



Perquimans County Middle School

2017-2018

Student/Parent Handbook

Laura M. Moreland, Principal
Dexter Jackson-Heard, Assistant Principal
Julie Roberts, Dean of Students
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Welcome Letter

Dear Students, Parents and Friends,

Welcome to Perquimans County Middle School! I am excited to begin second year as your principal. I am energized and committed to maximizing our students learning experience by setting high academic expectations.

PCMS believes that all students should have a personalized learning experience that is challenging on a daily basis. Students will have the opportunity to take career and technical education classes such as Agriculture/Biotech, STEM, Innovation and Technology. Perquimans County Middle School will also offer “Accelerated” classes for each grade level in Math and ELA. In addition, online classes will be offered where students will have the opportunity to earn high school credit(s).

While academics are our top priority, we believe that students need to develop positive interactions among their peers. We foster social development through PBIS and encourage continuous character development via mentoring groups, twenty –seven in school clubs and our after school clubs such as G.E.M.S and M.E.N.S Club.

Thank you for choosing Perquimans County Middle School where we will continue to educate, inspire and create life-long learners and leaders.

Sincerely,

Laura Moreland

Mission

Perquimans County Middle School is committed to educating inspiring and creating life-long learners and leaders.

Vision

Perquimans County Middle School is a collaborative community of global leaders, engaging in 21st Century Learning Skills.

Important Contact Information

Main Office Number: (252)426-7355

Fax Number: (252)426-1424

Laura Moreland	Principal	lauramoreland@pqschools.org
Dexter Jackson-Heard	Assistant Principal	dexterheard@pqschools.org
Julie Roberts	Deans of Students	jroberts@pqschools.org
Bonita Williams	Guidance Counselor	bwilliams@pqschools.org
Cindy Phthisic	Media Coordinator	cindyp@pqschools.org
Elizabeth Riddick	Data Manager	elizabethriddick@pqschools.org
Trischa Quinlan	Bookkeeper/Admin Assist.	trischaquinlan@pqschools.org
Donnie Bryant	Cafeteria Manager	dbryant@pqschools.org
Kelli Goetsch	Nurse	kelligoetsch@pqschools.org
Faran Sawyer	Resource Officer	faransawyer@pqschools.org

Updated Contact Information

It is very important for parents to inform the school of any changes in the home address, telephone number, or email address. Please call the school and give any new information to the school data manager.

STUDENT ATTENDANCE

Instructional School Hours: PCMS official school day is from 7:55am to 3:06pm.

Morning Arrival: Students should not arrive to school prior to 7:40am. Students who arrive to school after 8:00am are considered tardy and must report to the office before going to class.

2017-2018 PCMS Bell Schedule

PCMS Regular Day Schedule 2017-2018		
Sixth Grade Schedule		
Morning Prep	7:30 a.m. - 7:51 a.m.	21 mins.
1st Period/Homeroom	7:55 a.m. - 8:55 a.m.	60 mins.
2nd Period	8:59 a.m. - 9:59 a.m.	60 mins.
3rd Period	10:03a.m. - 11:03 a.m.	60 mins.
Lunch	11:07 a.m. - 11:32 a.m.	25 mins.
4th Period	11:36 a.m. - 12:36 p.m.	60 mins.
HYPE Time	12:40 p.m. - 1:30 p.m.	50 mins.
5th Period/Planning/Exploratory	1:34 p.m. - 2:18 p.m.	44 mins.
6th Period/Planning/Exploratory	2:22 p.m. - 3:06 p.m.	44 mins.
Seventh Grade Schedule		
Morning Prep	7:30 a.m. - 7:51 a.m.	21 mins.
1st Period/Homeroom	7:55 a.m. - 8:55 a.m.	60 mins.
2nd Period	8:59 a.m. - 9:59 a.m.	60 mins.
HYPE Time	10:03 a.m. - 10:53 a.m.	50 mins.
3rd Period/Planning/Exploratory	10:57 a.m. - 11:41 a.m.	44 mins.
4th Period/Planning/Exploratory	11:45p.m. - 12:29 p.m.	44 mins.
Lunch	12:33 a.m. - 12:58 p.m.	25 mins.
5th Period	1:02 p.m. - 2:02 p.m.	60 mins.
6th Period	2:06 p.m. - 3:06 p.m.	60 mins.
Eighth Grade Schedule		
Morning Prep	7:30 a.m. - 7:51 a.m.	21 mins.
1st Period/Homeroom	7:55 a.m. - 8:55 a.m.	60 mins.
2nd Period/Planning/Exploratory	8:59 a.m. - 9:43 a.m.	44 mins.
3rd Period/Planning/Exploratory	9:47 a.m. - 10:31 a.m.	44 mins.
4th Period	10:35 a.m. - 11:35 a.m.	60 mins.
Lunch	11:39 a.m. - 12:04 p.m.	25 mins.
HYPE Time	12:08 p.m. - 12:58 p.m.	25 mins.
5th Period	1:02 p.m. - 2:02 p.m.	60 mins.
6th Period	2:06 p.m. - 3:06 p.m.	60 mins.

Afternoon Dismissal: Bus riders should report to their assigned bus immediately after the bell rings for dismissal at 3:06pm. Car riders should be picked up at exit on the 6th grade side of the building.

Delayed Openings/Early Dismissal: In the event of a delayed opening or early dismissal of school, Perquimans County Schools will notify the following media to broadcast details: Channel3 (WTKR), Channel10 (WAVY) and Channel 13(WVEC).The announcement will also be made on the web page at www.pgschools.org, School Messenger telephone service, Facebook and Twitter.

