

# Tarboro High School

## 2022-2023

### Student / Parent Handbook



1400 Howard Avenue  
Tarboro, NC 27886

Phone: 252-823-4284

Fax: 252-823-0862

THS Website: HYPERLINK "https://ths.ecps.us/"  
<https://ths.ecps.us/>

THS Twitter: @TarboroHigh

**Mr. Terry Hopkins, Principal**  
**Ms. Caroline Joyce, Assistant Principal**  
**Mr. Roderick Tillery Sr., Assistant Principal**

# **Tarboro High School**

## **Student Handbook 2022-2023**

### **WELCOME TO THS**

It is with great pleasure and enthusiasm that we welcome you to the 2022-2023 school year. We are pleased that you are a part of the Tarboro High School community. We anticipate your involvement and cooperation in making this year successful.

This school handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of Tarboro High School. There is no intent to develop a set of expectations that are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call 823-4284 and arrange a conference if the need arises.

### **MISSION STATEMENT**

The Tarboro High School Community will work together to build positive relationships with all stakeholders and prepare students to achieve personal success in an ever-changing society.

### **VISION**

Our belief, “Tarboro High - A School of Promise, Pride, and Purpose”, allows the faculty to create a collaborative educational setting that prepares our students for the 21st Century.

To lead us toward our vision and mission, our school community shares the following priority standards established by the Edgecombe County Public School System:

- **Priority Standard 1** - Academic Excellence.
- **Priority Standard 2** - Talent Recruitment and Development.
- **Priority Standard 3** - Equity in Action: The Whole Child
- **Priority Standard 4** - Purposeful Partnerships
- **Priority Standard 5** - Resilient Foundation

## ECPS Mission

We promote a community of learning that gives our students an “EDGE” in pursuit of the graduate aims:

*Empowerment \* Determination \* Growth Mindset \* Exposure*

### School Mascot

Vikings

### School Colors

Purple & Gold

### **Contact Information**

Activities/Scheduling Events	Terry Hopkins
Student Address Changes	Jackie Pearce
Staff Address Changes	Chonell Shaw
Announcements	Shena Warren
Athletics	Jamie Willoughby
Attendance	Individual Teachers / Jackie Pearce
Band/Color Guard	Ty Matson
Buildings and Grounds	Terry Hopkins
Bus/Transportation	Roderick Tillery Sr.
Career Development Services	Reggie Bess
Check In/Check Out	Shena Warren
Child Nutrition	Laura Cooper (Cafeteria Manager)
Class Rings	Melissa Atkinson-Skinner/ Herff Jones
Clubs	Club Sponsors / Caroline Joyce
College Information	Student Services
CTE (Career Technical Education)	Reggie Bess
Disciplinary Procedures	Administration
Driver Education	Antonio Suggs
Emergency Messages	Shena Warren/ Antonio Suggs
Exceptional Children	Caroline Joyce / Rebecca Mills
Field Trips	Individual Teachers / Roderick Tillery Sr.
Financial Aid	Student Services
First Aid/Health Issues	Shena Warren/ Jamie Willoughby
504 Questions	Student Services
GED/Adult High School	Student Services
Graduation Materials/Cap & Gown	Melissa Atkinson-Skinner/ Herff Jones

Graduation Requirements	Student Services
In-School Suspension	Chaquita Dickens/Administration
Junior-Senior Prom	Junior Homeroom Teachers
Locks/Lockers	Caroline Joyce/Jackie Pearce
Lost & Found	Shena Warren
Media Center	Vacant
Medications at School	School Nurse
Out of School Suspension	Administration
Student Parking	Shena Warren
PBIS	James Williams
ROTC	Major David Wilson / Master Sergeant Robert Garrett
Schedule Changes	Student Services/Administration
School Pictures	Melissa Atkinson-Skinner
Senior Events/Activities	Melissa Atkinson-Skinner
Social Worker	John Cooper
Student Government	Jessica Jones
Substitutes	Chonell Shaw
Testing	Caroline Joyce/Roderick Tillery
Transcripts	Student Services / Jackie Pearce
Yearbook	Christopher Siggins

**Daily Bell Schedule (2022-2023)**  
*Breakfast will be served from 7:05-7:15 am*

Transition bell will sound at 7:15 a.m. /Tardy Bell will sound at 7:20 a.m.

**Daily Schedule (1)**

**7:20-9:05 First Period**  
**9:10-10:45 Second Period**  
**10:50-12:50 Third Period**  
 (10:50-11:15) First Lunch  
 (11:35-12:00) Second Lunch  
 (12:25-12:50) Third Lunch  
**12:55-2:35 Fourth Period**

**Early Dismissal (2)**

**7:20-8:15 First Period**  
**8:20-9:05 Second Period**  
**9:10-19:55 Fourth Period**  
**10:00-11:35 Third Period**  
 (10:00-10:25) First Lunch  
 (10:33-10:57) Second Lunch  
 (11:05-11:35) Third Lunch  
**11:35 Dismissal**

**Homeroom Schedule (3)**

**7:20-9:56 First Period**  
**9:00-9:35 Homeroom**  
**9:39-11:05 Second Period**  
**11:09-12:57 Third Period**  
 (11:09-11:34) First Lunch  
 (11:50-12:15) Second Lunch  
 (12:32-12:57) Third Lunch  
**1:01-2:35 Fourth Period**

**Afternoon Assembly Schedule (4)**

**7:20-8:40 First Period**  
**8:45-9:55 Second Period**  
**10:00-11:40 Third Period**  
 (10:00-10:25) First Lunch  
 (10:35-11:00) Second Lunch  
 (11:15-11:40) Third Lunch  
**11:45-12:55 Fourth Period**  
**1:00-2:35 Assembly**

**Opening Days Schedule (5)**

**7:20-8:30 Homeroom**  
**8:35-9:55 First Period**  
**10:00-11:20 Second Period**  
**11:25-1:10 Third Period**  
 (11:25-11:50) First Lunch  
 (12:05-12:30) Second Lunch

**Three-Hour Delay (6)**

**10:20-11:10 First Period**  
**11:15-12:50 Third Period**  
 (11:15-11:40) First Lunch  
 (11:50-12:15) Second Lunch  
 (12:25-12:50) Third Lunch  
**12:55-1:40 Second Period**

(12:45-1:10) Third Lunch

1:45-2:35

Fourth Period

1:15-2:35

Fourth Period

Two-Hour Delay (7)		Intervention/Enrichment Schedule (8)	
9:20-10:35	First Period	7:20-8:56	First Period
10:40-12:10	Third Period	9:00-9:35	Intervention/Enrichment
	(10:40-11:05) First Lunch	9:39-11:05	Second Period
	(11:12-11:37) Second Lunch	11:09-12:57	Third Period
	(11:45-12:10) Third Lunch		(11:09-11:34) First Lunch
12:15-1:20	Second Period		(11:50-12:15) Second Lunch
1:25-2:35	Fourth Period		(12:32-12:57) Third Lunch
		1:01-2:35	Fourth Period

## VISITORS

All visitors should report directly to the office. Parents are always welcome to visit the school and are encouraged to do so. All visitors must check in with the office and be signed in and keep their tag visible at all times when they are on campus. NOTE: Due to Covid-19, new rules and regulations have been put into place to protect our Viking family. Visitors are permitted by appointment only or by special request on an individual basis. Individuals who are not authorized to be on campus are loitering and may be charged by the School Resource Officer for trespassing.

## STUDENT RESPONSIBILITIES

Students at Tarboro High School are expected to fulfill the following responsibilities:

- **Participation** – Students have the responsibility of participating fully in the business of learning. Students must report to school and all scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed.
- **Behavior** – Students have the responsibility of avoiding any inappropriate behavior that affects their learning. Students must cooperate in maintaining reasonable orderliness in the school and in the classrooms, take reasonable care of books and other instructional materials. Students must refrain from gossiping, threatening, or fighting with other students.

- **Respect for Teachers** – Students have the responsibility of showing respect for the knowledge and authority of their teachers. **All THS staff members** have the authority to correct students demonstrating inappropriate behaviors.
- **Respect for Other Students** – Students have the responsibility of recognizing the rights of fellow students. Students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.

## SCHOOL ATTENDANCE

### HOURS OF SCHOOL / A.M. PROCEDURES

Students and parents should be aware that the official school hours are 7:30 a.m. until 2:50 p.m. unless otherwise notified. A student will be considered tardy when they arrive to school after 7:35 a.m. Students are not to arrive on campus before 7:05 a.m. Students who arrive between 7:05 and 7:19 a.m. should report to the gymnasium or cafeteria where they will be supervised by school staff. Students will not be allowed in any other part of the school campus.

### ARRIVAL & DISMISSAL

**Arriving:** Parents dropping off students can use the student parking lot or the front entrance to the school. THS cannot accept students before 7:05 am because of supervision and liability issues. Students should leave school promptly at 2:35 p.m. unless they have an after school activity. Students riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop.

**Dismissing:** All students will be dismissed at 2:35 p.m. Athletes and students staying after school should report directly to their designated location. Bus riders should load the buses quickly and quietly.

