



Perquimans County High School

<http://pchs.pqschools.org/>

Student Handbook

Revised June 30, 2025

A Message from the Administration

Dear Perquimans County High School Students & Parents:

Welcome to a new school year. What a great time to be a Pirate!

On behalf of the faculty and staff, we take pleasure in welcoming you to Perquimans County High School. Our faculty and students have built a strong academic history here at Perquimans County High School as they have tirelessly worked to improve teaching and learning. We will build upon our previous endeavors to ensure another successful school year!

There are many academic and extracurricular activities here at PCHS. These activities are in place to enhance the educational experience of our students and to provide an outlet for their talents and interests. Through these activities, our students continue to amaze us and capture our hearts with their abilities. It is our hope that this tradition of excellence will be carried on during the school year and beyond.

This student/parent handbook is published so that all students and parents of Perquimans County High School may have a ready reference to information that is necessary to understand the daily operations of our school. It is essential that all students and parents read, understand, and follow the information contained in this handbook. Our success depends, in large part, on the cooperation of our students and parents. We believe that this handbook is an effective resource for parents and students and that many questions are answered within its pages. It provides guidelines and regulations necessary to provide both a safe and productive learning environment.

Should you have questions or concerns throughout the school year, do not hesitate to call our office. We look forward to another exciting year at Perquimans County High School as we continue to strive for excellence.

What a great time to be a Pirate!

Sincerely,

Mickey Drew, Principal	Email: mickeydrew@pqschools.org	Ext. 223
Mike Dufrene, Assistant Principal	Email: michaeldufrene@pqschools.org	Ext. 225
Julie Roberts, Assistant Principal	Email: jroberts@pqschools.org	Ext. 233
Justin Roberson, Athletic Director	Email: JustinRoberson@pqschools.org	Ext. 293

Each student will receive access to a digital copy of the Perquimans County High School Student / Parent Handbook and the *Perquimans County Schools Code of Student Conduct; Student Accountability; Promotion Standards – Regulations and Notifications 2023-2024*. It is the student's responsibility to share these handbooks with his/her parents. It is also the responsibility of students and parents to read and familiarize themselves with the information contained in both handbooks.

There is no way to cover all the situations that may occur during the school year; therefore, any and all areas of the Perquimans County High School Student/Parent Handbook are subject to change during the course of the school year. As the administration continually evaluates the environment and atmosphere of our school, additions or adjustments may be needed. If this becomes necessary, students and parents will be notified.

ACADEMICS

GRADING SYSTEM

A – 90 to 100
B – 80 to 89
C – 70 to 79
D – 60 to 69
F – 0 to 59/fail course

P – Pass course (Credit Recovery)
I – Incomplete

RECEIVING CREDIT

To receive credit for a course a student must:

- Have a final average of 60 or higher.
 - The final average will be figured as follows:
 - Each nine weeks will count 40%.
 - The final exam will count 20%.
- Meet all teacher requirements and expectations.
- Meet local school system requirements and expectations.
- Maintain attendance in accordance with the Perquimans County Schools attendance policy.

ACADEMIC COURSE LEVELS AND WEIGHTS

Each letter grade will be granted quality points that will determine a student's GPA as follows:

A – 4 points B – 3 points C – 2 points D – 1 point F/P – 0 points

****Add a half point for Honors Classes and one point for AP and CCP Courses**

GPA/CLASS RANK

- A student's Grade Point Average (GPA) will be used to determine rank in class and other academic honors.
- High School courses taken in middle school do not count towards a student's GPA.
- All courses taken in grades 9 through 12 will be included in the class ranking process, including concurrent enrollment courses, except where limited by school board policy.

PROMOTION STANDARDS/ GRADUATION REQUIREMENTS

Promotion standards & Graduation Requirements are included in the Perquimans County Schools *Student Code of Conduct*. Students and parents should familiarize themselves with these standards and requirements, along with all other information in the code of conduct.

RECOGNIZING ACADEMIC ACHIEVEMENT FOR SENIORS & JUNIOR MARSHALS

- ♦ **Valedictorian and Salutatorian:** Ranking for these honors will be determined after all final grades have been turned in. Recognitions for the class of 2023, 2024 and 2025 will be determined using the 10 point standard GPA scale listed above. Beginning with the 2022-2023 Freshmen class, for the purposes of naming Valedictorian, Salutatorian, and Junior Marshals final GPA calculations **shall** be based upon the conversion chart below. This same chart will be used in the event of a tie among members of the Class of 2023, 2024 and 2025 to determine the valedictorian and salutatorian as needed. Junior Marshals will also follow these same guidelines. The class ranking is confidential information. Each person has the privilege of seeing information relating to himself or herself. No student is privileged to see information relating to any other individual. High school principals shall provide for the compilation of class rankings to be listed on student transcripts and may make class rank information available periodically to students and their parents or guardians, and to other institutions at the request of the student or the student's parent or guardian.

96 - 100% = 4.0	92% = 3.50	88% = 3.00	84% = 2.50	80% = 2.0	76% = 1.50	70 - 72% = 1.00
95% = 3.88	91% = 3.38	87% = 2.88	83% = 2.38	79% = 1.88	75% = 1.38	Below 70 = 0.00
94% = 3.75	90% = 3.25	86% = 2.75	82% = 2.25	78% = 1.75	74% = 1.25	
93% = 3.63	89% = 3.13	85% = 2.63	81% = 2.13	77% = 1.63	73% = 1.13	

- ♦ **Honor Graduates:** Ranking for Honor Graduates will be determined at the end of the third nine-week grading period. A dual enrollment course taken the second semester will not be included in the calculation, because there will be no final grade when calculations are done. A weighted 3.5 GPA is required to be an Honor Graduate.
- ♦ **Graduation Cords/Sashes:** Graduation cords/sashes will be awarded based on academic achievement and only approved cords/sashes may be worn at the graduation ceremony

- ♦ **Junior Marshals:** Junior Marshals serve as ambassadors for the school at important academic functions including graduation. Ranking for Junior Marshals will be determined at the end of the second nine-week grading period and the 15 juniors with the highest weighted GPA will be named Junior Marshals. The Junior with the highest GPA will be Chief Marshal.

