 6-8, a student must pass a minimum of five (5) subjects and may not fail more than one of the core subjects (language arts, mathematics, science, and social studies). In addition to meeting the local standards, students in grade eight must meet the Student Accountability Standards set forth by the State Board of Education.

### **Honor Roll**

South Edgecombe follows the Edgecombe County Public Schools Board of Education guidelines for honor rolls as stated below:

Principal's List – All A's

A Honor Roll – An average of 90 or above with no grade lower than a B

B Honor Roll – An average of 80 or above with no grade lower than a C.

### **Grading Procedures**

South Edgecombe Middle School procedures for assessing, recording and communicating student performance are based on ECPS belief that students have diverse capabilities, interests and individual patterns of growth and learning. Therefore, teachers must strive to obtain as much accurate knowledge as possible of a student's intelligence, achievement, work habits, skills, health and environment. Student performance is assessed in relation to a student's learning capacity, and his/her degree of mastery of the course work. Assessments to determine mastery may be in the form of a test, quiz, presentation, essay, short answer, oral response, and various other teacher-made assessments. The

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school-wide weight system for all Core classes is below. All enhancement teachers will send home information at the beginning of the year noting their weight system for grades.

Tests/Projects:	40%
Classwork:	30%
Quizzes:	20%
Homework:	10%

### **Homework**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Any parent requesting homework assignments for students who are absent needs to call the school twenty-four (24) hours prior to picking up books and assignments.

### **Personalized Education Plans (PEPs)**

PEPs are developed for students who are in danger of failing due to grades or attendance. The plans help to ensure extra support for students by identifying strengths, weaknesses and success strategies. PEPs are required for students scoring Level I or II on End-of-Grade tests in Reading and/or Math. Parents will be asked to assist with the development and implementation of PEPs.

### **Guidance and Counseling Services**

The role of the Student Services Department is to offer assistance to students in meeting their educational, vocational, and personal/social needs. Individual guidance and counseling, along with group counseling activities, have been planned to help you in all areas where needs are evident. The counselor is also in a position to provide referral services to you, where such resources are considered appropriate and necessary. Other activities will be designed to assist you in acquiring those skills necessary as you plan for post-secondary opportunities.

## **ATTENDANCE**

### **Attendance Policy & Procedures** (Refer to School Board Policy)

Regular school attendance is a significant factor in educational growth. In order to benefit fully from the instructional program and to develop habits of punctuality, self-discipline and responsibility, all students are expected to attend school regularly and to be on time for school and each class. Regular and consistent attendance strongly impacts academic performance, growth, and success. Contrarily, poor attendance can negatively impact a student's academic success and will be considered if retention is discussed.

It is reasonable to expect that most students will be absent at some time during the year. **Excessive absences will have serious academic consequences and may result in grade-level failure** (School Board Policy). **Cumulative absences, both excused and unexcused, above ten (10) in a block course or twenty (20) in a full year course are excessive.**

After three days of accumulated absences in one or more classes, parents/ guardians will be notified. There will be a school-determined, expectations-based intervention to help the student improve his or her attendance. The intervention will involve parents. After ten (10) days of absences and failure to meet previously determined expectations, the student will be subject to failure or retention. Students and parents are encouraged to check the school calendar before planning trips during the year.

### **Excused and Unexcused Absences**

Students are required to be in their assigned classes unless specifically excused. Any deviation constitutes an unexcused absence, or skipping. All absences are considered unexcused unless an acceptable note from a parent is presented within two days of the student's return to school.

Unless legally excused, students are expected to be in school every day and to attend every class for which they are scheduled. All absences other than those defined here are unexcused. Truancy (skipping school or skipping class) is a breach of the Code of Conduct. An absence (whether all day or a class period absence) may be excused under one of the following circumstances:

- Illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Edgecombe County Health Department
- Death in family
- Medical, dental, or other appointment with a health care provider approved in advanced
- Court appearance when a student is under subpoena
- Religious observance, as suggested by the religion of the student or the student's parents, with prior approval as documented on "Request for Excused Absence for Religious or Educational Reasons."

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- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Religious or Educational Reasons."

### **Absence for Educational or Religious Reason**

Absences for educational purposes such as college visits, participation in civic, educational, or religious programs must be arranged at least one week in advance by parents and students. It is important that students have exposure to educational opportunities and learning experiences outside of the traditional setting of a classroom. Pre-approval forms may be obtained in the Main Office, signed by an administrator and returned to the main office at least one week in advance.

### **Skipping**

All students are expected to be present in his/her assigned class. Students should attend all scheduled classes during the school day (unless the absence is legally cleared through the office). "Cutting class" is considered an unexcused absence and will result in a student consequence. Any absence from school that is not documented by a note from a parent/guardian or doctor is considered an unexcused absence. In addition, students who are more than 10 minutes late to a class are considered skipping.

### **Make-Up Work Policy & Procedures (School Board Policy)**

At the secondary level (including middle and high schools), the student is responsible for securing makeup work. Teachers will provide make-up work for excused absences. Students are encouraged to establish a reliable homework buddy to call when they are absent. For your convenience, teachers have e-mail to facilitate effective communication with parents. **Students or their parents are responsible for requesting make-up work immediately upon the student's return to school.** If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. The opportunity to make up assignments for unexcused absences is at the discretion of the teacher. Schoolwork will be made up under the following conditions:

- 1 **Excused Absences** ~ Work that has been assigned by the teacher in advance, including tests assigned for the day of return, is due upon the student's return to school. For work that has not been assigned in advance, students who are absent will have 3 days to make-up assignments. For absences exceeding three days, the student may have two days for each day absent to make up work. All makeup work is for 100% credit; however, makeup work not completed and turned in on time will receive no credit.
- 2 **Unexcused absences and suspensions less than 5 days** ~ Students with unexcused absences have three school days following their return to school to complete and turn in any make-up work. Schools shall establish and communicate to students and parents their procedures for making up work following an unexcused absence. Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for make-up work completed within the school's established procedures. In making final determinations about credit, the procedures should take into account the following:
  - The past performance of the student,
  - Circumstances that may have made the unexcused absence unavoidable,
  - Unusual family circumstances,
  - Nature of the specific learning activity,
  - Other issues that the teacher determines to be relevant to the situation,
  - Absences resulting from out-of-school suspensions are considered excused, and the same policy for make-up work applies. Full credit must be given for quarter, semester or grading period examinations in the case of short-term suspensions.
- 3 **Suspensions longer than 5 days** ~ Students suspended for more than five days will receive makeup work from their teachers. Make-up work is due upon a student's return to school.
- 4 **Pre-approved absences (not school related)** ~ Students must request make-up work from the teachers prior to leaving and makeup work is due upon a student's return to school.
- 5 **Pre-approved absences (school related)** ~ Students must request make-up work from the teachers prior to leaving and make-up work is due within two school days of a student's return to school.

### **Returning to School after an Absence**

Following an absence from school, students must submit an explanatory note from their parent/guardian stating the nature of the absence. If it is not presented within two days, the absence is automatically unexcused. The Attendance Office will verify the legitimacy of the parent note and code the note accordingly. The explanatory note from the parent must contain:

- 1 student's first and last name
- 2 grade level
- 3 date of absence(s)
- 4 reason for the absence(s)
- 5 home and work number for the parent
- 6 parent signature

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7 If a doctor or dentist appointment is stated, it must include the doctor's or dentist's name and an appointment slip.

### **Checking In Late**

Students who arrive late to school must be signed in at the main office by a parent immediately upon arrival to campus. **Parents must sign students in when they arrive after 7:50 am.** Students should not be admitted to class without a pass from the office unless they arrive on a late bus. Parents and students will be expected to sign in and receive an "admit to class" slip. Checking in late counts as a tardy.