### MORNING CHECK-IN

**Any student arriving to school after 7:25 a.m. must sign in through the office prior to going to any classroom. Students must present documentation at the time of reporting to school. Tardies will only be excused by possessing proper documentation from a primary health care provider, dentist, proof of court proceedings, etc. on the day of the tardy. Failure to present a note will result in the tardy being coded as unexcused. Excessive tardiness to school will affect eligibility for PBIS rewards and incentives. Excessive tardies to school and class will also result in disciplinary action.**

Car trouble will not be considered an excused tardy. Circumstances that are recognized as excuses for school tardies are as follows:

- Illness or injury which makes the student physically unable to attend school.
- Isolation ordered by the State Board of Health.
- Death in the immediate family.
- Participation as a party, or under subpoena as a witness, in a court proceeding, or before an administrative tribunal.
- Observance of an event required or suggested by the religion of a student or the student's parent(s) with prior approval of the principal.
- Participation in a valid educational opportunity, such as travel, **with prior approval by the principal.**

## **CHECK OUT**

A student may not check out of school between 2:05 p.m. and 2:35 p.m. unless they have an afternoon appointment scheduled. The student will receive an excused tardy once an official note is given to the front office. A student may check out if an officially authorized and designated adult personally retrieves the student, or if a student provides a note from a parent giving them permission to leave. Office personnel may call to verify the note. The person with whom the student is leaving must sign out the student. An officially authorized and designated adult is one listed on the student's information card as a mother, father, or emergency listing. This adult may also be asked to present a picture ID to the office staff at the time of checkout. Additions to this may be made, in person, by a legal parent or guardian. Parents are expected to make every effort to schedule doctor and dentist appointments for students outside of school hours. The student is responsible for obtaining and completing all work missed due to early departure.

## **WITHDRAWAL AND TRANSFER FROM THS**

The procedure for withdrawal or transfer is as follows:

1. The parent or legal guardian should visit the school to authorize withdrawal or transfer.
2. A transfer form should be obtained from the PowerSchool manager at the time of the above visit.
3. Each teacher should complete the transfer form.
4. The student must clean out his/her locker and return **all** books and supplies issued by the school.
5. The completed transfer form should be returned to the PowerSchool manager.
6. All fees owed to the school must be paid prior to any records being transferred from Tarboro High School.

Parents and students should remember that in order to transfer to another school, the student must reside with a legal custodian in that district.

## **ACADEMICS, GRADING, AND ACTIVITIES**

### **HOMEWORK**

Students are required to complete all homework assigned by all teachers. Students are encouraged to check their school email account and obtain phone numbers of classmates whom they may call in the event of an unexpected absence to receive homework assignments.

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practices and drills that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a comfortable place for them to work and by seeing that assignments are completed.

### **BOOKS**

Textbooks and library books are the property of the state and school and should be treated accordingly. As textbook adoptions occur every five years, fines will be based upon the number of years the book has been at the school. A lost text in the first year of adoption (first year in use) will be assessed the full amount, versus a text five years old (last year in use), which will be assessed at 1/5 its original cost. Lost library books will be assessed the full amount of the current value of the book. The condition of all books will be assessed before they are distributed /checked out. Textbooks issued must be the same ones returned!

## **MEDIA CENTER**

The Tarboro Media Center is open from 7:30 a.m. until 2:45 p.m. to serve the THS community. Proper conduct, as it applies to all school facilities, is expected of all students when using the media center. Students using the media center without being accompanied by a teacher must do so with a pass. Students transferring from THS must make sure that all media center fees are paid before transcripts and records are forwarded.

1. Upon entering, students must present their pass at the Circulation Desk.
2. No food, drink, or chewing gum is permitted.
3. All materials are to be returned to their proper places. Books should be checked out at least five minutes before the end of the period. Dispose of waste paper and leave the chairs in place.
4. Students who do not use their time in the Media Center properly or who cause disturbances will be asked to leave.

## **ACCOUNTABILITY STANDARDS**

### **GRADING/REPORT CARDS**

**Grading:** Tarboro High School urges students to obtain the most from their education. Moreover, the faculty and staff hope each student will regard his/her academic accomplishments as fulfilling and personally rewarding. Grades in all areas result from the student's classroom performance on individual and group activities, projects, tests, homework completion, and attendance.

Grades in all areas will be determined by the student's performance on tests/quizzes, completion of homework and classwork, and participation in class. The grading system used is as follows:

<b>90-100 (A) = 4.0</b>
<b>80-89 (B) = 3.0</b>
<b>70-79 (C) = 2.0</b>
<b>60-69 (D) = 1.0</b>
<b>0-59 (F) = 0.0</b>

Report cards are given to students at the end of each six-week grading period. These reports are used to notify parents of the student's progress. It is the student's responsibility to take the report card home to the parent(s) for review.

Progress reports will be sent home to parents at the middle of each grading period

It is expected that progress reports and report cards alike will be signed by the parent(s), as this is a form of communication between school and home. If your child does not receive a Progress Report or Report Card, please contact the school at (252) 823-4284.

## LATIN HONORS SYSTEM

An Edgecombe County Public Schools Honors Diploma represents exemplary academic achievement and completion of all state and local requirements inclusive of two (2) units of the same foreign language. Substitutions of Career & Technical Education courses for core classes will not be allowed for Honors Diplomas.

Latin Honors will be recognized at commencement beginning the 2021-2022 academic year. The Latin designation for students will be determined at the end of the first semester of the senior year.

Graduates will be recognized with a special cord or stole.

Weighted GPA requirements will be:

**Cum Laude: 3.750-3.999**

**Magna Cum Laude: 4.000-4.249**

**Summa Cum Laude: 4.250 and up**

### Progress Reports, End of Grading Period & Report Cards Dates

<u>Progress Reports</u>	<u>End of Grading Period</u>	<u>Report Cards</u>
September 15, 2022	October 4, 2022	October 11, 2022
October 28, 2022	November 10, 2022	November 17, 2022
December 2, 2022	December 21, 2022	January 10, 2023
January 26, 2023	February 20, 2023	February 27, 2023
March 15, 2023	April 6, 2023	April 20, 2023
May 5, 2023	June 1, 2023	

### ATTENDANCE POLICY

When a student is absent from school, he/she is required to bring a written excuse from home the day he/she returns to school. The note should state the reason(s) for the absence. In case of any prolonged absences due to illness, travel, etc., the school and/or teachers should be notified. Arrangements should be made for assignments missed.

No student passing a course shall be granted credit for any course in which he/she has been absent more than 10 unexcused days during the semester.

The following are the only valid/lawful excuses that can be used for tardies or absences. All other excuses will be considered an unexcused.

- **Illness or Injury:** When the absence/tardy results from illness or injury, which prevents the student from being physically able to attend school.

- **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
- **Death in the immediate family:** When the absence/tardy results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or Dental Appointments:** When the absence/tardy results from a medical or dental appointment of a student.
- **Court or Administrative Proceedings:** When the absence/tardy results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
- **Educational Opportunity:** When it is demonstrated that the purpose of the absence/tardy is to take advantage of a valid education opportunity, such as travel. Approval for such absence/tardy must be granted by the principal prior to the absence/tardy.

### **ABSENCES / MAKE-UP WORK**

When a student is absent from school, upon arriving back, the student must bring a note explaining the nature of the absence. The student is to give the note to their first period teacher who will turn it into the office. **Academic success is directly related to student attendance; therefore, we encourage students to attend all classes each school day. Students are expected to make up any work missed due to absences from a class. Regardless of whether the absence is excused or unexcused, all make-up work must be completed within 2 school days of returning to school. Students will have make-up work arranged at the direction of the teacher. It is the student's responsibility to get all assignments that were missed due to an absence. Make-up work will consist of specific material missed by the student, or may be of a reinforcement or enrichment nature. Students who are suspended may make up work and are responsible for contacting the teachers to get missing assignments.**

### **BUYBACK**

Students who are absent for any reason will have the opportunity to make up **10 absences only per semester**. The student must stay 45 cumulative minutes to receive credit for one class period. Students may only buy-back days missed during a given six week period. Students will not be able to make up days in advance of absences and bank time. Absences are counted period by period, therefore Buyback needs to be served for each class missed (1 day's absence will require students to attend Buyback for 4 classes).

### **WAIVER POLICY/ATTENDANCE REVIEW**

If a student has excessive absences (over 10 days per semester) they may apply for a Waiver.

Waivers will only be considered in the event of **extenuating circumstances** and students will be required to provide documentation (i.e. court, dental, physician notes, obituaries). **The Waiver Committee shall meet at the end of each semester to grant or deny waivers. Students may NOT seek a waiver once the Waiver Committee has met for a given semester (i.e. seek a waiver for days missed from first six weeks during the second six weeks).**

Waiver applications will be due to the **grade level counselor**. **NO late waiver applications will be accepted.** The final decision on a Waiver will rest with the Principal.

## ASSEMBLIES

As with all school functions, assemblies are to be held in an orderly manner. Each program will be conducted in a dignified style and students are expected to follow all rules and procedures set by school staff. Anything less than your best behavior will be handled as a disciplinary matter.

