

2011-2012
**Currituck
County
Schools**



**Student-Parent
Handbook of Policies
& Procedures**



**This handbook can be viewed or downloaded by visiting our website,
www.currituck.k12.nc.us
and navigating to “Information for Parents”.**

Board of Education POLICY CUSTOMIZATION Notice

To better serve parents and staff, the Board of Education has given direction to administration to conduct a complete policy review of the Currituck County Schools Policy Manual. A Policy Customization Committee has been formed that will allow input assistance from parents, teachers, and administrators. The committee will review each policy with assistance from the North Carolina School Boards Association. This will ensure compliance with state and federal laws and to make certain that policies are relevant to Currituck County Schools. The policy manual customization process is estimated to take up to 24 months to complete.

As the committee reviews each section of the policy manual, a correlation table for the particular section will be available. This will allow interested parties to identify current Board policies that are being cross-referenced to newly proposed or adopted policies. Please visit www.currituck.k12.nc.us to see the Policy Customization Resolution adopted by the Currituck County Board of Education on May 10, 2010.

This handbook provides a general overview of the policies and procedures established by the Currituck County Board of Education. It is not designed to be a complete nor comprehensive guide. All state and federal policies supersedes any rule, policy, or procedure that may be printed in this handbook.

For a more detailed explanation, or to review the policy manual, you may call the Currituck County School’s Board of Education office (232-2223), contact the administrative office of your child’s school, or view the complete policy manual on-line at www.currituck.k12.nc.us.

The Currituck County School District does not discriminate on the basis of race, color, national origin, sex, or handicap in admission to treatment in, or employment in its programs and activities.

Parent Right-To-Know

Under the guidelines of The No Child Left Behind Act of 2001 (NCLB) parents may request, and the agency will provide the parents on request, information regarding the professional qualifications of the student's classroom teacher or teacher assistant, including State qualifications and licensing for the grade levels and subject areas in which the teacher or teacher assistant provides instruction.

In addition, a school that receives funds under NCLB will provide parents information on the level of achievement of the parent's child in each of the State required academic assessments and timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

The Currituck County Schools' discipline and suspension policies for students with disabilities follow the North Carolina Procedures Governing Programs and Services for Children with Disabilities.



Existing Currituck County Board of Education policies that support information produced in this handbook, or policies being considered for adoption by the Currituck County Board of Education, can be obtained by contacting the Currituck County Schools Administrative Office at (252) 232-2223.

Policies can also be viewed or downloaded by visiting our website, www.currituck.k12.nc.us and clicking on the Board of Education.

Table of Contents

Superintendent's Letter to Parents and Students	1
Inclement Weather Notice.....	2
School Directory	3
Student Attendance Policy	4
Picking Up a Student From School/ Student Promotion and Accountability Policy	6
Overview of Graduation Requirements.....	8
School Closings/Immunizations	12
School Bus Policies/Student Cafeteria Accounts	13
Knotts Island Ferry Regulations/Student Insurance Program.....	14
Student Grievances	15
Privacy of Student Records/Driver's Education/Student Fees.....	16
 Student Code of Conduct Rules:	17
Weapons and Dangerous Instruments/Penalties/Compliance.....	18
Disruptions/Damage or Destruction or Theft of Property.....	19
Abuse of Students or Other Persons/Hazing/Harassment.....	20
Possession of Alcohol or Other Drugs/Penalty	20
Use of Tobacco Products/Integrity/Display of Affection.....	21
Parking Regulations	21
Student Dress Code	22
Electronic Resources/Repeated School Violations.....	23
Consequences for Violations.....	24
 Policies and Procedures:	
Random Suspicionless Drug Testing Policy.....	25
Use of Tobacco Products Policy	29
Discrimination, Harassment & Bullying Policy	30
Suspensions and Expulsions/Due Process Procedures	32
Clubs/Field Trips/Errands.....	37
Freedom of Religion/Fund Raising/Constitutional Freedoms	37
Promotion Ceremonies/Credits Earned at Institutions of Higher Learning	37
Health Education Program.....	38
News Media Access.....	38
Parental Involvement Policy.....	38
Procedure for Reconsideration of Instructional Resources	39
Use of Seclusion and Restraint	39
Rules for the Use of Seclusion and Restraint	39
Student Wellness Policy.....	43
Communicable Diseases/Head Lice	44
Support for Students with Diabetes and Asthma.....	45
Medication Policy	45
Lawful Abandonment Policy.....	46
Notification of Asbestos Inspections	46
Permission to Administer Drug or Medication Form	47
Release and Authorization for Student Self-Administration of Medication Form.....	48
Handbook Signature Page/Website Publishing/Internet Access	49
Student Cafeteria Account Form	50
Vision & Mission Statements.....	51
2011-2012 School Calendar	Back Cover



Currituck County Schools

A Beacon for Excellence in Education

Dear Students, Parents, and Guardians,

Welcome to the 2011-2012 school year! The mission of the Currituck County Schools and its Board of Education is to connect with students, parents, and the community to provide a world class educational to our students.

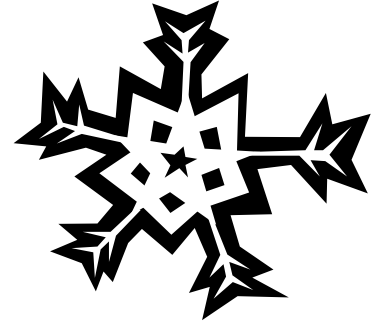
Please take a moment to read this *Student-Parent Handbook of Policies and Procedures*. It is a guide that provides an overview of policies, school rules, and student achievement requirements. Due to recent laws mandated by the State of North Carolina, this edition of the handbook contains a revised Student Code of Conduct including a range of consequences that accompany violations of the code of conduct. We are committed to providing students and staff with a safe and orderly environment that is conducive to academic achievement.

In addition to policies and procedures, several consent forms are included in the rear of this handbook. The signature page (p.49) acknowledging your receipt of the *Student-Parent Handbook of Policies and Procedures* and the receipt of your child's school-specific handbook should be returned to the schools.

Again, welcome to a new school year! We are excited and look forward to much success.

Sincerely,

Allison Sholar
Superintendent



Inclement Weather in Currituck County (Snow, Fog, Torrential Rain/Nor'Easter)

From time to time throughout the school year, inclement weather may affect the start or end times of the school day. The Currituck County Schools take inclement weather very seriously and work closely with the Currituck County Emergency Management Department to keep abreast of any possibility of severe weather. When the threat of inclement weather has the potential to interfere with school, school system staff are driving the roads in the very early morning hours to determine if a delay or closing needs to be made. **In order to make a delay or closing call in adequate time for the bus drivers to receive notification not to start their route, decisions about weather delays must be made by approximately 4:50 a.m.**

In many cases, weather can change drastically between 4:50 a.m. and the start of the school day, hence creating a very difficult determination as to whether or not school should start on time. Also, geographically speaking, Currituck County faces issues that other neighboring counties do not. Because of Currituck's great distance from one end of the county to the other, weather conditions may be vastly different from the northern tip to the southern end.

It's always important to remember that as a parent, you know what is best for your child and your individual situation. If you feel that weather conditions in your area may jeopardize your ability to travel, we urge you to make the best decision in the interests of your children. We will excuse tardiness for these types of decisions. We just ask that you send a note with your child if his or her reason for tardiness is because of inclement weather.

Currituck County Schools

Administrative Offices
2958 Caratoke Highway
Currituck, NC 27929
Phone: 252-232-2223

Allison Sholar
Superintendent

Sandy Kinzel, EdS
Assistant Superintendent

Board of Education

Dr. Bill Dobney, Chairman Jackie Simmons, Vice-Chairman
John Barnes Karen Etheridge Amy Innes

Currituck County High School

4203 Caratoke Highway
Barco, NC 27917
Phone: (252) 453-0014
Principal: Diane Newbern

Currituck County Middle School

4263 Caratoke Highway
Barco, NC 27917
Phone: (252) 453-2171
Principal: Rhonda James-Davis

Moyock Middle School

216 Survey Road
Moyock, NC 27958
Phone: (252) 435-2566
Principal: Virginia Arrington

Dr. W. T. Griggs Elementary School

261 Poplar Branch Road
Poplar Branch, NC 27965
Phone: (252) 453-2700
Principal: Sharon Lewis

Central Elementary School

504 Shortcut Road
Barco, NC 27917
Phone: (252) 453-0010
Principal: Daun Belangia

Knotts Island Elementary School

413 Woodleigh Road/P.O. Box 40
Knotts Island, NC 27950
Phone: (252) 429-3327
Principal: Tommy Wilson

The J. P. Knapp Early College

2966 Caratoke Highway
Currituck, NC 27929
Phone: (252) 232-3107
Principal: Renee Dowdy

Moyock Elementary School

255 Tulls Creek Road/P.O. Box 160
Moyock, NC 27958
Phone: (252) 435-6521
Principal: Whitney Bisbing

Jarvisburg Elementary School

110 Jarvisburg Road
Jarvisburg, NC 27947
Phone: (252) 491-2050
Principal: Mike Carter

Shawboro Elementary School

370 Shawboro Road
Shawboro, NC 27973
Phone: (252) 232-2237
Principal: Terrie Godfrey

Student Attendance Policy

Attendance in school is central to educational achievement and school success. School attendance is required by state law for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain in school throughout each school day.

I. Minimum Attendance Requirement

Students enrolled in grades 9-12 must attend a minimum of 83 class periods during a semester in order to receive a unit of credit for a course. **Students that are absent more than 7 class periods (excused or unexcused) during a semester will receive a failing grade (FF) in the course, unless a waiver is granted by the principal. Specific procedures for making this request will be available from the principal.**

Students enrolled in grades K-8 must attend school a minimum of one hundred sixty-five (165) days in order to be eligible for promotion.

To be counted present, a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

Students returning to school following an absence must initiate a request to make up any work missed. Teachers will provide the requested work and establish a reasonable deadline by which it must be completed and returned. Students participating in school-sponsored activities and athletic events will not be considered absent for the purposes of this policy, but will be expected to make up any work missed.

At the end of each school year, the principal of each school will convene an attendance advisory committee of certified school personnel to hear the individual appeals of students who have failed to meet the minimum attendance requirements. An appeal may be initiated by the parent or student. Notice of an appeal must be made to the school principal no later than the last school day of the year. In reviewing individual cases, the committee will take into account factors such as: the number of days missed, academic performance, level of parental support, circumstances beyond the control of the student, general health of the student, and extended illnesses. Having heard the appeal, the committee will make a recommendation to the principal regarding the awarding of credit or promotion. The principal has final authority regarding credit and promotion decisions.

II. Compulsory Attendance Requirements

Parents are responsible for remaining aware of the number of absences their child has accumulated. At the conclusion of each nine-week grading period, the report card will indicate the number of days the student has been absent. As required by state statute, parents of students under 16 will be notified when their child has accumulated three, six, and ten unexcused absences.

III. Reporting Unexcused Absences Under the Compulsory Attendance Law

The principal or his/her designee shall notify the parent, guardian, or custodian of any child under age 16 of his/her child's excessive absences after the child has accumulated three (3) unexcused absences in a school year. After not more than six (6) unexcused absences, the principal shall notify the parent, guardian, or custodian in mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policy. Once the parent, guardian, or custodian is notified, the designated school employee shall work with the child and his/her family to analyze the cause of the absences and determine steps to eliminate the problem. After ten (10) accumulated unexcused absences in a school year, the principal or his/her designee shall review any report or investigation concerning absences and shall confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification of the absences and made a good faith effort to comply with the law. If the principal determines the parent, guardian, or custodian has not made a good faith effort, he/she shall notify the district attorney.

If the principal determines that the parent, guardian, or custodian has made a good faith effort to get the child in school, he/she may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid cause. Any parent, guardian, or other person violating the Compulsory Attendance Law shall be guilty of a misdemeanor and upon conviction shall be fined, imprisoned, or both at the discretion of the court.

IV. Excused Absences Defined

Absences are classified as excused or unexcused. The following shall constitute valid excuses for the temporary absence of a child from school if satisfactory evidence of the excuse is provided to the appropriate school official.