The safety and welfare of all students is a major consideration whenever the opening or closing of school is changed. Parents are advised to listen to broadcast information and refrain from calling the school or central office. When delays occur, school buses will operate according to a similar schedule that begins according to the designated delay time, (if school is delayed one hour, the buses will be one hour late).

Attendance: Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory.

The state of North Carolina requires that every child in the state between the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians have the responsibility of ensuring that students attend and remain at school daily. To be counted present, a student must be in attendance at least one-half of the school day.

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

B. Check-in/Check-out: Students are to be in homeroom classes when the tardy bell rings. Any student who is not in their class at that time is considered tardy. Students who are tardy to school must sign-in at the main office and receive a pass to class. Students may not be checked-out the last 30 minutes of the school day.

C. Excused Absences: Lawful Absences: The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

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

2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.

3. Death in the Immediate Family: When the absence 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.

4. Medical or Dental Appointments: When the absence results from a medical or dental appointment of a student.

5. Court or Administrative Proceedings: When the absence 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. The Local Board of Education can be considered an administrative tribunal.

6. Religious Observance: School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)

7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page. Attending events with other schools is not excusable. Examples include but are not limited to field day, field trips, and performances.

8. Local School Board Policy: LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies. Please see www.pqschools.org for local school board policies.

9. Absence related to Deployment Activities: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V (E))

10. Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S.115C-375.5)

D. School-Related Activities

Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following in school-related activities will not be counted as absences from either class or school:

- Fieldtrips sponsored by PCMS;
- Job shadows and other work-based learning opportunities, as described in G.S.115C-47(34a)
- PCMS initiated and-scheduled activities;
- Athletic events that require early dismissal from PCMS;
- Career and Technical Education student organization activities approved in advance by the principal and in school suspensions.

Assignments missed for these reasons are eligible for make-up by the student. The teacher will determine when work is to be made up. The student is responsible for finding out which assignments are due and completing them within the specified time period.

E. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal or designee must notify a student's parent, guardian or custodian of a student's excessive absences after the student has accumulated three unlawful absences in a school year. When a student reaches six unexcused absences, the principal or designee shall notify the parent, guardian or custodian by mail that he or she may be in violation of the compulsory attendance law and maybe prosecuted if the absences cannot be justified by state law and local board policy.

If, after the warning letter described above has been sent, the student has any further unexcused absences in the school year, then the principal shall refer the student to the Judicial Attendance Committee ("JAC"). The JAC is charged with investigating the reasons for the student's absences and informing the student's parent or guardian of available resources and assistance that will enable the student to avoid unexcused absences. The parent or guardian referred to the JAC will be strongly encouraged to follow the recommendation of the JAC and any plan developed by the JAC to prevent further unexcused absences.

After 10 accumulated unexcused absences in a school year, the principal or designee, in compliance with G.S.115C-378 shall review the report of the JAC and also shall confer with the student and the student's parent or guardian, if possible, to determine whether the parent, guardian or custodian has made a good faith effort to comply with the compulsory attendance law. If the principal determines that the parent, guardian or custodian has not made a good faith effort to comply with the law, he or she shall notify the district attorney and the Department of Social Services. If the principal or designee determines that the parent, guardian or custodian has made a good faith effort to comply with the law, the principal or designee may file a complaint with the juvenile court counselor that the child is habitually absent from school without a valid excuse.

The principal also shall make a report to the superintendent regarding the student's attendance record, the recommendation or plans developed by the JAC and any information deemed pertinent by the principal. Such report prepared by the principal shall constitute a report of the school social worker as contemplated in by G.S. 115C-381.

Students with excused absences due to documented chronic health problems will be exempted from this policy.

Student Early Departures: Parents are encouraged to leave their child in school all day. Appointments should be scheduled outside school hours when possible. Students checking out of school before 11:30am, or checking in after 11:30am, will not be counted present for the day. All early check-outs should occur no less than 30 minutes prior to dismissal. Students will only be released to those individuals listed on their emergency contact list.

Perfect Attendance: To earn Perfect Attendance, a student must be in attendance each day for all classes. The student must also have no more than one tardy in a nine-week grading period.

Student Withdrawal Process: Please see our Data Manager and School Counselor who will handle all aspects of your child's transfer to another school. All books and technological devices must be returned or paid for before withdrawal is complete. Parents will be asked to sign a release form that will enable the school records to be mailed to the school to which the student is transferring.

ACADEMIC EXPECTATIONS & PARENT COMMUNICATION

Perquimans County Middle School operates on a nine week reporting system for grades.

Perquimans County Middle School Grading Policy

Core Classes	Assessment 60% (minimum # of 4)	Application 40% (minimum # of 5)
Math	Tests Quizzes Projects	Classwork Homework Other
Science	Tests Quizzes Projects Research	Classwork Homework Labs Other
ELA	Tests Quizzes Essays Projects	Classwork Homework Journals Other
Social Studies	Tests Quizzes Projects	Classwork Webquest Reading Comprehension Bell Ringers Other
Exploratory Classes	Assessment 40%	Application 60%
Band	Tests Quizzes Performances	Classwork Practice Participation
Art	Tests Quizzes Projects	Classwork Art Journals Participation
Stem	Tests Quizzes Projects Research	Classwork Homework Labs Other
Biotechnology	Tests Quizzes Projects Research	Classwork Homework Labs Other

Physical Education	20pts per day - to include participation, dressing-out, physical fitness progress monitoring, PACER, and health class assignments	Students must wear proper athletic shoes on a daily basis in PE class
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Mastery - The goal of PCMS is to ensure all students demonstrate mastery on all grade-level North Carolina Common Core Standards. Students will be allotted the opportunity to demonstrate mastery by taking one retake per test, quiz and/or essay upon completion of after-school remediation or intervention.

