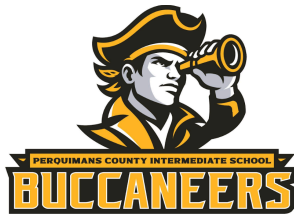


2026-2027

Student & Parent Handbook

Perquimans County Intermediate School



Motto

"Rise As One"

Mission

At PCIS, our mission is to Build Unity and Cultivate Success.

Vision

PCIS will be a regionally recognized school known for community support, teachers who pursue innovation and excellence, and students who look forward to school each day.

Michael Dufrene, Principal
Naomi Mallory, Assistant Principal
Sabrina Sears, Assistant Principal
Chiquita Sutton, Assistant Principal
255 Winfall Blvd Hertford, NC 27944
www.pcis.pqschools.org
Telephone: 252-426-7166
Fax: 252-426-XXXX

Hello Buccaneers,

My name is Mike Dufrene, your proud principal at PCIS! I would like to welcome all our students and families to the 2026–2027 school year! We are super excited to begin this historic journey together as the **Perquimans County Intermediate School Buccaneers**. While we will certainly miss the familiar halls and traditions of Hertford Grammar School and Perquimans County Middle School, we are thrilled with the challenges and opportunities ahead of us as we bring two schools together as one big happy family in grades 3 through 8.

This new school concept is a unique opportunity for our county. As with any new beginning, we know there will be moments of learning and growth along the way. We ask for your patience, flexibility, and partnership as we work together to **RISE as One**. Our success is connected, and your support will be one of the most important factors in helping us build a safe, positive, and productive learning environment for ALL.

Our Mission & Vision

Mission

To Build Unity and Cultivate Success.

Vision

To be a regionally recognized school known for community support, teachers who pursue innovation and excellence, and students who look forward to school each day.

Every decision we make is guided by this mission and vision as we create a school where every student feels valued, safe, challenged, and inspired to succeed.

TECHNOLOGY UPDATES

Beginning this school year, **all students (3rd-8th) will be day users of their school-issued Chromebooks**. Devices will remain at school where they will be charged and ready for the next day, and will not be taken home.

We also encourage every family to create an **Infinite Campus Parent Portal** account.

Parent Portal allows you to:

- Monitor grades and attendance
- View schedules
- Update contact information
- Stay informed throughout the school year

REMINDERS

3 EASY STEPS TO SIGN UP

1. Visit the Website: Go to pgschools.org or download the Campus Parent app from the Apple Store or Google Play Store.


2. Enter Your Activation Key: Click on "New User?" and enter your unique Activation Key. Check your email for your activation code or visit [here](#) and use your students ID# to access your code.
3. Create Your Login: Choose a secure username and password, update your account settings, and you are good to go!

Important Note: Please complete your registration by **August 8** to ensure you can access your child's schedule the moment it drops!

- We will operate a Closed Campus to ensure the safety of our students. Please see attached flyer for campus changes. **Car riders can enter through the front starting at 7:15 am, Buses will unload at 7:20 am,** and the **Tardy Bell rings at 7:45 am.**

TRANSPORTATION

- Please ensure you have completed the transportation intent form. Only those students with a completed Transportation Intent form will be placed back on a bus route for the beginning of the 2026 - 2027 school year. Without completed forms, it may take up to two weeks for your child to be added to the bus route.
- Transportation request forms for a bus change for the week are due Monday morning by 10 am. Requests made after 10 am on Monday may not be honored.
- **If you are checking your child out for **early pickup**, you sign your child out in the front office **before 2:15 pm.****
- *Phone calls switching bus riders to car riders or car riders to bus riders, **must be made before 2 pm daily by calling the front office ONLY.***

IMPORTANT INFORMATION

1. Open House is Wednesday, August 19, 2026 from 3:30 pm- 5:30 pm.
2. The first day of school is Monday, August 24, 2026. **Our school hours for students are 7:45 AM until 2:55 PM.** Early pick-up is strongly discouraged. Teachers are asked to maximize every minute of the instructional day and students who leave early regularly run the risk of lowering academic achievement and violating **BOE policy 4400.**
3. Students who use school transportation will be expected to model good behavior. Any behavior that is deemed inappropriate or a safety concern could result in the **loss of school transportation services.**
4. Meals are free again this school year. Students are encouraged to eat in the cafeteria to boost participation and help ensure the sustainability of the universal feeding program. Additional entrees and side dishes are available for purchase. It is important for our students to eat a healthy breakfast and lunch each day.

5. Students are encouraged to bring water bottles to school. We have filtered water stations through the building.
6. **PCIS is a Title I School** which provides us funding to support at-risk students at our school. Historically, we have used this funding for family learning nights, academic tutors, and to support family engagement through our One School One Book reading initiative.



MINIMIZING CLASSROOM INTERRUPTIONS:

Every effort is made to minimize classroom interruptions at the school. Please help us with the following guidelines:

- Make sure your child is well prepared for school each day.
- We encourage students **NOT to bring cell phones to school.** Students who choose to bring their phones to school should keep them powered off and in their book bags.