Other important information:

- To be included in any of the honors mentioned above a student must have attended Perquimans County High School one full semester.

NORTH CAROLINA SCHOLARS PROGRAM REQUIREMENTS

- | | |
|---|---------|
| ▪ English | 4 units |
| ▪ Mathematics (Math I, Math II, Math III, Advanced) | 4 units |
| ▪ Science (Biology, Chemistry, and one physical science). | 3 units |
| ▪ Social Studies (American History, Economic, Civics, World History) | 4 units |
| ▪ Foreign Language (two levels of the same language in grades 9 –12). | 2 units |
| ▪ Health and Physical Education | 1 unit |
| ▪ Four Credit Concentration in CTE, Arts, or any other subject area | 4 units |
| ▪ Honors Level or Higher Courses taken during Junior or Senior year | 3 units |

Students satisfactorily completing the requirements enumerated above with an unweighted GPA of 3.5 shall be named North Carolina Scholars and shall receive a NC Scholars Medal to be worn at the graduation ceremony.

MID-YEAR GRADUATION

Seniors may apply for mid-year graduation. These students can participate in Prom, and the end of year Graduation Ceremony.

Seniors applying for mid-year graduation must:

- Comply with all school requirements associated with Mid-Year Graduation.
- Have met all graduation requirements at the completion of the first semester.

Perquimans County High School also recognizes academic achievement through Latin Honor Designation Categories based upon the weighted GPA of each student.

The Latin Honor GPA requirements are:

- Summa Cum Laude (With Highest Honor) – 4.0 or higher
- Magna Cum Laude (With Great Honor) – 3.8 - 3.9
- Cum Laude (With Honor) – 3.5 - 3.7

CCP Participation

Students enrolled at PCHS have the opportunity to take college courses through a partnership with College of the Albemarle (COA). Students can take classes for two years of the high school journey beginning with their Junior year. Students identified as AIG in both reading and math may begin taking COA classes during their Sophomore year with Principal approval. Students interested in taking these courses should work with their counselor to register the semester prior to the classes beginning.

[PCHS CCP Guidelines](#)

STUDENT SERVICES DEPARTMENT

The Student Services Department will work hard to provide the following services and information to PCHS students and parents:

- | | | |
|-------------------------------|-------------------------------|-------------------------|
| ● Registration for courses | ● Peer mediation | ● Academic Advising |
| ● Career selection | ● Individual counseling | ● Attendance counseling |
| ● Scholarship information | ● Drop-out Prevention | |
| ● College/University planning | ● Teacher Parent Consultation | |

Members of the Student Services Department are:

Christy Thomas	Counselor for students last name A-K
Erica Stallings	Counselor for students last name L-Z
Tina Meiggs	Data Manager/Student Services Support
Laura Biggs	College and Career Coordinator

HIGH SCHOOL TRANSCRIPTS

There are no charges for transcripts for currently enrolled PCHS students for the purpose of scholarships, college applications, academic programs, or entrance into the military. There will be a \$5.00 charge per transcript for any purpose after graduation.

Transcripts for seniors applying to college are best sent electronically. Seniors applying to any North Carolina Public University, Community College, and/or Private University are able to have their transcript sent electronically using the “Transcript Manager” component in their CFNC.org account. Likewise, seniors who apply using the Common Application (Common App) will provide their Counselor’s email address as a necessary component of their application. Upon completing that portion that student’s counselor will be notified electronically, thus prompting them to submit that student’s transcript on their behalf. End-of-year Senior transcripts will be sent the same way the student applied to the specific college they have now chosen to attend. Seniors will designate the college they will attend via their Senior Survey in May of their Senior year. Paper applications, and thus paper transcripts, are strongly discouraged by colleges/universities unless absolutely necessary.

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CFNC.org and Common App are highly encouraged application tools, while applying through each college's individual website is ill-advised for this reason.

REPORT CARDS AND INTERIM PROGRESS REPORTS (IPR)

Interim Progress Reports for all students will be distributed at the 4.5 week mark for each marking period. Parents are encouraged to monitor their student's progress utilizing the Parent Portal in PowerSchool. Report Cards will be distributed to students at the end of each nine-weeks grading period. Final report cards will be mailed to parents at the conclusion of the school year.

ADEQUATE ACADEMIC PROGRESS & YOUR DRIVER'S PERMIT/LICENSE

North Carolina legislation requires that the North Carolina Department of Motor Vehicles (DMV) be notified whenever a student (15-17) who has a driver's permit or license:

- Drops out of school,
- Or is not making adequate progress toward obtaining a high school diploma or its equivalent, unless the student is not affected by the legislation, or granted a waiver due to hardship.

Upon notification, DMV will revoke the student's driver's permit or license.

Adequate progress, as defined by the State Board of Education, is passing **three out of four classes** per semester for schools on block scheduling. Students whose driving privileges are revoked due to academic reasons may have their license reinstated at the end of the next semester, if the student makes adequate progress. **Students who drop-out of school and do not enroll in another school will lose their license until their 18th birthday.**

SCHEDULE CHANGES

Due to the limited class/course availability, schedule changes will be completed on a limited basis. Any schedule changes must be made within the **first 10 days** of the semester.