Seating arrangements will be made by grade levels and class. Teachers will sit with their classes during our assemblies to model and monitor appropriate behavior. Students will sit with their assigned class while attending the assembly.

Students are not permitted to leave the bleachers for any reason during an assembly or pep rally without consent of the teacher.

## PBIS GUIDELINES

Students who meet the criteria described below will be considered a PBIS student:

<b>Guidelines</b>		
Maintain a six weeks GPA of 2.0 (No D's or F's)	No more than three absences (excused or unexcused)	No discipline referrals

PBIS criteria will be discussed during Homeroom. Benefits and incentives for PBIS include early release for lunch and six-week celebrations. THS will gladly accept donations or sponsorships from parents or businesses to help offset the costs of PBIS celebrations.

## GRADING SYSTEM

\*For calculating the grade point average (GPA), the advanced level courses will be weighted according to the following scale.

**AP** - 1.0 additional quality points  
**Honors** – .5 additional quality point

*\*State Regulation*

## PROMOTION AND GRADUATION REQUIREMENTS

To be classified as a freshman, a student must have been **promoted** from middle school to high school. Promotion or grade-level assignment in grades 9-12 is based on units of credit earned by successful completion of specific courses. In a 4 course per semester, block scheduled sequence:

1. **Promotion** to grade ten is based upon successful completion of at least six (6) units of credit, one of which must be English I.
2. **Promotion** to grade eleven is based on successful completion of at least thirteen (13) units of credit, two of which must be English I and II.

3. **Promotion to** grade twelve is based on the successful completion of at least twenty (20) units of credit, three of which must be English I, II, and III.

Listed below are the graduation requirements for Tarboro High School. From time to time, the North Carolina State Board of Education changes the requirements, **therefore the graduation requirements differ among the current high school classes.**

### **SUBJECTS AND NUMBER OF UNITS REQUIRED**

All students **MUST** participate in a focused course of study that specifies required courses needed in order to graduate from Tarboro High School. Depending on the course of study, a course that is required for one type of diploma might be an elective course for another type of diploma. For transfer students from traditionally scheduled schools, the number of units required to graduate is four fewer than the maximum number of units that could have been earned by the student in four years of high school.

### **LOCAL REQUIREMENT FOR GRADUATION: END OF COURSE POLICY**

The State of North Carolina has graduation requirements. To show proficiency on the Biology, English 2, Common Core Math I and Math III End of Course Tests, students must score a level III, IV, or V.

### **EARLY GRADUATION**

If you are a senior who has earned the required units of credit for graduation by the end of first semester, you may exit high school with an official transcript. During the second semester, you may participate in extracurricular activities specified by your principal and in graduation exercises at the end of the school year. If you want to graduate early and have met graduation requirements, you must submit to the principal an application for early exit at least 30 school days before the end of the first semester.

If seniors eligible to graduate after first semester continue into the second semester and then within the first six weeks of the second semester decide not to continue in attendance, they must submit an application for early exit and they will be assigned a grade of “WP” or “WF” (Withdrew Passing or Withdrew Failing) in each class with no quality point value added.

If, as a senior, you are eligible to graduate after the first semester and withdraw after the last day of the first six weeks of the second semester, you will be assigned a grade of “F” for each second semester class in which you are enrolled. In this case, you may not participate in any extracurricular activities, **including graduation exercises.**

**BE AWARE THAT CHANGING YOUR COURSE OF STUDY IN THE 11<sup>TH</sup> AND 12<sup>TH</sup> GRADE COULD POSTPONE YOUR GRADUATION.**

### **MARSHALS**

Selection as a marshal is an honor earned by members of the Junior Class. The selection is determined by a student's academic standing in high school computed through the fifth six weeks of the student's Junior Year. The students with the highest grade point average are designated as marshals to lead the senior processional and perform other honorary functions during commencement exercises. The student with the highest academic average is designated as the Chief Marshal.

### **NATIONAL HONOR SOCIETY**

The purpose of the Tarboro Chapter is to recognize and encourage outstanding achievement in the areas of scholarship, character, leadership, and service.

To be considered for the National Honor Society, students must have a minimum weighted grade point average of 3.630 (93%) to be eligible for induction in the spring semester of 10<sup>th</sup> grade or enter in the 11<sup>th</sup> or 12<sup>th</sup> grade and maintain that average. Those sophomores, juniors, and seniors who meet this prerequisite will be invited to submit qualifications of leadership, service and character to the Faculty Advisory Council who determines whether or not candidates meet minimum requirements. An induction ceremony is held during the Spring semester of each school year. Once inducted, this council reviews all members regularly to ensure that qualifications are maintained.

### **GRADUATION**

**All seniors must have paid all dues and all other financial obligations owed to the school and participate in all required senior practices in order to participate in commencement exercises.**

### **STUDENT INDEPENDENCE**

Students who are 18 years or older who have been released by the court can sign themselves out, enroll, or withdraw themselves from school. Students who are 18 years or older who live with a parent or guardian must have parent or guardian permission to sign out, enroll, or withdraw from school.

### **CLUBS AND ORGANIZATIONS**

School sponsored clubs and organizations are an important part of a student's curriculum. Clubs and organizations help develop leadership skills, community awareness, and personal growth for students. Opportunities are available to participate in local, state, and national meetings and competitions. Club offerings will be discussed during the first week of school.

### **ELIGIBILITY FOR ATHLETIC PARTICIPATION**

Students in grades 9-12 are encouraged to participate in athletics at Tarboro High School. The athletic teams will be expected to represent the Viking Brand in a manner that will bring positive recognition to the entire school community. The following general requirements are imposed on each athlete:

1. Each student must receive a physical examination by a certified physician before he/she will be eligible for practice.
2. Students must not turn 19 on or before August 31st of that school year.
3. Any student charged with a crime classified as a felony is NOT eligible until such charges are adjudicated.

4. Each student must meet promotion requirements to be eligible for the fall semester.
5. Students must not have more than 13.5 total absences in the semester prior to athletic participation. **Beginning Spring of 2015, students must not have more than 10 absences.**
6. Each student must establish an acceptable academic record. Athletic participation will be discontinued if a student does not meet promotion / eligibility requirements.
7. Each student must maintain acceptable conduct on the field / court and in the community. Deviance from this could result in expulsion from the team.
8. Parents must attend a pre-season meeting prior to each sports season to discuss expectations.
9. Student must pass 3 of the 4 subjects taken in the concentrated curriculum and must meet Edgecombe County Schools promotion standards.
10. Student must be in attendance (at least ½ day) 85% of the previous semester (no more than 13 absences in a 90 day semester).
11. Student must have passed a physical exam within one calendar year of the end of the season of the sport in which they wish to participate.
12. Student must be enrolled in school within the first 15 days and in regular attendance for the present semester to be eligible for athletics.
13. Student must live with parents within the Tarboro High School district. Exceptions are as follows: a) Student placed by the courts in foster care or in a state accredited orphanage. b) Student assigned to Tarboro High by the Edgecombe County Public School Board even though their parents live outside the district. c) Student is a bona-fide foreign exchange student placed by an accredited agency. d) Student has established residence for one year prior to participation. In each of the above cases, legal documentation must be presented bearing out the facts of the exception. Student may not be 19 years of age before August 31, 2022.

<b>ATHLETIC DIRECTOR – Jamie Willoughby</b>	
<b>Sport</b>	<b>Head Coach</b>
Varsity Football	Jeff Craddock
JV Football	Riley Hurdle
Volleyball	Vicky Bolivar / Rebecca Mills
Cheerleading	Jasmine Ingram
Swimming	Miles Stafford
Girls Tennis	Laquez Harrell
Boys Soccer	TBD
Cross Country	Miles Stafford
Varsity Girls Basketball	Jamie Willoughby
JV Girls Basketball	TBD

Varsity Boys Basketball	Reggie Bess
JV Boys Basketball	Adrian Brown
Boys Track	Rickie Dozier
Girls Track	Jamie Williams
Wrestling	Andrew Harding/Kevin Rawls
Varsity Softball	Riley Hurdle
JV Softball	TBD
Baseball	Zachary Parisher
JV Baseball	Richard Babb
Girls Soccer	TBD
Boys Tennis	Laquez Harrell

The eligibility of the student athlete is based on state guidelines from the North Carolina High School Athletic Association and local guidelines from ECPS.

*All school rules apply for students at athletic contests.*

### **ACCIDENTS AT SCHOOL**

It is absolutely mandatory that any and all students injured going to and from school, in a school activity or at any time during the school day report such injury **IMMEDIATELY** to bus drivers, teachers, administrators or coaches (report injury to person supervising you at the time of the injury). When you report such an injury to any of the above persons, they will in turn be responsible for filling out an injury report. In the event of an injury on school property, the individual's insurance is responsible. Individual student school insurance is available at the beginning of the school year for a reasonable rate from an outside source.