The school is not responsible for locating lost phones.

- Items such as stuffed animals, blankets, and playing (Pokemon and Baseball) cards are disruptive to the learning environment and should not be brought to school.

This school year represents more than a new building or a new name; it marks the beginning of a shared journey. Together, we will build traditions, celebrate successes, overcome challenges, and create an exceptional school where every Buccaneer belongs. **We can't wait to start this journey with you!**

Thank you for entrusting us with your children each day. We are honored to serve your family and look forward to an incredible year of learning, growth, fun, and community.

Together, we will **Build Unity, Cultivate Success, and RISE as One.**

Respect-Integrity-Safe-Excellence

Table of Contents

* For quick access, click on the links or use Command F (Mac), Control F (Windows) to search keywords.

[ACADEMIC EXPECTATIONS & PARENT COMMUNICATION](#)

[ANTI-HARASSMENT/BULLYING](#)

[BOARD OF EDUCATION POLICIES](#)

[CAFETERIA SERVICES](#)

[CELL PHONE POLICY](#)

[COURSE PLACEMENT GUIDELINES](#)

[DRESS CODE POLICY](#)

[EXTRA AND CO-CURRICULAR ACTIVITIES](#)

- Assemblies
- School Trips
- School Dances
- Eighth Grade Dance

[FACILITIES AND TRANSPORTATION](#)

- Telephone Use
- Car Riders
- Bus Stops and Crossing Procedures
- Bus Rules

[GRADING POLICY](#)

[IMPORTANT CONTACT INFORMATION](#)

[OUTSIDE FOOD/DRINK POLICY](#)

[PARENT/GUARDIAN CONTACT](#)

- Parents' Bill of Rights

[PARENT ENGAGEMENT](#)

[PARENT INVOLVEMENT PLAN](#)

[PGSA](#)

[PHONE CALLS/CELL PHONES](#)

[REMOTE INSTRUCTION](#)

[REPORT CARDS/PROGRESS REPORTS](#)

[RESOURCES AND SERVICES](#)

[STUDENT BEHAVIOR](#)

[SAFE, ORDERLY AND HEALTHY STUDENT ENVIRONMENT](#)

[SCHOOL SOCIAL WORKER/HOMELESS LIAISON](#)

[TECHNOLOGY](#)

- [Required Technology Fee](#)
- Acceptable Use
- AI tools

[UPDATED CONTACT INFORMATION](#)

Important Contact Information

Main Office Number: (252) 426-7166

Fax Number: (252) 426-

Michael Dufrene	Principal	michaeldufrene@pqschools.org
Naomi Mallory	Assistant Principal	naomimallory@pqschools.org
Sabrina Sears	Assistant Principal	sabrinasears@pqschools.org
Chiquita Sutton	Assistant Principal	chiquitasutton@pqschools.org
Katie Milligan	School Counselor	kathrynmilligan@pqschools.org
Ashley Miller	School Counselor	ashleymiller@pqschools.org
Patricia Cartwright	Bookkeeper	patriciacartwright@pqschools.org
Amanda Gilbert	Bookkeeper	AmandaGilbert@pqschools.org
Whitney Parsons	Secretary	whitneyparsons@pqschools.org
Sonia Rivenbark	Receptionist	sonyarivenbark@pqschools.org
Megan Sawyer	Cafeteria Manager	megansawyer@pqschools.org
Katelyn Stevenson	Nurse	katlynstevenson@pqschools.org
Hope Ward	Nurse	hopeward@pqschools.org
Leroya Banks	Resource Officer	leroyabanks@pqschool.org
Mike Boone	Resource Office	mikeboone@pqschools.org
Katie Phthisic	Media Coordinator	katiephthisic@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: PCIS official school day is from 7:45 am to 2:55 pm.

Morning Arrival: Students should not arrive at school prior to 7:15 am. Car riders should be dropped off at 7:15 am. Students that are not in their seats at 7:45 am are considered tardy and must report to the office before going to class.

Afternoon Dismissal: Dismissal bell will ring at 2:55pm for all students. Car riders should be picked up at the carpool loop located at the front of the building.. All car riders are to report to the car rider line. All students should be picked up no later than 3:15 pm.

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: Channel 3 (WTKR), Channel 10 (WAVY) and Channel 13 (WVEC). The announcement will also be made on the web page at www.pqschools.org, School Messenger telephone service, Facebook and Twitter.

The safety and welfare of all students is a major consideration when 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 for 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.

Board Policy Code 4400

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 and this policy.

Teachers must be familiar with and comply with current rules and regulations related to attendance and absences. Principals must be familiar with current rules and regulations related to attendance and absences

and regularly monitor (1) teacher compliance, (2) decisions related to classifications of absences as excused or unexcused and (3) absence cases needing further review or action.

B. Tardiness:

If a student is not seated or at his or her assigned station for work at the time appointed for the school day or class to begin, he or she shall be recorded as tardy for the day or class. In an effort to ensure students maintain pace, teachers may require additional work or give assignments to students who are habitually tardy.