Teacher Responsibility: Teachers will ensure that every student has the opportunity to have nine graded assignments per nine week grading period, and a maximum of twenty. Teachers must grade assignments for mastery utilizing the NC Common Core Standards and/or rubrics. Teachers will also ensure that grades are posted weekly, with the exception of make-up work. If a student is not meeting the grade level standards, teachers will notify the parent via phone, email, conference, and/or parent signature via the progress report card. Teachers will also change the students PREP period, to ensure all students receive appropriate academic interventions.

Parent Responsibility: Parents will log into Powerschool every other week to ensure they are aware of their child’s academic progress. Families without internet access may call the front office or the guidance office to inquire. Parents will contact the teacher first (via phone or email) regarding concerns. If resolution is not made, parents may contact administration.

Student Responsibility: Students will take ownership of their education by ensuring they turn in their assignments in a timely fashion. Students must log into Powerschool and iStation weekly to ensure they are making academic progress.

The following grading scale is used for all core and exploratory classes within PCMS:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average Work
60-69	D	Below Average
Below 59	F	Unacceptable/Failing

Report Cards/Progress Reports

Report Cards are distributed at the end of each nine week grading period. All core and exploratory teachers will send home progress reports every 3-weeks of a quarter. If you do not receive your child’s progress report, please call or email his/her teacher.

Promotion Standards: Perquimans County Schools’ students are required to meet promotion standards to progress to the next grade level. Multiple criteria shall be used to determine a student’s promotion eligibility. Principals have the authority to promote and to retain students based upon the standards set by Perquimans County School Board and the NC State Board of Education.

Students should meet the following promotion requirements:

- At least a Level III on the NC Reading End-Of-Grade Test
- At least a Level III on the NC Math End of Grade Test

- A final passing grade in English Language Arts and Mathematics,
- A final passing grade in Social Studies and/or Science
- A passing grade in 50% of the exploratory classes taken

Placement:

Students who do not meet EOG Promotion Standards may be “placed” in the next grade level.

Extended Learning Opportunity (ELO)/Homework: Extended Learning Opportunities help students learn self-discipline, responsibility and independence. Teachers are encouraged to provide students with extended learning opportunities regularly. The extended learning opportunity should always be meaningful, aligned to course standards, and assigned to reinforce and or extend comprehension of concepts.

Make-up Work: Each student will be granted 10 days upon his/her return from an absence to make up missed assignments. All assignments should be submitted prior to the end of the quarter. Teachers may provide students with alternative assignments in lieu of the originally assigned missed task. Failure to submit a missed/make up assignment within the designated time period may result in the student receiving a grade of a zero.

Parent Portal: Parents have the ability through the Parent Portal software to access current grades for their child via the internet by using a unique username and password, as often as they wish. Teachers are required to update their grade book at least once per week. The Parent Portal provides timely and detailed grade information. If you need assistance accessing the Power School website, please contact our school media coordinator.

Parent/Teacher Conferences: Parent conferences offer several important benefits:

- a) parents get to know the teacher;
- b) parents learn about the school and curriculum;
- c) parents learn new things about their child and may learn ways to help their child be more successful;
- d) parents become more aware of their child’s strengths and of those things which are more difficult for the child;
- e) teachers better understand each child’s individual needs;
- f) the child receives a better and more personalized education.

Parents are encouraged to review their child’s performance carefully and schedule conferences with teachers to discuss their child’s academic progress. Parents should contact the school for conferences as needed. Initial contact should be made with the school counselor who will in turn arrange the conference with the teacher(s).

Principal’s List and Honor Roll: PCMS Principal’s List (“A Honor Roll”) recognizes students who achieved an average of at least 90 in each subject for the grading period. “A/B Honor Roll” must have earned an average of at least an 80 in each subject for the grading period.

Student Records: Student records are available for parents or legal guardians to see upon request. To see records, one should make an appointment with the guidance counselor.

Eighth Grade Completion Ceremony: At the end of the school year, there will be a completion ceremony to honor students for their accomplishments in middle school. Only students who are “placed” or “promoted” will be eligible to participate in the completion ceremony. Special recognitions will highlight students’ throughout the school year. Parents will be notified regarding dress requirements in advance.

Academically Gifted-Advanced Academics: Perquimans County Middle Schools understands that advanced academic, creative, and leadership potential can be found in all ethnic, geographic, and socio-economic groups. Students that have exceptional academic or intellectual potential must be recognized, challenged, and nurtured through differentiated services beyond those which are ordinarily provided by the regular education programs. Perquimans County Middle Schools has developed a program with input from staff, parents and the community which will provide appropriate services for academically gifted students. Additional information may be obtained by contacting the PCMS AIG Coordinator, Julie Roberts.

STUDENT BEHAVIOR & MANAGEMENT EXPECTATIONS

Student Conduct: PCMS faculty and staff members recognize our responsibility to provide each student an opportunity to achieve an education in an environment that is conducive to learning. We expect that our students share this responsibility. Therefore, students are expected to conduct themselves as young ladies and gentlemen at all times. Students should constantly and consistently respect the rights of others to obtain an education, as well as the right of the staff members to provide that educational opportunity in a safe learning environment. Individuals who do not accept this responsibility and adhere to the established guidelines will be disciplined fairly and firmly in our effort to protect the rights of the entire PCMS family.