### **Checking Out Early**

If a student must leave before 3:10 pm, he/she must be signed out of school in the office. Only individuals listed as parents, guardians, or emergency contacts in our database will be allowed to sign students in or out without direct notification from a parent. Adults signing out students will be required to show photo id. No student is to be released from the classroom until the office calls for him/her, or the parent presents to the teacher a sign-out slip signed by office personnel.

Arriving late and/or leaving early will be coded as tardy in the database of attendance. **Three tardies are equivalent to one absence.** Students must be in attendance at least ½ of the school day to be counted present. Leaving campus without checking out will result in a student behavioral consequence.

## **ATHLETICS/EVENTS**

SEMS offers students a variety of opportunities through co-curricular and extracurricular activities. Interscholastic athletics play a vital role in the total education program. Eligible sixth, seventh and eighth graders may participate in the sports programs. A primary emphasis in our sports program is placed upon progressing levels of maturity both physical and emotional, integrity both personal and social, and upon responsibility both for self and to all involved in the athletic program. Sports offerings are football, soccer, volleyball, basketball, softball, baseball, cross country, and cheerleading.

### **Athletic Eligibility**

In order to participate in athletics, a student must meet the following criteria:

1. Receive a physical exam before being allowed to practice or compete. (Physicals are good for 395 days.)
2. Pass all but one less than the number of core classes offered per semester. (Eligibility for fall sports will be determined by final grades from the previous school year.)
3. Be younger than 15 years of age on August 31.
4. Conduct themselves in accordance with school rules.
5. Have been in attendance at least 85% of the time (previous semester).

### **Games**

We know the value of school spirit and invite all of our students and families to attend sporting events. While in attendance, we expect Dragons to conduct themselves in a respectful manner, follow the Code of Conduct, show good sportsmanship and take care of the facilities. All games begin at 4:00 unless otherwise noted. **Students will require a note from their guardian giving them permission to stay on campus to attend a home game. At dismissal, all students remaining on campus to attend a game will be escorted to the multipurpose room prior to the start of the game.** Admission to games is \$3 for students and \$5 for adults.

### **Assemblies**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include cultural presentations and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

## **ARRIVAL AND DISMISSAL**

Car riders must be dropped off in front of school at the main entrance. Students will have the opportunity to grab a breakfast in the main lobby and report directly to their homeroom. **Students MUST NOT arrive at school before 7:25 am.** Car riders will be dismissed at 3:10pm.

### **Carpool Safety**

- Please create 3 lanes to prevent cars from backing up into the roadway.
- Move forward as far as possible each time traffic advances.
- Please be patient and maintain a safe environment for all students, drivers, and passengers.
- We dismiss at 3:10 and the lot is usually clear within 5 minutes. It is really counter productive to get on campus and wait an extended period of time for dismissal.

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- 8th grade students will be picked up in the parking lot adjacent to the gym and enhancement building. Please follow the same carpool safety guidelines outlined above. Siblings and other students who ride with 8th graders can also be picked up at this location.

## **CHILD NUTRITION SERVICES**

The cafeteria will provide nutritious school breakfast and lunch selections in two serving lines. Food may be brought from home and must be eaten in the cafeteria. Edgecombe County Public Schools will be participating in the (CEP) Community Eligibility Provision. This program will allow every student to eat breakfast and lunch FREE. You will not need to turn in a lunch application. Parents will still have to pay for A La Carte and Snack items. Parents can put money on their child's account to purchase these items. You may do this through the online lunch pre-pay program. For more information go to [www.lunchprepay.com](http://www.lunchprepay.com) or call Edgecombe County Public Schools Child Nutrition Department.

### **Breakfast (Grab & go):**

All students will have an opportunity to pick up breakfast on the way to their homeroom class each morning. Students may bring their own breakfast.

### **Lunch (Pre-order & kiosk):**

All students will have an opportunity to place a lunch order during homeroom each day. Students who order lunch will report to the kiosk on their grade level hallway at the designated time. Students will eat lunch in the classroom at the start of the school year. Our goal will be to return to the cafeteria as soon as it is safe to do so. Students may bring their own lunch.

## **STUDENT INFORMATION**

### **Conferences**

We believe that teachers can do a much better job educating each student if they are able to share an understanding of the student directly with the parent. Parent conferences are encouraged and can be arranged at any time during the school year by contacting the child's teacher. Parents are asked to make a specific appointment with the teachers before the conference is expected to be held. During a conference, adults are not allowed to discuss issues with students who are not their own children. Teacher or room visitations are welcome and may be arranged by requesting an appointment through the administrative offices or by contacting the teacher during his/her planning time. If it becomes necessary to speak to a student or teacher directly during the school day, the office personnel will make the proper arrangements. It is extremely important that classroom activities be interrupted as seldom as possible.

### **Deliveries**

The office will not be able to accept deliveries of balloons. Students are also not allowed to carry balloons in their possession during the school day. School deliveries tend to disrupt the school day and the educational environment. If you plan to send flowers, balloons, or other items to your child or a friend, we encourage you to arrange for home delivery rather than school delivery. To minimize disruptions, any deliveries will be held until the end of the school day. Students will be called to pick up deliveries as they leave campus. The school cannot guarantee the delivery of non-instructional items to students. For safety reasons, balloons, flowers, plants, etc. may not be taken on school buses.

### **Driver's Education**

Students who are at least 14½ years old are eligible to take Driver's Education by arranging to do so with Southwest Edgecombe HS. Please contact the high school for more information.

### **Emergency Information**

It is important that every student maintain up-to-date address, telephone number, and emergency contact information in the school office. **Notify the school office immediately if you have a change of address or telephone number during the school year.** In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address. Periodic address verification may be required.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative who is authorized to sign students out of school if needed.
5. Physician's name and phone number.
6. Medical alert information.

**It is the parent's responsibility to provide legal documentation of any custody/visitation restrictions.**

### **Emergency Procedures**

A safe and orderly environment is of utmost importance at South Edgecombe Middle School:

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- 1 *Fires* ~ In the event of a fire or drill, staff and students must follow the instructions for exiting the building that are posted in each classroom. Students will be expected to **quickly** evacuate the building in an orderly manner (in a straight line). Students will also be expected to **remain quiet, alert and in a straight line** so that instructions can be easily heard. Staff and students will be notified by the bell and/or verbally when it is safe to re-enter the building. Students not with their class at the time of an alarm should exit the building at the closest exit and then report to their class's reporting place.
- 2 *Severe Weather Plan* ~ During a Tornado Watch, school will operate as normal. Bus drivers will be notified of the watch and will follow the regular routes using caution. A plan for extracurricular activities will be devised with input from administration, athletic director and coaches, as well as input from the Superintendent. In an event of a change, a ConnectEd will be sent out. During a Tornado Warning, all staff and students will immediately proceed to the designated area(s) in accordance with the tornado plan posted in each classroom. Staff and students will: 1) Face the wall, assume a curled position, protect eyes and heads, but most importantly 2) **Remain quiet and alert** in order to easily hear instructions.

Staff and students may return to their classrooms after receiving notification from the principal or designee.

### **Field Trips**

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. **No student will be allowed to leave campus to attend a field trip without signed consent from their parent/guardian.** Sometimes a fee may be requested from each student. In the event that a student cannot attend the trip, he/she will be given an alternate assignment related to the field trip experience. **There will be no reimbursement for field trips.** Parents are encouraged to attend field trip outings with their children.

