Pender County Schools

BOARD PACK

for

Committee of the Whole

Tuesday, August 26, 2025

9:30 AM (EDT)

Held at:

Dr. Katherine Herring Resource Center

798 Us Highway 117 S, Burgaw, NC 28425

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Agenda

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AGENDA

COMMITTEE OF THE WHOLE

Name:	Pender County Schools
Date:	Tuesday, August 26, 2025
Time:	9:30 AM to 11:30 AM (EDT)
Location:	Dr. Katherine Herring Resource Center, 798 Us Highway 117 S, Burgaw, NC 28425
Board Members:	Beth Burns (Chair), Don Hall, Jason Spivey, Jennifer Hansen, Tom Reeves
Attendees:	Bob Fankboner, Dr. Brad Breedlove, Brandon McPherson, Dr. Brandy Sawyer, Craig Lawson, Kevin Taylor, Lisa Nowlin, Loren Macon, Michael Taylor

1. Determine Quorum / Call To Order
2. Adoption of Agenda
3. Financial Planning
4. Policy/Strategic Planning
5. Student Services
6. Instructional Services

6.1 Graduation Dates

Dr. Brandy Sawyer

For Decision

Supporting Documents:

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6.2 Policy 3400-R First Read

Dr. Brandy Sawyer

For Decision

Supporting Documents:

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6.3 Policy 4400 First Read

Dr. Brandy Sawyer

For Decision

Supporting Documents:

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7. Operations

8. Adjournment

8.1

Next meeting: No date for the next meeting has been set.

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Pender County Board of Education

Executive Summary

Information Agenda

SUBJECT:	Graduation Dates for 2025-2026 SY
STAFF LIAISON:	Dr. Brandy Sawyer
COMMITTEE REVIEW:	YES – August 26, 2025
SUMMARY POINTS:	Graduation dates for the 2025-2026 SY have been reviewed with directors, principals, students, and their community for feedback to ensure dates are accessible for all families and staff. We are providing the board with 2 options one similar to previous years with the times varied during the morning and evening and the other is new with just evening times spread across four days with one building on Saturday.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Review and Approve Dates by BOE

Current Proposed Dates	New Proposed Dates
HTH-Thursday, May 28, 2026 9:00 am	HTH- Saturday, May 30, 2026-6:00 pm Gymnasium
PEC- 5/21 - TBA	PEC-5/21 - TBA
PHS- Friday, May 29, 2026 9:00 am	PHS- Friday, May 29, 2026 6:00 pm Gymnasium
PILA-May 29, 2026 1:00 pm	PILA- Wednesday, May 27, 2026 6:00 pm CFM Gymnasium
THS- Thursday, May 28, 2026 6:30 pm	THS- Thursday, May 28, 2026 6:00 pm Football field
Rain Date May 29, 2026 9:00 am	Rain Date THS- Friday May 29, 2025 9:00am
Memorial Day-May 25, 2026 Wednesday, May 27, 2026 Thursday, May 28, 2026 Friday, May 29, 2026 Saturday, May 30, 2026 Monday, June 1, 2026 Tuesday, June 2, 2026	

9/8/2025

Pender County Board of Education

Consent Agenda

Executive Summary

SUBJECT:	Policy Regulation 3400-R First Read
STAFF LIAISON:	Dr. Brandy Sawyer
COMMITTEE REVIEW:	YES – August 26, 2025
SUMMARY POINTS:	Based on new NC State Law CRE-001, students are no longer allowed to receive a "FF" in regards to attendance and the number of days missed in a course. Therefore, we are asking to board to approve a change in policy to allow students to be accountable for there attendance and learning with a change to "50% for the first nine weeks of any semester".
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Recommend to move to second read at regular board meeting and approval by the BOE effective 2025-26 SY

Regulation Code: 3400-R Evaluation of Student Progress - R&P

Teachers shall evaluate student performance and keep accurate records in order to substantiate a grade or assessment given in a course. Grading should be based on the progress the individual student has made in mastering the curriculum standards. The determination of the grade to be awarded is a responsibility of the teacher.

Teachers of students in grades 3-13 shall keep records of grades and assessments in the state-wide student information system and use the state-wide grading scale effective in Fall 2015. The grades reported for students in grades 3-8 shall be reported using A, B, C, D, and F. The grades reported for students in grades 9-12 shall be reported using the numerical grade.

Evaluation shall be based on clearly defined criteria that represent the attainment of content knowledge and skills and shall be consistent across grade levels and courses. Meaningful evaluation shall be based on mastery of standards during the particular evaluation period.