1. Illness or Injury - An absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.
2. Quarantine - An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family - An absence is excused when it results from the death of a member of the immediate family of the child.
4. Medical or Dental Appointments - An absence is excused when it results from a medical or dental appointment.
5. Court or Administrative Proceedings - An absence is excused when it results from the attendance of a child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
6. Religious Observances - An absence may be excused with advance approval of the principal if the tenets of a religion to which a child or his/her parents adhere require or suggest the observance of a religious event. The approval of the absence should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the child.
7. Educational Opportunity - An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval must be obtained from the principal prior to the absence.
8. Absences of Less than One-Half Day - For good reason and in compliance with State law and regulation, the principal of each school is authorized to excuse temporary or occasional absences when a student has been in attendance for at least one-half of the school day.

The student is responsible to submit a note signed by the parent citing the reason for an absence to the principal's designee within two (2) days of the student's return to school. Failure to comply with the above will result in the absence being unexcused. Absences not classified as excused are unexcused and may result in disciplinary action.

With an excused absence, the student shall make up all work in a timely manner at the convenience of the teacher. The make-up work may be specific material missed by the student, reinforcement, or enrichment.

For the purpose of enforcing the Compulsory Attendance Law, days missed due to an involuntary suspension shall also be considered excused absences.

Legal Reference: G.S. 115C-47(9); G.S. 115C, Article 26; 16 N.C.A.C., Subchapter 6E, Sections .0101, .0102, .0103 and .0104. Revised 6/14/99

Picking Up a Student From School

It is the responsibility of each school principal or designee to determine that any person appearing at school and requesting permission to take a student from the school is properly authorized to do so. In no case shall a person other than an authorized parent or guardian be permitted to take a student from school until or unless the principal is satisfied that such person has the approval of the authorized parent or guardian. In this instance, authorized parent(s) or guardian(s) is/are the person(s) who initially enrolled the student.

Additionally, the school district will not allow itself or a student to be put in the middle of a domestic dispute. Therefore, if a non-custodial parent requests permission to take a student from school without the knowledge of the custodial parent, the school will return the child at the end of the day to the home of the custodial parent or where requested, unless ordered otherwise by a judge or other legally authorized official. **It is the parents' responsibility to ensure the schools have the most current custody documents on file.**

Legal Reference: G.S. 115C-36, -47, -288. Adopted 9/14/98

Student Promotion and Accountability Policy

Currituck County students must meet the following requisites for promotion in grades K-8 or to receive EOC course credit and meet graduation requirements:

- Testing Standards
- Teacher Standards
- Attendance Standards

Principals have the authority to promote or retain students based upon the standards established by the board and any applicable standards set by the State Board of Education.

Teachers will be responsible for notifying the parent of any student who fails to satisfy any of these requirements. Teachers will also inform parents of re-assessment and remediation opportunities outlined in this policy.

Opportunities for Targeted Assistance

Students who are at-risk of academic failure shall be provided with focused interventions.

No later than the end of the first quarter or after a teacher has had up to nine weeks of instructional time with a student, the teacher should develop (or update) a personal education plan (PEP) for any student at risk of academic failure who is not performing at grade level based on a variety of factors. In addition, any student in grades K-8 who is not promoted should be provided with a personal education plan for the following school year. Each PEP should include focused intervention, accelerated activities and performance benchmarks for academic improvement.

The PEP must address the following:

- Diagnostic evaluation information;
- The type of differentiated instruction students will receive either during the regular school day/year, through credit recovery and/or in summer school;
- Monitoring strategies utilized by the teacher.

Schools shall notify parents that a PEP has been developed, provide them with a copy of the PEP, and include them in the implementation and ongoing review of the PEP.

Career and Technical Education IMS Test Requirements

Students enrolled in Career and Technical Education courses in grades 6-12 are required to take the state post-assessment (IMS) administered as the final exam for each course. This post-assessment will count as 25% of the final grade for the course in grades 9-12.

Kindergarten – Grade 2

To be promoted to the next grade level, students in grades K-2 must demonstrate grade level proficiency in reading and math as determined by performance on K-2 assessments, observations, grades, work samples, portfolios, and/or other indicators.

Additional Promotion Requirement for Grades 6-8

Students in grades 6-8 must earn a passing grade in a minimum of four yearlong or equivalent yearlong curricular classes, two of which should be language arts and mathematics.

K-12 Writing

Student in grades K-12 must demonstrate proficiency in writing. If the student does not demonstrate proficiency in writing the student will receive focused remediation.

End-of-Grade (EOG) Testing Standards

Except as provided by the EOG waiver process explained below, students in grades 3-8 must score a Level III or above on the End-of-Grade tests in reading and math (and science, in grades 5 and 8) to be promoted.

Teachers will be responsible for notifying the parent of any student who fails to satisfy any of these requirements. Teachers will also inform parents of retesting and remediation opportunities.

Opportunities for Retesting

All students at grades 3 – 8 who score Achievement Level II on the Regular administration of the end-of-grade assessments (or their alternate assessments) must be administered Retest 1.

Parents are not allowed to opt out of Retest 1 for Level II students.

Students at grades 3 - 8 who score Achievement Level I on the Regular administration of the end-of-grade assessments (or their alternate assessments) may be administered Retest 1.

Parents of students who score Achievement Level I must be notified of their right to request Retest 1. If the parent requests Retest 1 it must be administered.

Students will receive at least 5 hours of remediation prior to Retest 1.

Retest 1 will be administered prior to the end of the school year.

EOG Waivers and Promotion Decisions

After Retest 1, schools may use the results from both the Regular administration and Retest 1, along with other available information (e.g., formative or benchmark data, portfolios), to make promotion decisions at grades 3 – 8. All students who have not achieved a Level III on the regular or retest 1 administration in Reading or Math and are otherwise passing local promotion standards will be referred to the waiver committee.

End of Course (EOC) Testing Requirements

Except as provided by the EOC waiver process, explained below, students enrolled in EOC courses must achieve a Level III or above to receive credit for the course. The EOC test grade will count as 25 percent of the student's final grade for the course.

EOC Retesting Opportunities

All students who make a Level II on the regular administration will receive 5 hours of remediation and be administered retest 1 within one week of the receipt of test scores.

Students who make a Level I on the regular administration may receive 5 hours of remediation and be administered retest 1 if the student has a passing average in the class.

Parents of students who score Achievement Level I must be notified of their right to request retest 1. If the parent requests Retest 1 it must be administered.

A student's final grade will be calculated from the higher of the two test administrations. Students who do not achieve at least a Level III on either the regular test administration or retest 1 and who are passing the class, will be referred to the waiver committee.

Waiver Review Committee

The waiver review committee will be comprised of the teacher or group of teachers who have provided instruction and/or instructional support for the student being recommended for waiver (including special education or LEP teachers, when applicable) and the school principal. Parents shall be given the opportunity to participate in the waiver review committee meeting.

The committee will review documentation presented by teachers on behalf of the student, including, but not limited to, student work samples, assessment data in addition to EOG or EOC test data, information from parents, information from the student's IEP, if applicable, and any other information indicating the student is at grade level or making adequate progress toward achieving grade level standards. Retentions in previous grades and/or the number of times the course has been repeated will also be a consideration.

The final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a). The principal shall consider the student's overall progress, classroom work, grades, and the best educational interests of the student in making promotion or credit decisions.

Exceptional Children

Exceptional Children at the elementary and middle school level or who are enrolled in high school courses will be held to the same standards as all other students who are participating in End-of-Grade testing or enrolled for diploma course credit.

Students with Limited English Proficiency

Limited English Proficiency (LEP) students enrolled in high school courses will be held to the same standards as all other students who are enrolled for diploma course credit.

LEP students in grades 3-8, who are exempt from the End-of-Grade test based on their LEP status, will also be exempt from the test requirements for promotion.

Teacher Standards

Students are expected to successfully obtain all grade level or course competencies. Teachers will be responsible for notifying the parent and student at any time the student is at risk of failing a course or a grade for any reason. Teachers will also inform parents of make up and remediation opportunities.

Parental Responsibilities

Knowledge of the school system's expectations by parents is essential for student success. Therefore, by the end of the first month of school, parents must meet with each of their children's teachers to receive information on course content and requirements. At the conclusion of this meeting, parents will sign agreements making them partners in their children's success. All parents of children enrolled in the school system must become partners.

Overview of Graduation Requirements

The board recognizes the importance of setting requirements to help ensure that all students will graduate from a rigorous, relevant academic program that equips them with the knowledge, skills, and dispositions necessary to succeed in both post-secondary education and 21st Century careers and to be participating, engaged citizens. Academic rigor and relevance are based on established expectations that ensure that all students develop the capacity to master content that is both complex and challenging.

Requirements

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

- Students entering ninth grade for the first time in 2009-10 or later must meet the Future Ready Core Course of Study.
- Students entering ninth grade for the first time prior to 2009-10 must meet either the Career Prep Course of Study, the College Tech Prep Course of Study, or the College/University Prep Course of Study. Specific requirements for each of these are outlined in Policy 3460.
- The Future Ready Occupational Course of Study is available for certain students with disabilities.
- Level III on the 10th Grade Writing test;
- Successful completion of 28 course credits in the chosen course of study and all other course requirements mandated by the State Board of Education; and
- Successful completion of all additional course and other requirements mandated by the local board of education.
- Career Management for students entering 9th grade at Currituck County High School.

1. Course Unit Requirements

Students entering ninth grade for the first time prior to 2009-10

- Students entering ninth grade for the first time prior to 2009-10 must meet either the Career Prep Course of Study, the College Tech Prep Course of Study, or the College/University Prep Course of Study.

Career Prep Course of Study Credits Required

Courses Required	State Requirements	Local Requirements
English	4 (including English I, II, III and IV)	
Mathematics	3 (including Algebra I)	
Science	3 (including a physical science course, Biology and earth/environmental science)	
Social Studies	3 (including Civics & Economics, U.S. History and World History)	
Health/P.E.	1	
Career/Technical	4 (courses appropriate for career pathway, including a second-level (advanced) course, or courses for an arts education pathway or R.O.T.C.***)	
Foreign Language	0	
Electives	2 (arts recommended but not required)	
Other Requirements		
Career Management		1
Total Credits	21	1

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

College Tech Prep Course of Study

Courses Required	State Requirements	Local Re-quirements
English	4 (including English I, II, III and IV)	
Mathematics	3**** (including either Algebra I, Geometry and Algebra II; Algebra I and Technical Math I and II; or Integrated Mathematics I, II and III)	
Science	3 (including a physical science course, Biology and earth/environmental science)	
Social Studies	3 (including Civics & Economics, U.S. History and World History)	
Health/P.E.	1	
Career/Technical	4 (courses appropriate for career pathway including a second-level (advanced) course)	
Foreign Language	0****	
Electives	2 (arts recommended but not required)	
Other Require-ments		
Career Manage-ment		1
Total Credits	21	1

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

College/University Prep Course of Study

Courses Required	State Requirements	Local Re-quirements
English	4 (including English I, II, III and IV)	
Mathematics	4 (including either Algebra I, Geometry and Algebra II and a higher-level course for which Algebra II is a prerequisite; or Integrated Mathematics I, II and III and one course beyond Integrated Math III)	
Science	3 (including a physical science course, Biology and earth/environmental science)	
Social Studies	3 (including Civics & Economics, U.S. History and World History)	
Health/P.E.	1	
Foreign Language	2 (in the same language)	
Electives	3 (arts recommended but not required)	
Other Requirements		
Career Management		1
Total Credits	21	1

Students entering ninth grade for the first time in of 2009-2010 and beyond

Students entering ninth grade for the first time in 2009-10 and beyond will complete a core course of study and earn at least one endorsement in a specialty area based on their choice and interest by taking at least four units in the selected area of interest as stated below:

The Core (15 units)

- 4 units of English
- 4 units of Mathematics
- 3 units of Science
- 3 units of Social Studies
- 1 unit of Health/Physical Education
- 6 electives (2 electives must be any combination of Career and Technical Education, Arts Education or Second Language; 4 must be from one of the following: Career and Technical Education, R.O.T.C., Arts Education or any other subject area or cross-disciplinary course. A four-course concentration is recommended)

Endorsements (Recommended at least four units in one of the following areas)

- Career-Technical Education
- Arts Education
- JROTC
- Advanced Placement/International Baccalaureate
- Second Language
- Other



All freshmen entering high school for the first time in fall 2009 and beyond will participate in the required core course of study except those determined to be better served through participation in other substituted courses. This decision would be made by a team of people including a teacher, counselor, administrator, parent/guardian, and the student. Students qualifying for the Occupational Course of Study will continue to have that opportunity.