1. Grades K-8 students who accumulate a combined total of 3 tardies to school and/or early dismissals from school will earn 1 absence. (ex. 6 tardies = 2 absences)
2. Grades 9-12 students who accumulate a combined course total of 3 tardies and/or early dismissals will earn 1 absence. (ex. 6 tardies = 2 absences)

C. Excused Absences or Tardies:

When a student must miss school for all or part of the day, the parents/guardians should maintain and be able to furnish upon request appropriate documentation stating the reason for the absence. This documentation may be presented to the superintendent's office during a grade-level retention hearing. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school as confirmed by a doctor's or physician's note;
2. isolation ordered by the State Board of Health;
3. death in the student's immediate family;
4. a student's emergency medical or dental appointment or a scheduled medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. up to two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal; vacation is not included.
8. absence due to pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on

leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The responsibility for securing and arranging for make-up work rests with the student at the secondary level. Teachers shall arrange the make-up work for elementary students.

D. School-Related Activities:

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. Students must have no discipline referrals to attend PBIS field trips. All students are eligible to attend educational field trips to include grade level, CTE, and band, unless they have received OSS within 30 calendar days. The following school-related activities will not be counted as absences from either class or school:

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

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what 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 absences in a school year. When a student accumulates six absences, the principal or designee shall notify the student's parent, guardian or custodian by mail that

he or she may be in violation of the compulsory attendance law and may be prosecuted if the absences cannot be justified by state law and local board policy.

If, after the warning letter described above has been sent, the student has any further absences in school or semester course year, then the principal may 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 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 absences.

Upon 10 accumulated 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 received notice of the principal’s correspondence about the absences and 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 not 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 a report prepared by the principal shall constitute a report of the school social worker as contemplated by G.S. 115C-381.

F. Outcomes due to Excessive Absences and/or Tardies

1. Grades K-8 students who accumulate 21 absences for a school year will be retained on their current grade level for the following school year.
2. Grades K-8 students who accumulate a combined total of 3 tardies to school and/or early dismissals from school will earn 1 absence as calculated in line 1 above.
3. Grades 9-12 students who accumulate 11 absences for a semester course will receive no credit for that specific course. The grade will be recorded as an F or FF on the report card and transcript.
4. Grades 9-12 students who accumulate a combined course total of 3 tardies and/or early dismissals will earn 1 absence for that specific course as calculated in line 3 above.
5. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Students receiving homebound services and students with excused absences due to documented chronic health problems will be exempted from this policy. In addition, for students experiencing homelessness

(see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

G. Appeals of Promotion Decisions Due to Excessive Absences

Parents and/or guardians wishing to appeal the principal's written decision to retain a student due to excessive absences, tardies, and/or early dismissals may appeal the decision to the superintendent. See policy 3420, Student Promotion and Accountability, Section D.1 for procedural guidance.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -407.5; -390.2(l), 16 N.C.A.C. 6E .0102-.0103; State Board of Education Policies ATND-000, -003, NCAC-6E.0104

Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Homeless Students (policy 4125)

Adopted: July 25, 2012

Revised: June 29, 2015; August 22, 2016; August 20, 2018

Student Early Departures: Parents are encouraged to have their child in school all day. Appointments should be scheduled outside school hours when possible. Students checking out of school before 11:30 a.m., or checking in after 11:30 a.m., will not be counted present for the day. Students will only be released to those individuals listed on their Infinite Campus school pickup list.

When a parent/guardian or authorized person signs a student out, a member of the office staff will call the classroom and ask the student to be released. Parents/guardians should not go directly to the classroom to pick up a student. If a parent arrives at the classroom to pick up a student and has not gone through the office first, please redirect them back to the office for a note or phone call for the child to be released. Call the office to let them know the parent is on the way.

2:00 is the cutoff for parents to call the office for transportation changes (bus to car/car to bus). 2:15 is the cutoff for parents to pick up their student early; after that time, they will have to wait in the car rider line.

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 Bookkeeper, School Counselor, and Secretary 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 sent to the school to which the student is transferring.

Visitors

All visitors to the school or school grounds must report to the office upon arrival to sign in on the visitor security system. All visitors must go through our weapons detection system. A sticker/badge must be visible for hall entrance. All visitors are expected to leave promptly when their business is completed. Classroom visitors must secure an office pass and have the Principal's approval before they visit. Exceptions may be made during special events.

ACADEMIC EXPECTATIONS & PARENT COMMUNICATION

[Parent's Guide to Student Achievement \(PGSA\)](#)

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

Perquimans County Intermediate School Grading Policy

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 4.5 weeks during a nine-week grading period. If you do not receive your child's progress report, please call or email his/her teacher.

Progress Report Dates

Q1-September 16, 2026 and October 7, 2026

Q2-November 4, 2026 and December 9, 2026

Q3-January 27, 2027 and February 24, 2027

Q4- April 28, 2027

Promotion Standards: 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.

Promotion/Retention Standards: Grades 3-5th

Promoted - Passing grades on final report card (F1) in all tested contents and a level 3 or higher on at least 1 EOG. (& met RtA - 3rd Grade only)

Placed - have not met promotional standards (above), but factors dictate that a student would not benefit from being retained in their current grade. (i.e Learning Disability, Age, Previous Retention, etc.)