### **Fundraising Activities**

Our school will hold a major fund-raising campaign each year. Selling will be voluntary and no minimum sales will be required. PTO, classroom, or club fund-raising projects must be approved by the ECPS Board of Education. No food products can be sold during the school day. No sales of any product or service can be made in school, during school hours, unless prior approval is received. All money obtained from the sale of approved products or services must be deposited with the school bookkeeper by 1:00 each school day.

### **Hall Passes**

Students are expected to be in class at all times. No student should be in the hallway during the first or last 10 minutes of class. Teachers will maintain a log of students leaving class for any reason. This log will document the time the student left and returned to class. Students will be allowed out of class for emergencies only.

### **Illness or Injury**

In the event of illness or injury a student will be cared for temporarily by an identified First Aid Responder. A report will be kept on file. If a student becomes ill during the school day, the teacher will notify the office and the office will contact the parent/guardian. The student will remain in class until the arrival of a parent/guardian at the office. The teacher will be contacted by the office and instructed to send the student to the office. Any student who returns to school the same day that he/she checks out must verify wellness to return to school with a note from a doctor or parent/guardian. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. An administrator will travel with the student to the hospital.

### **Lockers**

Lockers remain the property of ECPS and may be searched by school officials with or without the student's permission. Only combination locks issued from SEMS can be used on school lockers. **The school cannot assume responsibility for lost items or stolen articles.** This pertains specifically to the athletic lockers in the gym as they are the only lockers on campus.

### **Loitering**

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before school, between classes, or after school. Non-students are not permitted on campus at any time unless they have been registered as official guests in the main office.

### **Lost & Found**

All items found should be turned into the main office. Items will then be placed in a lost-and-found location and may be claimed before or after school. Unclaimed items will be discarded at the end of each semester. Labeling personal items can help in identifying lost belongings. **Please label all book bags, pocketbooks, coats, etc.** If items are missing,

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please check with your child's teacher. At the close of the year, all unclaimed articles are donated to a charitable organization.

### **Media Center**

The media center is an integral component of our instructional program. The goal of the media coordinator is to provide services and support to assist students and teachers in meeting their needs. It is the duty of the media coordinator to maintain an atmosphere conducive to learning for all its users, at all times. We, therefore reserve the right to prohibit facility use to students who choose not to conform to media center expectations. **Students who fail to follow the Media Center Guidelines may lose future media center privileges.**

Students are allowed to use the media center during library hours with the permission of their classroom teacher. Students should sign in and out when using the media center. They may use the library to read, check out books, return books, use audio-visual and technological materials, do reference work or work on special projects. Each student may check out one or two books for a period of up to two weeks. There is no fine for overdue books, but students must pay for lost or damaged books. The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. Research shows students who read for pleasure have better vocabularies and better reading/writing skills, which all carry over into all areas of the curriculum. A variety of audio-visual material is available through the library for teacher use in the classroom.

### **Messages**

Students will not be called from class for incoming telephone calls. All messages will be delivered at the end of the school day. In an **EMERGENCY** the parent/legal guardian must clearly state the nature of the situation to the office personnel or an administrator.

### **Prohibited Items - Electronic Devices**

The use of these items is prohibited on campus at all times unless given permission by a staff member to use for instructional purposes. However, we understand that students involved in after-school activities may need to use them. During the school day, please use the saying "Out of Sight, Out of Mind". The District policy for use of electronic devices for instructional purposes when given permission by staff members, requires students to turn off their network and log into the ECPS guest access for internet. The first offense in the violation of the electronic device policy will result in the device being confiscated and returned to the student after school dismissal. A second violation will result in confiscation of the device and returned only to the student's parents after school dismissal. After the third violation, students will face other consequences for repeat offenses that may include suspension. School staff is not responsible for items taken from students nor will we search for them.

### **Public Display of Affection**

Students should not engage in any public display of affection of any form or fashion. This type of behavior is not appropriate for the school setting and will not be tolerated on campus. Violation of this policy will result in disciplinary action.

### **Random Searches**

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 or student lockers 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, disruptive to the school process, or any item described as unlawful in school. In addition, lockers remain the property of Edgecombe County Public Schools and may be searched at any time by school officials with or without a student's permission. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### **Substitute Teachers**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training or a family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### **Supervision**

Supervision is not provided for students prior to 7:25 am or after 3:40 pm unless they are participating in a school-sponsored activity. Students must be picked up within 20 minutes of the end of an extracurricular activity or they may lose the privilege of attending future events. School rules for students who stay after school are:

- 1 All students are to clear the building at 3:10 pm unless they are under direct supervision of a teacher or a coach.
- 2 The teacher or coach is responsible for those students until the student leaves campus or is picked up by a parent.
- 3 All students staying after school who need to use the phone should do so under the supervision of the teacher/coach with whom they are staying after school.

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If a student stays after school he/she should be picked up in front of the main building unless notified otherwise by the coach or club facilitator.

### **Technology**

Students have access to technology in all classrooms, the media center, and computer labs. Students are expected to use appropriate care when using computers, calculators, and other technology. All students must have a signed Acceptable Use Policy on file in order to be able to utilize technology resources. Many teachers use the Internet as a tool for research and as an integral part of unit plans. Because it is impossible to completely eliminate the possibility that a student will access an inappropriate website, parent consent forms must be on file before a student will be allowed to use the Internet at school. Students who misuse technology or who purposefully access inappropriate sites on the Internet may be subject to disciplinary action and/or they may lose the privilege of accessing technology for the remainder of the school year. Vandalism of school equipment may also result in damage fees. **Improper use of the internet will result in disciplinary action.**

### **Student Internet Access**

Edgecombe County Public Schools offers Internet access for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Edgecombe County Public Schools uses advanced software for Internet content filtering and has procedures in place to further block accessibility to material, as necessary. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Edgecombe County Board of Education supports and respects each family's right to decide whether or not to deny their child's access. Each child will automatically be given access to the Internet unless the parent or guardian completes the Parental Request to Deny Access form.

### **Telephone Use**

Students may only use school telephones to call a parent in the event of an emergency. Students may not use their cellular phones during the school day to call/text/message parents/guardians/family members or friends. **Per board policy, student's cell phones are to be turned off and out of sight during the school day. Cell phones may only be used with teacher permission for instructional activities and during breakfast and lunch.**

### **Tobacco Free Campus**

School policy prohibits the use of tobacco products at all times while on the premises. This includes e-cigarettes and vaping.

### **Valuables**

It is recommended that students do not bring valuables, large sums of money, expensive jewelry, etc., to school. If they do so, it is at their own risk. Do not leave money or valuables in your locker. Students are responsible for marking their personal possessions so that lost possessions can be identified.

### **Visitations**

In order to protect the interests of students and teachers, only visitors who are on official business will be admitted to the building. Parents/guardians are always welcome to visit our campus. We encourage parents to make an appointment prior to arriving on campus so they can be accommodated. **Parents who wish to visit his/her student's class must notify the teacher and the administration at least 24 hours in advance.** All other individuals must obtain prior approval from the administration in accordance with established policies. All visitors are reminded that they must report to the main office upon entering the building. Unauthorized persons in the building will be treated as trespassers. Approved visitors will be issued visitors badges to wear during their visit on campus which must remain visible at all times. Passes should be returned to the office at the end of each visit. **Per ECPS COVID protocols, visitors are not allowed until further notice.**

### **Volunteers**

Parents and community members are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office or your child's teacher if you have time or skills you can share to make our school a better place for students to learn and grow. All volunteers must be screened through the ECPS volunteer process and have approval before volunteering. Please see the ECPS volunteer policy.