2. Additional Local Requirements

The principal is responsible for ensuring that parents and students are aware of all graduation requirements. The district’s guidance program should assist students in planning their high school course to help ensure that students are taking all of the required units and selecting electives consistent with their post-graduation plans. For students who have transferred to the school district during high school, or for other reasons have completed course work outside of the school district, the principal will determine what course work will be applied as credit for graduation.

3. Special Circumstances

The board adopts the following policies to address special circumstances regarding graduation:

A. Honor Graduates

Honor graduates may be designated by the principals on the basis of criteria established. Students who complete the requirements of the North Carolina Academic Scholars Program will receive recognition including a seal affixed to his/her diploma. Recognition of honor graduates may be included in graduation programs.

B. Reduced Credit Diploma (Policy 3460-R)

In an effort to meet the needs of a small population of students, this diploma is designed for students with an academic need, attendance or psychological problems and meets the minimum CORE as outlined by the State Board of Education.

School Closings

Occasionally, it becomes necessary to cancel classes due to hazardous weather or other emergencies that threaten the health and safety of students and personnel. Such action is never taken lightly. In making the decision to close schools, delay the start of classes, or release students early, the superintendent or his designee shall consider many factors. These factors include weather conditions, driving and traffic conditions, and any other emergency that makes the operation of schools difficult or dangerous.

Notifications of school closings or delays will be made using the AlertNow Phone notification system, which will call every student & system personnel's home phone. In addition, announcements concerning school closings will be made through the local media as soon as possible. System personnel will attempt to notify the following:

Radio/TV Station	Location	Channel
WVEC-TV	Virginia	TV-13
WTKR-TV	Virginia	TV-3
WAVY-TV	Virginia	TV-10
WCXL-FM (Beach 104)	Kill Devil Hills, NC	104.1
WRSF-FM	Nags Head, NC	105.7
Kick FM 97.3	Virginia	97.3

Cable TV Station (Prolonged Closings Only)
Currituck County Public Access

Channel 18



Closing announcements will also be posted to the web at www.currituck.k12.nc.us under "Closing Information" on the homepage.

Immunizations

No child shall be permitted to attend school unless a certificate of immunization indicating the child has received the immunizations required by G.S. 130A-152 is presented to the school. If, on the first day of attendance, the child does not present such a certificate, the parent/guardian/caretaker shall be notified. This person shall be given thirty (30) calendar days from the first day of attendance to obtain the required immunizations for the child. If, following approved medical practice, the administration of a vaccine requires more than thirty (30) calendar days to complete, additional days may be allowed in order to obtain the required immunization. At the end of the thirty (30) calendar days or extended period, if the required immunizations have not been obtained, the school shall withdraw the child. No child will be required to have any such immunization if his/her parent objects thereto, in writing, on the grounds that it conflicts with their religious beliefs, or if the child's physician certifies that the required immunization is or may be detrimental to the child's health for as long as a medical contraindication exists.

NOTE: There have been changes in Immunization requirements for 6th grade students. Notices of these changes were distributed at the close of the school year. Please visit <http://www.immunizenc.com/Schools.htm> for more specific information.

Meningococcal Meningitis and Influenza Information

Parents will be sent information regarding Influenza and Meningococcal Meningitis (middle schools only) at the beginning of each school year. Information regarding the causes, symptoms, and how these diseases are spread can be found on our website at <http://www.currituck.k12.nc.us/health/information.html> or by visiting <http://www.immunizenc.com/Schools.htm>. Vaccines are available from your child's pediatrician or at the local Health Department.

School Bus Policies

Transportation of students is a responsibility of the Currituck County Schools. The following policies serve as an aid in promoting appropriate conduct on the part of the students:

- A. Riding a school bus is a **privilege** granted to students and may be withdrawn by the principal for cause.
- B. Each student passenger is expected to fully cooperate with the principal, teacher, and bus driver.
- C. Students riding bicycles to school are to register them with the school office.
- D. Drivers of private vehicles are not to disrupt or interfere with the loading or unloading of buses on school grounds.
- E. Students will be assigned to buses by the principal in accordance with G.S. 115C-244.
- F. The following student behaviors create safety hazards and will result in disciplinary measures being taken against the students:
 - refusing to follow a driver's instructions
 - using profanity
 - improper standing while the bus is moving
 - distracting the driver
 - boarding or exiting the bus improperly
 - use of alcohol or other illegal substances
 - eating or smoking
 - tampering with the bus
 - delaying the bus schedule
 - boisterousness
 - throwing objects
 - fighting

Principals are authorized to suspend students from riding the bus where circumstances warrant. Students may appeal any bus suspension to the school principal.

- G. Currituck County school bus drivers will operate buses in accordance with all laws of the State of North Carolina and those regulations contained in the Handbook for School Bus Drivers.
- H. Students will load and/or unload at regularly designated stops except upon written permission of the parent(s) or guardian(s) and approval of the principal/transportation director.
- I. Only assigned passengers will be allowed to ride a bus unless permission is granted by the principal.
- J. Buses will operate on a regular schedule, except in emergencies. Students are expected to be at the bus stop on time. Buses will stop, but will not wait for students.
- K. Bus stops will be no closer than two-tenths mile. Exceptions will be made only in cases of physical hardship or danger to students.

Student Cafeteria Account



For your convenience, the Child Nutrition office offers a student account system. All school cafeterias are equipped with computerized cash registers that allow students to have and maintain an account with the cafeteria. Students may prepay for their meals and/or supplemental sale items, such as snacks. **Parents may submit payments for multiple students at multiple locations through one location. We ask that you identify the students and their location with the check.**

The following charging policy applies:

- A. Elementary students will be allowed 3 charges. If the student has reached the limit but has money to purchase a meal, they will be allowed to buy a regular meal, but no snacks. If the student has reached the limit, but has no money, they will be given a peanut butter or cheese sandwich and white milk.
- B. Secondary students will be allowed 1 charge. Same rules apply as stated above.

The cafeteria will accept cash or checks made payable to the cafeteria only. You may wish to put spending restrictions or conditions on your child's account. Accounts can be flagged with such instructions as:

- lunch only
- ice cream only on Fridays
- not allowed to withdraw money for drink machine
- no breakfast
- no charging
- one snack each day
- no extra items
- or anything you deem appropriate

By completing the Student Cafeteria Account form in the back of this handbook and returning it to your child's school cafeteria manager, you can assist the cafeteria staff in seeing that your child spends his/her account money as you intended.

Knotts Island Ferry Regulations

The Knotts Island ferry is part of the transportation system. The following policies concern student use of the ferry:

- **Students suspended from riding the bus are not allowed to ride the ferry with a parent/guardian during their suspension without prior permission of the principal.**
- Students will be subject to all rules and regulations governing school buses.
- Students driving private vehicles to the high school are subject to all school and bus regulations while on the ferry. They may stay in their cars or go into the waiting room. Except for going to the restroom, students entering the waiting room must remain there until the bus is loaded to leave the ferry.
- Students riding the bus are not allowed to wait in private vehicles or to leave the ferry in a private vehicle.
- The bus driver has complete authority over students and the responsibility to maintain good order and conduct on the ferry.
- Students are not allowed to remain on the bus while it is parked on the ferry.
- Gambling is not allowed on the ferry.
- Smoking is prohibited on the bus and on the ferry.

Student Insurance Program

A “Basic Student Accident Insurance Policy” will be provided by the Currituck County Board of Education. This policy does **not cover all expenses** related to an accident. This policy is simply a reimbursement policy to cover some of the out of pocket expenses a family might experience following an accident. Also, this policy is considered a secondary policy if your child is covered with a health insurance policy.

This “Basic Student Accident Insurance” is only for accidents that occur during the regular instructional school day, or in an event sponsored by the Board of Education. This policy does not cover accidents that may occur during an event sponsored by a parent/teacher organization (PTA/PTO). This policy also does not cover accidents to students after the school-day has ended. Twenty-four hour coverage is available to students, but this is an additional policy, and this policy is the responsibility of the student or parent/guardian. This additional coverage, as well as an optional “accidental dental policy” is available to all students, but this additional policy must be paid for by the parent, student, or guardian. This information is sent home with students during the first week of school.

In the case a student is injured in an accident during the school day, or in an event sponsored by the Board of Education, then the following should happen:

1. A preliminary accident report will be completed at the student’s school by either the school nurse, or another school administrator. This report will give a brief description on the time, place, and people involved in the accident and where the student was injured.
2. This information will be transferred to an applicable “Insurance Claim” form and sent home with the student for the student and their parents to complete.
3. Once this claim form is completed by the students and the parents, they must send in this information within 90 days of the accident for the Insurance Company to process a claim.
4. It is the responsibility of a student’s parent(s) or guardian(s) to file a claim. The school system can not complete the information regarding the student’s other personal information (i.e. other insurance coverage available, etc.), but can assist in communicating with the insurance company after a claim is filed if written permission is given to a specific administrator at the school. This is due to “privacy laws” protecting all individuals.

Student Grievances

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school which causes a student, parent, or guardian to believe that a violation, misapplication or misinterpretation of Board policy, or state or federal law or regulation, has occurred, or when a student, parent, or guardian seeks to appeal from the decision of school personnel. This policy does not apply in the case of long-term suspension, 365-day suspension or expulsion, which must be appealed pursuant to policy 4370.

Informal Resolution

Before filing a formal grievance, a student or parent first should attempt to resolve concerns through discussion with the school personnel.

Step I: Principal Conference

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

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

Step II : Appeal to the Superintendent

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

Step III : Appeal to the Board of Education

If the grievance is not resolved at Step II, it may be appealed to the Board of Education. A written appeal must be made within ten (10) school days following the written response from the Superintendent at Step II. The Board may designate a hearing panel of at least two Board members to hear and decide the appeal. The hearing will be informal and based upon information presented at Step I or Step II unless both parties or a majority of the Board or hearing panel consent to the presentation of additional information. The Board or hearing panel may set reasonable time limits. The Board shall offer a final written decision within thirty (30) days.

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

Privacy of Student Records



In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, the Currituck County Board of Education requires its staff and administrators to protect the confidentiality of student records. Examination of a student's permanent records will be subject to the following regulations:

- Content of the permanent records may be examined only in the presence of a school official competent in interpreting student records.
- A student's parent(s), guardian(s), or person(s) in LOCO PARENTIS may examine the contents of the permanent records at all reasonable times, except if the student is at least 18 years of age. If the student is at least 18 years of age, his/her parent's access, or other party's access, to his/her records may be denied by a written notice from the student.
- Students at least 18 years of age may examine the contents of the permanent record at any reasonable time.
- When a child's parents are divorced, the records will be open to both parents unless the courts specifically deny access to one of the parents.
- The parent, guardian, or person standing in LOCO PARENTIS, or student shall have the right to make written objection to any information contained in the records. Any written objection shall become a part of the student's permanent record.
- School personnel who have proper education purposes in examining the information may have access to the permanent records.

Driver's Education

Driver's Education is offered to eligible students at both Currituck County High School and the J.P. Knapp Early College High School. Students must be at least 14 ½ years of age to take the Driver's Education Course.

Upon completion of the 30 hour course, each student is also required to complete 6 hours of behind the wheel driving. Once the course and 6 hours of behind the wheel have been successfully completed the student will receive a Driver's Education Certificate.. This certificate is needed in order for the student to obtain a Learner's Permit.

The 2011 North Carolina General Assembly, in its appropriations bill (HB200), gave the public school system the discretion to charge a fee up to \$45.00 per student for Driver's Education. Currituck County Schools reserves the right to annually assess funding levels to determine a fee up to \$45.00 per student.

Student Fees

As the Currituck County Schools continues to address future budget concerns, the system may be forced to charge student fees. Fees may be charged for PSAT testing, AP testing, field trips, or other non-essential education related items.