Evaluation of the mastery of standards includes summative and formative assessments. Summative assessments assessing mastery of the standards include unit tests, quizzes, standards-based projects, performance tasks, and final research project/presentation. Formative assessments assessing progress towards mastery of the standards may include but are not limited to homework/classwork, quizzes, interactive notebook/journal check at end of unit/semester if grading the content, partially (potential) learned standards, individual content of a project/task, exit tickets, problem of the day/morning work, etc.

Non-examples of grades that do not assess student mastery or progress toward mastery of curriculum standards include class participation/effort, extra points for box tops, pre-assessment scores, benchmark scores, bringing in classroom supplies, parent signatures to improve points (report cards/tests), interactive notebook/journal check at end of unit/semester if grading that everything required is in the notebook/journal, behavior, attendance/tardies, etc.

To effectively assess a standards-based curriculum, 3-13 grades will be weighted 70/30. Summative assessments assessing mastery of the standards will be weighted 70% of the student's grade. Formative assessments assessing progress towards mastery of the standards will be weighted 30% of the grade.

For courses in grades 3-8, to reduce the inequity in the numerical grade spans and to align grade ranges with North Carolina achievement levels, the minimum grade assigned for any individual formative and/or summative assessments will be a 40.

Numerical grade spans will be A=100-90, B=89-80, C=79-70, D=69-60, and F=59-40. These grade spans will more effectively communicate student progress towards mastery of the standards reflective in North Carolina Assessment Achievement Levels,

5/Superior Command, 4/Solid Command, 3/Sufficient Command, 2/Partial Command, and 1/Limited Command.

Credit Recovery

Beginning with the 2025-26 school year, for non-elective graduation requirements, the PSU shall award a numeric grade for credit recovery. The grade assigned to credit recovery shall be factored into the pre-existing Incomplete or Fail course grade on the student's transcript to a degree that is proportional to the percentage of the course completed through credit recovery (Policy 3420), resulting in a new passing numeric grade for the course.

For Example:

a. If a student is taking 50% of the course for credit recovery then both scores will be averaged for a new passing grade prior to the calculation of the exam grade.
b. In addition, if a student is only recovering 25% of the course, the new grade will count 25% of the total grade prior to the calculation of the exam grade.

Beginning with the 2025-26 school year, for elective courses, the PSU may award a numeric grade or Pass grading mark for credit recovery in accordance with local policy (3400-R Evaluation and Student Progress). This grade will replace the Incomplete or Fail grading mark.

Courses in grades 9-13 will use the formative/summative 70/30 weighted scale, ~~with no nine-week grade lower than a 50, effectively retroactive to the first day of the 2016-17 school year.~~ with the first nine weeks grade of a semester no lower than a 50, effective the 2025-2026 school year.

Teachers shall enter all grades from the previous week by the end of the first workday of each week.

The principal shall review with teachers the system wide common grading practices, ensure teacher grades books are correctly formatted with the 70/30 weights and appropriate minimum grades are assigned, and ensure that all teachers post grades to the statewide student information system.

Legal References:
Cross References:
Adopted: November 4, 2013
Last Updated: Tuesday, March 11, 2025

Pender County Schools

Policy Code: 4400 Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The state of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents, legal guardians, or custodians have the responsibility for ensuring that students attend and remain at school daily.

A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. Tardiness

Students shall be in their assigned location ready to work at the time appointed for the school day or class to begin or shall be recorded as tardy for that day or class. Tardiness shall be recorded as unexcused until a note is presented. The note should be presented within three days of the tardiness. The principal may require additional documentation deemed necessary to verify the reason for the tardiness. When a student is excessively tardy to school, the student or parent, guardian, or custodian must present designated school staff with a written excuse signed by a parent, guardian, or custodian citing the reason for the tardiness. Students who are excessively tardy to school or class may be subject to further disciplinary action.

C. Excused Absences

The principal, superintendent, or a designee of the principal or superintendent is authorized to excuse a student from attendance due to sickness or another unavoidable reason that does not constitute unlawful absence as defined by the State Board of Education. An absence may be excused for the following reasons:

1. Personal illness or injury that makes the student physically unable to attend school;
2. Isolation ordered by the local health officer or the State Board of Health;
3. Death in the immediate family (for the purpose of this policy, immediate family includes but is not necessarily limited to, grandparents, parents, and siblings);
4. Student medical or dental appointments; however, families should make every effort to schedule appointments outside of the school day.
5. Student participation under subpoena as a witness in a court proceeding;
6. Religious observance: minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) (not to exceed five days); the student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (115C-379).
7. Educational Opportunity: participation in a valid educational opportunity, such as educationally valid travel or service as a legislative or Governor's page, with prior approval from the principal (see specific procedures outlined below),