### **MEDICATION POLICY**

If a child must be given medication during school hours, the principal will designate two or more office support staff members to administer medication to students during school hours. The principal will assure that designated staff members receive appropriate training on administering medication. Teachers will not be asked to administer medication except in special circumstances and after receiving appropriate training. Medication will be administered in accordance with the guidelines as outlined in Board policy.

### **LITTER**

All students should take pride in the physical appearance of THS and accept responsibility to do one's part in maintaining the school's cleanliness. It is essential that students dispose of all trash in the proper receptacle.

All food and drink purchased from the cafeteria should be consumed in the cafeteria or annex. Students, who use the bus parking lot or the student parking lots, should make every effort to maintain the cleanliness of these areas by properly disposing of all trash, bottles and other discarded items in trash containers located in these areas. Students guilty of littering may be subject to disciplinary action.

## **INCLEMENT WEATHER**

At certain times during extreme inclement weather, it is necessary to suspend the operation of schools in Edgecombe County, or if they are already closed, to postpone the opening. This is usually done only at times when accumulations of snow or ice are on the roads that are traveled by the school buses or due to other emergency conditions. Prior to making a decision to close schools, weather officials are consulted and school transportation and highway officials check the roads to determine safety for school buses.

If a decision is then made to close school, the following TV and radio stations are notified as soon as possible; or you may receive a Connect-Ed call to inform you of the decision(s) made.

### **RADIO**

WCPS – Tarboro  
WCEC – Rocky Mount  
WGTM – Wilson  
WRSV – Rocky Mount  
WRMT – Rocky Mount  
WEED – Rocky Mount

### **TV**

WNCT - Greenville  
WITN – Washington

If school is to remain closed another school day, the same station will be notified. If no announcement is made, you may reasonably assume that schools are operating as usual. An exception, of course, would be loss of telephone or electrical communication that could prohibit our contacting the stations.

**DO NOT CALL THE SCHOOL.** Your assistance in following this procedure will be greatly appreciated.

## **STUDENT SERVICES**

One of the school counselor's roles is to provide support for students regarding the many high school situations students may face. These may include academics, future planning, and personal issues. Students may request an appointment with the counselor by contacting their teacher or the guidance counselor directly. The guidance counselor will schedule an appointment and call for the student at the appropriate time.

## **CLASSROOM RULES**

Students should arrive to class on time with the proper materials and be prepared for the work at hand. Each teacher will establish a set of additional rules for their class. These rules will be posted or given to the students for reference.

The teacher discipline plan is implemented unless it is a spontaneous incident that requires immediate attention from an administrator. Classroom Discipline Plan includes:

1. Verbal Warning
2. Teacher Conference / Parent Contact

3. Chill Out or Office Referral

**SCHOOL REGULATIONS**

Violations of classroom rules may result in an office discipline referral. Students committing an infraction which results in an office referral will be disciplined according to the Tarboro High School’s “consequence chart” which is included, where an accumulation of such referrals may result in long-term suspension.

**STUDENT BEHAVIOR POLICY**

Applicability

Students must comply with board and school behavior policies in the following circumstances:

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

**THS CONSEQUENCE CHART**

The first row of the consequence chart denotes the severity of the infraction and the consequence applied. Level one is interpreted as minor disruption and disrespect infractions, etc.; level two is interpreted as more serious infractions such as using profanity, theft, and damage to property, etc.; level three is interpreted as major violations such as fighting, bomb threats, use of a weapon, drugs or alcohol offenses, etc. Discipline consequences will be based on the severity (level of offense) and the total number of times a student has been seen in the office.

Tarboro High School Student Consequence Chart						
Student Name:			Grade:	HR Teacher:		
Bus Referrals	Tardy Referrals	Chill Out Period Detention	Level 1	Level 2	Level 3	Consequence
Parent Contact	1 Day ISS					1 Day ISS - 3 Days OSS

3 days	1 Day ISS					1 Day ISS - 3 Days OSS
3 days	1 Day ISS					2 Days ISS - 3 Days OSS
5 days	1 Day ISS					2 Days ISS
5 days						2- 3 Days ISS
10 days						3 Days ISS
						3 Days ISS - 3 Days OSS
						3 Days ISS - 3 Days OSS
						3-10 Days OSS Possible Long Term Recommendation
						5 5-10 Days OSS – Possible Long Term Recommendation
						5-10 Days OSS – Possible Long Term Recommendation
						5-10 Days OSS – Possible Long Term Recommendation

Parent meeting Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

BIP Meeting Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

**\*Students can only be assigned to Chill Out six times per semester. Upon the 7<sup>th</sup> Chill Out referral, all infractions will be written as an office referral.**

**The following violations will result in a 10-day suspension regardless of offense number:**

- Assault on a faculty member, staff member, or volunteer
- Assault on another student, including fighting

- Bomb Threats
- Threats against students, faculty, staff, or volunteers, regardless of intent
- Possession of a weapon or explosive device
- Possession of drugs or alcohol
- Distribution of drugs or alcohol
- Gross Disrespect to a staff member

**\*Failure to comply with the directions of any THS staff member or school official may result in Out of School Suspension.**

**\*Students are assigned to Chill Out only six (6) times per semester. All other infractions will result in an office referral.**

\*The administration reserves the right to alter the behavior consequences depending on the individual situation.

\*It is the student's responsibility to take a copy of the discipline referral home for parent review.

**\*Parents are NOT allowed to view video of discipline issues due to student privacy laws.**

## **ISS GUIDELINES**

Students are referred to ISS (In School Suspension) by an administrator. When in ISS, students are required to turn in their phones upon entry in ISS and complete academic assignments (class credits should be given) with a minimum of privileges. Students in ISS DO NOT eat lunch in the cafeteria with the rest of the student body. Tardiness will be recorded and referrals processed just as any other class. Students will be given a packet of relevant assignments to complete. They are to follow ISS and PBIS rules and guidelines and disrespect in ISS will not be tolerated; failure to comply will result in an out of school suspension. ISS can be used as a learning opportunity for students.

## **BUS RULES AND REGULATIONS**

Bus routes and stops are planned and established by the Transportation Information Management System's (TIMS) clerk in the Edgecombe County Public Schools' Transportation Department. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. Students will be assigned to a bus according to their address on school records. At no time and for no reason can a change of bus take place.

Students may be assigned to ride a school bus if their home is outside the designated school no-transportation-zone. The assignment to a particular bus will be determined by the location of the student's permanent address as shown in the school's records. Students will be expected to ride the assigned bus each day unless other

arrangements are made. **Parents and students are reminded that riding a public school bus is a privilege.** If bus rules are not followed, students may be suspended from riding the bus or even removed from the bus for the remainder of the year.

The following rules have been established to ensure the safety of all students who ride the bus:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing the front, until you come to your stop.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter inside of the bus or throw anything out the window.
9. Be quiet when the bus is crossing railroad tracks.

**All school rules are in effect and must be followed while students are on the bus.  
Bus discipline will be handled according to Edgecombe County Public Schools Discipline Policy.**

A student is given permission to ride another bus in emergency situations ONLY. The parent must send a detailed note explaining the situation with his/her signature and phone number. Students should take the notes to the bus coordinator, before school, during class changes, or during lunch. **The bus coordinator will handle these requests during those times ONLY.** The request will then be approved or denied by the administrator. **Notes received after lunch will not be processed. Approval of such requests is contingent largely on bus capacity.**

If an emergency should cause you to make a change in your child's transportation, you must contact the office so the classroom teacher can be informed.

**Parents are also reminded that it is a chargeable offense to board a school bus. If you have issues with a driver or students, you are to contact the front office.**

### THS Discipline Policies

#### **Board Policy 4300**

##### Level One Violation

1. **Dress Code Violations** - No student's appearance or clothing will be accepted if it is disruptive, provocative, indecent, vulgar, or obscene, or if it endangers the health or safety of the student or others. (Specific dress code rules are set forth in Board Policy 4340.)
2. **Gambling** - No student may participate in any unauthorized gambling or betting including but not limited to any action or statement which relies on chances for the monetary advantage of one participant at the expense of others. This rule does not apply to authorized raffles.

3. **Inappropriate or Disrespectful Language** - No student may use words that disrupt school functions or the learning environment. Examples of prohibited conduct include: cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person's race, religion, sex, sexual orientation, national origin, disability or intellectual ability, or using sexually offensive or degrading language.

4. **Lying** - No student shall provide false information to a teacher or any other school staff member.

5. **Integrity** - Cheating, plagiarism or falsification of student work is prohibited. Violation of this rule may result in academic penalties and other discipline. Students may not violate software copyright laws or gain unauthorized or prohibited access to computers.

6. **Disruption** - No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct cause the disruption of any lawful function, mission, or process of the school, nor shall any student urge any other student to engage in such conduct.

7. **Protests** - No student, on or off any school campus, shall engage in any protest, march, picket, sit-in, or similar activity, which has as its purpose the disruption of any lawful function, mission, or process of the school.

8. **Boycotts** - No student shall participate in any boycott or walkout of any lawful school function at which attendance is required.

9. **Disruptive or Obscene Literature and Illustrations** - No student shall possess or distribute literature or illustrations that are obscene or that significantly disrupt the educational process.