CHANGE OF ADDRESS

If you and your family move during the school year and need to make a change of address, you must provide proof of the new address to the front office to make a change in PowerSchool. Please notify Perquimans County High School if you make a move.

TESTING

FINAL EXAMS

Specific courses offered at Perquimans County High School have a final exam component that will count as 20% of the student's final average. Completion of final exams is required by all students unless they meet the requirements to be exempt from a teacher made exam. There are three types of final exams offered:

1. *End-of-Course Exam*: These exams are created by the Department of Instruction and are a requirement for NC Math 1, NC Math 3, Biology, and English II. These exams are completed on the computer and include a blend of constructed response and multiple choice questions.
2. *CTE Exams*: These exams are created by the Department of Instruction and are a requirement for all CTE courses. In order for a student to receive course credit, they must take the exam.
3. *Teacher made exams*: These exams are created by the teacher for any class that does not have an EOC or CTE exam. Students may be exempt from these exams if they meet the performance and attendance requirements.

4. Exam Exemption Policy

Examinations shall be a part of each course in grades nine-twelve (9-12) and will be given each year the last five days of each semester. All students enrolled in any course in which the state requires a test shall be required to take that test, and the result shall count as 20% of the grade in the course. All students in grades nine-twelve (9-12) except students enrolled in a course that requires a state test, the following exam exemption schedule shall apply:

1. Final exam exemptions:

- a. A class average of 90 or better and 8 or fewer unexcused absences, tardies and early checkouts cumulatively.
- b. A class average of 80 or better and 6 or fewer unexcused absences, tardies and early checkouts cumulatively.
- c. A class average of 70 or better and 3 or fewer unexcused absences, tardies and early checkouts cumulatively.

2. Exam exemption absences

- a. Any student suspended (in-school suspension or out-of-school suspension) due to misconduct during the school year shall lose the privilege of exam exemption for the current semester.
- b. In determining which students will be exempted from an exam, teachers should not count absences resulting from participation in school-sponsored activities or educational opportunities (as approved by the principal).
- c. Any student who has missed extended time due to documented medical issues may still be exempt from final exams (as approved by the principal).
- d. Students will not be exempted from semester long projects that are assigned by the teacher.

The Perquimans County Board of Education has no control over "acts of God," which may occur during school-related functions or while away from school. Such accidents do not entitle the student to be excused from the requirements of taking or exempting exams.

*There are no exemptions from State End of Course Tests (Biology, English 2, Math 1 and Math 3) or CTE Post Assessments.

5. Exams dates for Teacher Made Final Exams are: December 11-12, 2025 * May 20-21, 2026

- First Semester EOC/CTE - December 15-19, 2025, Second Semester - May 22-29, 2026

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ACT, Pre-ACT, AND WORKKEYS – (State Testing)

ACT, the nationally recognized college admissions and career readiness program, is being administered in North Carolina high schools free of charge to students. ACT is taken by all Juniors, Pre-ACT is taken by all Sophomores and Workkeys is taken by students who complete a path of study in the CTE department.

ATTENDANCE

In order for a student to receive credit for a course, he/she may not be absent from class for more than ten (10) periods. Students are allowed 10 absences, excused and unexcused, per course per semester.

- ◆ To receive credit for a course, a student who is absent is responsible for making up all assigned work, regardless of the reason for the absence.
- ◆ The student is responsible for communicating with the teacher to determine a reasonable timeline to make up missed work.
- ◆ ***A student must be in class at least 45 minutes to be counted present.***
- ◆ For more information please review PCS Board Policy 4400.

ATTENDANCE POLICY

- Period attendance is taken in each class on a daily basis.
- All absence notes are due to the front office within 3 days of the absence to be considered excused.
- Notes from parent/guardian should list both home and work telephone numbers where they can be contacted, the date(s) of the absence(s) and specific information/reason for the absence.
- Notes from doctors, dentists, and court officials are required, when appropriate.
- Students with excessive absences will have to attend JAC meetings to establish a plan to improve attendance.
- Students arriving at school after 8:05 or after the official start of their school day are to report immediately to the main office to sign-in, stating the reason for the absence or tardy.
- Students can make up time during non-school hours on designated days only.
- Eligibility to attend or participate in school events (extra-curricular activities, prom, maintain parking pass, athletics, etc.) may be impacted by excessive student absences. Attending or participating in these activities is a privilege and thus students' efforts to remain in good standing will be considered by the administration when determining eligibility.

EXCUSED ABSENCES

1. Illness or injury which makes the student physically unable to attend school
2. Quarantine – Isolation ordered by the Department of Health
3. Death in the immediate family
4. Medical or Dental appointments
5. Court or Administrative proceedings
6. Religious observance

7. Educational opportunities with PRIOR APPROVAL as documented on the “Request for excused absence for Educational Reasons”. The form must be approved by the principal **ten (10) days in advance of the absence**. Required documentation must be submitted five days upon the student’s return to school.
8. For more information regarding the Educational Leave policy, please refer to [Perquimans County Schools Attendance Policy - 4400](#)

UNEXCUSED ABSENCES

Absences from class due to the following reasons shall be coded unexcused.

- ◆ Car trouble
- ◆ Oversleeping
- ◆ Running errands
- ◆ Failure to bring an absence note to office from home (within 3 school days)
- ◆ Cutting/skipping

SCHOOL RELATED ACTIVITIES

School related activities as outlined below should not be counted as absences from either class or school.