## **HEALTH & MEDICATION**

### **FACEMASKS**

**SEMS will follow ECPD district guidelines regarding facemasks and this will apply to all students and staff. Facemasks must be worn over the nose and mouth at all times when required by the district.**

### **MEDICATIONS**

**Students are not permitted to bring medication to school.** All medication, whether prescription or over-the-counter, must be brought in by the parent/guardian with proper documentation. When a parent brings medication the requirements set forth by board policy must be followed. All medications require a doctor's order before a school staff member is able to administer.

Administering Medicines - Specific staff members are trained to administer medication as needed. Teachers will not be asked to administer medication except in special circumstances and after receiving appropriate training. Medication will be administered in accordance with the following guidelines:

Prescription and/or herbal medications:

1. Written instructions signed by parent and physician will be required and will include:
  - a. Child's name
  - b. Name of medication
  - c. Purpose of medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible side effects
  - g. Termination date for administering the medication
  - h. Physician's name and telephone number
  - i. Special information about medication (i.e., storage under refrigeration).
2. Authorization forms to give medication on campus and medication records must be retained on file and will be considered confidential student records.
3. Medication shall be maintained for a student at school and shall be kept in a secure place in the school's main office unless for medical reasons, the medication must be maintained in close proximity to the student. All medication shall be clearly labeled with the student's name.

Student Self-administration of Medication: - Upon the written request of a student's parent or guardian **and** physician, the principal may allow a student to carry and self-administer medication for certain serious health conditions (example: severe asthma or allergy). Approval of student self-administration of medication will be limited to situations where it is necessary to protect the student's life or health.

In addition to the requirements specified above for administration of prescription medication during the school day, the principal shall require:

- a. A consent form for the student to carry and self-administer medication signed by the parent or guardian.
- b. A self-medication contract signed by the student.
- c. Counseling and assessment by the school nurse, as appropriate.

Non-Prescription (Over-the-Counter Medications) - Medication will be administered in the manner specified above for prescription medication.

1. Medication will be in the original container.
2. Medication will be in date.
3. Child's name will be written with a permanent marker on the bottle.
4. Permission slip will always accompany the over-the-counter medication. This requires a doctor order for administration.

### **7<sup>th</sup> Grade- Vision Screening and Immunizations**

The Edgecombe County nurses provide a vision screening for all seventh grade students. Students found to be in need of glasses will receive a referral.

Students entering 7<sup>th</sup> grade or that have reached 12 years of age on or after July 1, 2015 are required to have one dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine and one dose of meningococcal vaccine.

## **CANCELLATION OR DELAYED OPENING DUE TO INCLEMENT WEATHER**

In the event inclement weather necessitates the altering of the school day or the school calendar, the following guidelines will be used:

### **Cancellation:**

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1. A decision to cancel school or open late will be made by the superintendent by 5:30 a.m. A ConnectEd call will be sent out.
2. Decisions on school closings, late openings, and early dismissals will be made by the Superintendent. If it becomes necessary to adjust the schedule, the following media will be notified as soon as possible.

#### TV STATIONS

WRAL – TV 5

WITN – TV 7

WTVD – TV 11

WNCN – TV 17

WRDC – TV 28

Cox Cable Channel 3

3. By dialing the What's Happening Line 823-5800 you can hear a message regarding the day's weather decision for your school system. PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION. We cannot make a decision about closing school.

#### 4. If school is closed or cancelled, all school activities are cancelled.

#### **Delayed Opening:**

1. In the event of a delayed opening, all times will be pushed back to the amount of delay. For example, if there is a 3 hour delay, students can be dropped off as early as 10:25 am and the tardy bell will ring at 10:50 am.
2. Bus stops will also operate on the delay time. For example, if there is a 3 hour delay, bus stop times should be pushed back 3 hours.

Without notice from the Superintendent's office, we assume a normal school schedule. *It is important to keep the front office up to date with your current phone number so you can receive ConnectEd calls in the event of a delay or unscheduled early release.*

#### **DRESS CODE- ECPS SCHOOL UNIFORM POLICY**

The South Edgecombe School staff believes that a safe and disciplined learning environment is the first requirement of a good school. The staff believes that implementing a dress code policy is a positive way to reduce discipline problems and increase school safety. Having a school dress code policy will help minimize disruptive behavior, promote respect for teachers, build school spirit, and help us to maintain high academic achievement. In support of Safe Schools, it also allows for easy identification of intruders on campus, discourages gang-related activities, and encourages students to concentrate on learning rather than clothing. Students are expected to adhere to standards and appearance that are compatible with an effective learning environment.

*Financial Considerations: The school will work with families who, for financial reasons, cannot obtain dress code items. Parents or guardians unable to afford clothing that adheres to the dress code policy should contact the school social worker who will set up a meeting to assess the degree of financial hardship.*

#### Tops:

- Polo shirts with collars and sleeves– Shirts must be plain, solid color shirts.
- Colors: Navy blue, orange, or white
- School spirit t-shirts may be worn as part of the dress code each day. School spirit t-shirts must have a SEMS or Dragon logo and can be any color.
- School appropriate shirts that do not meet uniform requirements may be worn on Fridays for fundraising purposes. Funds will support United Way first semester and Relay for Life second semester, unless otherwise noted. (\$1 charge)

#### Bottoms:

- Pants, capris, dress shorts, skorts, or skirts. Bottoms must be solid in color. No jeggings or joggers are permitted. No holes, tears, or rips in pants.
- All bottoms must be no shorter than three inches above the top of the knee when standing. Pants must fit at the waist.
- Colors: Navy or khaki

All rules, policies, and procedures listed in this handbook are subject to change in accordance to updated ECPS policies and protocols. Examples would include changes in protocols and procedures due to COVID-19.

- School appropriate pants that do not meet uniform requirements may be worn on Fridays for fundraising purposes. Funds will support United Way first semester and Relay for Life second semester, unless otherwise noted. (\$1 charge)

Other Considerations:

- Bedroom shoes are not permitted.
- Sweatshirts/hoodies may be worn over dress code shirts. Hoods are not allowed to be worn in the building.
- All clothing must be the appropriate size for the student.
- According to Edgecombe County Public Schools’ dress code policy, accessories and/or adornments such as bandanas, head gear, rhinestones, airbrushing, decorative buckles, long silver chains, large earrings, facial piercings are not part of the dress code policy and should not be worn.
- Any clothing or accessory that is associated with gangs or other disruptive groups is not permitted.

Administrators may establish incentive and/or school spirit days on which dress code restrictions may be lessened. These days will be announced in advance and dress expectations will be communicated to students. Wearing clothing that is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the students or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to:

- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- Any symbols, styles or attire frequently associated with intimidation, violence, violent groups about which students at a particular school have been notified
- Attire that exposes cleavage
- Attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors
- Bare midriff shirts, halter tops, strapless shirts, spaghetti straps, t-back tanks, or tank tops (all shirts must cover the entire back and have a sleeve that covers the shoulder)
- Excessively short (hemline must be no more than 3 inches above the knee) or tight garments
- Exposed undergarments
- Hats or head gear of any kind (includes and not limited to scarves, doo-rags, hats, crochet caps)
- Sunglasses should not be worn inside the building without a doctor’s note
- Pajamas
- Sagging pants (waistband of the pants must be above the buttocks)
- See-through clothing (this includes but is not limited to ripped shorts/jeans and opaque tights)
- Painting the face or body is not permitted.

**Dress Code Violation**

Students who do not adhere to the dress code will be allowed to call a parent/guardian to bring a change of clothes. Students not able to change will be required to remain in In School Suspension for the entire day or until a change of clothes is provided.