Placement Pending Summer RtA Camp (3rd Grade Only) - more data is needed to determine placement.

Retention - retention decisions are made by the principal on an individual basis. Teachers recommending students for retention must have submitted students to the Student Support Team for review prior to the end of the 3rd nine weeks and have documentation of interventions and progress monitoring to support the need for retention.

Promotion and Retention Standards: Grades 6-8th

Students are promoted to the next grade level if they meet one of the following:

Meet North Carolina grade-level proficiency standards for the assigned grade level on the End of Grade test (Level 3, 4, or 5).
3rd-8th Math and ELA
5th and 8th Science
8th - Math I

Pass all core courses (English, Math, Social Studies, and Science) with a grade of 60 or higher and *pass two exploratory courses (PE, Biotech, STEM, Computer Science, Music, and Band) with a grade of 60 or higher-6th through 8th.*

If the student does not meet one of the guidelines listed above, the student may be “placed” in the next grade level.

Extended Learning Opportunity (ELO)/Homework: Homework should not impact a student’s grade in any way. This includes taking grades for completion, signed logs, etc. If you choose to assign homework, the work should be meaningful and focus on best practices. Remember quality and not quantity is the key. In the event that you have problems with students completing homework or getting information signed, please contact the child’s parent. If it continues to be a problem, please reach out to the administration and set up a parent/teacher conference.

Infinite Campus: Parents have the ability through the Infinite Campus 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 Infinite Campus website, please contact our school data manager.

Parent/Teacher Conferences: PCIS will hold Parent Conferences during the first and third nine weeks this school year. Teachers will reach out to parents to schedule conferences. First Nine Week Parent Conferences will take place on **October 26, 2026**. Third Nine Week Parent Conferences will take place on **March 15, 2026**.

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 gain an understanding of 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: PCIS 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. 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 Intermediate School 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 Intermediate School 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 PCIS AIG Coordinator, Dr. Sabrina Sears or PCIS AIG Teacher, Mrs. Robin Copeland.

National Junior Beta Club Requirements (Honor Society)

- 90's and above in all classes
- Recommendation from 2 teachers
- Level 4 or 5 on previous years EOG for ELA and Math
- Approval by administration

2026-2027 PCIS Course Placement Guidelines

As part of our commitment to providing an enriched learning experience, we are excited to share that all 6th- and 7th-grade students will have a differentiated core curriculum that offers additional challenges and enrichment opportunities to meet the individual needs of each student. The curriculum will be tailored to their readiness level, ensuring that every student is appropriately challenged and supported in their academic growth.

Furthermore, our Academically/Intellectually Gifted (AIG) students will receive AIG services 1–3 times per week during the What I Need (WIN) period, depending on their area of AIG identification and individual learning needs. This will provide students with opportunities to further develop their strengths, deepen their learning, and excel academically.

Please note that the course placement guidelines for 8th-grade students will be based on their grades, EVAAS probability, teacher recommendations, and test scores from 7th-grade, and teacher recommendation. This will ensure that students are appropriately placed in courses that align with their academic achievements and abilities.

8 th grade		
ELA 8	MATH 8	SCIENCE 8
Students entering 8 th grade will be placed in this course.	Students entering 8 th grade will be placed in this course.	Students entering 8 th grade will be placed in this course.
ENGLISH I	MATH I	High School Earth/Environmental Science

Students will be placed in this course if they:	Students will be placed in this course if they:	Students will be placed in this course if they:
Scored a Level 4 or 5 (85% or higher) on the 7th Grade NC English Language Arts End-of-Grade (EOG) Test <u>and</u> earned a final grade of at least an A in 7th Grade ELA <u>and</u> have 7th grade teacher recommendation.	Scored a Level 5 on the 7th Grade NC Mathematics End-of-Grade (EOG) Test.	Earned a final grade of at least an A in 7th grade Science <u>and</u> earned a final grade of at least an A in 7th grade Math <u>or</u> 7th grade ELA <u>and</u> have 7th grade teacher recommendation.

- 8th grade Parents/Guardians may request a waiver from the school principal if they would like a change in course placement for their child.
- The school principal must approve all waiver requests.**

Revised on July 21, 2025

STUDENT BEHAVIOR & MANAGEMENT EXPECTATIONS

Student Conduct: PCIS 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, all students are expected to conduct themselves in a respectful, responsible, and appropriate manner 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 PCIS family.

Hall Passes: Students are expected to ask permission from their teacher to leave the classroom. Students leaving class without permission, a pass, or with their electronic device may be subject to disciplinary consequences.

Alcohol and Other Drugs: Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. narcotic drugs
2. hallucinogenic drugs
3. amphetamines
4. barbiturates
5. marijuana or any other controlled substance
6. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts), and synthetic cannabinoids (e.g., “Spice ``and” “K2”)
7. any alcoholic beverage, malt beverage or fortified or unfortified wine or other intoxicating liquor
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Violations of this policy will be reported to the appropriate law enforcement agency. Consequences may also include OSS, assignment to alternate settings, counseling, etc.