Hall Passes: Students are expected to have a pass when moving from one area to another while classes are in session. Students in the hall during class time without a pass may be subject to disciplinary consequences. Instructional time is of great value to the faculty and staff of PCMS; therefore, hall passes should not be given the first ten minutes or last ten minutes of class, except for emergency situations.

Dress Code: The School will not interfere with the right of students and their parents to make decisions regarding their appearance, however, the standards of appearance for students shall ensure that the student be clean, neat and properly dressed. The Perquimans County Board of Education finds that limits of dress and personal appearance bear a relationship to the orderly conduct and to the safety of students in the Perquimans County School System. Therefore, students shall not wear any clothing that could disrupt or impede the maintenance of a proper classroom atmosphere. The judgment of the faculty or administration will determine if particular clothing is inappropriate. By way of illustration and based upon past experience, the following are examples, but not an exclusive listing, of clothing, which would violate this policy:

- Leggings and jeggings must be covered with a dress or shirt that extends to the finger tip all the way around.
- Rips or tears in pants, shorts or jeans must be below fingertip length or have leggings or patches behind them so that no flesh is visible through them.
- The bottom layer of skirts or dresses must be knee length.

- Shoes or sandals are to be worn at all times. **NO SHOES WITH WHEELS.**
- Sunglasses, hats, headbands, caps or other head coverings are not to be worn in the building unless authorized by the school for a special reason or school activity.
- Clothing that may be offensive to any group or that displays vulgar language, signs, violence or advertisements for drugs or alcohol is not permissible.
- Shorts must extend to the fingertip while shoulders are in the relaxed position.
- Any shirt worn must have at least a 2” strap over the shoulder and must fit under the arms. Shirts must cover the belly and back when arms are extended outward or upward. Shirts with necklines more than 3” below the collarbone are not allowed. (This is easily measured by a \$1.00 bill that is folded in half).
- Bras and/or bra straps should not be visible through or outside of the shirt.
- Pants are to be worn at the waist. There will be rope or string available to serve as a belt if it becomes necessary.
- Body piercings, dog collars, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry or accessories that pose a safety concern for the student or others shall be prohibited.
 - Any clothing, backpack, jewelry or other items advertising or depicting alcohol, drugs, violence or illegal activities or substances are unacceptable.

If it is determined by the administration that a student is in violation of the dress code, the student will change into clothing meeting the dress expectations. In the event that no proper clothing is available, the student shall contact a parent or guardian to bring clothing to the school. The student will be removed from class and assigned to a supervised area, such as ISS, until they are in compliance.

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

Though school personnel generally do not monitor students’ Internet activity conducted on non-school system devices during non-school hours, when the student’s on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

Required Technology Fee: Perquimans County Schools requires that a technology fee be paid prior to deployment of the Chromebook to your child. The annual nonrefundable fee of \$20 per student (grades 3-12) will cover accidental damage (drops/cracked screens/liquid spills), theft (requires police report) and damaged chargers. The technology fee **does not cover intentional damage** to the device and the parent/guardian will be responsible for full replacement cost.

Parents and students must sign the Chromebook loan agreement and pay the required technology fee before a device is checked out to the student.

Students will:

- Use the Chromebook in accordance with the Technology Responsible Use Policy, the school/classroom codes of conduct and federal and state laws and regulations both in school and off campus.
- Use the Chromebook in ways that are appropriate, meet Perquimans County Schools goals, and are educational both in school and off campus.
- Charge the Chromebook daily at home and arrive at school with the device charged everyday.
- Not place any stickers, drawings, markings, etc. on the Chromebook and will not remove or deface the serial number or inventory stickers on the Chromebook.
- Care for the Chromebook assigned to them and not leave it unsupervised or in unsecured locations.
- Not loan the Chromebook to another individual, family member, etc.
- Keep foods and liquids away from the Chromebook.
- Not disassemble any part of the Chromebook or attempt any repairs. This voids the warranty.
- Return the Chromebook and accessories (i.e., charger and battery) in good working condition at the end of the school year or when enrollment terminates, or when use of the Chromebook violates this agreement.
- Report damage, theft and loss of the Chromebook within 48 hours to the school media coordinator or principal. (A police report is required)
- All equipment must be returned. (Chromebook, charger and battery)
- No loaner Chromebooks or other devices will be given out unless the assigned Chromebook is being fixed for damage.

Personal Electronics: Perquimans County Middle School is not responsible for any lost or damaged items. Items that are confiscated by the school staff may be picked up by the parent/guardian at the end of the school day. Multiple offenses may result in further disciplinary action.

Anti-Harassment/Bullying: The term “bully” means the repeated and deliberate verbal and/or physical abuse of a student by one or more students. This aggressive behavior is unwelcome, unprovoked and intended to do emotional or physical harm. It generally occurs in a context where there is a real or perceived imbalance of power, physical or social, between the bully and the victim. Students and parents can report “bullying” anonymously via the following link: [Bullying Report](#).

It is the policy of the Perquimans County Board of Education to maintain a learning environment that is free from harassment, bullying, and discrimination. This includes, but is not limited to, harassment, bullying and discrimination based on an individual’s real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, or disability. The Board prohibits any and all forms of harassment because of those differences.

It shall be a violation of board policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying, or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third parties subject to supervision and control of Perquimans County Schools.

Smoke Free Environment: In compliance with Board of Education Policy, smoking is not permitted anywhere on the campus or building of PCMS. The possession of e-cigarettes, vaporizers or any other

devices which emit aerosols, gases or vapors with the intention of delivering a smoking-like experience, regardless of the use of tobacco or other substances, is prohibited on campus and at school-related events.