**School Bus Transportation**

Bus routes and stops are planned and established by the Edgecombe County Schools Transportation Department. Safety, economy, efficiency, and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Parents who wish to make requests for changes in routes or stops should contact the assistant principal. Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operations. **Any changes in bus stop locations or routes must be approved by the District Transportation Department.** Address changes and new bus requests require at least a 2 day waiting period. **No alternate stops will be approved until after the first 15 days of school.** Proper behavior on the bus is required of all students in the interest of safety for all passengers. The cooperation of parents is required to assure your child a safe ride to and from school. To assist in this effort, the following safety guidelines are to be applied to all students riding the bus to make riding the bus a positive experience.

- Watch for the school bus every morning, stand in the driveway, and be at the bus stop waiting.
- Watch for traffic before crossing the street and when leaving the bus.
- Never stop to pick up anything you drop. Tell the driver first.
- Hold to the handrail while getting on and off the bus.
- Use the back door only in an emergency.
- Damages to a bus will be the responsibility of the parents/guardians of that child.

**Bus Expectations & Consequences:**

Expectations	Consequences
<ul style="list-style-type: none"> <li>• Stay seated and in your assigned seat.</li> </ul>	1st offense: Warning depending on severity of offense.

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<ul style="list-style-type: none"> <li>• Food, chewing gum, or drinks are not allowed.</li> <li>• Be respectful to everyone (no profanity, talking loud).</li> <li>• Obey the driver at all times.</li> <li>• Keep all body parts to yourself.</li> <li>• Throwing objects of any kind is not allowed.</li> <li>• Get on and off the bus only at your assigned stop.</li> <li>• All school rules and Code of Conduct apply.</li> </ul>	<p>2nd offense: 1 day bus suspension  3rd offense: 3 day bus suspension  4th offense: 5 day bus suspension  5th offense: 10 day bus suspension  6th offense: Long term bus suspension (loss of privilege of riding the bus)</p> <p><b>Consequences may vary depending on the severity of the offense.</b>  <b>Severe disruptive or aggressive behavior may result in loss of the privilege of riding the bus. A student may be suspended from any bus and/or school by a school administrator for a serious offense such as fighting, weapons, assault, harassment and/or behavior that endangers the safety of the student or other students.</b></p>
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Students will not be allowed to ride a bus which they have not been assigned unless it is **an absolute emergency!** The request to ride another school bus should be made in writing and submitted to the assistant principal. Please provide a telephone number where you can be reached. Transportation provided by ECPS is a privilege. Students are expected to behave respectfully and in a manner that will ensure their own safety and the safety of others. Students who are disruptive may lose this privilege and parents/guardians will need to provide transportation.

- *Late Bus* ~ On occasion, a school bus may arrive to school late. Students will be permitted to class.
- *Bus Changes* ~ On occasion, students may be required to ride a different bus or with a different driver. We will ensure that all students are transported in a safe and orderly manner.
- *Activity Bus* ~ Activity buses are used for special activities during the school day. Students who ride the activity buses on field trips or to athletic events must keep the bus clean at all times.

## **CODE OF CONDUCT**

### **Safe Schools Act**

All students shall comply with all state and federal laws on and off campus. If any student is found to have committed an act that has a direct and immediate effect in maintaining order and/or in protecting the safety and welfare of students and staff, he/she may be subject to disciplinary action.

### **Student Code of Conduct**

Students are expected to comply with the ECPS Code of Conduct, state and federal laws, school board policies, and school rules governing student behavior and conduct. This applies to any student who is on school property or any location under school jurisdiction, who is in attendance at school, or at any school-sponsored activity. Conduct at any time or place that has a direct effect on maintaining order and discipline may result in disciplinary action. Students will be expected to cooperate with school personnel in following general guidelines and school procedures. Failure to do so will result in disciplinary action per the following student code of conduct:

#### **Consequences for Unacceptable Behavior**

##### **Parent Contact and/or Conference (PC)**

- Parents will be contacted when students partake in unacceptable behavior. A parent conference may be required before a student may return to his/her class.

##### **Lunch Detention (LD)**

- Lunch Detention is assigned for infractions of SEMS procedures and policies according to the discipline code of conduct.

##### **Behavior Intervention Class (BIC)**

- BIC is an intervention program for students who repeatedly violate the ECPS and SEMS Codes of Conduct. Students may be sent by his/her teacher for a class period to reflect on behaviors, determine better choices and complete work for that assigned period.

##### **In School Suspension (ISS)**

- In School Suspension is an intervention program for students who repeatedly violate the ECPS and SEMS Codes of Conduct. ISS will be housed on campus and coordinated by a SEMS staff member. Targeted and focused interventions for specific students with progress monitoring may reduce undesirable and problematic behaviors in targeted students. All students assigned to ISS will report to the classroom for the number of days determined by the assigning administrator. Students will be expected to complete daily assignments.  
**Students assigned to ISS will not be eligible to participate in and/or attend any extracurricular activity on the day he/she is assigned to ISS, including but not limited to sports.**

## **Out of School Suspension (OSS)**

- Out of school suspension will be assigned by the appropriate grade level administrator and/or principal for specific offenses, chronic offenses, or violations of SEMS and School Board policies. **Students assigned to OSS will not be eligible to participate in and/or attend any extracurricular activity at any ECPS campus on the day he/she is assigned to OSS, including but not limited to sports. Students may be removed from athletic teams for any behavior resulting in OSS.**

Final Student Reminders regarding SEMS Student Code of Conduct:

- All consequences are subject to the discretion of the administrative team based on mitigating factors for each incident.
- Failure to comply with behavioral/disciplinary consequences will escalate to the next consequence level.
- Review the PBIS Behavior Matrix, Levels of Consequence Chart and ECPS Code of Conduct.

## **NON-NEGOTIABLES**

### **1. Bullying/Harassment Policy**

The Edgecombe County Board of Education seeks to provide every student in the school system with a safe and orderly learning environment. To this end, the Board of Education specifically prohibits harassing or bullying between students. The Board of Education also prohibits reprisal or retaliation against any individual who makes a complaint or reports an incident of harassing or bullying behavior.

Harassing or bullying behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or otherwise (Student Code of Conduct). In addition, harassing or bullying behavior places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

### **2. Gang Policy**

The Edgecombe County Board of Education does not support or condone gang membership or gang activity. The Superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information. No student shall commit any act that furthers 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, or the purposeful violation of any ECPS policy, and having a common name or common identifying sign, colors or symbols.

Conduct prohibited by this policy includes:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
- Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership;
- Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation.

### **3. Sexual Harassment Policy**

The Edgecombe County Board of Education believes that all employees and students are entitled to work and study in a school related environment that is free from sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment and advises employees and students that when evidence of sexual harassment is established, disciplinary action may be taken up to and including dismissal for employees and suspension or expulsion for students. Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; 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 in the workplace or school setting of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an employee or prospective employee or appropriate social interactions between students that do not violate the Student Code of Conduct. In the case of consensual relations between students, there may be reason to question the consensual nature of the conduct if one or both of the students are very young or there is a large age disparity between the students.