- ◆ Field trips sponsored by the school
- ◆ Athletic events requiring early dismissal from school
- ◆ School initiated and scheduled activities
- ◆ Governor’s or Legislative pages

EDUCATIONAL LEAVE REQUESTS

Students who miss school due to educational opportunities or college visits can request permission for the absence to be excused by completing a request to the principal. The student must have the form signed by all teachers with final approval from the principal *ten school days* prior to the date requested. Students will be responsible for providing proper documentation of their leave and completing all missed assignments within five days. Students with excessive absences may not receive approval for educational leave.

MAKE-UP TIME

Students are allowed 10 absences, excused and unexcused, per course per semester. Any absence beyond the tenth must be made up in order to receive credit for the course. Students will have the opportunity to make up time with the school counselors for the course(s) they have over ten absences. Parents are encouraged to monitor their student’s attendance via the Parent Portal in PowerSchool. Questions concerning attendance can be referred to the guidance department. Forty five minutes of make-up time will equate to making up one course absence. Students are not allowed to “bank” time for future absences and a student can only make up eight (8) class periods per semester.

CHECK-IN / CHECK-OUT PROCEDURE

Student Check-Out Process:

1. Parents may check-out students, in person and with proper photo identification, through the front office. **Phone calls will not be permitted to check-out a student.** Students will not be permitted to check-out after 2:55.
2. Students who drive and park on campus that need to leave before the end of the day must present a note to the main office prior to 8:30 am. The note must include the following: student name, time of check-out, reason for check-out, parent/guardian name and signature, and contact number for parents. Perquimans County High School staff will verify the note with the parent/guardian who wrote the note between 8:30 and 10:30 am by calling the number listed on the note. The phone number listed on the note **must match a parent/guardian phone number listed in PowerSchool or the parent will not be contacted and the student will not be permitted to check-out.** The student will be called out of class at the time of requested check-out. **Habitual requests to check-out a student shall be reported to the administration for further investigation and **may warrant denial of future check-outs via note and require a parent/guardian completing future checkouts in person.***
3. Please note that only the parent/guardian listed on the student's current year Student Information Sheet or in PowerSchool may check-out or have contact with a student. Good, working contact numbers, including cell phones, work, and home numbers, are to be updated by the parent/guardian throughout the school year, as needed. ***Phone calls will not be accepted to change a student's contact information in PowerSchool or to check-out a student.***
4. Parent permission and written authorization is required for all students to check-out, regardless of age.
5. Current students cannot check-out other current students for the day, unless they are siblings and parents provide written authorization for each check-out.
6. Students that have graduated in the past three years cannot check-out students or be added to a list of contacts authorized to check students out unless they are siblings. If an older sibling is to check a student out, written authorization will be needed each time from the parent. ***(No phone calls.)***
7. Students who do not follow the check-out process and leave the building without permission are considered skipping and subject to disciplinary consequences including loss of parking privileges.
8. **Please note that PCHS staff will not interrupt assemblies, pep rallies, or state/national exams (ie. ACT, EOC, etc.) to check-out students.**

ILLNESS AND EMERGENCIES

Students who become ill, get hurt, or have an emergency while on campus must report to the main office, so the school nurse or administration can notify parents and make a decision about what is best for the student's welfare. A faculty member who determines that a student is not able to make it to the main office because of illness, injury, or an emergency will notify the main office/administration.

TARDY TO CLASS

Anytime a student is not in class when the bell to begin class rings, the student is considered tardy. Excessive tardiness will lead to escalating consequences; therefore, students are encouraged to arrive to class on time to avoid consequences. Excessive tardies and associated consequences will follow the list below:

The accumulation of excessive tardies to class can impact the student's ability to be exempt from their final exams. Students may also have further consequences as needed for severe, repetitive tardiness.

Excessive tardies to first block or to a student's first class on campus can result in parking privileges being revoked for both the short term and long term. Students habitually tardy to class or multiple classes will have escalating consequences including detention, ISS, and revocation or suspension of parking privileges. Plans will be developed involving members of Student Services, the MTSS team, and other stakeholders to promote students arriving to class in a timely fashion.

ARRIVAL TO & DISMISSAL FROM CAMPUS

CLOSED CAMPUS

Perquimans County High School operates as a closed campus which means that students are to stay on the school grounds from the time they arrive (even if the first bell has not yet sounded), until dismissal in the afternoon. Students are not permitted to leave the school building unless they have received permission from the principal or the principal's designee, follow the check out procedure, or have permission to leave.

ARRIVAL AT SCHOOL

The school building will be opened and breakfast will be served beginning at 7:35 am. The media center will be open from **8:00 am-3:05 pm**, Monday through Friday, for those students needing to do research. All media center expectations will be enforced. Upon entering the building, students should take care of personal needs, and report directly to first period class. The exterior doors of Perquimans County High School are locked by 7:35 am and any student arriving late must enter the building through the front door and sign-in at the main office.

FREE PERIODS

Free periods must be scheduled at the end or beginning of a student's academic day. Any student with a free period must have their own transportation. There is not a location to hold free period students. Students leaving campus must have signed a IWE form that will be kept on file with the school.

HALL PASSES

Except during class changes and lunch, students should be in class the entire school day. However, should the occasion arise that a student needs to leave class, it is the responsibility of the student to get a hall pass from the teacher. No students will be allowed in the hallways without an official hall pass, and the hall pass will permit the student to go to a designated area(s) only. Students are encouraged to take care of personal needs during class changes and lunch.

MOVEMENT IN HALLWAYS

As student enrollment continues to increase, movement through the hallways becomes more difficult to navigate. Therefore, students will no longer be able to stop or congregate in the hallways to talk with friends or classmates. Students must be moving at all times from class to class or to the restrooms.