Student Code of Conduct

Currituck County students, parents and school personnel share the responsibility for maintaining a safe and orderly learning environment which employs a fair and consistent code of discipline and a comprehensive approach to behavior management throughout all functions and settings of the school system. Students, parents, and school personnel should treat each other with respect and dignity. It is the responsibility of family and school to provide the structure and knowledge to enable students to make correct choices. We believe that teachers and staff should use corrective, supportive, and preventive strategies (such as counseling, educational intervention, etc.) for achieving order and control in all educational settings. As such, Currituck County Schools is implementing Positive Behavior Interventions and Support, or PBIS, a North Carolina Department of Public Instruction initiative. PBIS provides a broad range of school-work and individualized strategies for achieving important social & learning outcomes, while preventing problem behaviors. We further believe that each student has the final responsibility for the consequences of his/her own behavior and, therefore, should be held accountable. Teachers, staff, parents, and other adults are expected to present themselves as positive role models for students.

The Currituck County Board of Education is dedicated to the philosophy that appropriate student conduct is necessary to the proper functioning of the school system. For this reason, the Board has adopted a number of rules which address the matter of student conduct.

School principals are required by law to report the following acts to law enforcement immediately after he/she becomes aware of them:

- ◆ assault resulting in serious personal injury
- ◆ sexual assault or sexual offense
- ◆ rape
- ◆ kidnapping
- ◆ indecent liberties with a minor
- ◆ assault involving the use of a weapon
- ◆ possession of a firearm or weapon in violation of the law
- ◆ possession of a controlled substance in violation of the law

This Code of Student Conduct applies to:

- (1) Any student in any school building or on any school premises before, during, or after school hours;
- (2) Any student on any bus or other vehicle on which the student is being transported as part of any school activity;
- (3) Any student during any school function, activity, or event;
- (4) Any student at any time when the student is subject to the authority of school personnel;
- (5) Any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the general health and welfare of members of the school community.

Violations of Board policies, rules, or regulations; the Code of Student Conduct; regulations issued by the individual school; or the North Carolina General Statutes may result in disciplinary action including suspension or expulsion of the student.

Rule 1: Weapons and Dangerous Instruments

1. No student shall possess, handle, or transmit any weapon or dangerous instrument. The term weapon includes, but is not limited to, a loaded or unloaded firearm, including a gun, pistol, rifle or other firearm of any kind, or any ammunition for any firearm; an incendiary device or explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting caps, detonators, or fuses for the detonation of the foregoing; any knife, slingshot, leaded cane, metallic knuckles, BB gun, pellet gun, stun gun, ice pick, mace, pepper spray, razor, or razor blade (except solely for personal shaving), or any sharp-pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, for instruction, or for maintenance.
2. Items that are not weapons but are presented or used as such will be considered weapons in violation of this policy.
3. A student who in any way encourages another student to bring weapons to school also endangers the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above.
4. This section shall not apply to students who are members of the Reserve Officer Training Corps to the extent that they are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to weapons used in school-approved instruction or ceremonies. The principal must grant advance approval for any use or display of weapons.

Penalties

Any student who brings onto school property any firearm, including any gun, pistol, rifle or other firearm, or any powerful explosive including dynamite, nitroglycerin, trinitrotoluene, blasting caps, detonators or fuses therefore, must be suspended for 365 calendar days, and may be subject to expulsion. Upon recommendation of the Superintendent, the Board may modify the suspension on a case-by-case basis, or approve alternate educational services for the student.

Commission of any of the following acts constitutes a misdemeanor carrying a prison term and/or substantial fine:

1. Possessing or carrying a handgun if under 18 years of age anywhere except on school property where it is a felony.
2. Carrying any weapon onto school property (as defined above); as used in the law, "weapon" includes BB gun, knife, blackjack, metallic knuckles, razors, blades, and sharp pointed instruments. Note that the carrying or possessing of firearms and explosives are felonies.
3. Carrying any firearm onto school property, if the person is not a student and when the weapon is unloaded, is in a locked container, is not brandished or displayed, and is not concealed.
4. Assaulting a school employee who is carrying out his/her duties.
5. Assaulting a sports official who is carrying out his/her duties.
6. Selling or disposing of a handgun to a minor, and
7. Failing to store a firearm(s) safely and properly in accordance with the law.

Rule 2: Compliance with Directions of School Personnel

Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give

such directions, during any period of time when students are subject to the authority of such personnel.

All students on any school grounds or at school events must, upon request by school authorities, identify themselves.

Rule 3: Disruption

1. No student shall engage in or urge, aid, or abet any other student to engage in passive resistance, noise, threats, fear, intimidation, coercion, force, or violence for the purpose of causing the disruption or obstruction of any lawful function, mission, or process of the school to which he is assigned or any other school in the Currituck County Public School System.
2. While the following list is not inclusive, the following acts, when causing a substantial and material disruption or obstruction of any school or educational setting, will be viewed as a violation of this rule:
 - a. occupying any school building, school grounds, school bus, or part thereof, maliciously or willfully depriving others of its use;
 - b. blocking the entrance or exit of any school building, corridor or room, and thus depriving others of lawful access to or from, or use of, the building, corridor or room;
 - c. setting fire to or otherwise purposely damaging any school building or property;
 - d. threatening use of firearms, explosives, knives, or other weapons on school property, including anonymous bomb threats;
 - e. maliciously or willfully preventing students from attending class or school activity;
 - f. blocking normal pedestrian or vehicle traffic on a school campus;
 - g. maliciously or willfully acting in any manner that interferes with a teacher's ability to conduct a class or school activity; and
 - h. activating fire alarms.
3. While the following list is not inclusive, these items, when causing a substantial and material disruption to the educational setting will be considered in violation of this rule:
 - a. Electronic devices such as cell phones, CD players, iPods, Gameboys, radios, etc.
 - b. Sports equipment or other personal items such as skateboards, rollerblades, etc.

On the first offense, such items will be taken, tagged with the name of the student who has the device, and turned into the office or held until the end of the school day. On the second or subsequent violations, such items will be released to a parent or guardian upon request or be kept in the office until the last day of the school year. Repeated offenses will result in a loss of possession privilege.

Rule 4: Damage, Destruction, or Theft of School Property

No student shall steal or attempt to steal, or damage or attempt to damage, any school property. Regarding electronic resources, any attempt to destroy the electronic device, operating system, application software, or data is considered vandalism. Students must not circumvent or attempt to circumvent security measures on electronic resources.

Rule 5: Damage, Destruction, or Theft of Private Property

No student shall steal or attempt to steal, or damage or attempt to damage, any private property either on the school grounds or during a school activity off school grounds.

Rule 6: Assault or Fighting

No student shall assault, cause or attempt to cause physical injury, or intentionally behave in such a way as could reasonably cause injury to any other person. This rule also prohibits sexual assault.

No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or any other person. No student shall take any action or make any communication intended to cause others to fight or which might reasonably be expected to result in a fight. A student who is attacked may use reasonable force in self defense but only to get free of the attack and notify school authorities. A student who exceeds this reasonable force will be disciplined even if not the aggressor.

Rule 7: Hazing

No student shall participate in hazing. Examples of hazing include requiring a student to wear abnormal dress or undertake dangerous or ridiculous activities, frightening, scolding, swearing, harassing, or subjecting another to personal indignity.

Rule 8: Sexual Harassment

No student shall sexually harass another student, a school employee, or a school visitor. See Sexual Harassment policy section in this handbook.

Rule 9: Threatening, Harassing, Bullying, or Abusive Language and/or Actions

No student shall direct face to face or via any electronic means toward any school employee, student, or other person any language, sign or action which threatens force or violence, or which is abusive, insulting, harassing, bullying, seriously disrespectful, profane, obscene, or insulting and which disrupts the learning process for any student or which demeans or degrades another person. In addition, any act of retaliation against an individual for reporting such conduct is expressly prohibited. See Harassment Policy section in this handbook.

Rule 10: Possession or Use of Alcohol or Other Drugs

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, or any other controlled substance, or any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall a student possess, use or transmit drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior

Proper use of a drug authorized by a medical prescription from a licensed physician will not be considered a violation of this rule.

Penalty

For a first offense of buying, using, or possessing a controlled substance or alcohol, a student may be suspended for up to ten (10) days and will be required to attend rehabilitative counseling or group sessions. The details and severity of each individual's punishment will be at the discretion of the principal after consulting with the Superintendent.

For a first offense of selling a controlled substance or alcohol, or a second offense of buying, using, or possessing a controlled substance or alcohol, a student may be suspended from school for the remainder of the school year and may be excluded from participation in extra-curricular activities for up to 180 school days. Punishment may be reduced at the discretion of the principal after consulting with the Superintendent if the guilty student successfully participates in a rehabilitative program.

Penalty (continued)

During a period in which a student is excluded from extracurricular activities, the student is prohibited from going on the premises of all county schools, unless a school principal has authorized the student to be on the grounds of a particular school for a specified time or activity.

Where unusual circumstances arise relative to enforcement of this policy, the school principal may consult with the Superintendent to determine the most equitable resolution of the matter.

Rule 11: Tobacco Products

Student use, possession, or transmission of tobacco products is prohibited on school property or while participating in school-sponsored activities. See Use of Tobacco Products section in this handbook.

Rule 12: Integrity

Any student who knowingly engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions specifically are prohibited:

1. cheating, including the giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work;
2. plagiarism, including the copying of the language, structure, ideas and/or thought of another and representing it as one's own original work;
3. falsification, including a verbal or written statement that is knowingly untrue but is represented as the truth; and
4. using another person's user name or password to access electronic resources

Rule 13: Inappropriate Display of Affection

The public display of affection is inappropriate and often embarrassing to students and adults. Students are expected to exercise self-control and respect other people in the school. Kissing and other types of affection are not permitted in the school, on school property or at school sponsored events.

Rule 14: Parking Regulations

Students must follow all parking and traffic rules while driving on campus. A speed limit of 10 mph must be observed on all school grounds.

Rule 15: Student Dress Code

The Board of Education believes it is the responsibility of the school to foster good habits of dress and grooming. The Board believes a pupil's dress, including hair style and length, is primarily the responsibility of the student and the student's parent or guardian. However, a pupil's dress may not be vulgar, immodest, or disruptive.

Each school principal is responsible for formulating reasonable rules relative to student dress. Dress for special school-sponsored activities that occur outside of the regular school day may also be regulated by the school principal.

Legal reference: G.S. 115C-112, -276, -288(e), -289, -307, -390, -391; G.S. 14-269.2; Revised 5/9/05

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance represents a disruptive factor in the school, the principal or his/her designee may require the student and the student's parents or guardians to take appropriate action to remedy the situation. This may include the student being required to change his/her dress or appearance before being allowed to attend classes.

If there is a question as to whether an item of clothing is appropriate, do not wear it to school before consulting with an administrator.

Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance of wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or *others* is prohibited.

Examples of prohibited dress or appearance include, but are not limited to;

1. exposed undergarments;
2. saggy pants;
3. excessively short (applying the "finger tip" test for some schools) or tight garments;
4. bare midriff shirts;
5. strapless, spaghetti string strapped, or halter style shirts or tank tops;
6. attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors;
7. head covering of any kind;
8. see-through clothing
9. attire that exposes cleavage;
10. any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon;
11. any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups;
12. any symbols, styles, or attire about which students at a particular school have been notified.

Individual schools are *free* to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy. Any additional restrictions will be noted in the school's student handbook.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of *others*, distracts the attention of *other* students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second violation of this policy may result in disciplinary action.



Rule 16: Use of Electronic Resources

Electronic Information resources, such as the Internet, are valuable educational resources. Currituck Schools use Internet filtering to minimize the possibility of accessing inappropriate sites. No filter is perfect so it is important that students use the Internet appropriately. Students are granted access to the Internet automatically. However, Internet access is considered a privilege and may be revoked at any time by school administration. Parents or legal guardians who wish to deny access to the Internet may request a meeting with their child's teacher to relay their concerns and to complete a Parental Request to Deny Access form. The complete guidelines for Student acceptable use of electronic resources are included in the Currituck County Board of Education Policy # 4170.

Student use of electronic resources must be related to teacher-approved educational purposes.