Vandalism and Property Damage: The construction and maintenance of our school buildings and their contents are a cost to the taxpayers. Students who destroy or vandalize school property will be required to pay for damages. If students willfully destroy school property, suspension, or subsequent expulsion from school may be necessary. If a student happens to damage school property by accident, he/she should report it to a teacher or the office immediately.

Forbidden Items: Any item or object, which causes a distraction, interferes with instruction, or creates a problem are not permitted on school premises or the school bus. Confiscated items will be held until the end of the school day. Multiple offenses may result in further disciplinary action.

Questioning: Students should always maintain a cooperative attitude, when questioned by the principal, staff, and law enforcement agents. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.

RESOURCES & SERVICES

Counselor Services: The School Counseling Program is designed to assist each student in his or her mental, emotional and social development. Some of the duties of the counselor include:

- Scheduling conferences with parents, teachers, etc.
- Individual and classroom counseling sessions
- Obtaining homework assignments for students on extended sick leave
- Character Education lessons

Students who would like to see the counselor may do so before school, during lunch or after school. During the day, students need a pass from their teacher, counselor, or an administrator to report to the guidance office.

Cafeteria Services: School Nutrition Guidelines: The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are available. Meal Prices for the 2017-2018 school year are as follows:

	Breakfast	Lunch
Full Price	\$1.35	\$2.70
Reduced Price	\$.30	\$.40

The cafeteria management and your fellow students will appreciate your cooperation in:

- Remaining in cafeteria during lunch.
- Depositing all lunch litter in wastebaskets.
- Leaving the table and floor around your table clean for others.
- Each student must practice good manners and assume his share of responsibility.
- No shoving, loud talking, or breaking line.

- School personnel are assigned to supervise student conduct in the cafeteria.

All students are required to go to lunch at their assigned time. Students will enter and leave the cafeteria with their classroom teacher. Students will sit in an area designated by their teacher. Students may be assigned seats if the need arises.

Breakfast and lunch will be served daily.

(Exception: In the event of a 2-hour delay due to inclement weather, breakfast will not be served.)

Application forms for free/reduced meals, along with anticipated prices, will be available two weeks before school begins or can be obtained at the Back to School Bash, from the schools or by calling: Shirley Pelletier, RD, LDN, SN, School Nutrition Director, at the administrative offices of Perquimans County Schools. Any student who does not have a new application approved by said date will be charged full price for meals until appropriate paperwork is filled with School Nutrition.

Students who are required to pay for meals are expected to provide payment prior to or at the time of service. Parents/caretakers are encouraged to apply for Free or Reduced Meals prior to the beginning of school each year. Parents/caretakers of all students are encouraged to set-up meal accounts for their students at the individual schools and monitor those accounts regularly, using the free online payment center at www.K12PaymentCenter.com. The board recognizes the importance of good nutrition to the educational process and encourages student participation.

No meal charges will be allowed at the schools for students or adults. Families are encouraged to set-up pre-paid meal accounts at the individual schools for their students who may choose to purchase individual food items or meals and/or to send money for meals daily. Individual food items cannot be charged by students or adults at any time. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's inability to pay.

The school nutrition director and principal shall work jointly to ensure individuals/families have access to Free and Reduced Meal Applications and shall make every effort to make sure they are completed in a timely manner. If a parent regularly fails to provide meal money and does not apply or qualify for free or reduced-price meal benefits, the school nutrition staff shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professionals, parents and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

The superintendent or designee shall establish other procedures as appropriate to help ensure compliance with board policy and legal requirements.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. pt. 210; 2 C.F.R. pt. 225, App. B; 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147, art. 6E; 16 N.C.A.C. 6H .0104; State Board of Education Policy TCS-S-000

Cross References: Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the Purchasing Function (policy 6400)

Adopted: July 25, 2011

Revised: March 29, 2012; February 25, 2013; April 28, 2014; January 26, 2015; August 22, 2016; June 29, 2017

School Pictures

Pictures of our students, clubs, organizations, and athletic teams will be taken. School pictures will be taken in the fall and in the spring. Notice will be given the once dates have been scheduled.

FACILITIES & TRANSPORTATION

Telephone Usage: Students are allowed to use the telephone located in the office for emergency situations. Students must receive permission from office personnel prior to using the telephone. Generally, use of the telephone will be restricted to lunch time and after school hours. Student's usage of their cell phone is not permitted during the instructional day, unless permission was granted by school personnel. Students should turn their cell phone off at 7:50am.

Car Riders: Students being driven to school are not to arrive prior to 7:30am. Students should be dropped off during morning arrival and picked up at dismissal on the side of the building closest to 6th grade hall. Students will not be allowed to be picked up in front of the school until after 3:30p.m. All students should be picked up by 3:30pm unless supervision arrangements have been made with a PCMS staff member.

Students who ride in private cars to and from school with anyone other than their parents must have a permission statement from their parent/guardian on file. Students are to board cars in specified areas only. Students shall at no time go to or board cars parked in undesignated areas.

Bus Transportation: Perquimans County Schools makes every effort to ensure each student has safe transportation to and from school each day. Students are encouraged to utilize school buses for transportation to and from school. Riding the bus is a privilege and the student is responsible for behaving in a manner, which will ensure the safety of all passengers. All students shall follow the directions of the bus driver for loading, unloading, seating assignment, and conduct on the bus. Failure to follow any and all rules and regulations while riding a bus or driving a vehicle may result in the student's bus riding privileges or student motorist privileges being denied on a temporary and/or permanent basis. Students are not allowed to leave campus once they have arrived at school.