STUDENT RESTROOMS

Students are not permitted to loiter or gather in groups in the bathrooms. The expectation is that students use the restroom, wash their hands, and then immediately return to their assigned location. There is only one student permitted in a bathroom stall at a time. In order to ensure that bathrooms are accessible for all students the following disciplinary consequences will be enforced:

- If a student is found loitering in the bathroom, they will be assigned an administrative consequence of In-School Suspension (ISS) and/or Detention
- If two or more students occupy a single stall, those students will be assigned ISS and are subject to having their persons and property searched to ensure they do not have prohibited items in their possession.

STUDENT DRIVING PRIVILEGES, RULES, & EXPECTATIONS

A student being permitted to drive and park on school campus is a matter of privilege, not a right. A student not meeting the rules, regulations, and expectations of the PCHS administration will forfeit their privilege to drive and park on the school premises on a temporary or permanent basis.

Each year, Perquimans County High School will designate days over the summer for student drivers to obtain parking permits. Students must adhere to the scheduled date assigned to each grade level and submit all required documentation. Parking permits will be sold after school begins for those students that obtain their license after the start of school. Students must provide a completed form (may be picked up in front office) with both student and parent signatures. Parking permits are \$50 through October 1 and the price is prorated after that date. Refunds will not be given in the event that a student is suspended from school, long term suspended, transfers to a new school or loses the ability to park on campus due to school or personal actions.

Students who are consistently tardy to school, skip class or leave campus without permission will have their parking privileges suspended or revoked. Parking fees will not be refunded.

Students are not permitted to go to their vehicle during the instructional day without first obtaining permission and an appropriate pass from the front office.

Per PCS Policy 4342, vehicles that are parked on campus are subject to search by administration. Please see the *Perquimans County High School Student Driving Privileges, Rules, & Expectations Form* for more information.

PARKING VIOLATIONS & CONSEQUENCES

Consequences for students *who park on campus without purchasing a parking permit* will follow the process below:

First offense: Warning Ticket *and* parent contact
Second offense: Vehicle booted (free removal) *and* parent conference

Third offense: Vehicle booted (\$30 removal fee) *and* parent conference
Fourth offense: Vehicle towed at owner's expense

Students will receive escalating consequences including warnings, tickets/fines, and boots for repeated violations the following offenses:

1. Parking in a space not assigned to the student.
2. Parking on campus while parking permit is revoked.
3. Parking in visitor parking or in the front of the school.

Please refer to the *Perquimans County High School Student Driving Privileges, Rules, & Expectations Form* for more information or for purchasing a parking permit.

SCHOOL BUS PROCEDURES

Perquimans County Schools provides transportation for students to and from school via a school bus. It is expected that students will behave in an appropriate manner while on a school bus and follow certain rules and procedures when riding a school bus. Riding a school bus is a privilege, and students who misbehave on a school bus will lose that privilege.

Bus Rules and Procedures:

1. Upon boarding the bus, students should go directly to their assigned seats and remain seated, facing forward during the entire ride.
2. Follow all directives and rules of the bus driver.
3. Remain seated at all times. Only stand up when the bus has come to a complete stop and you are ready to exit the bus.
4. Keep all body parts in the bus.
5. Do not throw objects on or off the bus.
6. Use a reasonable tone and volume when talking on the bus.
7. Foul and inappropriate language on a school bus is prohibited.
8. Students should not conduct themselves in such a manner that is unsafe or a distraction to the bus driver.
9. All rules of student conduct extend to the school bus and school bus stop.

Students who violate the bus rules and procedures will be referred to the administration and may face possible bus suspension or removal from the bus.

If a student does not ride the bus for 10 consecutive days, the student will be removed from the route sheet completely. On the 11th day, the student will no longer be able to ride that bus unless a new transportation request form is completed.

RIDING A DIFFERENT BUS

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 the school administration, then 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.

DISMISSAL OF BUSES

After the bell rings for student dismissal, students should make every effort to move quickly to the bus parking lot. Students will have approximately seven minutes from the time the bell rings until the buses pull out. Having students run to their bus while it is leaving or having a bus stop suddenly to allow a student to board is a safety issue; therefore, ***once the first bus leaves, students will not be***

permitted to board any bus. Students who miss their bus in the afternoon will have to find alternate transportation home.

CAMPUS LIFE

Perquimans County High School is your school. Treat it with respect and consideration just as you would your own home and personal property. Get involved and attend as many co-curricular activities as your academic schedule will allow. It will boost your school spirit. Be proud of what you have and show everyone that you have “Pirate Pride”!

VISITORS ON CAMPUS

Visitors to campus shall report to the main office and sign in with the school receptionist and receive a visitor’s pass. Perquimans County High School utilizes a buzzer entry system located at the main entrance to enter the building. Faculty members and students will report to the administration and School Resource Office anyone who should not be on campus and violators are subject to arrest for trespassing.

DAILY ANNOUNCEMENTS

Daily school announcements will be made each day at the beginning of the second period. Many aspects of student life at Perquimans County High School are included in the announcements including upcoming events, testing information, extracurricular events, athletic opportunities, etc. It is important that you are respectful during the announcements and remain quiet so other students may listen. If there are athletic contests, athletic practice, or club meeting cancellations after daily announcements have been made, the administration will announce those cancellations when appropriate.

TUTORING AND REMEDIATION

Additional tutoring and remediation times are to be scheduled directly with the classroom teacher. Students are encouraged to communicate with their teacher if they are struggling academically and need extra assistance.

STUDENT DELIVERIES

The delivery of restaurant takeout, flowers, and gifts to students at school is ***strictly prohibited***. Parents may drop off school-related items into the front office, however; students will not be called out of class or via the intercom to pick up such deliveries. Students will be permitted to pick up items during lunch or class change.