## South Edgecombe Middle School PBIS Matrix

Settings → Expectations ↓	Classroom	Multi-Purpose/ Assembly	Hallway	Cafeteria	Bathroom	Media Center/ Technology	Gym
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Use school appropriate language and voice tone</li> <li>*Show concern for others</li> <li>*Keep your area clean</li> <li>*Be there on time!</li> <li>*Back Pack ready</li> </ul>	<ul style="list-style-type: none"> <li>*Be seated and remain seated at all times</li> <li>*Use school appropriate language</li> <li>*Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Walk on your right in a straight line</li> <li>*Use appropriate school language</li> <li>*Avoid conflict</li> <li>* Take shortest route</li> <li>*Use hall pass</li> </ul>	<ul style="list-style-type: none"> <li>*Use good table manners</li> <li>*Throw away your own garbage</li> <li>*Make healthy choices</li> <li>*Keep food and drinks in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>*Keep restrooms clean</li> <li>*Flush toilets and wash hands</li> </ul>	<ul style="list-style-type: none"> <li>*Follow the district's Acceptable Use Policy for technology</li> <li>*Return all materials in good condition and in a timely manner</li> <li>*Follow all copyright policies</li> </ul>	<ul style="list-style-type: none"> <li>*Use school appropriate language and voice tone</li> <li>*Show concern for others</li> <li>*Be there on time!</li> <li>*Take care of gym property</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Listen to the ideas and opinions of others</li> <li>*Cooperate with your teacher and classmates</li> <li>*Raise your hand to be recognized</li> </ul>	<ul style="list-style-type: none"> <li>*Move quickly and quietly to your destination</li> <li>*Be ready to listen and participate when appropriate</li> <li>*Talk in a whisper voice</li> </ul>	<ul style="list-style-type: none"> <li>*Keep all body parts and objects to yourself</li> <li>*Use whisper voices</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently and quietly in line</li> <li>*Use school appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Practice appropriate hygiene</li> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Be considerate and quiet when entering the media center or computer lab</li> <li>*Use equipment, books, and materials for intended purposes only</li> <li>*Use technology for positive communication only</li> </ul>	<ul style="list-style-type: none"> <li>*Be ready to listen and participate appropriately</li> <li>*Cooperate with your teacher and classmates</li> <li>*Use school appropriate language</li> </ul>
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>*Bring all materials to class</li> <li>*Complete all assignments in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>*Focus on the speaker</li> <li>*Support and encourage all participants</li> <li>*Follow directions of ALL SEMS staff and faculty</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions of ALL SEMS staff and faculty</li> </ul>	<ul style="list-style-type: none"> <li>*Remain seated in designated area</li> </ul>	<ul style="list-style-type: none"> <li>*Use closest restroom to your designated area</li> </ul>	<ul style="list-style-type: none"> <li>*Work in assigned area for duration of time allotted.</li> </ul>	<ul style="list-style-type: none"> <li>*Arrive on time</li> <li>*Support and encourage all participants</li> </ul>

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## **ECPS CODE OF CONDUCT** **SCHOOL BOARD POLICY 4300**

### **I. GENERAL PROVISIONS**

The Edgecombe County Board of Education adopts the following as its code of student conduct. The code sets out rules governing student conduct and discipline. It is the belief of the Board of Education that every child has the right to learn in a safe and orderly environment. To help the school system and students comply with the code, the Board earnestly solicits the cooperation of every student, of every parent, and of the community at large. Parents and students shall receive a copy of the code when a child is first enrolled in the Edgecombe County Public Schools and at the beginning of each school year. The following code of student conduct has been developed to provide a comprehensive list of expectations for student behavior and consequences for violating these expectations.

The basic purpose of the Code of Student Conduct is to help establish and maintain a safe and orderly environment which must prevail if learning is to take place. All students shall comply with the code of student conduct of the Edgecombe County Public Schools, state and federal laws, Board policies, and local school rules governing student behavior and conduct. The code of conduct applies to any student who is on school property, in attendance at school or any school-sponsored activity, while waiting for, riding, or leaving the bus, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school. The term 'school' as it appears in these guidelines refers to all school buildings, parking areas, and properties.

The principal is the recognized and legal authority in the school. The teacher is the authority in the classroom. The code of conduct does not restrict in any way the authority of principals to make conduct rules, consistent with this code. Nor does the code restrict the authority of teachers to make rules consistent with this code. Students shall comply with all directions of principals, teachers, substitute teachers, teachers' aides, and other school personnel who are authorized to direct students.

Violations of Board policies, the code of student conduct, local rules issued by the individual schools, or North Carolina General Statutes may result in disciplinary action, including short-term suspension (up to 10 days), long-term suspension (up to the remainder of the school year), suspension for 365 days, and expulsion where authorized. Students shall be informed of local school rules that, if broken, may result in suspension or expulsion.

Any student suspended or expelled from school shall not go on any school bus or school campus during the suspension or expulsion period without the express permission of the school principal. Students are not to attend any athletic contest or participate in any extracurricular activities during suspension or expulsion. A student who has been suspended or expelled shall not be eligible to enroll in any school in the school district during the suspension or expulsion period.

When a principal has a reasonable belief that any student has committed a serious crime, including assault on school personnel or possession of a weapon or controlled substance, the principal shall immediately report such violation to the proper law enforcement agency as required by law and State Board of Education regulations and policy. In such cases, school officials shall cooperate with the law enforcement agency. However, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

The suspension procedures are set forth in 4300-R. In addition, any suspension or expulsion of a special needs child must comply with applicable federal and state law.

### **II. PROHIBITED CONDUCT**

Smoking - Students shall not smoke or possess any other tobacco product or paraphernalia at school, at any school event, or while supervised by school personnel.

(As set forth in Board Policy 2505-100% TOBACCO-FREE ENVIRONMENT)

Course of Action:

- 1st violation: Students will be directed to the online quit now site at [www.healthwellnc.com](http://www.healthwellnc.com). Students must visit the site within two days of the policy violation. The date of completion of the visit must be documented by the school principal. Students must implement strategies identified

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on the site to help them quit. Individual schools have the flexibility to incorporate strategies to assure that the visit to the web site is meaningful for the student.

- 2nd violation: Students will be assigned two sessions in the STARS program for tobacco education.
- 3rd violation: Parents will be notified in writing of the violation and that the student must participate in tobacco education classes at Edgecombe County Health Department for Tobacco Education Classes (8 weeks, one class per week).
- 4th violation: Students will be assigned four days in after school detention.

If after implementing the above courses of action, a student continues to violate Board Policy 2505, he/she may be subject to any of the punishments for violation of Level One offenses, as outlined in Board Policy 4300.

#### Level One Violations

1. **Dress** - No student's appearance or clothing will be accepted if it is disruptive, provocative, indecent, vulgar, or obscene, or if it endangers the health or safety of the student or others. (As set forth in Board Policy 4340.)
2. **Gambling** - No student may participate in any unauthorized gambling or betting including but not limited to any action or statement which relies on chances for the monetary advantage of one participant at the expense of others. This rule does not apply to authorized raffles.
3. **Verbal Abuse/Disrespect** - No student may use words or actions that disrupt school functions or the learning environment. Examples of prohibited conduct include: cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person's race, religion, sex, sexual orientation, national origin, disability or intellectual ability, or using sexually offensive or degrading language.
4. **Lying** - No student shall provide false information to a teacher or any other school staff member.
5. **Integrity** - Cheating, plagiarism or falsification of student work is prohibited. Violation of this rule may result in academic penalties and other discipline. Students may not violate software copyright laws or gain unauthorized or prohibited access to computers.
6. **Disruption** - No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct cause the disruption of any lawful function, mission, or process of the school, nor shall any student urge any other student to engage in such conduct.
7. **Exchanging, Buying, and Selling** - Students shall not exchange, sell or purchase items from one another without written permission from an administrator.
8. **Hazing** - No student shall participate in hazing. Examples of hazing include requiring a student to wear abnormal dress or undertake dangerous or ridiculous activities, frightening, scolding, swearing, harassing, or subjecting another to personal indignity.
9. **Intimidation** - No student shall attempt to extort money, personal property, or personal services.
10. **Protests** - No student, on or off any school campus, shall engage in any protest, march, picket, sit-in, or similar activity, which has as its purpose the disruption of any lawful function, mission, or process of the school.
11. **Boycotts** - No student shall participate in any boycott or walkout of any lawful school function at which attendance is required.
12. **Disruptive or Obscene Literature and Illustrations** - No student shall possess or distribute literature or illustrations that are obscene or that significantly disrupt the educational process.
13. **Skippping School /Truancy from Class** - Students may not leave school grounds or fail to report to an assigned class during the instructional day unless authorized to do so in accordance with school rules.
14. **Theft** - No student shall steal, attempt to steal, or knowingly be in possession of stolen property.
15. **Damage to Property** - No student may intentionally damage or attempt to damage or deface school property while under school jurisdiction. Students and their parents or legal guardians will be held financially responsible for the cost of the damage, as provided by N.C.G.S. § 115C-523. Students will be subject to disciplinary actions as well.
16. **Smoking** - Students shall not smoke or possess any other tobacco product or paraphernalia at school, at any school event, or while supervised by school personnel.