8. Absence due to student pregnancy and related conditions or parenting, when medically necessary; (G.S. 115C-375.5)
9. Visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b} has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
10. Local School Board Policy: LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
11. Absence related to Deployment Activities: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V(E))

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for completing missed assignments within the time period specified by the school faculty.
When a student misses school, the student or parent, guardian, or custodian must present designated school staff with a written excuse signed by a parent, guardian, or custodian citing the reason for the absence. The practice of requiring written excuses is recommended as a means of obtaining information as to the cause of absences. However, when a teacher obtains knowledge through another means that the cause of an absence is lawful, and a written excuse is not provided, such absences should be reported as lawful. Absences shall be recorded as unexcused until the note is presented. The note should be presented within three days of the student's return to school. The principal may require additional documentation deemed necessary to verify the reason for the absence. This does not apply to documenting educational leave; see below.

Duties of the Teacher

The teacher is essential in the enforcement of the Compulsory Attendance Law. It is his/her duty:

1. To inform students and parents of the value and importance of regular school attendance through:
    a. Classroom activities,
    b. Programs and announcements at parent-teacher association and teachers' meetings, and
    c. The development of public sentiment in the community for regular school attendance;

2. To ascertain the cause of nonattendance and thus determine when an absence is lawful or unlawful (G.S. 115C-379); (The practice of requiring written excuses is recommended as a means of obtaining information as to the cause of absences. However, when a teacher obtains knowledge through another means that the cause of an absence is lawful, and a written excuse is not provided, such absences should be reported as lawful.). NOTE: The teacher is considered the lead teacher.
3. To record absences and absence reason codes accurately to ensure implementation of the Ten Day Rule; (See Section IV.K. above.) or when necessary inform designated school staff of the reason for student absence
4. To maintain accurate student accounting records; (Attendance records shall be kept for each day of the school year.)

Duties of the Social Worker

The primary responsibility of the social worker is to ensure the regular attendance of all students. The social worker shall, as prescribed by the law, investigate all violators of the Compulsory Attendance Law. (G.S. 115C-381). The social worker must:

1. Investigate all violators of the Compulsory Attendance Law reported to him/her by the principal;
2. Work with the student and his/her family to analyze the causes of the absences and determine steps, including adjustments of the school program and obtaining supplemental services, to eliminate the problem; and
3. Have authority to report and verify on oath, the necessary criminal warrants or other documents for the prosecution of violations of the Compulsory Attendance Law.

Duties of the Principal

The principal, as executive officer of the school, has the following responsibilities for the enforcement of the Compulsory Attendance Law and the provisions of the North Carolina Administrative Code as approved by the State Board of Education:

1. He/she must, insofar as it relates to his/her activities, inform students, parents, teachers, and social workers as to their respective duties with regard to school attendance.
2. The principal or the principal's designee must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated three unlawful absences in a school year. After not more than six unlawful absences, the principal or the principal's designee must notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education.

After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or the principal's designee determines that the

parent, guardian, or custodian has not made a good-faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal or the principal's designee determines that the parent, guardian, or custodian has made a good-faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse.

In the case of a student or parent being reported to the court for failure of the student to attend school, and the principal is called as a witness, it shall be the principal's duty to appear when so called at the time and place specified and have with him/her the teacher's report of unlawful absence. The teacher may also be called as a witness.

Students anticipating an absence due to participation in a valid educational opportunity must submit the Pender County School Educational Leave Form to the principal or principal's designee 10 school days prior to the absence in order for staff to develop and provide the appropriate materials for completing missed work. The following information applies to the educational leave approval process:

- The parent/guardian of a student participating in a valid educational opportunity must present the application for educational leave at least 10 days in advance by presenting a signed educational leave request form to the school principal.
- Educational leave cannot exceed 5 total school days in a single school year.
- No requests for educational leave will be granted after an absence is complete or for school days during state-mandated testing.
- All regular classwork (graded and ungraded) will be made up while on educational leave and turned into the appropriate school officials within a week after the approved educational leave ends and/or the student returns to school.
- If the student requesting educational leave is considered to be chronically absent in the current school year, educational leave may be denied.
- Activities Not Considered Valid Educational Opportunities: hunting, fishing, visiting relatives, going to the beach, shopping, skiing, attending athletic events, amusement parks, cruises, and taking subsequent trips to a destination already visited

Absences for three or more consecutive days due to an illness may require a statement from a physician to be presented to the principal. Absences due to medical or dental appointments require that a note from the doctor or dentist is presented to designated school staff. Student absences due to participation in court proceedings require that a note from a court official or a copy of the subpoena be presented to the principal.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work (see also policy 4351, Short-Term Suspension).