Bus Stop & Crossing Procedures:

1. Students should arrive at their bus stop 5 minutes prior to scheduled pick up time.
2. Students should stand 12 feet away from traffic as they wait.
3. Once the bus comes to a stop, students should wait for the stop arm to extend.
 - a. If the student must cross the road in order to load/unload the bus:
 - i. The driver will be hold their palm up for the student to wait for traffic to stop

- ii. Students should stop to look both ways then check again. When it is okay the driver will give the student a “thumbs up” and then point in the direction they will walk to cross the street. Students should remove ear buds & hoods before crossing the street.
4. Students should look for moving traffic both ways as they walk across the street.
5. Students should cross in front of the bus in full view of the driver.

Parents, guardians, approved emergency contacts and/or siblings of Pre-K through 2nd Grade students will be required to be visible at the bus stop drop off. Effective August 1, 2016, students in Grades 3-12 will not be required to have anyone present at the bus stop drop off.

Bus Rules:

1. Upon boarding the bus, students should go directly to their assigned seats and remain seated, facing forward during the entire ride.
2. Students should speak quietly while on the bus.
3. Students should keep the aisles clear at all times.
 - a. Balloons and glass containers should not be brought on the bus.
 - b. Large instruments and book bags should be kept on the students lap during the duration of the ride.
4. Students should follow directions given by their bus drivers in a respectful manner.

Under no circumstance should a Parent/Guardian board a bus. Violators will be prosecuted. For student disciplinary issues, please contact your child’s school. For issues regarding Transportation employees, please contact Perquimans County Schools Transportation Department.

The State of North Carolina and the Perquimans County Board of Education consider the following offenses reason to remove a student from a bus:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity or refusing to obey the instructions of the bus driver.
3. Tampering with the bus.
4. Refusing to meet the bus at the designated stop.
5. Unauthorized leaving of the bus when en-route to or from the school.
6. Playing, throwing trash or other objects
7. Failure to observe established safety rules and regulations

Alternate Bus Stop Procedures: If a student needs to ride to an alternate bus stop, a parent/guardian must complete a Parent Application for Alternate Transportation form. Completed forms should be turned in to the student’s school office by 10:00 am on the Monday prior to the change. Anything received after this time will not be guaranteed transportation to/from the alternate stop. Forms will be approved by school administration, and forwarded to the Transportation Department for bus assignment and final approval. Upon Transportation’s approval, the school will contact the parent/guardian indicated on the form of the stop’s approval. “As Needed” bus amendments will no longer be accepted.

In a true emergency situation, a parent/guardian may call the school to arrange for alternate transportation at the discretion of school administration. The parent/guardian must identify the student,

physical address of the alternate stop, individual receiving the student & a contact phone number for that person. Emergency requests will be closely monitored by the school and Transportation Departments. Abuse of Emergency requests may result in future denied requests.

EXTRA and CO-CURRICULAR ACTIVITIES

News/Media Release: Throughout the year, there may be occasions when media and/or school/school system personnel will be photographing and or video-taping classroom and school-related activities to be used in school/school system publications, on the website, and/or sent to the local media for publishing. If you do not wish for your child to be interviewed or identified in photographs or other types of media, please contact the superintendent in writing, expressing your child's restriction. For further information, contact the Community Relations Director at (252)426-5741.

Assemblies: Assemblies will be held throughout the school year. Only PCMS students will be eligible to attend unless otherwise notified.

School Sponsored Trips: School field trips are designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development. The Code of Student Conduct will apply to the behavior of all students while they are taking part in school trips. The consent form **MUST BE SIGNED** by the parent before any child can participate in a field trip that requires the child to leave the school campus. Permission cannot be given by telephone. A parent's handwritten note cannot be accepted in place of the standard consent form. Any student who has a record of consistent misbehavior may be denied permission (by the principal or his/her designee) to participate in a field trip. **Note:** If private transportation will be provided for a student during the field trip, a form entitled "Private Transportation Request Form" should be signed by the student, parent, school employee supervising the field trip, and principal. The form should be submitted to the principal at least 24-hours prior to the scheduled trip.

A school field trip is a privilege not a right for students. Field trips are an extension of the school curriculum and are offered throughout the school year. Students are eligible to participate in field trips sponsored by their grade level or class with the following taken into consideration:

- Misbehavior on a previous field trip
- Academic standing
- Number of previous behavior issues
- Severity of previous behavior issues
- Staff criteria for a specific trip— written notification of different expectations will be given to parents

Students remain subject to all school and district policies and rules of conduct, including disciplinary consequences, during the school field trip. Students who are not eligible for participation under the guidelines maybe eligible if the parent/guardian serves as a chaperone and absorbs all expenses for their child and self.

School Dances: Dances are held periodically to provide supervised social experiences for our students. The starting times and duration of the dances will depend upon the grade levels involved; advanced notice of both will be provided. School dances are for the students of PCMS only with the exception of the eighth grade dance. All school rules apply to dances and the highest level of appropriate behavior is

expected. Parents, please make arrangements to pick up your children promptly at the conclusion of any extracurricular event.

Eighth Grade Dance: At the end of the year there will be a semi-formal dance for the eighth grade class. Criteria for attendance will be sent home prior to the dance. This dance is not a prom, but a special occasion for students to get together and celebrate. Formal dresses or tuxedos are not necessary for this dance.

The principal reserves the right to deny any student the privilege of attending any extracurricular or co-curricular activity if student's behavior warrants such decision by the administration.