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**17. Possession of Cellular Telephones, Pagers, Beepers or Other Disruptive Objects** - No student may possess or use any item which may disrupt the learning atmosphere or present a safety hazard at school, on a school bus or at school related events. Such items include but are not limited to cellular telephones, pagers, beepers, matches, lighters, tape players, soda bottles, game boys, or any other electronic equipment unless permission is obtained from a teacher or principal. For a first or subsequent offense, the device will be confiscated and returned only to the student's parent or guardian. For a second offense, the student may be suspended from school.

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

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

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

#### Penalty - Grades 6 - 12

Except as otherwise noted, violation of any of the Level One offenses may result in suspension from the Edgecombe County Public School System for up to ten (10) days. For serious or repeated offenses, long-term suspension may be recommended.

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

The teacher and administrator will decide if the seriousness of the offense can be handled by the teacher/staff member or if the offense warrants referral to the school's administration.

Referral to an administrator may proceed, as appropriate, with anyone or any combination of the following corrective actions:

- Student will write a letter to the parent concerning behavior.
- Student will call parent at home or at work to explain misbehavior.
- The administrator may ask the student's parent or guardian to attend a conference with the school administrator.
- Student may be assigned to after-school detention with parents assuming responsibility for transporting the child. Teachers may also hold their own detention hall if parents are given prior notice.
- Student may be assigned to in-school suspension or a time-out room.
- Once the student has been given an opportunity to be heard, the administrator may request that the student's parent or guardian remove the child from school for the remainder of the day.
- Parent may be expected to attend classes (shadow the child, which may include field trips or other activities) for specified period of time.
- Course of action for #17 (possession of a disruptive object) - 1st offense - the device will be confiscated and returned only to the student's parents or guardian.
- Misconduct on the school bus may result in any of the above actions, as designated by the administrator, and/or suspension from the bus.
- Continuous misbehavior in Level One may result in any one or combination of the following corrective actions:
  - Student may be given out-of-school short-term suspension. The number of days will be dependent on the seriousness of the offense and the student's prior record of behavior offenses.
    - The principal may assign the student to an alternative class setting designated for students who keep others from learning because of their behavior.

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- Continued misconduct on the school bus may result in the loss of bus riding privileges for the remainder of the school year. Parents who have concerns about bus issues should discuss those concerns with an administrator by phone or in person at the school. Parents should not, at any time, confront a bus driver at a bus stop.
- Any other acceptable action as adopted by the school staff and considered reasonable by the principal for a violation at this level.

#### Level Two Violations

1. **Fireworks** - No student shall possess, distribute, ignite or use any fireworks on school premises.
2. **Peer Relations** - No student shall engage in behavior which is immoral, indecent, overly affectionate, or of a sexual nature in the school setting. No student shall engage in sexual harassment as defined in Policy 4305.
3. **Threats** - No student shall direct toward any person within the school context any language, sign, or act which constitutes a threat of force or violence.
4. **Fire Alarms** - No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.
5. **Failure to Comply with Lawful Directive** - No student shall fail to follow a directive after being personally notified by the site administrator.
6. **Fighting** - No student shall hit, shove, scratch, bite, block passage of, or throw objects at another person. No student shall take any action or make comments or written messages which might reasonably be expected to start a fight. Provided: A student who is attacked may use reasonable force in self-defense but only to the extent to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.
7. **Sexual Harassment or Harassment including Bullying (Non-physical)** – No student shall engage, verbally or through other non-physical means, in sexual harassment, as defined in Board Policy 4315, or in other forms of harassment, including bullying as defined in Board Policy 4315.

#### Penalty – Grades 6- 12

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

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

All Level Two offenses will be referred to a school administrator or designee.

An office referral to an administrator may proceed, as appropriate, with anyone or any combination of the following corrective actions:

- Student and parent conference with a school administrator.
- In-school or out-of-school suspension up to 10 days with the number of days dependent on the seriousness of the offense and the student's prior record of behavior offenses combined with a required parent conference.
- The principal may assign the student to an alternative class setting designated for students who keep others from learning because of their behavior.
- Very serious infractions may result in the principal recommending long-term out of school suspension to the superintendent.
- Any other acceptable action as adopted by the school staff and considered reasonable by the principal for a violation at this level.

#### Level Three Violations

1. **Assault** - No student shall assault or attack or cause or attempt to cause physical injury to a teacher or other adult, or to another student, or intentionally behave in such a manner that could reasonably cause physical injury to any teacher or other adult or student.
2. **Drugs** – No student shall possess, use, transmit, sell, or conspire or attempt to transmit or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana,

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anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of altering the student's mood or behavior. This provision does not prohibit the possession and use of medication taken in accordance with a prescription from a licensed physician.

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

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

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

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

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

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

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

#### Penalty - Grades 6 - 12

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

- For the first violation of item (7), when not involved in any kind of altercation, a student shall receive up to five (5) days suspension.
- For a repeated violation of item (7), and violation of any others listed, a student shall be long-term suspended for the remainder of the school year.

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- Any student who is at least thirteen years old and who physically assaults a teacher or other adult, or a student, may be removed to an alternative educational setting, or suspended for up to 365 calendar days in accordance with 4320-R.
- Any student who is at least thirteen years old, and who physically assaults and seriously injures a teacher or other school personnel, shall be removed to an alternative educational setting in accordance with 4320-R. If an appropriate alternative educational setting is not available, the student shall be suspended for no less than 300 calendar days but no more than 365 calendar days.
- Any student who is fourteen years or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school in accordance with 4300-R. In all cases where a student is subject to a suspension for 300 calendar days or longer, the case will be presented to the Board for possible expulsion.

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

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

- Student and parent conference shall be held with a school administrator.
- Special privileges, such as extra-curricular activities, may be revoked.
- The school principal will assign the student a short-term out-of-school suspension for up to ten (10) days or recommend long-term out-of-school suspension to the superintendent. The number of days will be dependent upon the seriousness of the offense and the student's prior record of behavior offenses.
- The principal may assign the student to an alternative class setting designated for students who keep others from learning because of their behavior.
- Any other necessary corrective actions that are considered reasonable by the principal.

#### Level Four Violations

1. **Possession or Use of Firearms or Other Explosives** - No student shall bring onto school property, possess, handle, use, or transmit any firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, explosive device, or powerful explosive of any kind.

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

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

4. **Terrorist Threat or Hoax** – (a) No student shall communicate by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person; (b) No student, with intent to perpetrate a hoax, shall conceal, place, disseminate or display a device, machine, instrument, artifact, letter, package, material, or substance on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person; (c) No student shall threaten to commit on educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption; (d) No student shall make a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property, an act of terror that is likely to cause injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or cause such a disruption; (e) No student shall conspire to make a terrorist threat or hoax within the meaning of this policy.