10. **Skipping School /Truancy from Class** - Students may not leave school grounds or fail to report to an assigned class during the instructional day unless authorized to do so in accordance with school rules.

11. **Damage to Property** - No student may intentionally damage or attempt to damage or deface school property while under school jurisdiction. Students and their parents or legal guardians will be held financially responsible for the cost of the damage, as provided by N.C.G.S. § 115C-523. Students will be subject to disciplinary actions as well.

12. **Tobacco Use** - Students shall not smoke or possess any tobacco product or paraphernalia or otherwise violate Board Policy 2505, 100% Tobacco-Free Environment. Disciplinary consequences for tobacco violations will include interventions to help students discontinue tobacco use.

13. **Possession of Cellular Telephones, headphones, air pods, or Other Electronic Devices** - Except as permitted by this policy, no student shall use, display, transmit, take pictures, broadcast live, or post images during the instructional day any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, air pods, two-way radios, headphones, and electronic games or similar devices. Laser pointers are prohibited. The Edgecombe County Public Schools is not responsible for any devices lost, stolen or damaged while on school property or at school events.

Electronic devices may be used by students for instructional purposes with the permission and under the supervision of the teacher. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is reasonable need for such communication.

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

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

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

17. **Failure to Comply with Lawful Directive** - No student shall fail to follow a directive given to the student by school personnel.

18. **Misuse of Technology** – No student shall violate the Edgecombe County Public Schools Internet Use Policy (Policy 3460), school rules regarding computer use or Laptop Use Agreements if applicable. Sanctions for misuse of district-owned computers or the computer network may include short- or long-term revocation of computer privileges in addition to other disciplinary consequences applicable under this Code. Users who engage in criminal activity using district-owned computer resources are subject to applicable state and federal criminal laws.

#### Level I Penalty - Grades 6 - 12

Except as otherwise noted, violation of any of the Level One offenses may result in in-school disciplinary action, up to short-term suspension. No suspension for truancy or tardiness may exceed two days. For serious or repeated offenses or in the presence of other aggravating factors, long-term suspension may be recommended.

#### Level Two Violations

1. **Fireworks** - No student shall possess, distribute, ignite or use any fireworks on school premises.

2. **Inappropriate Peer Relations** - No student shall engage in behavior which is immoral, indecent, overly affectionate, or of a sexual nature in the school setting.

3. **Threats** - No student shall direct toward any person within the school context any language, sign, or act which constitutes a threat of force or violence.

4. **Fire Alarms** - No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

5. **Fighting** - No student shall hit, shove, scratch, bite, block passage of, or throw objects at another person. No student shall take any action or make comments or written messages which might reasonably be expected to start a fight. Provided: A student who is attacked may use reasonable force in self-defense but only to the extent to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

6. **Sexual Harassment or Harassment including Bullying or Cyber-bullying (Non-physical)** – No student shall engage, verbally or through other non-physical means, in sexual harassment, as defined in Board Policy 4315, which includes, but is not limited to, any unwelcome and/or offensive comments or gestures of a sexual nature, the display of sexually suggestive objects or pictures, or in other forms of harassment, including bullying as defined in Board Policy 4315.

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.

8. **Intimidation/Extortion** - No student shall attempt to extort money, personal property, or personal services.

9. **Theft** – No student shall steal, attempt to steal, or knowingly be in possession of stolen property.

Level II Penalty – Grades 6-12

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

Level Three Violations

1. **Assault** - No student shall attack or cause or attempt to cause physical injury to a teacher or other adult, or to another student.

2. **Drugs** – No student shall possess, use, transmit, sell, or conspire or attempt to transmit or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of altering the student’s mood or behavior. This provision does not prohibit the possession and use of medication taken in accordance with a prescription from a licensed physician.

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

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

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

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

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

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

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

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

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

Level III Penalty - Grades 6 - 12

Level Three violations generally result in long-term suspension, although a principal may impose a short-term suspension based on the circumstances of the offense.

Level Four Violations

**Firearms or Destructive Devices** - Students shall not bring onto school property or possess a firearm or destructive device.

A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The definition of firearm under this rule does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

A destructive device is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device.

Level IV Penalty – All Grades

Level IV rule violations compromise the safety and welfare of students and staff and require a recommendation for 365-day suspension under the North Carolina General Statutes. The Superintendent or Board of Education may modify the suspension on a case-by-case basis.

**THS DRESS CODE**  
**POINTS OF EMPHASIS**

The Edgecombe County Board of Education respects a student's right to choose his or her style of dress or appearance. However, the Board of Education requires that students adhere to standards of dress that are compatible with a safe and productive school environment.

All students are to be groomed and dressed appropriately for school and school activities. A student's dress or appearance shall:

1. Not disrupt the learning environment;
2. Constitute no threat to health or safety;
3. Not be lewd, vulgar, indecent, offensive, provocative or obscene;
4. Reflect practices of good hygiene and cleanliness.

The principal and/or principal's designee shall ensure that the policy is enforced in a consistent manner and require the student and the student's parent or guardian to take appropriate action to remedy situations determined to be in conflict with this policy.

Students who do not comply with the Student Dress Code and Appearance Policy and Procedures may be excluded from participating in certain school programs, including graduation ceremonies. Copies of the Student Dress Code and Appearance Policy and Procedures shall be made available to students and parents annually.

The Edgecombe County Board of Education also recognizes that school uniforms are an appropriate and legitimate option for schools, an option that supports its mission to provide a safe, secure and productive learning environment for students. Individual schools interested in piloting uniforms at their sites shall follow recommended procedures for the planning, approval, and implementation of a site based school uniform policy.

Legal References: NC General Statutes 115C288 (e); 115C307 (a) (b); 115C391 (a)

**The specifics below are not intended to be all inclusive, but shall apply as basic guidelines for all students.**

1. Shorts, skirts, dresses and other clothing shall be of sufficient length. The length of these articles of clothing shall be no shorter than fingertip length (measuring when arms are straight and by the side of the hip).
2. Shirts, tops, and dresses shall cover the top of the shoulder and shall not gap below the armpit, or they shall be worn with a covering top or jacket that has sleeves. No tank tops, spaghetti straps, halter-tops and the like shall be worn.
3. Shirts, tops and dresses shall cover the chest and back. Clothing must be worn as designed (not inside out or backwards, no rolled up pant legs or unfastened bib overalls, etc.) and belts must be buckled.
4. Leggings may be worn, but only with a top that is no shorter than three inches above the top of the knee standing.
5. Students wearing holes in jeans or pants shall abide by the fingertip rule. If holes are above the fingertip, clothing shall be worn underneath the holes so that no skin is showing (i.e. tights or leggings underneath the jeans).
6. Pants shall not be worn with the waistband below the hipbone. Clothing must not be super-sized.
7. Undergarments (any garment worn under pants, shorts, skirts, etc.) shall not be visible at any time.

8. No see through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
9. Any symbols, styles or attire (including beads) frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.
10. No adornment that reasonably could be perceived as, or used as, a weapon shall be allowed (such as chains, spikes, etc.).
11. No armbands, buttons or symbols shall be allowed if school officials determine that the wearing of such is reasonably likely to lead to substantial disruption based on prior incidents.
12. No headwear (such as hats, hoodies, caps, durags, kerchiefs, curlers, bonnets, etc.) and no sunglasses shall be worn inside school.
13. No clothing, appearance, or symbols shall be allowed that promotes alcoholic beverages, tobacco, or the use of controlled substances; depicts violence, profanity, vulgarity, or obscenity; is of a sexual nature; or is otherwise of a disruptive nature.
14. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, ROTC, science labs, etc.). Shoes that have laces shall be laced and tied. **No bedroom shoes, pajamas, or loungewear shall be allowed.**
15. Clothing designed for school athletic events (i.e. cheerleader outfits, etc.) that does not meet the above guidelines shall not be worn during the instructional day unless appropriate additional garments are worn with the outfit to comply with the dress code.

With the consent of the superintendent, principals may include additional examples of prohibited attire consistent with this philosophy after providing written notice to students.

## **CAFETERIA PROCEDURES**

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. **When there is a delayed school schedule, breakfast will not be served.**

The following rules are to be observed in the cafeteria:

- Walk to and from the cafeteria.
- Remain in one location (cafeteria or annex)
- Put trash in proper containers.
- Keep the floor and tables tidy.
- Students are not to "cut in line".

- Do not sit on tables.
- Talk quietly.
- Only the student to whom that number has been issued can use free or reduced lunch numbers.

**Child Nutrition:** A breakfast program is provided for THS students each morning beginning at 7:05 A.M. Students use the same procedures for breakfast as they do for lunch. Lunch is served daily with additional a la carte items.

Parents & grandparents are welcome to join students for lunch if schedules permit. The cost of a visitor's lunch is usually less than \$5.

**Breakfast:** Breakfast will be served from 7:05 A.M. to 7:30 A.M. Students who wish to eat breakfast should do so upon arriving to school. Students should talk quietly and remain seated until they have finished eating. When finished, students should clean up the area around them and discard all breakfast materials in the trash cans.