SAFE, ORDERLY, & HEALTHY STUDENTS & ENVIRONMENT

Book Bags/Totes: Students may bring book bags/totes to school; however, we ask that students only carry totes during the school day if possible to avoid clutter in the classrooms and hallways. If students must carry their backpacks students should make their homeroom teacher aware.

Lockers (8th graders only): Lockers are a privilege for the 8th grade students. Students are responsible for their locker and anything placed in their locker. Locks should be kept on lockers at all times. Students must provide their home-base teacher with a duplicate key or combination to their lock. Lockers should not be regarded as a “safe” place for valuables. If a student has a problem with their locker or lock, they should notify their homeroom teacher.

Lockers are the property of the school system and may be opened and inspected or serviced without the student’s permission. Periodic locker checks may be conducted during the course of the year to try to locate lost or stolen books, check for proper maintenance and upkeep of the locker, and to check for the presence of any inappropriate or hazardous items or materials. Students are also reminded that sharing a locker or entering another student’s locker is a violation of school regulations.

Lost and Found: Please label each child’s belongings such as coats, caps, gloves, sweaters and similar items that a child may remove while in the building. Unclaimed or lost articles will be placed in a box located in the gym. Students are encouraged to check the gym at the end of the school day for lost items. Students are also encouraged when they have lost an item to report it to their teacher immediately.

Stolen Property: Students who have items stolen should make a report to the office immediately. It is the sole responsibility for students to keep up with their own personal belongings. Items of value are encouraged to be left at home. Students who receive stolen property will be treated as if they had taken the property, and maybe subject to suspension, expulsion, and/or arrest.

Emergency Drills: As required by law, fire drills will occur monthly. Upon hearing the signal, students are to form a single line and leave the building by the prescribed evacuation route quickly and quietly. A fire emergency evacuation chart, showing the appropriate evacuation route, is posted near the door of every room. Students are not to talk during a fire drill and are to immediately obey staff members’ instructions.

In order to be prepared, we also practice a tornado warning. Upon hearing the signal, students and staff are to quickly and quietly go to their assigned areas as designated by the tornado emergency chart. Once in the proper area, students will be asked to assume the “tornado position.”

- 1) Kneel on the floor facing the wall
- 2) Cover your head with your arms and put your head down toward your knees; and
- 3) Remain quiet until the all clear signal is given.

School Visitors: All parents and visitors are welcome to PCMS, but are required to register in the main office upon arrival and wear proper identification during visit. This safety precaution is necessary to protect children from unwanted visits due to unusual circumstances. .

Volunteers: Teachers regularly invite parents and guardians to become volunteers throughout the school year. Parents are encouraged to contact teachers if they have extra time they would like to spend at school helping teachers. Volunteers must complete training through Director of Communications. All volunteers are required to sign in at the office.

Closed Campus: Trespassing: Students should not bring visitors (small children, relatives, etc.) to Perquimans County Middle School without prior consent of a school administrator. Perquimans County Schools operates under a closed campus policy. No person should be on campus or in the building without approval from the Administrative Office. Violators will be subject to prosecution.

School Insurance: School insurance is available to all students. A packet regarding insurance will be available for each student on the first day of classes. Purchase of this program is optional. Student athletes must provide signed evidence that they are covered by adequate insurance; otherwise, they must purchase school insurance.

Parents may purchase school accident insurance for their children. Students will be given an information sheet, explaining the program, to take home to their parents. Parents who wish to purchase the coverage need to complete the form and mail it along with their premium payment directly to the company. The school does not collect insurance money.

Dental Assistance: When children have dental problems, their overall health and ability to learn can be seriously compromised. As part of our regular school preventive dental health program, the NC Oral Health Section, Division of Public Health and the Perquimans County Public Schools will conduct Dental Screenings for targeted elementary school children during the school year. A Dental Hygienist designated for Perquimans County will conduct dental screenings using vinyl gloves, mask, flashlight, and a new tongue depressor for each child. The screening serves as an educational, positive dental experience and also collects information to help improve the Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form letter will be sent home to show your child's results. (If you do not wish for your child to receive dental screenings, please contact your child's teacher.)

Asbestos & IPM: The Asbestos Management Plans/Results of the 3-year re-inspection for Perquimans County Schools may be viewed at any principal's office or the Maintenance Supervisor's Office. In addition, the Integrated Pest Management Plan is available by brochure and will be sent home with students at the beginning of the school year.

Health Assessment: All students entering North Carolina Public Schools for the first time must have the North Carolina Health Assessment form completed by their health care provider within 30 days of enrolling in school.

Flu Vaccine: Symptoms of flu include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children and adults. The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children and older adults, and certain vulnerable people of all ages. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs.

Parents are encouraged to talk to your child's pediatrician about getting your child immunized against the flu. See additional information at www.immunize.nc.gov or www.cdc.gov/flu.

H1N1 Flu Virus: U.S. Departments of Education and Health and Human Services, along with the Centers for Disease Control provide updates on the H1N1 flu virus on a regular basis. School officials will work diligently to ensure students and staff, have the support needed to provide a safe learning environment for our students. You may call on us and our staff at anytime for updates.

You may find helpful information at these Web sites:

www.ed.gov<<http://www.ed.gov>>and www.cdc.gov<<http://www.cdc.gov>>

Hepatitis B Vaccine: Hepatitis B is a serious disease and can cause short-term (acute) illness that leads to loss of appetite, tiredness, diarrhea and vomiting, jaundice and pain in muscles and joints. Hepatitis B is spread through contact with the blood and body fluids of an infected person. Parents are encouraged to talk to their child's physician regarding the vaccination. For more information, visit website <http://www.cdc.gov/hepatitis>.