### Penalty

- For the first violation of item (1) of a Level Four provision, a student shall be suspended for the remainder of the school year. Any student who brings a firearm or explosive onto school property shall be suspended for 365 calendar days unless the Superintendent recommends placement in an alternative program approved by the Board of Education. The incident will be reported to the appropriate law enforcement authorities.
- For the first violation of item (2) of a Level Four provision, a student shall be long-term suspended for the remainder of the current school year and the incident will be reported to law enforcement officials.
- For the first violation of item (3) of a Level Four provision, a student shall be suspended for the remainder of the school year. Any student who makes a bomb threat or perpetrates a bomb hoax shall be suspended for 365 calendar days unless the Superintendent recommends placement in an alternative program approved by the Board of Education. The incident will be reported to appropriate law enforcement authorities.
- For the first violation of item (4) of a Level Four provision, a student shall be suspended for the remainder of the school year and may be suspended for 365 calendar days. The incident will be reported to appropriate law enforcement authorities.
- Any student who is fourteen years or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school in accordance with 4300-R. In all cases where a student is subject to a long-term suspension for violation of a Level IV provision, the case will be presented to the Board for possible expulsion.

SOURCE: Edgecombe County Public Schools

ADOPTED: May 13, 1996

REVISED: February 8, 1999; January 8, 2001; July 28, 2003; January 12, 2004;  
June 14, 2004; March 21, 2005; December 12, 2005 (Effective January 1, 2006);  
August 11, 2008

LEGAL REF: G.S. 115C-47, -288, -276, -391, -397.1, -398, -399

### **State Board of Education Guidelines of Acts and Conduct that are a Clear Threat to the Safety of Students and Others**

Pursuant to NC General Statutes § 115C-391(d), as amended by Chapter 386 of the 1995 Session Laws (effective September 1, 1995), local boards of education may expel a student who is at least 14 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 new legislation directs the State Board of Education to adopt guidelines that define acts and conduct that may result in expulsion. In compliance with the directive of that legislation, the State Board adopts the following guidelines and definitions to assist local boards of education in determining whether expulsion may be warranted in a given situation.

#### **General Guidelines**

1. School boards may expel a student under these guidelines 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.
2. The acts and conduct do not have to occur on school premises for the school board to expel the student.
3. School boards should consider the facts and circumstance of each case to determine whether expulsion is warranted, including the age and maturity of the student.
4. Students who have been identified to receive special educational services pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1401 et seq., and by Article 9 of Chapter 115C of the General Statutes, are entitled to all protections provided by those laws.
5. School boards are urged to review these guidelines and definitions, to tailor them to meet the needs of local communities and to consider additional provisions that may be necessary for incorporation into expulsion policies.

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### **Definitions of Acts/Conduct That May Support Expulsion**

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

1. Theft or attempted theft by a student from another person by using, or threatening to use, a dangerous weapon. \*
2. The intentional and malicious burning of any structure or personal property, including vehicles.
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.
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.
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.
6. Any intentional or negligent act that results in the death of another person.
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 a shield.
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.
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.
10. Any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another. The sex organs are the breasts of the female and the genital areas of the male and female.

**\*As used in the above definitions, the term 'weapon' or 'dangerous weapon' means any gun, rifle, pistol, or other firearm of any kind; or any dynamite cartridge, bomb, grenade, mine, or powerful explosive; also any BB gun, air rifle, air pistol, knife, club, dagger, blackjack, metallic knuckles, razor, razor blade, and any sharp-pointed or sharp-edged instrument**



## **TECHNOLOGY RESPONSIBLE USE** *Policy Code: 3225/4312/7320*

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The Edgecombe County Board of Education (the “Board”) provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system’s technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

### **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system’s technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

### **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the

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Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by Board policy or procedure.

2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

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11. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
12. Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, timekeeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the Superintendent or designee.

### **C. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and Board policy. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

### **D. PARENTAL ACKNOWLEDGMENT AND CONSENT**

The Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Parents of minors should be made aware that a student may independently access the Internet while at school or while doing homework and that it is possible that the student could obtain access to inappropriate material while engaged in independent use of the Internet.

By accessing the Internet through the Edgecombe County Schools network, the parent and student acknowledge that the student user is responsible for appropriate use of the Internet and consent to monitoring by school personnel of the student’s e-mail communication and use of the Internet.

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Parents/legal guardians have the option of requesting that their child not be provided with independent access to the Internet. To exercise this option, parents must sign an appropriate form which will be available in the office of the principal. Each individual school shall implement appropriate procedures and safeguards to ensure that such requests are properly noted, implemented and made accessible to school officials.

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

#### E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system administrators or individuals designated by the Superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

#### F. PERSONAL WEBSITES

The Superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

##### 1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy (see the student behavior policies in the 4300 series).

##### 2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

##### 3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the

**All rules, policies, and procedures listed in this handbook are subject to change in accordance to updated ECPS policies and protocols. Examples would include changes in protocols and procedures due to COVID-19.**

Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), Web Page Development (policy 3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335) Adopted: February 11, 2013

Revised: May 27, 2015

Replaces: Policy 3460, Student Acceptable Use and Policy 5909, Employee Acceptable Use

**All rules, policies, and procedures listed in this handbook are subject to change in accordance to updated ECPS policies and protocols. Examples would include changes in protocols and procedures due to COVID-19.**

## **ANNUAL NOTICE RE: PARENT RIGHTS OF ACCESS TO STUDENT RECORDS**

Each year parents and students are reminded of the student records policy of Edgecombe County Administrative Unit. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the principal for an appointment. The records will be reviewed with school personnel. Parents may have a copy of the records for a standard copying fee of ten cents (.10) per page.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent adult cannot agree, the latter may contact the Superintendent for a hearing.

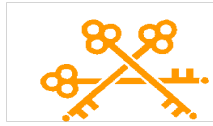
Records will not be released to most persons or agencies without the written consent of the parent or eligible student. Nonetheless it is the policy of Edgecombe County Administrative Unit to forward school records, without consent, to schools in another unit to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without consent, the unit forwards transcripts, or other information requested by high school students, to colleges and the other educational institutions to which the students are applying.

It is the policy of the Edgecombe County Administrative Unit to destroy information of a sensitive nature (e.g., exceptional children's records) five years after a student graduates or one year after a non-graduate reaches 21 years of age. However, parents may request that such sensitive information be destroyed immediately after it is determined that a student is no longer in need of special services. In rare instances, these records may be needed by the student or the parents for social security benefits or other similar purposes. Especially in these situations, the parents or the student may wish to secure a copy of these records for their files.

Also, federal law permits a school to identify certain information as "directory information" which may be publicly released without permission of the parents. Edgecombe County Administrative Unit identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and the most recent previous school attended. Any parent or eligible student who objects to the release of any or all of this information without consent must make written notification to the principal of the school where the records are kept within 15 days of the opening day of school in the fall semester. The objection must state what information the parent of student does not want to be classified as directory information. If we do not receive notice by that date, we will assume that you have no objection to the release of such information. We believe that it is in the student's best interest to him/her. We make every reasonable effort to protect our students' privacy. For example, it is our policy not to release information to businesses for commercial purposes, and we do not release information to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

For a complete copy of the Edgecombe County Administrative Unit's student record policy, contact your school principal. Parents who have questions or concerns about the student record policy may direct them to the principal, the Superintendent, or the U.S. Department of Education.

*Legal Ref.: Family Educational Rights and Privacy Act (20USC 1232g); 34CFR Part*



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

DATE: June 12, 2019

TO: All Employees, Parents and Other Building Occupants

SUBJECT: Asbestos Hazard Emergency Response Act Regulations

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

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

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

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