**Lunch:** Students should enter and exit the cafeteria in an orderly fashion. When dismissed, students need to clean the table around where they were seated and put all trash in the trash cans.

**Food and Drink:** All food and drink should be consumed INSIDE the cafeteria or annex. This includes any outside food or drink brought into the school. The consumption of food/drink outside the cafeteria or annex is strictly prohibited unless authorized by an administrator or as prescribed by a doctor.

## **PE RULES and PROCEDURES**

The following procedures apply to all physical education classes. Each student will need permission from a doctor in order to be excused from participating in physical education. Students are required to dress out for participation. P.E. clothes should not be worn to class or on the bus.

### **Dressing out**

1. All students at THS must dress out for PE class.
2. Appropriate clothing includes shorts, jogging pants or wind suit pants and tennis shoes.
3. Deodorant, clean socks and small towels are also suggested.

### **Valuables**

1. **Never leave any items of value in the dressing rooms.**
2. **Give any item(s) of value to your instructor at the beginning of class. It is your responsibility to ask for them back when class is over.**

### **Grading**

1. Each student starts PE with a 100.
2. Students lose points by not dressing out and not participating.

### **Procedures**

1. Do not leave the gym without permission from the instructor.
2. Do not touch equipment unless instructed to do so by the instructor.
3. Candy and gum is forbidden in the gym during PE.

## **Discipline in PE**

1. All THS discipline guidelines in the student handbook will be followed in PE class.

## **HALL PASSES**

Whenever a student must leave a class, for any reason, the student must be in possession of a hall pass. This pass is a note, written by the teacher, indicating the student's name, time, date, and destination. Hall passes may be used only once. Students found without hall passes, or with a pass not their own, will be subject to disciplinary action.

## **RESTROOM PASSES**

Students have ample time to use the restroom before 7:25, within the 4-5 minute class change between classes, during lunch, and at the end of the day. Other than these times, students will not be excused from class to use the restroom except in emergency situations only. Additional restroom requests will require the student to provide documentation from a physician.

Students are to walk quietly in the halls and not gather, socialize, or cause a disturbance. During class change time, students are to report immediately to their next class and not loiter.

## **DEADTIME**

**The first 15 minutes and the last 15 minutes of each class period are considered "Dead Time" for hallway use.** NO STUDENTS will be allowed to leave the classroom for any reason, except an emergency and as approved by the classroom teacher and / or an administrator.

## **TELEPHONE USE**

The telephones in the school are for school business only. Students will not be allowed to use the telephone in the classrooms. Students will not be called from class to use the telephone. Messages will be taken for students, and those messages will be delivered at an appropriate time. It is the responsibility of the student to arrange transportation for after school activities prior to the day of the function. Classroom telephones will not be used to notify parents of these functions. Students will not be called to the office during the day to make or receive phone calls.

## **UNAUTHORIZED ARTICLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring electronic equipment, laser pointers, or unusual items to school unless they are intended for a specific purpose in the classroom. If a student is found to have such an item on the school campus, it will be confiscated and held until a parent or guardian comes to the school to pick up the item.

## **AUDIO/VIDEO EQUIPMENT**

Radios, CD players, MP3 players, iPods, cameras, ear plugs(Beats/earphones), or video games should not be brought to school. The school will provide those items needed for classroom instruction. Failure to surrender such items will result in a discipline referral. THS will permit the cafeteria and annex to be a free electronics zone during Breakfast and Lunch times only. All electronic equipment should be put away BEFORE exiting the cafeteria.

## CELL PHONES

The Edgecombe County Public Schools Policy regarding electronic equipment is as follows:

(Policy 4300) **Possession of Cellular Telephones, Pagers, Beepers or Other Disruptive Objects** - Except as permitted by this policy, no student shall use, display, transmit or have in the “on” position during the instructional day any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games or similar devices. Laser pointers are prohibited. Cell phones are not allowed during instructional classroom time unless directed by the teacher.

**The Edgecombe County Public Schools is not responsible for any devices lost, stolen or damaged while on school property or at school events.**

Electronic devices may be used by students for instructional purposes with the permission and under the supervision of the teacher. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is reasonable need for such communication.

### **Cell phones may be used:**

- On or off campus before or after school.
- When a state of emergency has been declared (verbally or in writing) by the school principal or designee.
- THS has designated the cafeteria and annex as a free zone for cell phones during lunch.

### **Cell phones may not be used during:**

- During instructional classroom time, including assemblies, pep rallies, and any other activity, which takes place during the regularly scheduled classroom periods without permission of a staff member.
- On field trips or excursions, which are conducted during the normal school day and during regular classroom instructional time.

Because of the threat to privacy and the integrity of the educational program, the use of the camera function of a cell phone is strictly prohibited on school premises or at school functions. Violations will result in a discipline referral.

Students who violate this policy shall be subject to the established disciplinary measures, in accordance with the Student Code of Conduct.

- Students whose cell phones ring or sound during the instructional day could receive a discipline referral for classroom disruption.
- If a student refuses to give up their cell phone to any staff member of THS, it will be deemed as an act of insubordination and could result in out of school suspension.

**\*\*School personnel, WILL NOT investigate any stolen phones or other electronic equipment. These issues may be turned over to the School Resource Officer. Students are HIGHLY discouraged from bringing personal electronic devices to school.**

The North Carolina Department of Public Instruction has gotten more stringent on the presence of electronic devices in test rooms during EOG/EOC/NC FINAL EXAM administrations. Below is an excerpt from the EOC Assessment Guide with the new wording related to cell phones and electronic devices.

Please notice that if a cell phone is in the room, there is an immediate misadministration and the student must be removed from the test session.

### **Prohibited items in the Test Room**

Prohibited items in the testing room may constitute a misadministration or violation of the Testing Code of Ethics. Students are not allowed to bring any prohibited items into the test room and may be removed from testing if they fail to adhere to this requirement. Prohibited items include:

**Electronic devices: Other than permitted calculators, students are not allowed to have in their possession or to use cell phones or any other electronic devices at any time during testing, including breaks. Any student with a cell phone/electronic device during testing time must be dismissed from testing and a misadministration declared.**

## **LOCKERS**

When lockers are provided, students will receive locker numbers and combinations in the homeroom. Students will keep the same lock assignment throughout all four years of high school. For this reason, it is extremely important *not* to share locker information with other people. Locks will remain on the assigned locker at all times. Students shall not remove locks from lockers.

Once assigned, students are responsible for their own lock. If the lock is lost or stolen, *a five-dollar debt* will be assigned to the student which must be settled prior to graduation during the student's senior year.

Damage to the locker caused by misuse of tape, stickers, etc. will be charged to the student. Lockers are school property made available for the student's use. The school administration reserves the right to open and search any locker for justifiable reasons (health, safety, etc.) The school is not liable for losses and/or theft incurred from lockers.

## **Bookbags**

Students who arrive to class with a bookbag will be asked to leave it under their desk or in the back of the classroom to avoid any blockage near the aisle or desk areas. Bookbags left outside the classroom will be relocated to the office area. Students must speak with an administrator to obtain any bookbag / belongings left outside the classroom.

## **SCHOOL PROPERTY**

Any student who willfully defaces school property, including writing / marking on walls, desks, media, or text material, will be subject to disciplinary actions as well as restitution for damages incurred. It is each student's responsibility to serve as good stewards of the facilities and materials provided for them for their education.

## **DELIVERIES FOR STUDENTS**

Delivering flowers, balloons, take-out food, etc. to the students at school may present problems for the school and for the students and is therefore prohibited. Nothing of this sort can be transported on the bus. Naturally, deliveries pertaining to the school are accepted, including forgotten homework, money, athletic gear, etc.

## **SCHOOL PICTURES**

Individual school pictures will be taken during the fall and spring of the school year. Further details regarding school pictures will be announced prior to the scheduled activity.

### **FIELD TRIPS**

All students participating in a field trip must have a permission slip signed by either a parent or guardian. The permission slip will be distributed to the students by the teachers responsible for the trip and will be collected prior to the day of the field trip. No student may attend a field trip without a signed permission slip from the parent or guardian.

### **STUDENT CONDUCT AT SCHOOL FUNCTIONS**

Students are expected to conduct themselves appropriately during school functions. Disruptive, disrespectful behavior and violation of school rules will not be tolerated. Students exhibiting inappropriate behavior at school functions will be properly disciplined and may lose the privilege to attend extracurricular activities. **School rules apply at all school functions even when held off campus.**

### **MOTOR VEHICLES**

All student vehicles parked on the Tarboro High campus must be registered and have an official parking permit. This permit is **non-transferable** between students. Students will be assigned a numbered parking space. The permit will cost \$35.00 for the year and can be purchased from the office during **lunch or before /after school only**. If a student registers a vehicle during the 2<sup>nd</sup> semester, the cost of the permit will be \$20.00 (vehicles must be registered by the second week of the semester). If a student drives more than one vehicle, all license tag numbers must be registered in the office. Vehicles should be registered by the end of the second full week of school.