HPV: HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse. Some types of HPV can infect a woman's cervix, causing a change in cells which can lead to cancer overtime if not treated. However, a new vaccine can now protect females (ages9 to26) from four major types of HPV. See your school nurse for detailed information on the HPV vaccination.

In 2011, the recommendation for the vaccine was expanded to male students as well. Materials related to this law are available at www.immunize.nc.gov.

Immunization: North Carolina State Law requires that all children enrolling in school must have a copy of their immunization record on file at school and the student must be up-to-date on all required immunizations. Parents have 30 calendar days from date of enrollment or first day of school, to have immunizations completed and a copy of the record brought to school. Students will be suspended from school if these requirements are not met within the30 days. Students enrolling in kindergarten must also have a health assessment (physical) done within the last year and a copy on file at school. All students entering North Carolina Public Schools for the first time must have the North Carolina Health Assessment form completed by their health care provider within 30 days of enrolling in school.

Injury/Illness: Injured or ill students should see the school nurse. If it is determined that a student needs to go home, the child must be checked out through the office. All parents/guardians should have a valid local number on file in the office incase a student needs to go home.

In the event of illness at school or minor accidents needing medical attention, the school will notify parents as soon as possible. A parent or other responsible adult must be reached and give permission before any student will be allowed to leave school. Upon return to school the student must check-in at the office in order to be readmitted to class. Students who leave without signing out will be considered truant.

Medication: The Perquimans County Schools medication policy reflects the concern that medications are given safely and accurately. When medicine must be taken during school hours, the following procedures shall be followed:

1. The “Authorization for Medication To Be Given During School Hours” form must be signed by a licensed medical professional.
2. The “Authorization for Medication To Be Given During School Hours” form must be signed by the parent/legal guardian giving the school permission to give the medication.
3. The “Authorization for Medication To Be Given During School Hours” form must be updated when medication changes are made. Changes will be accepted on a temporary basis by phone call from the physician’s office, and must be documented on the existing form. A new form must then be submitted with the corrected information and signatures as soon as possible.
4. The “Authorization for Medication To Be Given During School Hours” form will be available at each school or from the school nurse.
5. Under no circumstances are any drugs to be dispensed, which have not been prescribed by a physician and for which prior written permission from parents/guardians have been received.
6. The medicine must be brought to school in the correct prescription labeled bottle or original container/package. (Include child’s name, name of medication, dose of medication to be given and the route of administration).
7. The school will not assume responsibility for a student who self medicates. Self-medication is not encouraged.
8. Students with severe allergies to insect stings shall complete the “Authorization for Medication To Be Given During School Hours” with a physician’s order for emergency procedures on file.
9. Questions/concerns regarding medication maybe referred to the school nurse

Meningococcal Meningitis Vaccine: Meningococcal Meningitis is a form of bacterial meningitis. It is a rare, but potentially fatal bacterial infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection. Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs. For more information, visit www.cdc.gov, www.acha.org or www.immunize.nc.gov. Talk to your child's physician or someone at your local health department for more information about this vaccine.

Diabetes: North Carolina law requires the development and implementation of individual care plans for students with diabetes in NC Public Schools. For more information, you may log onto www.ncdiabetes.org or contact your local school. If your child has diabetes, please contact the school nurse or the school counselor at your child's school immediately.

When to Keep A Child Home from School: Please follow these recommendations in determining whether to keep your child home from school:

- Take your child's temperature. Though a child may not have a fever and still be sick, a temperature of 100.0 or over is a sure sign to keep your child home. Giving a fever reducer and sending him to school will almost guarantee a call from the school when the medicine wears off, as well as exposing other students to whatever your child has.
- If your child vomited or had diarrhea during the previous night, please keep him home. If symptoms continue for more than 48 hours or worsen instead of improving, consult the doctor.
- A blistering rash, especially if accompanied by a fever and a history of exposure, may be chickenpox. Keep your child home until you know for sure. If it is chickenpox, he will need to stay home until all areas are scabbed, usually 6-7 days.
- If your child is diagnosed with a bacterial disease such as strep, he should be on prescribed antibiotics for 24 hours before returning to school.
- A child does not need to visit the doctor simply to obtain a doctor's note for school. A note from the parent is sufficient for the first 10 absences. Any absences in excess of 10 days will require a note from your child's doctor.
- Students are required to stay home if they have a contagious health problem such as pink eye, head lice, or chickenpox. Students may not return to school until the problem is completely cured and/or they bring a note from a doctor.

Note: Alcohol-based sanitizers shall not be sent to school with students. The school district provides alcohol-free sanitizer dispensing bottles to every classroom and office.

Board of Education Policies

For more information regarding policies of the Perquimans County Board of Education, visit www.pgschools.org, click on Board of Education then click on Policies. Please note that any policy addition or revision to a policy will bear the

date of adoption. When a new or revised policy supersedes another, the old policy shall be deleted from the online manual.

Perquimans County Schools

Matthew Cheeseman

Superintendent

PO Box 337

Hertford, NC 27944

(252) 426-5741

Mr. James R. Bunch

Assistant Superintendent

The Board of Education meets the fourth Monday of each month at 6:00 p.m. at the Board of Education office. Any changes in this schedule will be announced. The meetings are open to the public and we invite you to attend.

Board of Education Office: 411 S. Edenton Road Street
Hertford, NC 27944

Mission: Perquimans County Schools provide a 21st Century personalized education and ensure career readiness for every child, every day.

Vision: Perquimans County Schools, in partnership with family and community, will educate all students in a safe and nurturing environment to thrive in a global society.