The following guidelines apply:

- Streaming video, audio or online games can only be used with the teacher's permission.
- Security on any computer system is a high priority. Students are responsible for reporting information security violations to appropriate personnel. Students should not demonstrate suspected security violations to other users.
- No software may be installed on school computers without the permission of the Chief Information Officer.
- Currituck County Board of Education electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Students shall have no expectation of privacy while using electronic information resources at school. The Currituck County Board of Education reserves the right to search data or e-mail stored on all school-owned or -leased computers or other electronic information resources at any time for any reason.
- The Currituck County Board of Education network may not be used for downloading entertainment software or other files not related to the mission and objectives of The Currituck County Board of Education.
- Disciplinary action, if any, for students or other users shall be consistent with the Currituck County Board of Education's standard policies and practices, including the Code of Student Conduct. Violations may constitute cause for revocation of access privileges, suspension of access to Currituck County Board of Education Computers, other disciplinary action, and/or appropriate legal action.
- Users may be held responsible for any damage caused by intentional or negligent acts in caring for Currituck County Board of Education computers while under their control.
- Personally owned computers and other electronic devices may only be used on the school network with the permission of school technology personnel.
- The use of personally-owned electronic devices during the school day is governed by each school's published procedures.

Repeated School Violations

A student shall not repeatedly fail to comply with the reasonable directions of teachers, student teachers, substitute teachers, teacher assistants, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel.

Consequences for Violations of the Student Code of Conduct

The Currituck County Schools believe that consequences should be related, reasonable, and respectful. Consequences should be given on an individual basis. Consequences can be fair without being equal. The age of the student, previous offenses, intent, and other factors should be taken into consideration when giving consequences. The tables below shall be used as a guide; however, this does not restrict the Principal's authority to take required actions to maintain a safe and orderly environment.

Consequence Level	Options (not all inclusive)
Level 1	<ul style="list-style-type: none"> • Warning • Reprimand • Behavior improvement agreement
Level 2	<ul style="list-style-type: none"> • Timeout • Community service • In school suspension • Bus Suspension • After school or Saturday detention • Exclusion from extracurricular activities • Exclusion from graduation ceremonies • Loss of privileges
Level 3	<ul style="list-style-type: none"> • Out of school suspension up to 10 days
Level 4	<ul style="list-style-type: none"> • Long term suspension • Expulsion

Rule Violated	Range of Consequences
1 – Weapons and Dangerous Instruments	Level 2 – Level 4
2 – Compliance with Directions of School Personnel	Level 1 – Level 3
3 – Disruption	Level 1 – Level 4
4 – Damage, Destruction, Theft of School Property	Level 2 – Level 3
5 – Damage, Destruction, Theft of Private Property	Level 2 – Level 3
6 – Assault or Fighting	Level 2 – Level 4
7 – Hazing	Level 2 – Level 3
8 – Sexual Harassment	Level 1 – Level 3
9 – Threatening, Harassing, Bullying, or Abusive Language and/or Actions	Level 1 – Level 4
10 – Possession or Use of Alcohol or Other Drugs	Level 3 – Level 4
11 – Tobacco Products	Level 2 – Level 3
12 – Integrity	Level 1 – Level 2
13 – Inappropriate Display of Affection	Level 1 – Level 2
14 – Parking Regulations	Level 1 – Level 2
15 – Student Dress Code	Level 1 – Level 2
16 – Use of Electronic Resources	Level 1 – Level 2

Random Suspicionless Drug Testing Policy

The Currituck County Board of Education strongly believes that drug and substance abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students' well-being that a random drug-testing program is initiated in the Currituck County Schools.

GOALS OF RANDOM DRUG TESTING PROGRAM

The random drug testing program is not intended to punish students, but to help them. Goals of the random drug testing program are:

- To educate students about the dangers and problems associated with drug use/abuse;
- To deter drug use/abuse by students;
- To identify students participating in extracurricular activities or driving to school who may be abusing drugs and to determine the identity of the drug(s);
- To provide information to parents so that parents can take appropriate steps at the family level;
- To motivate students to resist negative peer pressure;
- To provide opportunities for counseling and treatment for any student who is determined to be using/abusing drugs;
- To help ensure the safety of students who participate in athletics, extracurricular activities or driving privileges;
- To remove the stigma of drug use/abuse from those students who do not use drugs;
- To develop a drug-free program that produces students who can serve as role models and influence their peers to lead healthy and responsible lives; and
- To complement the school system's overall drug education program.

WHO IS SUBJECT TO RANDOM DRUG TESTING?

All students in grades 9-12 who desire to participate in interscholastic athletics, other voluntary extracurricular activities, or wish to have the privilege of on campus parking, must agree to participate in the random drug testing program. Participation in the random drug testing program is NOT required as a condition of attending school or enrolling in any for-credit class.

Any parent of a student in grades 9-12 has the opportunity to consent to the student voluntarily participating in the random drug testing program, whether or not the student is a participant in any of the privileged activities listed above. The same procedures will apply, as outlined in this policy, for all students participating in random drug testing.

A Drug Testing Consent Form must be signed by the student and the student's parent/guardian prior to the fall athletic practice season or the beginning of the school year, whichever comes first. The consent will authorize random drug testing for the student's entire school career. The parent/guardian will be given a copy of the signed Consent Form and this random drug testing policy. The original Consent Form will be kept in the student's official file.

A signed Consent Form may be revoked by a signed Withdrawal of Drug Testing Consent Form. A student who withdraws will no longer be subject to random drug testing, but will also not be eligible for participation in the voluntary activities or privileges covered by this policy for a period of 365 days from the date of withdrawal.

WHO CONDUCTS THE TESTING?

The drug testing program will be implemented on behalf of the school district by a contracted test administrator, which shall be an independent agency or entity operating under contract with the Board of Education. The contracted test administrator will employ (or provide by subcontract) a licensed physician as a Medical Review Officer.

Currituck County Schools personnel shall not assist with the actual testing or physical collection of the samples, shall have no access to the test samples, and shall not select the students who will be randomly tested. These functions will be carried out by the contracted test administrator.

An employee of the school district, selected by the superintendent, will coordinate the district's drug testing program. The Coordinator will work with licensed substance abuse professionals to conduct all substance abuse assessment and counseling services.

Eligible students will be randomly selected for testing by the contracted Test Administrator using the following process:

- The Coordinator shall maintain a list of all eligible students who have signed Consent Forms. The list shall be updated prior to each testing date.
- Each eligible student on the list shall be assigned a number.
- The Coordinator provides the contracted test administrator with a list of the students' numbers (and matching names).
- Prior to each testing date, the Coordinator will notify the contracted test administrator as to what number or percentage of students will be tested.
- The contracted Test Administrator will randomly generate a list of student numbers representing students to be tested. Students who were absent on a testing date, after their previous selection under this random selection process, shall be added to the next randomly generated list. The list shall be provided to the Coordinator.
- The Coordinator will match the randomly generated student numbers with the students' names, and will notify the school which students are to be tested.
- Selected students will be pulled from class for testing on testing day. There will be no advance notification of which students will be tested.

A student who is absent on the day of a test will be excused from testing, but added to the sample to be tested on the next testing date. However, a student who is present at school on the day of testing and avoids testing by leaving campus (or cutting class) without a valid excuse for that day will be considered as having refused to be tested. A refusal to be tested, or an attempt to alter, substitute, adulterate or otherwise tamper with a test sample, shall result in the same consequences as a positive test.

Random drug testing will be conducted by urine specimen, at least monthly during the academic year and occur at the high school. The dates of testing will not be publicized in advance.

Up to fifty percent (50%) of eligible students will be tested in the course of a year. The Superintendent shall determine what number or percentage of eligible students is tested each month.

All test results will be strictly confidential, including the maintenance of the sample throughout the collection and testing process. All reported results will be maintained by the Coordinator in a locked file cabinet. Disclosure of test results will be limited to those who have a need to know in order to implement this policy. When under this policy a student becomes ineligible to participate in any voluntary activity, the principal shall inform the particular coach or sponsor (or administrator for parking permits) that the student is ineligible.

WHAT SUBSTANCES ARE BEING TESTED?

Substances for which students will be tested include:

- marijuana (THC)
- cocaine phencyclidine (PCP)
- amphetamines/methamphetamine opiates (Oxycontin, Vicodin)
- alcohol
- barbiturates
- benzodiazepines (Valium)
- test adulterants
- methadone Propoxyphene (Darvon)

At the recommendation of the contracted Test Administrator and determination by the Superintendent, students may be tested for other or additional substances for which use by a minor is illegal.

WHAT ARE THE CONSEQUENCES OF POSITIVE TESTS?

First Positive Test Consequences:

The student and student's parent/guardian are notified by the Medical Review Officer (MRO). School officials are not notified of the first positive test, unless the student and/or parent/guardian fails to submit the physician's note described below, to the MRO, within ten (10) days after notification by the MRO.

The student is not precluded from participation in the voluntary activities subject to this program, as a result of the first positive test, ***provided the parent/guardian provides the MRO with a certification from the student's physician***, on the form provided by the school. If the physician's certification is not provided to the MRO within ten (10) days, then the MRO shall promptly notify the Coordinator, and the student shall be ineligible to participate in the voluntary activities covered by this policy until such physician's certification is filed with the MRO. The MRO will provide the parent/guardian a list of resources for substance abuse assessment and intervention in the Currituck County area. The parent/guardian is encouraged to actively seek assistance for the student.

The student is subject to a mandatory retest after 30 days but within 90 days of the first positive test. The student will be identified by the contracted Test Administrator for retesting on a regularly scheduled test date. School officials will not know whether the student is being retested as a mandatory retest or whether the student's number was randomly drawn.

Second Positive Test Consequences:

Upon a second positive test ***at any time during the student's school career***, the contracted MRO shall notify the Coordinator. A conference will be scheduled between the school principal, the student, and the student's parent/guardian.

The student is ineligible to participate in the voluntary activities covered by this policy (interscholastic athletics, other extracurricular activities and parking privileges) for 365 calendar days unless the student regains eligibility earlier, as provided below.

The student may regain eligibility prior to 365 calendar days, but not before 30 days, upon compliance with **all** of the following requirements:

- The student shall satisfy the substance abuse assessment/counseling requirement. For a second positive test, the student is considered in compliance once he or she has completed the substance abuse assessment and is participating in any recommended counseling or treatment program.
- The parent/guardian shall supply to the MRO a certification from the student's physician.

- A student shall test “negative” on a retest prior to regaining eligibility. This retest will be the mandatory retest provided below.

The student will be subject to a mandatory retest after 30 days but within 90 calendar days of the second positive test.

Third Positive Test Consequences:

Upon a student’s third positive test any time during the student’s school career, the MRO shall notify the Coordinator. A conference will be scheduled between the student’s parents, the student, and school principal.

The student will be ineligible to participate in the voluntary activities covered by this policy for at least 365 calendar days, but may regain eligibility after 365 calendar days, upon compliance with **all** of the following requirements:

- The student shall satisfy the substance abuse assessment/counseling requirement of Section VII of this policy.
- The student will be subject to a mandatory retest before regaining eligibility.

The parent/guardian shall supply to the MRO a certification from the student’s physician, on the form attached to this policy.

Specific requirements for Substance Abuse Assessment and Counseling are outlined in Section VII of this Policy. In addition, specific test procedures, safeguards and a description of the method of sample collection can be found within the actual policy which is available online or by request.



Use of Tobacco Products

The Currituck County Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, the board adopts this 100 percent tobacco free policy and prohibits or restricts smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products.

1. All persons, including school district personnel, volunteers, contractors, other persons performing services or activities on behalf of the school district, students, and visitors, are prohibited from using any tobacco products at any time (1) in any school building, in any school facility, in any school vehicle, on school grounds, or on any school property, owned, leased, borrowed, or otherwise used by the school district for school purposes or (2) at any school-sponsored or school-related activity, including athletic events, on or off school grounds, except for the use of tobacco products for instructional or research purposes as provided below.
2. In addition, school district employees, school volunteers, contractors, or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any other time while on duty and in the presence of students, either on or off school grounds.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided such activity is conducted or supervised by a faculty member and the activity does not include smoking, chewing, or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information and access to support systems and programs to encourage employees to abstain from the use of tobacco products. The school district may, from time to time, provide free non-smoking programs and services to be offered to employees in the schools, after the regular school day.
5. School personnel will be provided notice of this policy through personnel handbooks or other means identified by the principal. In addition, the principal will post signs in a manner and location that adequately notify staff, students, and visitors about the 100 percent tobacco-free schools policy.
6. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

Legal References: [20 U.S.C. 6081 - 6084](#); Pro-Children Act of 1994; [G.S. 14-313](#); [115C-47\(18\)](#), [-407](#); [143-597 to -601](#)



Discrimination, Harassment & Bullying Policy

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying. This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

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

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

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

1. Discrimination:

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

2. Harassment and Bullying:

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

1. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color,

religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

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

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

Examples of sexually harassing conduct are included in detail in policy 17/10/4021/7230 Prohibition Against Discrimination, Harassment and Bullying.