The privilege of driving motor vehicles on school property may be denied if the vehicle is operated in an unsafe manner. Additionally, the use of a vehicle to skip school or assist others to skip school will lead to temporary loss of driving privileges for a minimum of ten days for the 1<sup>st</sup> offense. Parking privileges will be revoked for 20 days on the 2<sup>nd</sup> offense and for the remainder of the year for the 3<sup>rd</sup> offense. The driver of the motor vehicle is responsible for knowing if the passenger, whom he/she transports off campus, is legally checked out and has the authorization to leave campus with the driver. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating a law or school rule. **Students, who park on campus while their parking privileges are suspended, will be subject to out of school suspension.** Storage of illegal substances, drug paraphernalia, or weapons in student vehicles is prohibited. Students must register vehicles, hold a valid operator's license, display a valid Tarboro High School parking permit, and park in a designated parking space. Students will be charged a \$10.00 fee for parking without displaying a valid parking permit. This parking ticket must be paid within five school days or parking privileges will be temporarily revoked until the ticket is paid. The vehicles of habitual violators will be towed at the owner's expense. **Parking permits must be displayed by September 4, 2022.** All newly licensed drivers during the school year must submit a completed Parking Permit Registration Form before the student parks on the school campus.

**STUDENTS, PLEASE BE REMINDED TO BRING YOUR DRIVER'S LICENSE NUMBER AND LICENSE TAG NUMBER WITH YOU WHEN YOU REGISTER YOUR VEHICLES.**

### **PARKING LOT REGULATIONS**

The parking lot speed limit is 10 MPH. **Parking tags and spaces are non-transferable.** Students may not return to their cars or drive them during the school day unless they have administrative approval. Loitering is not allowed in the parking area from arrival until school closes. **When students arrive on campus, they must leave their vehicles and enter the building.** Parking privileges will be revoked for violation of applicable school policies for 10 school days on the 1<sup>st</sup> revocation, for 20 school days on the 2<sup>nd</sup> revocation, and for the remainder of the school year on the 3<sup>rd</sup> revocation. Violation of these regulations or any driving considered unsafe will result in the suspension of driving privileges on school grounds. Students who park cars in violation of these regulations will be fined for \$10 each violation. Students who are fined, must pay their tickets within **FIVE SCHOOL DAYS** of the violation or the student's parking privileges will be temporarily suspended until the ticket is paid. The vehicles of repeat offenders may be towed at the owner's expense. **In the afternoon, the bus parking lot is closed to all car traffic.** Driving to school is a **PRIVILEGE** that may be suspended or revoked with a cause at any time. If your privileges are suspended or revoked, no refund of parking fees will occur or should be expected. Return of parking passes will occur when requested by a school official.

### **STUDENT DRIVING / PARKING (ADDITIONAL REGULATIONS)**

1. All cars parked on the campus must be registered with the school. Vehicles must be parked in the assigned numbered space.
2. The Parking Permit must be displayed on the rear-view mirror facing outward at all times while on campus.
3. **Parking on the curb is prohibited.**
4. Parking tags are non-transferable between students. You may not sell or give your tag to another student.
5. All drivers must be licensed and covered by insurance. **The school is not responsible for the automobile or its contents.**
6. There will be no loitering in the parking lot before or after school.
7. You may go to your car during the day only by permission from an administrator or if you are signing out of school through the office.
8. Parking privileges may be revoked if a referral is given for tardies.

### **N.C. DRIVER'S LICENSE LAW**

North Carolina has a law that revokes the driving permit or license of a student under the age of 18 if the student:

1. Is unable to maintain adequate academic progress (passing 3 out of 4 courses each semester),
2. Is suspended for a period of 10 days or longer,
3. Is assigned to an alternative setting for disciplinary reasons, or
4. Drops out of school.

### **PROM**

The Junior-Senior Prom date is TBD. All students attending the prom must have all fees paid before purchasing a ticket.

## **EMERGENCY INFORMATION**

A locator and emergency medical information card will be maintained on each student enrolled at Tarboro High School. Parents will be asked to assist the school in supplying the necessary information. It is very important for emergency and administrative reasons, that every student maintains an up-to-date address record. **It is the parents' responsibility to notify the office immediately if you have a change of address or phone number during the school year.**

The following information needs to be provided on the medical information card and must be kept up-to-date:

1. Parents' / guardians' names.
2. Complete address.
3. Home phone and parents' / guardians' work phones.
4. Three (3) different emergency phone numbers of friends and/or relatives. These people will also have permission to sign the student out from school.
5. Physician's name and phone number.
6. Student's health history.

If a student becomes ill while attending school, parents will be notified. If a student becomes injured while attending school, he/she will be given first aid if it is needed. If the injury needs medical attention, the student's parents will be notified.

Under no circumstances will personnel give aspirin, any over-the-counter or prescription medication to students without written authorization. The main office may administer medication after a "Request for Medicine to be given during School Hours" form has been completed by the parents, physician, and pharmacist. Forms may be requested in the office. Students with a completed form will be responsible for coming to the main office to take the medication.

## **FIRE/TORNADO DRILLS**

Periodic fire and tornado drills are required by law and are important safety precautions. When the signal sounds, it is important to obey directions given by the teacher. A predetermined route will be followed in both types of drills. Evacuation routes are posted in each classroom. Failure to comply with directions will result in disciplinary action. Reminder: Anyone tampering with fire extinguishers or fire alarms is in violation of the law.

## **PARENT INFORMATION**

**Conferences:** Parents are encouraged to request conferences with teachers and/or the principal whenever they have questions regarding the school program or the progress of their children.

Conferences may be arranged by sending a request to the teacher or by contacting the front office. Please give staff members 24 hours of notice if you would like to conference with them or visit their classroom. Conferences can be scheduled before school, after school, or during the teachers' planning period.

The parent/guardian of any student suspended from school or from a bus may be required to come for a conference before the student can return to school or resume riding the school bus.

**Administrators will not be available for any parent conferences until after the start of the school day.** Their first responsibility will be to make sure the school day is started on a positive note and that everyone is in place. If parents would like to meet with an administrator, it will be beneficial to call the school ahead of time to ensure there are no schedule conflicts.

**Right of Access to Student Records:** A parent, legal guardian, representative of the parent, or a student who is enrolled in a post-secondary institution, or is 18 years of age or older has the right to read, inspect, or copy his/her own records upon oral or written request to the principal.

Written consent from the parent/legal guardian of the student must be obtained before any personally identifiable information can be disclosed to any party except:

1. School personnel who have legitimate educational interests.
2. Officials of another school in which the student intends to enroll.
3. Officials of a college, university, or other higher education institution in connection with a student's application for financial aid.
4. Certain authorized representatives of the state and federal government.

If there is any reason to believe that a student's rights to confidentiality of records have been violated, the parent/legal guardian, or eligible student has the right to file a complaint with school administration and the right to a hearing.

### **LOST AND FOUND**

Students finding lost items should take them to the office where they can be claimed and retrieved by the rightful owners. While the school will do all that it can to find lost or stolen items, it is not the school's responsibility to investigate such items. Students who have lost an item should report it to the teacher they are with when they discover the item is missing. Students may check the school's office for lost items, where they may claim their property by identifying the item.

### **CONFISCATED ITEMS**

All confiscated items need to be picked up by June 30, 2022. All items, including cell phones, will be donated to the Good Will on July 1, 2022.

### **CONNECT-ED**

Phone messages will be sent to the home of each student with information concerning special school events, functions, and important dates. In order to receive all messages, students and parents must make sure accurate and up to date home phone numbers are on file in the PowerSchool office. Please call the school at 823-4284 to update this information.

In the event that the school is to be closed for reasons other than scheduled, the school administration will notify parents via the Connect-ED program.

## **SCHOOL BOARD POLICIES**

**4302**

### **USE OF SECLUSION AND RESTRAINT**

It is the policy of the Edgecombe 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.

The Superintendent or designee shall provide copies of this policy and G.S. 115C-391.1 to school personnel and parents/guardians at the beginning of each school year. 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 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education.

No employee of the Edgecombe County Public Schools System shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, unless the employee knew or should have known that the report was false.

### **REGULATIONS AND PROCEDURES**

The superintendent shall develop regulations and procedures for the implementation of this policy.

SOURCE: Edgecombe County Public Schools

ADOPTED: June 11, 2007

LEGAL REF: G.S. 115C-391.1, G.S. 115C-47(45)

4315

### **ANTI-HARASSMENT**

#### **ANTI-BULLYING AND ANTI-DISCRIMINATION POLICY**

The Edgecombe County Board of Education is committed to providing a nondiscriminatory environment that is conducive to learning.

To this end, the Board specifically prohibits bullying (including cyber-bullying), and harassing behavior as defined below. This policy is in addition to the Board's Sexual Harassment policy. As used in this policy, bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and 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. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin,

gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, athletic affiliation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Bullying or harassment is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between nonemployees and employees and/or students.

Any student who believes that he or she has been harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. A school employee who is notified of or otherwise becomes aware of conduct, which may violate this policy, shall report the matter to the principal, and failure to do so may subject the employee to disciplinary action. Any person may report an act of bullying, cyber-bullying or harassment anonymously. However, form disciplinary action may not be taken solely on the basis of an anonymous report.