STUDENT MEDICATION

All medications (both prescription and over the counter) must be regulated and under the control of the school nurse. Per Board of Education Policy 6125, parents may request for the school nurse to distribute medicine to their students by completing the appropriate form and obtaining a doctor’s

Revised June 30, 2025

signature. Students are prohibited from having any medication with them during the school day. Exceptions to this must be discussed with the school nurse.

LOCKERS AND LOCKS

Students can request the use of a locker from the school administration. Lockers will be checked to ensure no damage has occurred. A student's locker can be searched if the administration has a reasonable suspicion that the student has something in his/her locker that violates the student code of conduct or school board policy.

ELECTRONIC DEVICES

Chromebooks are issued to each student and should be the only device required to complete work in a classroom. Students should not use any other electronic device during the school day without permission from administration. All devices such as cell phones, iPods, iPads, MP3 players, tablets, personal laptops, air pods, headphones, etc. will be placed in their school bag, turned off and not visible during the instructional block.

Teachers may confiscate electronic devices if students fail to follow the above mentioned usage guidelines. Failure to turn these items over when requested will result in disciplinary action (the teacher will write a referral). If a student has a cell phone out during class, the following procedures will be followed:

Violation 1: Warning and parent phone call.

Violation 2: Teacher will take the phone and turn it into the office, where it may be picked up at the end of the day by the student, AND the teacher will make a parent phone call.

Violation 3: The phone will be turned into the office, and the student will serve one day of lunch detention. A parent or guardian may pick up the device at the end of the school day.

Any further violations will result in increased disciplinary action.

Students who are caught turning in "burner" phones, or anything else to represent their cell phone, will receive the following consequences: lunch detention, in-school suspension (ISS), or out-of-school suspension (OSS).

Cell phones/electronic devices may be used in the hallways between classes, during lunch, and after school; however, Perquimans County High School staff maintain the right to tell a student they are not allowed to be on their cell phone/electronic device at any time during the school day and/or confiscate a device for inappropriate use.

The student brings any personal electronic device to school at his/her own risk. The school is not responsible for replacing any stolen electronic device.

Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited.

Any video, audio, or photographic recording of another individual without express written consent is impermissible. Violations of this rule will result in severe disciplinary action. .

Smartwatch Policy

During Quizzes, Tests, and State Exams: Smartwatches must be removed and placed in your school bag.

During Instruction: Smartwatches must be set to silent mode and may not be used as a communication device or search tool.

Misuse of Smartwatches: If a smart watch is used inappropriately, staff members have the right to confiscate it. The administrative team may apply consequences such as lunch detention, In-School Suspension (ISS), or other disciplinary actions based on the specific circumstances.

LOST OR STOLEN PROPERTY

Students should make every effort to ensure that their personal property is kept in a safe and secure place at all times. This includes locking items in a locker, both gym and personal, or keeping items in their vehicle. ***Neither Perquimans County High School nor Perquimans County Schools are responsible for lost or stolen student personal property or assisting in the recovery of such property.*** If an item is suspected of being stolen, students are to inform the school resource officer and he will make a reasonable effort to recover such property. If a student is found to be in possession of stolen property, then he/she will be subject to disciplinary action including, but not limited to, suspension and criminal charges.

SCHOOL POSTERS

- Only posters concerning school activities or school business will be permitted with administrative approval.
- Clubs, organizations, and athletic teams desiring to put up posters on the school campus must request permission from the principal or an assistant principal.
- Any group given permission to put up a poster will be responsible for removing such posters immediately after their usefulness has passed.
- Students are to post information only in approved areas of the school.
- It is your responsibility to take your school poster down after the event.

FUNDRAISING

All fundraising must be approved by the bookkeeper and the principal approval. All fundraising must be by a school affiliated organization. No student shall sell for his/her own profit or sell for any agency outside of the school community.

MEDIA CENTER USE

Your child will have open access to all the books and resources located within our media center. We encourage parents to review what your child is reading and be a part of their reading selections. If your child has any overdue books, he/she will not be allowed to check out any new books until the overdue books have been returned or paid for. Additionally, in the event that books are lost or damaged, you are asked to pay for the lost or damaged books in order for your child to have check-out privileges.

Parents who do not want their child to have access to the school media center should submit a letter to the school principal and school media coordinator.

USE OF THE SCHOOL PHONES/MESSAGES

Student use of the telephone will be limited to emergency calls, sickness, and school business. All phone calls made by students shall be made in the main office and teachers have been directed not to allow phone calls to be made at other locations on campus. An exception to this can be made for after-school activities when a coach or club sponsor allows a student to use a phone to call a parent/guardian for a ride home. Students will not be called to the main office phone unless it is an emergency and the administration will attempt to get urgent messages to the student if needed.

VIDEO/AUDIO RECORDING

Students are prohibited from video or audio recording events at Perquimans County High School without permission from the principal or the principal's designee. This includes classrooms, hallways, gymnasiums, auditorium, restrooms, etc. Students are also prohibited from recording other students or staff members without express written consent from the individual. Students who video altercations and other events may be assigned ISS or OSS and possibly referred to law enforcement, depending on the nature of the offense and the student's discipline record.

Security cameras are located throughout the building, both inside and outside, and on school buses. PCHS shall keep all video recordings confidential and shall comply with all applicable state and federal laws related to video. Video recordings may only be accessed by the administration of PCHS or the School Resource Officer.