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

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

Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in this policy. Reports may be made anonymously. Formal disciplinary action may not be taken solely on the basis of an anonymous report.

REPORTING

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

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- the Title IX coordinator for claims of sex discrimination or sexual harassment; or
- the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

[THE PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING IS DETAILED IN POLICY 1720/4015/7225.](#)

At the conclusion of any investigation, parents will be notified of findings which apply to their children. Whenever possible, parents will be notified of the findings and consequences of any disciplinary incident found through the investigation in person or by telephone.

If the complainant is dissatisfied with the investigative report, he or she may appeal the decision following the procedures outlines in Policy 1720/4015/7225.

No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.

Policies 1710/4021/7230 and 1720/4015/7225 can be found in entirety in the Currituck County Schools online policy manual located on the system's website. Notice of the policies will be stated annually in the student and employee handbooks.

Student Suspensions and Expulsions/Due Process Procedures

During the period of a suspension/expulsion, a student may not ride a bus nor attend school or school sponsored functions and is prohibited from coming on or using any of the Currituck County Schools' facilities and grounds during regular school hours.

The Currituck County Board of Education recognizes that there may be occasions when it will be necessary to suspend a pupil for a period not to exceed ten (10) school days. A longer suspension, a suspension during

the last ten (10) days of the school year, or an expulsion must be approved by the superintendent. A student shall not be suspended for more than ten (10) days or expelled except by the due process procedures contained below:

Short Term Suspension

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day or (2) the changing of a student's location to another room or place on the school premises. A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the principal.

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed.

In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the Board of Education unless it is appealable on some other basis.

PRE-SUSPENSION RIGHTS OF THE STUDENT

Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the principal before a short-term suspension is imposed. The principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges.

The principal may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

STUDENT RIGHTS DURING THE SUSPENSION

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

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

NOTICE TO PARENT OR GUARDIAN

When imposing a short-term suspension, the principal or designee shall provide the student's parent with notice that includes the reason for the suspension and a description of the student conduct upon which the suspension is based. The principal or designee must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed. If English is the second language of the parent, the notice must be provided in English and in the

parent’s primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, e-mail or any other method reasonably designed to give actual notice. School officials also shall maintain a copy of the written notice in the student’s educational record.

Long-Term Suspension

A long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than 10 school days. Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education and that provides the student with the opportunity to make timely progress toward graduation and grade promotion is not a long-term suspension requiring the due process procedures set out in this policy.

Upon the recommendation of the principal, the superintendent may impose a long-term suspension on a student who willfully engages in a serious violation of board policy or the Code of Student Conduct and the violation either (1) threatens the safety of students, staff or school visitors, or (2) threatens to substantially disrupt the educational environment. The principal may recommend long-term suspension for a minor violation if aggravating circumstances justify treating the student’s behavior as a serious violation.

If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion must be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.

365-Day Suspension

A 365-day suspension is the disciplinary exclusion of a student from attending his or her assigned school for 365 calendar days. The superintendent may impose a 365-day suspension only for certain firearm and destructive device violations, as identified in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

Expulsion

An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the superintendent, the board may expel a student who is 14 years of age or older for certain types of misbehavior as provided in policy 4325, Drugs and Alcohol, policy 4330, Theft, Trespass and Damage to Property, policy 4331, Assaults, Threats and Harassment, and policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, if the student’s continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to policy 4260, Student Sex Offenders, may be expelled if the student’s continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system.

Superintendent's Decision and Hearings

The student or student's parent may request a hearing before the superintendent within four days of receiving notice from the principal of the recommendation for long-term suspension, 365-day suspension or expulsion. Any hearing held will follow the hearing procedures outlined in Section A of policy 4370, Student Discipline Hearing Procedures. A decision will be rendered before the long-term suspension is imposed.

If the student or parent makes a timely request for a hearing, the superintendent shall confirm that the charges against the student, if substantiated, could warrant the recommended disciplinary action and shall give the student and parent reasonable notice of the time and place of the hearing.

If neither the student nor the parent appears for a scheduled hearing after being given reasonable notice of the time and place of the hearing, the student and parent are deemed to have waived the right to a hearing.

If the student and parent fail to make a timely request for a hearing or if they waive the right to a hearing by failing to appear for a duly scheduled hearing, the superintendent shall review the circumstances of the recommended long-term suspension. Following this review, the superintendent (1) may impose the long-term or 365-day suspension if it is consistent with board policies and the Code of Student Conduct and appropriate under the circumstances, (2) may impose another appropriate penalty authorized by board policy or the Code of Student Conduct or (3) may decline to impose any penalty.

If the student or parent requests a postponement of the hearing, or if the request for the hearing is untimely, the hearing will be scheduled, but the student does not have the right to return to school pending the hearing.

Based on substantial evidence presented at the hearing, the superintendent shall decide whether to uphold, modify or reject the principal's recommendation. The superintendent shall immediately inform the principal of the decision regarding the recommended disciplinary penalty of a long-term or 365-day suspension and, when applicable, of any modifications to the penalty recommended by the principal.

The superintendent shall send notice of the decision via certified mail to the student and parent. The notice must include:

- the basis of the decision, with reference to any policies, provision of the Code of Student Conduct or rules that the student violated;
- notice of what information will be included in the student's official record pursuant to G.S. 115C-402;
- notice of the student's right to appeal the decision and the procedures for such appeal;
- if the decision is to suspend the student for 365 days, notice of the student's right to petition the board for readmission under G.S. 115C-390.12;
- if applicable, notice that the superintendent is recommending to the board that the student be expelled and any required notifications related to the expulsion if the student did not already receive such notice from the principal or designee; and
- if the student is to be suspended, notice of the superintendent's decision on whether to offer alternative education services to the student during the period of suspension, and, as applicable, a description of the services to be offered or the reason justifying the superintendent's decision to deny such services.

Following issuance of the decision, the superintendent shall implement the decision by authorizing the student's return to school upon the completion of any short-term suspension or by imposing the suspension reflected in the decision.

The superintendent shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the superintendent provides a significant or important reason for declining to offer such services. Alternative education services are part-time or full-time programs that provide direct or computer-based instruction to allow the student to progress in one or more core academic courses. Such services may include programs described in policy 3470/4305, Alternative Learning Programs/Schools.

The student may appeal to the board the superintendent's decision not to provide alternative education services, as permitted by G.S. 115C-45(c)(2). Any appeal to the board must be made in writing within five days of receiving the superintendent's decision. The superintendent shall inform the board chairperson of the request for an appeal and arrange in a timely manner a hearing before the board. In advance of the hearing, the superintendent shall provide to the student and parent and to the board a written explanation for the denial of services along with any documents or other information supporting the decision. The hearing will be conducted pursuant to policy 2500, Hearings Before the Board. The board will provide to the student and parent and to the superintendent written notice of its decision within 30 days of receiving the appeal.

If the superintendent determines that expulsion is appropriate, the superintendent shall submit to the board a recommendation and the basis for the recommendation along with any proposal for alternative education services.

Suspension of Exceptional Children

Suspension of exceptional children shall comply with state and federal law and regulation.

Removal From School During the School Day

1. Release to Parent or Guardian

When a student is suspended during the school day, the principal shall attempt to reach the student's parents/guardians to inform them of the school's actions and to request that they come to school or make arrangements for the student to leave the school. If the principal cannot reach the parent/guardian, the student must remain on school property until the close of the school day unless the safety of the student or others would be seriously jeopardized.

2. Mass Violation of School Rules

The principal may order students to leave the school premises immediately when he is faced with mass violations of school rules and it is not possible to keep the students on school grounds and restore or maintain order to protect school property or people on the school grounds.

Searches on School Property

Due process must prevail in all cases of search; however, school lockers are the property of the school and the student merely has the privilege of using them. School lockers and student cars parked on campus may be searched by school administrative personnel where there is reasonable suspicion or justifiable cause. The Currituck County Sheriff's Department may bring a "drug dog" on school campuses at unannounced times to search for illegal drugs and/or alcohol.

Other Policies and Procedures

Clubs

The Currituck County Board of Education recognizes the importance of student clubs in the schools and encourages such activities. Club activities are subject to approval by the principal and must adhere to the regulations outlined by Board Policy # 4130 & 4130-R.

Field Trips

Field trips are a **privilege** and have great potential in terms of enriching and extending educational experiences for students. Students must have the written permission of their parent(s) to accompany school personnel on field trips. The superintendent and director of transportation are to be advised of all planned field trips in advance.

Requests for overnight trips must be approved by the Board of Education.

Errands

The Board of Education discourages students being sent from school to run errands; however, when this becomes necessary, the Board requires that parental consent be obtained in advance.

Freedom of Religion

A student's religious beliefs are his/her own and should be respected; therefore, nothing shall permit the imposition of the religious beliefs and teachings of others on any subject.

Fund-Raising

It is the policy of the Currituck County Board of Education to limit fund-raising in the public schools. Fundraising activities should be conducted after the school day and funds must be used to enhance school programs.

Constitutional Freedoms

Students shall have the right to exercise all constitutional guarantees; however, exercise of these rights shall not interfere with either the freedom of others or the educational process in the schools. Secret organizations and publications are specifically prohibited. Publications made or published at a school should identify the author, editor, or publisher.

Student meetings on school grounds shall be authorized by the school principal and adhere to the regulations outlined in Board Policy # 4130 & 4130-R.

Elementary and Middle School Promotion Ceremonies

Elementary and middle school promotion ceremonies are permitted under Board policy, but are not required. Principals will determine whether or not ceremonies are to be held. Where schools do hold promotion ceremonies, the emphasis will be on simplicity. Cost and time away from class will be kept to a minimum.

Credits Earned at Institutions of Higher Learning

It shall be the policy of the Board of Education to accept credits from institutions of higher learning earned by certain students identified as being exceptional or as having "special needs." These students will be permitted to enroll in such institutions upon the recommendation of the principal for the purposes of enrichment and/or to earn credits toward meeting high school graduation requirements. Any student entering the Adult High School Diploma Program or GED program must have the consent of the principal and superintendent.

Health Education Program

The Currituck County Schools System shall provide a comprehensive health education program that meets guidelines set by the state law and the State Board of Education. As required by law and beginning in seventh grade, reproductive health and safety education will include age-appropriate instruction on sexual abstinence until marriage, STDs, the human reproductive system, effective contraceptive methods for preventing pregnancy and awareness of sexual assault and sexual abuse. Parents will be informed of the health education program being presented and that they may withhold consent for their students to take part in the education program by notifying the school principal in writing.

News Media Access



During the school year, students are likely to be exposed to various types of news media coverage (newspapers, television, etc.). If you do not wish for your child to be interviewed, photographed, and/or identified, please contact the principal in writing expressing your child's restriction to the news media. Requests must be made annually.

Parental Involvement Policy

The Currituck County Board of Education believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers. Involvement by parents improves the educational achievement of children. The Currituck County Schools will strive to involve parents in activities throughout the school year.

All school staff will invite all parents or guardians to annual conferences or meetings. The purpose of these meetings will be to discuss the programs and activities provided by the school. School staffs will solicit input from parents and include parents as members of their School Improvement Team. While schools may include different opportunities, schools will have available to the public their plan for parental involvement.

The Currituck County staff will also consult with individual parents of students being served. Parents will be given the opportunity to confer with their child's teacher(s) at convenient times for both teachers and parents. Parents will be encouraged to visit classrooms and to volunteer in school activities.

Title I funded schools will offer parent workshops designed to help parents in understanding such topics as the State's academic content standards, State student academic achievement standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.

All schools will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language that parents can understand. Teacher websites will also be used to include information that will assist parents in staying informed.