In addition, this policy may not be construed to allow school officials to punish student expression or speech based on any undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

Any employee who believes that he or she has been harassed in violation of this policy should report such behavior to the principal, the administrator of the Office of Human Resources or the superintendent. Any supervisor who reasonably believes that an employee has been subjected to harassment in the workplace school reports the information promptly to the administrator of the Office of Human Resources or the superintendent. If the individual to whom a report under this policy is required to be made is the alleged bully or harasser, then the report should be made to that person's immediate supervisor or other appropriate school official.

All complaints of harassment or bullying shall be promptly and thoroughly investigated and appropriate action shall be taken. The actions should be reasonably calculated to end any harassment, bullying or cyber-bullying, eliminate a hostile environment if one has been created, and to prevent harassment from occurring again. If at any time during the investigation the principal receives information alleging the harassment or bullying was based on sex or gender, the school principal shall notify the Title IX Coordinator and any other appropriate person as required by law and Board policy 2600/5690.

Violations of this policy shall be considered misconduct and may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long term suspension or expulsion in certain cases for students. The Board specifically prohibits retaliation against any individual who makes a complaint or reports an incident of harassment or bullying or who participated in an investigation or grievance proceeding initiated under this policy. Reprisal or retaliation against any individual who reports an act of bullying or harassment may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students.

Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish harassment or bullying but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

This policy shall be distributed annually in the Edgecombe County Public Schools Student Handbook and a copy given to the Edgecombe County Public Schools employees.

SOURCE: Edgecombe County Public Schools

ADOPTED: March 21, 2005

REVISED: January 12, 2009; November 9, 2009

LEGAL REF: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.; title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.; Rehabilitation Act of 1973, 29 U.S.C. § et seq.; G.S. 115C-407.5, -407.6; G.S. 126-16.

4340

## **STUDENT DRESS AND APPEARANCE**

The Edgecombe County Board of Education respects a student's right to choose his or her style of dress or appearance. However, the Board of Education requires that students adhere to standards of dress that are compatible with a safe and productive school environment. All students are to be groomed and dressed appropriately for school and school activities. A student's dress or appearance shall:

1. Not disrupt the learning environment;
2. Constitute no threat to health or safety;
3. Not be lewd, vulgar, indecent, offensive, provocative or obscene;
4. Reflect practices of good hygiene and cleanliness.

The principal and/or principal's designee shall ensure that the policy is enforced in a consistent manner and require the student and the student's parent or guardian to take appropriate action to remedy situations determined to be in conflict with this policy.

Students who do not comply with the Student Dress Code and Appearance Policy and Procedures may be excluded from participating in certain school programs, including graduation ceremonies. Copies of the Student Dress Code and Appearance Policy and Procedures shall be made available to students and parents annually.

The Edgecombe County Board of Education also recognizes that school uniforms are an appropriate and legitimate option for schools, an option that supports its mission to provide a safe, secure and productive learning environment for students. Individual schools interested in piloting uniforms at their sites shall follow recommended procedures for the planning, approval, and implementation of a site-based school uniform policy.

Legal References: NC General Statutes 115C-288(e); 115C-307(a)(b); 115C391(a)

## **K-12 STUDENT DRESS AND APPEARANCE PROCEDURES**

The principal and/or principal's designee shall have the authority to implement the student dress and appearance policy in a manner that is age and developmentally appropriate. Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal's designee on an annual basis.

Reasonable accommodation shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to athletics, vocational classes and projects, P.E. classes, special events, and other activities that require nonconforming dress on a school campus during a school-sponsored event. Good judgment in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and appearance. The manner of student dress shall be neat, clean, and properly fitted.

## **Dress and Appearance Guidelines**

The specifics below are not intended to be all-inclusive, but shall apply as basic guidelines for all students.

1. Shorts, skirts, dresses, and other clothing shall be of sufficient length. The length of these articles of clothing shall be no shorter than three inches above the top of the knee when standing.
2. Shirts, tops, and dresses shall cover the top of the shoulder and shall not gap below the armpit, or they shall be worn with a covering top or jacket that has sleeves. No tank tops, spaghetti straps, halter tops and the like shall be worn.
3. Shirts and tops shall be completely tucked in.
4. Shirts, tops, and dresses shall cover the chest and back. Clothing must be worn as designed (not inside out or backwards, no rolled up pant legs or unfastened bib overalls, etc.) and belts must be buckled.
5. Pants shall not be worn with the waistband below the hipbone. Clothing must not be super-sized or undersized.
6. Undergarments shall not be visible at anytime.
7. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
8. Any symbols, styles, or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.
9. No adornment that reasonably could be perceived as, or used as, a weapon shall be allowed (such as chains, spikes, etc.).
10. No armbands, buttons or symbols shall be allowed if school officials determine that the wearing of such is reasonably likely to lead to substantial disruption based on prior incidents.
11. No headwear (such as hats, caps, durags, kerchiefs, curlers, bonnets, picks, combs, do-rags, etc.) and no sunglasses shall be worn inside the school. No bandanas will be allowed.
12. No clothing, appearance, or symbols shall be allowed that promotes alcoholic beverages, tobacco, or the use of controlled substances; depicts violence, profanity, vulgarity, or obscenity; is of a sexual nature; or is otherwise of a disruptive nature.
13. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, ROTC, science labs, etc.). Shoes that have laces shall be laced and tied. No bedroom shoes shall be allowed.
14. Clothing designed for school athletic events (i.e. cheerleader outfits, etc.) that does not meet the above guidelines shall not be worn during the instructional day unless appropriate additional garments are worn with the outfit to comply with the dress code. With the consent of the superintendent, principals may include additional examples of prohibited attire consistent with this philosophy after providing written notice to students.

Violations of the Student Dress Code and Appearance Policy Student violations shall be handled by the principal or the principal's designee in accordance with the Edgecombe County Board of Education Code of Student Conduct. Appropriate disciplinary actions for violations shall include the following:

First Offense: Students shall be informed that they have violated the policy. They shall be given the opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, the students may be placed in in-school suspension or isolation for the remainder of the day.

Second Offense: A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference shall be held.

Third (and additional) Offenses: A third or additional infraction of the policy shall be categorized as a Category I Offense as outlined in the Edgecombe County Board of Education Code of Student Conduct and subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during the current school year. Process for Piloting School Uniforms at Individual School Sites

The site-based decision to pursue implementation of a school uniform policy shall be made through a careful and thorough discussion and decision-making process that involves the entire school community of parents, students and school personnel. The following steps outline the requirements that shall be met in this process.

1. If a person or group other than the individual school administrator initiates the idea of school uniforms, they shall present the idea to the school principal.
2. The idea shall be presented to the School Improvement Team (SIT) and any parent-student-teacher organization for the school to determine if sufficient interest exists to study the proposal further.
3. If sufficient interest exists, a school-based committee comprised of parents, students, and school personnel shall be formed to perform as many of the following activities as needed to determine the level of enthusiasm and/or objections to the proposal of uniforms, to respond to questions/issues and to design an appropriate uniform proposal for the school:
  - Research and discuss with the school community the arguments for and against school uniforms.
  - Survey parents, school personnel, and students to gauge the support for uniforms and to provide input in designing the uniform policy.
  - Research how other communities have responded to the uniform question.
  - Review other schools' written uniform policies.
  - Investigate uniform options and the cost of uniforms.
  - Discuss consequences for those who do not comply.
  - Discuss provisions for students whose families are unable to afford uniforms.
  - Discuss provisions to protect students' rights of expression, including religious expression, and to respond to special needs.
  - Research and discuss legal challenges associated with implementing a uniform policy.
  - Develop a written uniform policy proposal and the timeline for implementation, including any phase-in period and awareness campaign.
4. The school-based committee shall present its proposal to the School Improvement Team (SIT) and parent-student-teacher organization for their endorsement.
5. The school shall submit its school-endorsed uniform proposal to the Policy Review Committee of the Board.
6. The Policy Review Committee shall review the uniform proposal and make its recommendation to the full Board.

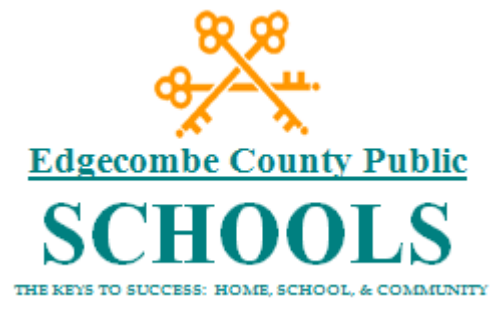
7. If approved by the Board of Education, the school shall implement the uniform policy at its individual school.

SOURCE: Edgecombe County Public Schools

ADOPTED: May 10, 2004

REVISED: March 21, 2005; April 11, 2005

LEGAL REF: NC General Statutes 115c-288(e); 115C-307(a) (b); 115C391 (a)



DATE: July 23, 2022

TO: All Employees, Parents and Other Building Occupants

SUBJECT: Asbestos Hazard Emergency Response Act Regulations

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

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

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

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