For more information, see Policy 4325: Alcohol and Other Drugs.

2026-2027 PCIS Cell Phone Policy

Revised Cell Phone Policy:

In accordance with the new state law, students must have their cell phones off during the instructional day. This includes all breaks, lunch periods, and instructional time. Cell phones must be turned off and stored in the students' assigned pocket/storage device when in the classroom. Students with medical monitoring technology with a note on file with the school nurse are exempt. We understand the importance of digital communication; however, we believe that minimizing cell phone usage during school hours will enhance students' focus on academic activities and foster a more engaged learning environment. If you need to reach your child, please call the front office. If there is athletic cancellation or bus change, we will allow students to call home to make arrangements. This is the expectation in all classrooms throughout the building.

Cell Phones During Testing: We recommend students leave their cell phones, smart watches, and any other electronic device at home. If a student brings a cell phone to school on a testing day, they follow testing protocol for storing these devices..

Policy Code: 4318 Use of Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during instructional time or as otherwise directed by school rules or school personnel.

Wireless communication devices include, but are not limited to, cellular phones, electronic devices with Internet capability, paging devices, two-way radios and similar devices.

Students will be permitted to be in possession of cell phones while attending school-sponsored extracurricular activities (athletic events, dances, field trips, etc).

Perquimans County Intermediate School will not be responsible for any lost/damaged cell phones or other devices/items.

Policy Code: 4316 Student Dress Codes

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board grants the principal discretion related to appropriate dress in schools. Additionally, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy 4328, Gang-Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Note: Students are required to wear tennis shoes (sneakers) during physical education. If a hoodie or hat is causing a disruption to the learning environment or concealing earbuds/headphones, the student may be asked to remove it or refrain from wearing it.

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 the 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 online 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 non refundable fee of \$10 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.
- **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.**
- All equipment must be returned. (Chromebook, charger and battery)
- No loaner Chromebook or other device will be given out unless the assigned Chromebook is being fixed for damage.
- **All students must pick up and return their Chromebook each day to their assigned locations.**

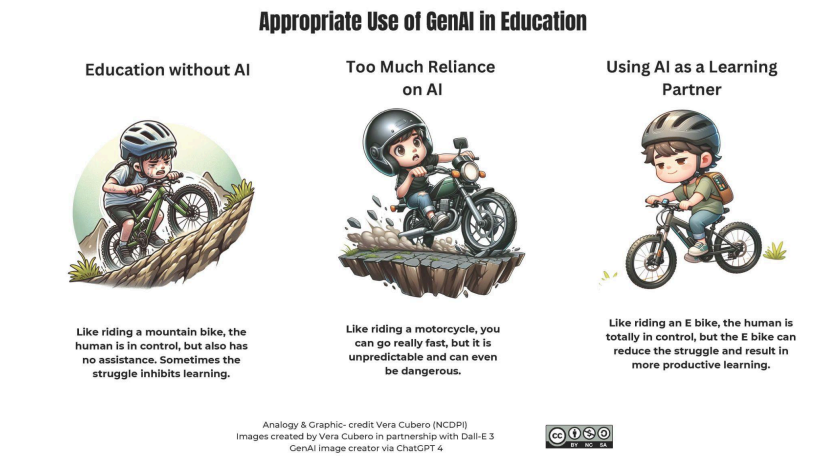
Incident/Damages	Fees
1st accidental incident	No charge
2nd accidental incident	50% of parts/labor costs
3rd accidental incident & beyond	Full cost of repair by the repair company
Lost Chromebook and/or charger	Full cost of replacement
Intentional damage to Chromebook and/or charger	Full cost of repair by the repair company

Personal Electronics: Perquimans County Intermediate 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.

Perquimans County Schools: AI Student Handbook Statement

AI tools, when used appropriately and ethically, can support teaching and learning. AI technologies can enhance student learning and creation. That said, usage of AI tools falls under the Perquimans County Board Policy Code: [4310 Integrity and Civility and Policy](#) Code: [3230/7330 Copyright Compliance](#). Using AI to cheat, plagiarize, violate copyright laws, curse, use vulgarity, abuse, use demeaning language, or play dangerous tricks is strictly prohibited, and failure to adhere to Policy Code 4310 may result in academic consequences. If your teacher has not provided specific instructions on how AI tools can be utilized for assignments, it is advisable to seek clarification regarding their expectations to ensure compliance with the school's policies and standards.

Perquimans County Schools' Acceptable Use Policy (AUP) applies to AI ([Policy Code: 3225/4312/7320 Technology Responsible Use](#)). Misuse of technology will be addressed according to the rules in the student code of conduct.



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 unwelcomed, 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.

In an effort to further safeguard our students from bullying, PCIS has developed the following protocol for addressing incidents of bullying:

1st Incident: Students are encouraged to report any incidents to their classroom teacher. The teacher will then conduct a brief conference with the student accused of bullying to reiterate our policy (as stated below). The teacher will notify both sets of parents and document the incident in the Educator's Handbook. Additionally, the teacher will send an email to the school counselor to inform them of the reported incident.