The Currituck County Schools provide an array of services for academically and/or intellectually capable students (AIG students) through the gifted and general education programs. Referrals may be made by teachers, parents, and students.

All visitors must report to the school's main office upon arrival at the school.

Procedures for Reconsideration of Instructional Resources

Occasional objections to some instructional or media resources may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting the resources. The Currituck County Board of Education supports principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and the Students' Right to Read of the National Council of Teachers of English.

Complaints should be made to the building Principal. If the complaint is not resolved to the satisfaction of the complainant, the Principal will supply the complainant with a copy of Currituck County Board of Education Policy # 3145 and explain the process for initiating a written complaint.

Use of Seclusion and Restraint

It is the policy of the Currituck County Board of Education to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students while on school grounds, during transportation to and from school or school related activities, or at school functions for other agencies providing educational or related services to students.

Principals shall notify parents of any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G.S. 115C-391.1

Rules For Use Of Seclusion And Restraint In Schools

The following rules shall govern the use of seclusion and restraint by school personnel. These rules do not prevent the use of force, mechanical restraint devices, or seclusion by the use of sworn law enforcement officers in the lawful exercise of their law enforcement duties. In addition, these rules do not modify the rights of school personnel to use reasonable force as permitted under G.S. 115C-390 or the rules and procedures governing discipline under G.S. 115C-391(a).

A. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical Restraint shall be considered to be a reasonable use of force when used in the following circumstances:

1. as reasonably needed to obtain possession of weapons or other dangerous objects on the person, or within the control of a student;
2. as reasonably needed to maintain order or to prevent or break up a fight;
3. as reasonably needed for self-defense;

4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. as reasonably needed to escort a student safely from one area to another;
7. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
8. as reasonably needed to prevent imminent destruction to school or another person's property.

Except as set forth above, physical restraint of students shall not be considered a reasonable use of force and its use is prohibited. In addition, physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

B. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. when properly used as assistive technology device (which is any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability) included in the student's IEP, Section 504, behavior intervention plan, or as otherwise prescribed by a medical or related service provider;
2. when using seat belts or other safety restraints to secure a student during transportation;
3. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a person;
4. as reasonably needed for self-defense;
5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

Except as set forth above, mechanical restraint, including the tying down, taping, or strapping down of a student, shall not be considered to be a reasonable use of force and its use is prohibited.

C. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity.

Seclusion of a student by school personnel may be used in the following circumstances:

1. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
2. as reasonably needed to maintain order or prevent or break up a fight;

3. as reasonably needed for self-defense;
4. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
5. when used as specified in the student's IEP, Section 504, behavior intervention plan; and
 - a. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
 - b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, 504, or behavior intervention plan;
 - c. the confining space has been approved for such use by the local education agency;
 - d. the space is appropriately lighted, ventilated and heated or cooled; and
 - e. the space is free from objects that unreasonably expose the student or others to harm.

Except as set forth above, the use of seclusion is not considered to be reasonable force and its use is not permitted. In addition, seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

D. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

Isolation is permitted as a behavior management technique provided that:

1. the isolation space is appropriately lighted, ventilated and heated or cooled;
2. the duration of the isolation is reasonable in light of the purpose for the isolation;
3. the student is reasonably monitored; and
4. the isolation space is free from objects that unreasonably expose the student or others to harm.

E. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time out to regulate behavior within their classrooms.

F. AVERSIVE PROCEDURES

Aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:

1. Significant physical harm, such as tissue damage, physical illness, or death;
2. Serious, foreseeable long-term psychological impairment;

3. Obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice, for example:

- i. electric shock applied to the body;
- ii. extremely loud auditory stimuli;
- iii. forcible introduction of foul substances to the mouth, eyes, ears, nose or skin;
- iv. placement in a tub of cold water or shower;
- v. slapping, pinching, hitting or pulling hair;
- vi. blindfolding or other forms of visual blocking;
- vii. unreasonable withholding of meals;
- viii. eating one's own vomit; or
- ix. denial of reasonable access to toileting facilities.

The use of aversive procedures in public schools is prohibited.

G. NOTICE, REPORTING AND DOCUMENTATION.

1. School personnel shall promptly notify the principal or his/her designee of any of the following:

- any use of aversive procedures;
- any prohibited use of mechanical restraint;
- any use of physical restraint resulting in observable physical injury to a student;
- any prohibited use of seclusion; or
- any seclusion exceeding ten minutes or beyond the amount of time specified on a student's behavior intervention plan.

2. Notice to Parents

When a principal or his/her designee has personal or actual knowledge of any of the events listed above, he/she will promptly notify the student's parent or guardian and will provide the name of the school employee that the parent or guardian may contact regarding the incident. When reasonably possible, notification shall occur by the end of the workday during which the incident occurred. If same day notice is not reasonable under the circumstances, notification shall be made no later than the end of the following workday.

3. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the incident, the principal or his/her designee will also provide the parent or guardian with a written incident report. This report must include the following:

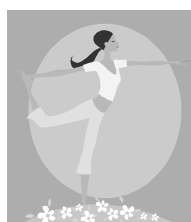
- The date, time of day, location, duration, and description of the incident and interventions.
- The events or events that led up to the incident.
- The nature and extent of any injury to the student.
- The name of a school employee the parent or guardian can contact regarding the incident.

4. Reporting to State Board

On behalf of the Board, the superintendent will maintain a record of incidents reported under the procedure described above and will provide this information annually to the State Board of Education.

5. Non-Retaliation for Reporting

An employee making a report alleging a prohibited use of physical or mechanical restraint, seclusion, or aversive procedure shall NOT be discharged, threatened, or retaliated against through compensation, terms, conditions, location, or privilege of employment by any local board of education or any employee unless the employee knew or should have known that the report was false.



Student Wellness Policy

Consistent with federal law, North Carolina statutes, and North Carolina State Board of Education policies, the Currituck County Board of Education recognizes the importance of students maintaining physical health and proper nutrition in order to take advantage of educational opportunities. The board further recognizes that student wellness and proper nutrition are related to a student's physical well-being, growth, development and readiness to learn. The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience.

The Currituck County Board of Education is also concerned about the prevalence of childhood obesity and consequent health implications during the remainder of their lives. In the short-term, overweight children may exhibit compromised health, with effects on school attendance and academic performance.

The Superintendent shall maintain procedures to carry out the goals of this policy as mandated by *Public Law 108-265, Section 204*, including a plan to evaluate the effectiveness of efforts to promote high-quality nutrition and physical activity programs.

Communicable Diseases

Eligible students found to have a communicable disease (hepatitis B, herpes virus, Acquired Immune Deficiency Syndrome - AIDS, etc.) shall have their illnesses reviewed on a case-by-case basis. The review shall be conducted by a panel jointly appointed by the chairman of the Board of Education and the superintendent of schools. The panel will consist of the following professional persons: a teacher assigned at the grade level appropriate for the child; a principal whose school houses a grade level appropriate to the child; a physician or public health representative; a district-level administrator; and a school counselor or social worker. The School Board attorney will advise the panel as requested, but will not serve as a member.

The panel may review medical records and reports pertinent to the cases of individual students. The parents, attending physician, and appropriate public health officials may be interviewed by the panel on a consenting basis.

All information gathered by the panel (written or verbal form) which might identify a student who has a communicable disease will be confidential.

In those instances where the panel recommends placement of a student in the regular setting, the superintendent of schools and the school principal will determine which staff members are to be notified of the student's condition.

Upon making a determination as to the most appropriate educational services and setting for an individual student, the panel will make its recommendation to the superintendent of schools. The superintendent will, in turn, inform the Board.

Head Lice

Recognizing that head lice infestations are not a health hazard, a sign of un-cleanliness, or responsible for the spread of any disease, it is the practice of the Currituck County Schools to monitor and address nuisance health concerns in a manner consistent with the following objectives:

- Protect the confidentiality of the student affected by the problem.
- Protect the self-esteem and self-image of students.
- Minimize absence due to unnecessary exclusion of students with head lice.
- Reduce transmission of head lice.
- Maximize the school nurse's ability to address more severe and/or significant health risks or concerns.

Prevention Measures

Screening:

School-wide head lice screening practices have not proven to have a significant effect on reducing the instances of head lice in the school setting over time and are not an effective use of school nurses.

Any student suspected of having head lice (scratching scalp, reddened areas around hair line, etc.) should be referred to school nurse or designee for screening. Individual student screenings will be conducted upon request or at the discretion of the nurse. Screenings will be done in the privacy of the nurse's station.

Education:

School nurses will be available to teachers and parents/guardians to provide information and instruction on prevention, detection, and treatment of head lice.

Training on prevention and treatment will be provided to staff annually.

Parent-friendly literature which includes information on prevention, detection, and treatment of lice will be distributed on a periodic basis during the school year.

Procedures and Reporting

1. Students found to have live head lice will be sent home. Information for treatment will be given to parent/guardian at the time the student is picked up from school. If the parent/guardian is unable to pick the student up, written recommendations for treatment will be sent home with the student.
2. Students will be excluded from school until cleared by nurse or designee that no live lice are present. If it is determined that live lice are still present, the student will be refused admittance to school.
3. If nits alone are found in hair following appropriate treatment, the student may return to school. The parent/guardian will be advised to continue to comb hair daily in order to remove all nits.
4. The school nurse or designee will provide periodic follow-up screening checks on students found to have nits alone, within a 2 week period, to insure that nits are being removed and re-infestation has not occurred. Additional follow up screenings outside of this 2 week period may occur at the nurse's discretion.
5. If two or more cases are found in the same classroom (identification within close time proximity of each other) the principal will be informed. The entire class may be screened at discretion of principal, in consultation with the school nurse. Information on prevention, detection, and treatment will be provided to classes involved in such screenings.
6. FERPA laws protect confidentiality for the student. Therefore, information regarding the student's condition and treatment will not be released to teachers, bus drivers, or other staff members.

Support for Students with Diabetes and Asthma

North Carolina General Statute 115C-375.3 requires the development and implementation of individualized care plans for students with diabetes in the Currituck County Schools. Additionally, 115C-375.2 and permits students with asthma or students subject to anaphylactic reactions or both to possess and self administer asthma medication.

Medication Policy

The purpose of the policy is to assure that medication is administered in a safe and efficient manner. The primary responsibility for medical care and administration of medication rests with the student's parent or guardian.



The Currituck County Board of Education discourages administration of medication to students during the school day when medicine could be taken outside of school hours.

Pursuant to state law, school employees may administer medication prescribed by a doctor upon written request of the parents or guardians. Prescription medication administered during school hours by school personnel is discouraged.

Only school personnel, parents, or guardians will be allowed to administer medicine to the student. Students are prohibited from sharing medication with other students. Self-medication is allowed in accordance with the Currituck County Board of Education Policy # 4100.

If a health care provider decides it is necessary for a student to receive a drug or medication during the school day:

- ◇ A Permission to Administer Drug or Medication form (see back of this handbook) must be completed by both the health care provider and the parent or guardian and be filed with the school. This includes Tylenol and other over-the-counter medications.
- ◇ A copy of this policy and a form on which to record the necessary information will be provided to parents or guardians who request administration of a drug or medication during the school day.
- ◇ The parent(s) or guardian(s) must take responsibility for supplying the drug or medication to the school. The drug or medication must be in a container labeled by the pharmacist, and the first dose must be given at home to help prevent an allergic reaction at school.
- ◇ The school retains the right to reject a request for the administration of a drug or medication.
- ◇ The only responsibility or liability assumed by the school system or its personnel is to comply with the instructions forwarded by the student's parent(s) or guardian(s) and health care provider.
- ◇ Only the principal or his/her designee will administer drugs and medications. An emergency information plan should be kept in the student's folder if the drug or medication is to be administered in an emergency situation.
- ◇ The parent(s) or guardian(s) of the student must assume responsibility for informing the principal who, in turn, will inform the designee of any changes in the student's health or change in a drug or medication.
- ◇ Students may be responsible for taking his/her own drug or medication provided approval from the school nurse or his/her designee is obtained. Additionally, a Release and Authorization for Student Self-Administration of Medication form (see back of this handbook) must be completed by both the health care provider and the parent or guardian and be filed with the school relieving the school of such responsibility. It is understood that the school bears no responsibility for safeguarding the drugs and medications. Students deemed capable of self medication must also sign a contract to be kept on file with the school.