D. School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to

school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school:
2. job shadowing and other work-based learning opportunities, as described in G.S. 115C-47(34a):
3. school-initiated and -scheduled activities;
4. athletic events requiring early dismissal from school;
5. Career and Technical Education student organization activities are approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. As developmentally appropriate, the student is responsible for finding out what assignments are due and completing them.

E. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. In addition, excessive excused and unexcused absences may result in the denial of an in-county transfer between schools and may result in the denial of approved educational leave, which will be unexcused absences.

The principal or the designee shall notify parents and take all other steps required by G.S. 11SC-378 for excessive absences. In addition, the following standards apply in regard to excessive absences.

Elementary and Middle School Requirements

The principal or designee should request a conference with a parent or guardian at any time to discuss an attendance problem and to engage in problem-solving conversations with the family to remove barriers to attendance.

Elementary and middle school students who are chronically absent may be retained. Elementary and middle school students who are chronically absent (excused or unexcused) will be referred for academic and/or attendance Interventions as appropriate within a Multi-Tiered System of Support (MTSS). Continued absenteeism may result in the school system notifying the Department of Social Services and/or filing Truancy charges pursuant to G.S. 115C-378.

Students arriving late or requesting early dismissal should be accompanied by a parent or guardian. Excessive tardiness or early dismissals shall be monitored at the school level and the student impacted may be referred for further interventions or disciplinary actions.

High School Requirements

High school students who are chronically absent (excused or unexcused) per semester will be referred for academic and/or attendance Interventions within a Multi-tiered System of Support (MTSS).

All classwork missed due to absences will be made up to the satisfaction of the teacher. Students will be allowed to make up work for all absences including unexcused and suspensions. Except for unusual circumstances, students are expected to make up work for missed classes within five (5) school days of returning to school. The student is responsible for finding out what assignments are due and completing them within the specified time period.

~~Students who miss more than a total of eight days (excused or unexcused) in any one class during a semester will not receive credit toward graduation for that class unless one of the following conditions is met:~~

> ~~A. The student makes up the absences. The high school shall provide opportunities for students to make up time missed from classes. These opportunities may include after-school, Saturday school, teacher workdays, summer school, etc. Students shall be required to make up time missed from classes within the established school make-up schedule and have the make-up time completed within four weeks after the semester in which the absences occurred.~~
>
> ~~B. The principal grants a waiver. Students whose academic standing is adversely affected by this standard have the right to appeal for a waiver. The appeal must be submitted to the principal in writing along with any appropriate and/or required documentation. Waivers of absences may be granted by the principal only when extenuating circumstances exist.~~

~~Students with excused absences due to documented chronic health problems are exempt from this policy.~~ For students that have a significant undue hardship with attendance due to a medical concern, the principal may exempt the student from participating in a non-EOC/state required final exam pending the review of medical documentation through the Attendance Waiver Form if the student has met the academic criteria. Attendance Waiver Form must be submitted to the student's assigned counselor one week prior to the first day of final exams.

Students may also submit an attendance waiver for other reasons. Other examples of acceptable individual waivers may include:

- Death in the immediate family
- College visits
- Approved Educational Leave

Completing the waiver form does not result in an automatic approval.

In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before

taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.;* G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(1), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, -003, NCAC-6E.0104 G.S. 115C-47, -84.2, -288(a), -375.5, -378 through -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, -.0103; State Board of Education Policies TCS-L-000 through -003
Cross References: Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Short-Term Suspension (policy 4351), Students At-Risk of Academic Failure (policy 3405) Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Homeless Students (policy 4125), Short-Term Suspension (policy 4351)
Adopted: June 30, 2011
Revised: October 7, 2013; April 9, 2019, August 31, 2023

Pender County Schools

9/8/2025

Pender County Board of Education

Consent Agenda

Executive Summary

SUBJECT:	Policy Regulation 4400 First Read
STAFF LIAISON:	Dr. Brandy Sawyer
COMMITTEE REVIEW:	YES – August 26, 2025
SUMMARY POINTS:	Based on new NC State Law CRE-001, students are no longer allowed to receive a "FF" in regards to attendance and the number of days missed in a course and no longer required to make up time. Therefore, we are asking to board to approve a change in policy to include make-up work requirements.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Recommend to move to second read at regular board meeting and approval by the BOE effective 2025-26 SY