2nd Incident: Students should report the incident to their teacher and the school counselor. The counselor will conduct a bullying session with the student accused of bullying and check in on the student who was bullied. The counselor will also notify the parents, making them aware that this is their child's second reported case of bullying.

3rd Incident: Students should report the incident to their teacher and/or counselor. The counselor will inform a member of the administration that this is the student's third incident related to bullying. An administrator will then schedule a meeting with the student and their parents to discuss the ongoing situation, explore strategies for preventing bullying, offer additional guidance sessions, inform parents of the school's policy, and discuss potential consequences if the behavior persists.

4th Incident: Parent Contact and Administrative Consequence

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

Parent/Guardian Contact

It is the policy of the faculty and staff of Perquimans County Intermediate School to maintain contact with parents concerning the progress of their child. Their progress includes both behavior and academics. Teachers will be asked to make a positive parent contact with their homeroom students within the first 10 days of school to establish a positive working relationship for the upcoming school year. Teachers will be asked to make voice to voice phone calls, attend parent conferences, and send progress reports home.

Teachers shall maintain a digital Parent/Guardian Contact Log for documentation purposes.

Remind is the district-approved platform for class announcements, reminders, and two-way communication with families. Staff should not use personal cell phone numbers or social media platforms to communicate with parents or students.

If any child is deemed a possible retention candidate, the teacher needs to have met with the parents and shared this information. Students who are possible retention candidates will receive letters at the end of the 1st Semester. It is important that you have made contact with the child's parents throughout the year to share this information.

PARENTS' BILL OF RIGHTS

The Parents' Bill of Rights (SL 2023-106) signed into law on August 16, 2023, gives parents certain rights in their child's education. Perquimans County Schools has addressed this legislation in new as well as existing policy and procedures. You can access all of our policies [here](#).

§115C-76.25 which outlines parent legal rights for their child's education states in section (b), "Public school units shall (i) allow parents to exercise these rights and (ii) make the rights contained in this section available to parents electronically or by displaying the information on the website of the public school unit."

Policies specific to the above legislation are linked to the corresponding parent rights below.

- Make decisions for participation in reproductive health and safety education programs. (Policies 3540, 1310/4002)
- Seek exemptions from immunization requirements. (Policy 4110)
- Review statewide standardized assessment results. (Policy 3410)

- Request an evaluation of their child for identification as a child with a disability or as academically or intellectually gifted. (Policy 3520)
- Inspect and purchase textbooks and other supplementary instructional materials. (Policies 3200, 3210, 3540)
- Access information on promotion and retention, including high school graduation requirements. (Policies 3420, 3460)
- Receive regular report cards that show academic performance, conduct, and attendance. (Policy 1310/4002)
- Access information on the State public education system. (Policy 1310/4002)
- Participate in parent-teacher organizations. (Policy 1310/4002)
- Opt-in to participation in protected student information surveys in accordance with State law and opt-out of data collection in other surveys in accordance with federal law. (Policies 1310/4002, 4720)
- Review available records of materials their child borrowed from a school library. (Policy 1310/4002)

Perquimans County Schools is committed to partnering with our parents in their child's education to ensure that each child receives the best education he or she deserves. Please contact us if you have any questions or concerns about your child's education in our school system.

PARENT ENGAGEMENT

Definition: Parent and family engagement is the participation and two-way communication of the school with the parent or guardian. We want families to partner with our teachers to ensure every child reaches their full potential. PCIS will host parent meetings, report card pick up nights, and various events at our school to highlight student success. It is our expectation that families do their best to participate when they can.

Title I: A Title I school receives federal funding to support disadvantaged students. These funds are allocated to our school to support equitable, and accessible services to our students. Parent engagement is required by Title I and has a direct impact on student achievement.

Policy Requirements: The following actions will be taken by PCIS to involve parents and families in our partnership.

- Parent representatives will serve on our School Improvement Team. This team will address system policies and Title I programming.
- PCIS will offer a Title I night that highlights what it means to be a Title I school.
- PCIS will offer opportunities for parents to provide feedback in meetings, surveys, and opportunities to serve on teams.
- We will provide engagement opportunities throughout the year to ensure families are informed.
- We will ensure parents have access to and receive content standards, state academic achievement standards, and reports.
- We will inform families about local and state assessments and monitor progress.
- We will provide families with online access to their child's grades.
- We will make every attempt to create open communication with our families via newsletter, social media, individual parent meetings, and family nights.

Parent Involvement Plan

The board recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation.

In accordance with S.L. 2023-106 (SB49 - Parents' Bill of Rights) and Perquimans County Schools Policy 1310/4002: This Parent Involvement Plan outlines strategies and resources used to maintain strong communication with families throughout the school year.

Policy 1310/4002 Requirements:

What does it look like at your child's school?

The policy requires each school to consider how to meet each of the following areas...