Information on Lawfully Abandoning a Newborn Baby

Under North Carolina law, we are required to give you information on the manner on which a parent may lawfully abandon a newborn baby with a responsible person.

The following people are *required by law* to take temporary custody of an infant under seven days of age voluntarily delivered by the infant's parent who does not express an intent to return for the infant:

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

In addition, *any adult may, but is not required to*, take into temporary custody an infant under seven days of age voluntarily delivered by the infant's parent who does not express an intent to return for the infant.

In either case, the individual who takes the infant into custody *may* inquire as to the parents' identities and as to any relevant medical history, but the parent is *not* required to provide the information.

A parent who follows these procedures for safe surrender of a newborn infant cannot be prosecuted for misdemeanor child abuse or child abandonment.

Anyone who is struggling with these issues is encouraged to speak to a teacher, parent, administrator, guidance counselor, or other responsible adult.

Notification of Asbestos Inspections

In the Fall of 1988, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), we had inspections conducted in each of our school buildings for the purpose of identifying asbestos-containing building materials. The inspection findings and resulting asbestos Management Plans have been on file in each school administrative office since that time.

The EPA requires us to perform Periodic Surveillances of the asbestos materials every 6 months. No significant changes in the asbestos materials were noted during the 2009 – 2010 school year.

Every three years, the EPA requires us to have the asbestos materials re-inspected by an accredited Asbestos Inspector or Management Planner. The Management Planner then reviews the results of the Re-inspection and recommends actions we should take to safely manage each of the identified asbestos materials in our buildings.

Our most recent re-inspection was conducted in 2008. Asbestos materials were found to be in satisfactory condition however two areas were recommended for abatement and were abated. We plan to continue to manage the remaining areas as recommended by the accredited Management Planner.

The results of the Periodic Surveillances and Re-inspections are on file in the Management Plan in the School's administrative office. Everyone is welcome to view these anytime during normal school hours (Monday – Friday, 8:30 A.M. – 3:00 P.M.). The Asbestos Program is managed through our Maintenance Dept. Please feel free to call if you have any questions about asbestos in our buildings (252-232-2223).

**CURRITUCK COUNTY SCHOOLS
PERMISSION TO ADMINISTER MEDICATION**

STUDENT'S NAME: _____ DATE: _____

SCHOOL: _____ TEACHER/GRADE: _____

PHYSICIAN'S NAME & PHONE #: _____

The Currituck County School System discourages administration of medications in the schools. However, if a physician decides it is necessary for a student to receive medication during the school day, and a parent is unable to make other arrangements, we must have authorization and specific instructions from that physician. The following information **must** be provided before any prescription or over the counter medication can be administered at school.

Medication: _____ Color: _____
(include trade name prescription #) (if applicable)

Tablet Ointment Capsule Inhalation Liquid Other

Other (specify): _____

Dosage (amount to be given): _____

Relationship to meals: _____

How often or at what time: _____

Side Effects (expected or predictable): _____

What to do if side effects occur: _____

No injection will be given except in extreme emergency, such as allergy to wasp or bee sting. In order to keep this child in optimum health and to help maintain maximum school attendance and performance, it is necessary that a drug or medication to given during school hours.

Physician's Signature

Date

PARENT'S PERMISSION

I request and give permission for the school to administer the above drug or medication prescribed by my child's physician to be given during school hours. I hereby release the School Board and its agents and employees from any and all liability that may result from the administration of the above drug or medication.

I agree to send the drug or medication in a properly labeled container from the pharmacy.

Parent or Guardian Signature

Telephone Number

CURRITUCK COUNTY SCHOOLS

Permission and Contract for Self-Carried and Self-Administered Medication

STUDENT'S NAME: _____ DATE: _____

SCHOOL: _____ TEACHER/GRADE: _____

PARENT SIGNATURE: _____ PHONE: _____

PHYSICIAN'S SIGNATURE: _____ PHONE: _____

Medication: _____ DOSAGE/TIME: _____

Self-Medication Contract

Self medication is permitted in accordance with Policy 4100. Both the student's health care provider and parent/guardian must complete the Authorization for Medication Form 4100R-1 in addition to this form when a student is deemed responsible to carry and self-medicate. The student's name must appear on the inhaler/container or Epi-Pen.

Student Responsibilities

I plan to keep my inhaler, equipment, Epi-Pen, or medication with me at school, in transit, or at a school sponsored event rather than storing it in the nurse's clinic. In doing so, I agree to the following conditions:

- I agree to demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any device that is necessary to administer the medication for which I have authorization to use.
- I agree to use my inhaler, equipment, Epi-Pen, or medication in a responsible manner, in accordance with my licensed health care provider's orders.
- I agree to notify the school nurse or main office if I experience more difficulty than usual with my health condition.
- I will not allow any other person to use my inhaler, equipment, Epi-Pen, or medication.

Student Signature

Date

SIGNATURE PAGE FOR HANDBOOKS (REQUIRED)

Full Name of Student (Please Print) _____

Parent/Guardian Name (Please Print) _____

Please read the handbooks, sign below and return this page to school with the student on or before **September 9, 2011**. By my signature on this page I acknowledge receipt of the Currituck County Schools Student- Parent Handbook and my child's school-specific handbook.

PARENT/GUARDIAN SIGNATURE

DATE

I have received a copy of the Student-Parent Handbook and my school handbook.

STUDENT SIGNATURE

DATE

WEBSITE PUBLISHING CONSENT FORM

School and district websites are public areas welcoming the outside world to catch a glimpse of our school community. The Currituck County School District has established guidelines and policies for the display of material on our school and district websites. One of the requirements is that all student material posted on our district and school websites must have parental/guardian approval. For works created by a student, student approval to post on a school website is required.

YES NO I consent to have my original work published on the school website

STUDENT SIGNATURE

DATE

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

PARENT OR GUARDIAN

- YES NO I consent to publishing my child's original work on the school website.
- YES NO I consent to publishing my child's picture on the school website
- YES NO I consent to publishing my child's name (first name. last initial only) on the school website.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN REQUEST FOR MEETING TO DISCUSS INTERNET ACCESS

The Currituck County Board of Education believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for communication and collaboration, exceed any disadvantages; but ultimately, parents and legal guardians of minors are responsible for setting and conveying the behaviors that their child should follow when using media and information resources. To that end, the Currituck County Board of Education supports and respects each family's right to decide whether or not to deny their child's Internet access. Students are granted access to the Internet automatically. However, Internet access is considered a privilege and may be revoked at any time by school administration. Parents or legal guardians may deny access to their child at any time by completing the section below and returning this form to the child's school office.

YES I have concerns and would like to schedule a meeting with my child's teacher to discuss my child's use of the Internet at school.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Cafeteria Account Form

Note to parents....

For your convenience, the Child Nutrition office offers a student account system. All school cafeterias are equipped with computerized cash registers that allow students to have and maintain an account with the cafeteria. Students may prepay for their meals and/or supplemental sale items (snacks, extra food items, etc.). The cafeteria will accept cash or checks made payable to the cafeteria only. You may wish to control your child's spending.

Accounts can be flagged with such restrictions that will allow the cafeteria staff to help your child follow your instructions.

Example:

- Some students believe that because there is money in their account, they can buy ice cream and cookies early in the week, but by Wednesday they have spent all of the money in their account and must charge their lunch. The parent is then confused and understandably annoyed when they receive a letter stating that they owe lunch money.

NOTE:

The following charging policy applies:

Elementary students will be allowed 3 meal charges. If the student has reached the limit but has money to purchase a meal, they will be allowed to buy a regular meal, they will be allowed to buy a regular meal, but no snacks. If the student has reached the limit, but has no money, they will be given a peanut butter or cheese sandwich and white milk.

Secondary students will be allowed 1 meal charge. Same rules apply as stated above.

Students will not be allowed to charge snacks or extra food items.

Student Cafeteria Account

Student's Name: _____

Lunch # _____

School: _____

Instructions: (Please fill in the form designating your choices)

No Account Restrictions

Snack Every Day

No Snacks

Snacks Only on

Monday

Tuesday

Wednesday

Thursday

Friday

May purchase extra non-snack food items (main dish, sides, etc)

No Charging

Other (explain)

A note must be provided, by parents, allowing a temporary lift on account restrictions and instructions.

Please fill in the Cafeteria Account Form and return it to your school cafeteria.

Currituck County School System

During the February 2009 meeting, the Strategic Planning Committee came to a consensus on our system's Vision and Mission. The Board of Education adopted the new Vision, Mission and SMART Goals on May 11, 2009.

Our Vision

Inspiring Excellence in Every Student.

Our Mission

Connecting with students, parents, and community, Currituck County Schools will provide a world class educational system that produces students of character, prepared for the future.

This handbook is a publication of the
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2958 Caratoke Highway, Currituck, North Carolina, 27929.
Additional copies can be obtained by visiting www.currituck.k12.nc.us,
or by calling the Superintendent's Office at 232-2223.

THE CURRITUCK COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, SEX, COLOR, RELIGION, CREED, NATIONAL ORIGIN, OR HANDICAPPING CONDITION



CURRITUCK COUNTY SCHOOLS

2011 - 2012 School Year Calendar

Adopted February 14, 2011



July 2011				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2011				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17 W	18 W	19 W
22 W	23 W	24 W	25 **	26
29	30	31		

September 2011				
M	T	W	R	F
			1	2 ER/SD
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2011				
M	T	W	R	F
3	4	5	6	7 ER/SD
10	11	12	13	14
17	18	19	20	21
24 W	25	26	27	28 G
31				

November 2011				
M	T	W	R	F
	1	2	3	4
7	8	9	10 ER/R	11 H
14	15	16	17	18
21	22	23 ND	24 H	25 H
28	29	30		

December 2011				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21 L	22 L	23 H
26 H	27 L	28 L	29 L	30 L

January 2012				
M	T	W	R	F
1 H	2 W	3	4	5
9	10	11	12	13
16 H	17 E	18 E	19 E	20 G
23 W	24 W	25	26	27
30	31			

February 2012				
M	T	W	R	F
		1	2	3
6	7	8	9	10 ER/SD
13 W	14	15	16	17
20	21	22	23	24
27	28	29		

March 2012				
M	T	W	R	F
			1	2
5	6	7	8	9 ER/SD
12	13	14	15	16
19	20	21	22	23
26	27	28	29 G	30 W

April 2012				
M	T	W	R	F
2	3	4	5 ER/R	6
9 H	10 L	11 L	12 L	13 L
16	17	18	19	20
23	24	25	26	27
30				

May 2012				
M	T	W	R	F
	1	2	3	4 ER/SD
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 H	29	30	31	

June 2012				
M	T	W	R	F
				1
4	5	6	7	8
	E	E	E	**/G
11 W	12 W	13 W	14	15
18	19	20	21	22
25	26	27	28	29

Teacher Workdays (no school for students unless used for inclement weather make-up day)

Aug 17, Aug 18, Aug 19, Aug 22, Aug 23, Aug 24, Oct 24, Jan 3, Jan 23, Jan 24, Feb 13, Mar 30
Jun 11, Jun 12, Jun 13

No Days (no school for students and 10 month staff unless used for inclement weather make-up day)
Nov 23

Leave Days (no school for students and 10 month staff unless used for inclement weather make-up day)
Dec 21, Dec 22, Dec 27, Dec 28, Dec 29, Dec 30, Apr 10, Apr 11, Apr 12, Apr 13

Holidays (no school for students and all staff)

Sep 5, Nov 11, Nov 24, Nov 25, Dec 23, Dec 26, Jan 2, Jan 16, Apr 9, May 28

Parents: Teacher workdays, no days, leave days, and holidays are good days to schedule student dental, doctor, and other similar appointments in order to reduce school absences.

The Knapp Early College follows a different academic calendar - please see school for details

Legend	
**	First Day for Students
H	Holiday
W	Teacher Workdays
L	Leave Days
E	Exams
G	End of Grading Period
I	Interim Reports
R	Report Cards go home
**	Last Day for Students
ND	No Day
ER/SD	Early Release/Staff Dev.
ER/R	Early Release/Confer.
MD	Weather Make-up Day