COMPUTER AND INTERNET USE

Perquimans County Schools and Perquimans County High School offers students the unique opportunity to use computers and the internet for educational purposes. Students and parents should familiarize themselves with [PCS SB Policy 3225](#), which covers acceptable use of computers, internet, and technologies in the school and school system.

In addition, the following covers common violations of computer and internet use:

1. The downloading of games, music, and programs to a computer or network space from the internet or personal storage device is strictly prohibited.
2. Students are prohibited from playing games on the internet.
3. Students are prohibited from viewing or downloading pictures and images that are deemed inappropriate for school from the internet or a personal storage device.
4. Students who have a computer violation that results in illegal activity will be turned over to the Perquimans County Sheriff's Office.

Computer use by students will be monitored by teachers, administrators, and the PCS Information Technologies Department by direct and remote observation. Violations will be reported to the administration for appropriate disciplinary actions. Computer and internet violations will result in the loss of computer or internet use. Repeated violations will result in the loss of use for a semester and/or school year. Any violation that is suspected to be illegal will result in the loss of computer and internet use for *one calendar year*.

CAFETERIA, LUNCHES, DRINKS, & FOOD

Students are to remain in the cafeteria and courtyard during lunch. Any student who wishes to leave the cafeteria during his/her assigned lunch time must have a signed pass from a PCHS staff member.

- ◆ Students may not leave campus during lunch. Any student caught leaving campus during lunch will be disciplined for skipping/leaving campus without permission.
- ◆ Students may not have take-out lunch delivered to the school (*ie. Pizza or Chinese deliveries*)
- ◆ Students will be allowed to have bottled water in the classroom if their classroom teacher allows it.

ASSEMBLIES AND PEP RALLIES

All students are to attend assemblies and pep rallies when they are scheduled. Students are to sit in the assigned area with their homeroom teacher or classroom teacher. Students are expected to follow all school rules during assemblies and pep rallies. As a reminder, students will not be allowed to check-out during an assembly or pep rally.

SCHOOL FEES

1. Fee information will be reviewed and given to students during the first week of each semester. All outstanding fees follow the student year to year.
2. Students who owe fees are not eligible to participate in clubs, organizations, field trips, parking on campus, athletics or any other extra-curricular activities; including, but not limited to: prom, academic award celebrations, ring ceremony, and/or special programs.
3. Seniors must pay all fees prior to graduation to be eligible to participate in the graduation ceremony.

OPT OUT NOTIFICATION FORM

Students and parents wanting to prevent or restrict release of certain student information must complete the *PCS Opt-Out Form* on an annual basis.

STUDENT RULES, REGULATIONS, AND EXPECTATIONS

There must be a climate of discipline conducive to serious study, respect for oneself, and respect for the property of a school to satisfactorily meet the needs of the students. The principal shall have the authority and is charged with the responsibility to take whatever reasonable and legal actions are necessary to establish and maintain appropriate student behavior, and establish a safe and orderly environment.

FAILURE TO COMPLY WITH AN ADMINISTRATIVE DIRECTIVE OR TO IDENTIFY YOURSELF

The safety of our school is of utmost importance to the staff and administration. Therefore, it is an expectation that students shall comply with all the directions of any school staff that are authorized to give directions, during any period of time when they are subject to the authority of such school personnel. In addition, all students are required to identify themselves when asked their names by any staff member of the school.

STUDENT DRESS

Our job at school is to dress appropriately for the learning environment. How we dress for school is entirely different than how we dress for the beach, for the mall, or just hanging out. How we dress for school should reflect the jobs we have to do. Our job at school is to learn as much as we can in order for us to reach our maximum academic potential. Student dress guidelines are stated below so we can have the most inviting learning environment possible.

STUDENT DRESS CODE

Per *Perquimans County School Policy 4316: Student Dress*, all students must adhere to the following standards.

1. Students may not wear sagging pants or pants worn below the hipbone.
2. Shirts and tops must be long enough to meet the waistband of pants, shorts or skirts, at all times. No midriffs, cleavage, or underwear shall be visible at any time. See-through clothing is prohibited.
3. Students may not wear shirts, tops, or dresses that do not cover the top of the shoulder (i.e. spaghetti straps, halter tops, tube tops, strapless tops, etc.).
4. Excessively short or tight garments are prohibited. Skirts and shorts may not be shorter than mid-thigh length.
5. Adornments that could reasonably be perceived as or used as a weapon, such as chains or spikes, are prohibited.
6. Students may not wear attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors.

Non Compliance with PCS Dress Code will result in the following:

Administrative consequence, parent/guardian telephone contact, and change of clothes, if applicable

ACADEMIC VIOLATIONS

Students at Perquimans County High School are expected to complete all class and homework assignments to the best of their own abilities. Students who cheat on assignments will be held accountable for their actions by the teacher and, depending on the frequency or severity, students may be referred to administration.

Students are responsible for neither giving nor receiving assistance on tests, examinations, or class assignments that are to be graded as the work of a single individual. The actual giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work constitutes an academic violation, as does the act of plagiarizing information.

An academic violation will result in parental contact and can result in the following: assignment assigned a grade of zero, an alternate assignment for partial credit, and may be documented with a discipline referral to an administrator for an Honor Code Violation. Repeated and serious violations

will result in disciplinary consequences up to suspension. Membership in the National Honor Society and/or other honor organizations may also be revoked.