- | | |
|--|---|
| <ul style="list-style-type: none"> regular, meaningful two-way communication between home and school; | <ul style="list-style-type: none"> Weekly Emails (Tiger Times): Provide parents with updates on school activities, academic achievements, athletics, field trips, and important dates. Parent Portal: Utilize a secure online platform for parents to monitor their child's progress, attendance, and assignments. Remind: All teachers are using REMIND for parent communication Report Card Pick-up Nights Parent Conference Days: |
| <ul style="list-style-type: none"> promotion of responsible parenting; | <ul style="list-style-type: none"> Trillium Drugs Uncovered Night Character Strong & iLead Facebook Integrated Family Services Mobile Crisis Full-time school resource officer |
| <ul style="list-style-type: none"> involvement of parents and guardians in student learning; | <ul style="list-style-type: none"> 6th grade transition Annual Open House CTE Showcase Band Showcase Parent Conference Days Report Card Pick-up Nights Title I Parent Night: Title I parent information session, parent portal session, and powerschool sessions available. Technology Training: Provide workshops on using digital resources and platforms to support their child's learning. |
| <ul style="list-style-type: none"> promotion of parental volunteering in the school; | <ul style="list-style-type: none"> Volunteers: Parents that want to volunteer on a consistent basis can complete the volunteer packet/background check. They must be board approved. |

- After School Clubs: Parents and community members can volunteer to assist with after school activities. A volunteer/background check with board approval is required.

- involvement of parents and guardians in school decisions that affect children and families;

- Elected Representatives: Form a diverse council of parents to provide input on school policies, curriculum, and programs.
- Regular Meetings: Meetings are the second Monday each month.
- Feedback Forms: Distribute Google Form surveys to gather input on school policies, programs, and areas of improvement.
- Annual Parent Safety Survey: Assess overall satisfaction with school's safety

- parental training based on parents' informational needs;

- 6th grade transition
- Annual Open House
- Online Resources: Provide access to resources that assist parents in understanding and helping with homework assignments.
- Designated Tutoring Hours: Math, ELA

- community collaboration with community agencies and other organizations to provide resources to strengthen school programs, families, and student learning; and

- Trillium Drugs Uncovered
- Hunger Heroes
- Annual Open House
- Collaborative Projects: Partner with local organizations, businesses, and community members to provide additional resources and opportunities for students. Ex. Minister Council, Bethel Baptist, Avigrid, CTE local business, Bagley Swamp

- promotion of student health awareness among parents by addressing the need for health programs and student health services, which are linked to student learning.

- Drugs Uncovered
- Vaccination Requirements
- Annual Sports Physical partnership with Dr. Lane and Vidant
- Daily health and physical education
- Weekly Wednesday Character Strong
- MENS Club
- GEMs Club
- Integrated Family Services Partnership
- Full-time Guidance Counselor

RESOURCES & SERVICES

Counselor Services: The School Counseling Program is designed to assist each student in his or her mental, emotional and social development. The school counselor is available for individual and/or group counseling, and works closely with teachers to be available to all students. Appointments may be made with the counselor by calling the school office. During the day, students need a pass from their teacher, counselor, or an administrator to report to the guidance office.

Updated School Policy on Outside Food

Outside Food and Drink: Students who bring outside food or drink must bring it packed and kept away until their designated lunch time. Food and drink, with the exception of water, may only be consumed in the cafeteria. The following items must be packed in a lunch container and consumed during lunch time: sodas, snacks, and candy. PCIS does not allow outside food delivery or drop off from restaurants, fast food, etc. Students may carry a water bottle during the school day. Energy drinks should not be brought to school. These measures are in place to promote a healthy and safe environment within our school and maintain cleanliness throughout the campus. As a reminder, all Perquimans County students have the option to eat free breakfast and lunch daily. Students with medical documentation are exempt and will have procedures in place with the school nurse.

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 2026-27 school year are as follows:

	Breakfast	Lunch
Full Price	Free	Free
Reduced Price	Free	Free

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

- Remaining in the 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. When arriving at school, students should visit the cafeteria for breakfast before entering the classroom. For all grade levels, breakfast will be enjoyed in the classroom to ensure every student has the opportunity to start the day with a healthy meal and complete morning routines.

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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant
1400 Independence Avenue SW
Washington, DC 20250

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), and 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

FACILITIES & TRANSPORTATION

Telephone Usage: Students are allowed to use the telephone for emergency situations. Students **must** receive permission prior to using the telephone. Generally, use of the telephone will be restricted to lunch time and after school hours. **Phone calls will not be transferred to the classrooms for students during the school day.** In the event of an emergency, messages will be received in the office and delivered to the students. Teaching time is valuable at PCIS; therefore, we discourage phone calls to the teacher during the school day. Phone calls during the school day will be transferred to the teacher's voicemail.

Car Riders: Students being driven to school are not to arrive prior to 7:15 am. **All students should be picked up by 3:15 pm** unless supervision arrangements have been made with a PCIS 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 load cars in specified areas only. Students shall at no time go to or load 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 may result in the student's bus riding privileges being denied on a temporary and/or permanent basis.

Bus Stop & Crossing Procedures:

1. Students should arrive at their bus stop 10 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 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. Students in Grades 3-12 are not 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 all directions given by their bus drivers in a respectful manner.