PCHS DISCIPLINARY PROGRAM

- Students are expected to know the rules, regulations, and expectations at PCHS. If you are referred to the office for a violation, you will receive consequences that are well defined, consistent, fair, and firm.
 - Lunch or after school detention: The administration may assign students lunch or after-school detention.
 - ***Detentions will be scheduled with advance notice. Detentions will not be rescheduled. Once a detention date is determined, it is expected that the student will arrive on time on the assigned date.***
 - In-School suspension: The administration may assign a student to in-school suspension from one (1) class period up to (3) days. Students assigned to ISS will not be eligible to participate in extracurricular activities, athletics, clubs, or attend school sponsored events on the days in which the ISS is being served.
 - Out-of-school suspension: The administration may assign a student to an out-of-school suspension from one (1) to ten (10) days. Students assigned to OSS will not be eligible to participate in extracurricular activities, athletics, clubs, or attend school sponsored on the days in which the OSS is being served.
 - Long-term suspension: A student may be recommended to the superintendent for a long-term suspension for serious or repeated violations of the student code of conduct. Students on a long-term suspension may be placed in an Alternative Learning Program.
 - Expulsion: The Board of Education may expel a student who is at least fourteen years old and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.
- Administrators will use the Perquimans County Schools *Student Code of Conduct* as well to determine necessary consequences.
- Law enforcement will work in conjunction with the administration when necessary.
- **Please keep in mind that behavior violations that do not fit into our level of consequences will be handled on an individual basis.**

DISCIPLINARY POLICY AND CONSEQUENCES

CONFISCATED ITEMS

The following confiscated items **WILL NOT BE RETURNED** to students or parents: tobacco products including chewing tobacco and cigarettes, lighters, electronic cigarettes, fluid for electronic cigarettes, drugs (legal or illegal), drug paraphernalia, items classified as a weapon or weapon-like per PCS BOE Policy 4333, guns and/or firearms, and other items that are considered illegal for anyone under 18 to purchase or possess. Items that are considered illegal to possess on/off campus will be turned over to the School Resource Officer for proper disposal and disposition.

SCHOOL SAFETY DRILLS

School officials are required to conduct various safety drills throughout the school year. The purpose of the drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedule. Students are required to remain quiet and with their teacher during the entire drill and must follow any directions given by school staff during a drill. Use of cell phones and other electronic devices is strictly prohibited during a school safety drill. Students must return immediately to class following the signal to return to the building.

Perquimans County High School: Behavioral Expectations

The PCHS Discipline Matrix can be found at the link below. The matrix is followed in all cases, however, extenuating circumstances may dictate disciplinary action that is individualized in extreme cases.



GET IN THE GAME!

DON'T BE LEFT ON THE SIDELINES!

For Eligibility, YOU...

- Must be a properly enrolled student at the time you participate, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
 - Must meet *local attendance standards* for the previous semester.
 - Must not have exceeded eight consecutive semesters or have participated more than four seasons in any sport since entering grade 9. That includes only one sport season for a participant per academic year – you can't play soccer in one season out of state and play it again upon moving to North Carolina in the same academic year.
 - Must not have graduated from high school.
 - Must be under 19 years of age on August 31, 2021.
- Must live with your parents or legal custodian within the school administrative unit. A student is eligible if he has attended within that unit the previous two semesters (if eligible in all other respects) and meets LEA standards.
- Must have passed the minimum academic load during the previous semester, and meet local promotion standards. Students in a "block schedule" must pass three courses per semester and meet local promotion standards; students in the "traditional schedule" must pass at least five courses and meet local promotion standards. These are courses for credit, not audited courses. Hybrid schedules have different requirements.
 - Seniors must also pass that minimum load, even if they need fewer for graduation.
 - Must have received a medical examination by a duly licensed physician, nurse practitioner, or physician's assistant within the previous 365 days; and if you miss five or more days of practice due to an injury, you must receive medical release before practicing or playing. Students with potential head injuries must receive medical release by a physician before re-admittance to practice or games.
 - Must not have been convicted of a felony, or an offense that would have been a felony if committed by an adult.
 - Must not accept prizes, merchandise, money or anything that can be exchanged for money as a result of athletic participation within the amateur rule limit. **THIS INCLUDES BEING ON A FREE LIST OR LOAN LIST FOR EQUIPMENT, ETC.**
 - Must not have signed a professional contract or have played for a college team of any sort.
 - May not receive team instructions from your school's coaching staff during the school year outside your sport season (from first practice through the final game). Instruction is limited to coach and athletes in **SKILL DEVELOPMENT SESSIONS**. **THESE SESSIONS IN NUMBER ARE LIMITED TO ONE LESS THAN A TEAM ON A DAILY BASIS, AND MAY NOT BE HELD DURING CERTAIN PRESCRIBED "DEAD PERIODS" OF THE YEAR.**
 - Must not be guilty of unsportsmanlike conduct, or ejected from the previous contest.
 - May not usually, as an individual or on a team, practice or play during a school day (from the first contest through the conference tournament).
 - May not play, practice or assemble as a team with your coach on Sunday.
 - May not dress for a contest or practice if you are not eligible to participate.
 - Must not play more than three games in one sport per week, (some sports have exceptions) and no more than one contest per day (exception baseball, softball, and volleyball).
 - Must meet the NCHSAA transfer requirement, if applicable.
 - **Must meet Local Pender County Schools requirements.**

For Sportsmanship, YOU...

- Should remember you represent your school and should practice good sportsmanship.
- Should be modest in victory and gracious in defeat.
- Should respect the judgment and integrity of game officials.
- Should be aware of the NCHSAA ejection policy and how it can affect you and your team.
- Should encourage responsible behavior among fans and teammates alike.

This summary of our key athletic regulations is provided so that students can be made aware of the rules which affect eligibility.

Students must understand that the rules above are general statements only. See your principal, athletic director or coach if you have questions or need further explanations of details and exceptions.

THE NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION
Inspiring Individuals, Encouraging Excellence Through Education-Based Athletics
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