Under no circumstances 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 the 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 the 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.

PCIS encourages students to not bring personal devices (tablets or cell phones) to school. If a student brings a personal device to school on the bus PCIS is not responsible for any lost cell phones or other devices.

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 videotaping 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 Central Office at (252) 426-5741.

Assemblies: Assemblies will be held throughout the school year. Only PCIS 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 should not be given by telephone. A parent's handwritten note cannot be accepted in place of the standard consent form. **Field trips are a privilege, students must have no discipline referrals to attend PBIS field trips.** All students are eligible to attend educational field trips to include grade level, CTE, and band, unless they have received OSS within 30 calendar days or have more than one referral within 30 calendar days. 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.

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 - all passing grades
- Number of previous behavior issues
- No disciplinary referrals
- 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 a school field trip. Students who are not eligible for participation under the guidelines may be eligible if the parent/guardian serves as a chaperone and absorbs all expenses for their child and self. **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.

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 PCIS only with the exception of the eighth grade dance. **Parents are not permitted to attend school dances unless otherwise noted.** 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. There will not be transportation provided by the school after the dance has ended.

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 the student's behavior warrants such decisions by the administration.

SAFE, ORDERLY, & HEALTHY STUDENTS & ENVIRONMENT

Book Bags: Students may bring book bags to school.

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 on a table in the back of the front office. Students are encouraged to check the table in the back of the office 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 may be subject to suspension, expulsion, and/or arrest.

Emergency Drills:

- Fire Drills: A fire drill will be conducted at least once a month during the school year. The purpose of these drills is to prepare students and staff in the event we have to evacuate the school. School administration and teachers will make students aware of fire drill procedures.

- **Lock Down Drill** – As part of our Emergency Action Plan, we conduct drills to prepare students for possible crisis situations throughout the year. The purpose of the drill is for students to know exactly what to do and how to respond when lock-down directions are given. The school may hold unannounced lockdown drills periodically throughout the school year.
- **Tornado Drills:** A tornado drill will be conducted at least once during the school year. School administration and teachers will make students aware of tornado drill procedures.

School Visitors: All parents and visitors are welcome to PCIS. All visitors to the school or school grounds must report to the office upon arrival to sign in on the Verkada visitor security system. A Verkada sticker/badge must be visible for hall entrance. All visitors are expected to leave promptly when their business is completed. Classroom visitors must secure an office pass and have the teacher's approval before they visit. Exceptions will be made during special events. Parents will then be asked to sign in their child's classroom and receive a dated badge.

Volunteers: Teachers are allowed to invite volunteers into their classroom. Volunteers must sign in the front office using the Verkada system and are not eligible to supervise students without a PCIS staff member present.

Closed Campus: Students should not bring visitors (small children, relatives, etc.) to Perquimans County Intermediate School without prior consent of a school administrator. Perquimans County Schools operate 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.

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 once the dates have been scheduled.

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 and middle 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 any time 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 (ages 9 to 26) 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 the 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 the 30 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 in case 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 must 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 the 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 permitted without proper authorization.
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 may be 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 100.4 or higher is a sure sign to keep your child home. Giving a fever reducer and sending him/her 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/her home. If symptoms continue for more than 48 hours or worsen instead of improving, consult the doctor.
- A blistery 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 at least 60% alcohol-based sanitizer dispensing bottles to every classroom and office.

Remote Instruction:

In the event Perquimans County Schools has to operate remotely, the following guidelines will be implemented:

Procedures

In the event of emergency closures, Perquimans County Schools will exercise remote instruction up to 5 days per year using the following Remote Instruction procedures. The school will communicate procedures each time remote instruction occurs.

Attendance:

Student attendance will be recorded for each of the remote instruction days.

The following protocols can be used for taking attendance:

- Checking- in via two-way communication with the teacher
- Completing and submitting assignments offline
- Completing and submitting assignments online
- Joining synchronous virtual class
- Signing- in via a digital attendance collection form

Students have 5 days to turn in assignments after remote instruction days to be counted as present.

Student Learning:

The following options can be utilized by the schools to assign work:

- Paper learning packets
- Digital assignments posted to the Learning Management Systems
 - Grades 3-8 - Google Classroom
 - Grades 9-12 - Canvas
- Virtual Conference via Google Meet

Teacher Accessibility:

The following forms of communication can be utilized to contact teachers during remote instruction:

- Email

- Learning Management System

School Social Worker/Homeless Liaison

As a member of the Perquimans County Schools family, please contact our District Social Worker, Sydney Lassiter, at (252) 426-7166 to provide student services in the areas of homelessness, problems adjusting to the school environment, family issues, individual personal difficulties, and/or peer relationships.

Board of Education Policies

For more information regarding policies of the Perquimans County Board of Education, visit www.pqschools.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

Dr. Shawn Wilson, Superintendent

Dr. John Lassiter, Assistant Superintendent

PO Box 337, Hertford, NC 27944

(252) 426-5741

The Board of Education meets the fourth Monday of each month at 6:00 p.m. at the Board of Education office. Any changes to 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 chance, 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.

