

AIM High! Always Imagine More



2025-2026
Parent/Student Handbook

Person Early College for Innovation and Leadership Parent/Student Handbook

“You are capable of more than you know. Choose a goal that seems right for you and strive to be the best, however hard the path. Aim high. Behave honorably. Prepare to be alone at times, and to endure failure. Persist! The world needs all you can give.”

E.O. Wilson

(One of America’s distinguished scientists)

While this handbook presents rules, regulations, policies, and programs as accurately as possible at the time of printing, we reserve the right to revise any part without notice or obligation.

The Person County Public School System does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs or activities. If you have an inquiry regarding the nondiscrimination policies, please contact the following: Human Resources, Person County Public Schools, 304 South Morgan Street, Roxboro, North Carolina 27573. (336) 599-2191.



VISION STATEMENT:

The vision for Person Early College for Innovation and Leadership is that our students will graduate as innovative career and college ready productive citizens.

MISSION STATEMENT:

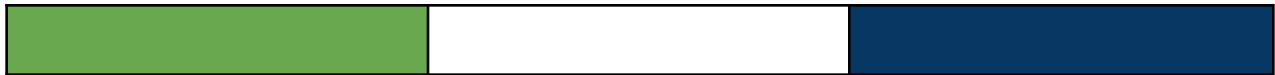
Person Early College strives to provide a supportive and collaborative learning environment with a focus on STEM, Leadership and Character, so that students may graduate as service-oriented leaders, prepared to enter college or careers and compete globally.

CORE VALUES: Keys to Success

Respect, Responsibility, Pride, Scholarship, Integrity and Perseverance.

School Colors:

Emerald Green, White, and Navy Blue.



School Mascot:

Maverick

Website:

[Person Early College Website](http://person.k12.nc.us)

ADDRESS OF SCHOOL

Located on the campus of Piedmont Community College, Building T
1715 College Drive, Roxboro North Carolina 27573
Main Number: (336) 322-2275

School Administrative and Support Staff consists of:

Principal, Mrs. Shirlrona Johnson, johnsons@person.k12.nc.us

School Counselor Mrs. Martinique Smith smithma@person.k12.nc.us

PCC College Liaison, Mr. Walter Montgomery walter.montgomery@piedmontcc.edu

Office Support/Data Manager, Ms. Barbara O'Brien obrienb@person.k12.nc.us

School Social Worker, Mrs. Janay Tuck tuckj@person.k12.nc.us

School Nurse, Ms. Audrey Wallace wallacea@person.k12.nc.us





MESSAGE FROM THE PRINCIPAL



Welcome Students!

Welcome to an innovative high school program that will challenge, engage, and inspire you to always imagine more! (AIM high!) Administrators, counselors, teachers and support staff at the Early College High School believe that strong academic support, character/leadership development, and a challenging curriculum will provide students the tools that are needed for successful transitions into career and college readiness.

We encourage you to strive for academic excellence, strengthen your leadership skills, exhibit good character, join a club/organization, and participate in STEM challenges. Our engaging and rigorous instruction, small class sizes, digital learning platforms, academic assistance, and accelerated learning programs prepare all of our students for success.

Our commitment is to prepare each student to be career and college ready! We want you to Always Imagine More for yourself. AIM High to achieve your goals in life! So think about this...with all the opportunities we are providing.....*what can you imagine?*

Shirlrona Johnson, Founding Principal



Person Early College Teacher Commitment to Students and Parents

We will commit to

Person Early College for Innovation and Leadership in the following ways:

- We will make decisions that align with our vision of what we want for our school and our students
- We will participate in Professional Development so that we can continue to hone our craft.
- We will always maintain high expectations of our students.
- We will always protect the safety, interests, feelings and rights of all individuals in the classroom.
- We will promote our school's core values (keys to success) in all aspects of student learning.
- We will work as a team, to meet the academic, behavioral, and social needs of all students.
- We will be available for office hours during the week. Office hours will be from 3:00 - 4:00 pm on the designated day of the week for our subject area. Additional office hours can be arranged.
- We will communicate effectively with all stakeholders.
- We will facilitate opportunities for parents and community members to be active in our school and for our students to actively serve in our community.

We expect you to adhere to the Maverick Creed which includes our school's core values which we refer to as our Keys to Success. This is also detailed in our [Behavior Matrix](#) of student expectations.

THE MAVERICK CREED

I will be positive.
I will be engaged.
I will show Respect,
Responsibility, Pride,
Scholarship and Integrity.
I will participate
I will always remember that
my actions dictate my
consequences.



ABOUT PERSON EARLY COLLEGE

Person Early College (PECIL) is a collaboration between Person County Schools and Piedmont Community College. It is an innovative high school that provides students the opportunity to learn in a STEM, Character/Leadership and Service Learning-focused environment that incorporates local and global service projects. We partner with other Institutions of Higher Education and Organizations to provide our students with unique learning opportunities and experiences. *Partners are: Character.Org, Leader In Me ®, Piedmont Community College, North Carolina Central University BRITE, North Carolina State University Friday Institute New Literacies Collaborative. We are also members of the Research Triangle Institute Early College Network.*

PECIL Instructional and Classroom Support Staff		
Name	Course/Subject Area	Email Address
Julie Barker	Mathematics	barkerj@person.k12.nc.us
Danielle Bumpass, Resident Teacher	English 2/Social Studies Journalism and Yearbook PEARLS Co Advisor	bumpassd@person.k12.nc.us
Beneita Dennis	Mathematics Social Studies Fiber Arts Club	dennisb@person.k12.nc.us
Social Studies	Social Studies National Honor Society	blanksj@person.k12.nc.us smithma@person.k12.nc.us
James Ruiz	World Language:Spanish Latinos Culture Club	ruizj@person.k12.nc.us
Science	Sciences	staceyc@person.k12.nc.us



GENERAL OVERVIEW OF OPERATIONS

Arrivals and Departures

Students are to stay on the school grounds from the time they arrive in the morning until dismissal time in the afternoon.

Car Riders: Students should NOT arrive at school before 7:45 AM. Students are allowed in the building at 7:45am when there is teacher supervision. DO NOT drop students off in the Bus Lane. This is a safety issue. Early arrivals should be dropped off at the semi-circle to wait in the E-building until 7:45am.

Student Drivers: Students who drive to school are **NOT** to arrive before 7:45 AM and should have registered the vehicle they drive to school with our office and have a purchased parking decal visible in the rearview mirror.

Bus Riders: Students that ride the bus should follow all the directives given by their bus drivers at all times.

All students must leave campus by 2:40 pm unless they have permission from a teacher, are involved in tutoring, or are participating in an extracurricular activity. If a student is unable to leave campus by 2:40 pm, the student/parent needs to notify the Principal, School Counselor, or College Liaison to remain on campus. The only exceptions to this rule are classified Juniors, Seniors or Super Seniors who may have classes at later times.

Personal Property

Person County Schools is not responsible for vehicles or personal property, including electronic devices, on school campuses. The Administration strongly encourages students not to bring personal items to school.

School Closing

In the event of unscheduled school closings, parents will be notified using Blackboard Connect calls, texts and/or emails and other social media outlets. If PCS is closed for inclement weather so is PECIL, regardless of PCC. If PCS is closed for teacher workday or



early release, **PECIL may still be open** so check the school calendar for specifics. Students taking PCC classes will still need to check their email, blackboard accounts, etc for college assignments to complete. They should also email their instructor if they are not going to be at school that day. ***They are still responsible for checking college assignments during school closings and may even have a zoom meeting if the instructor indicates.***

If weather conditions force school to be closed or the opening of schools to be delayed, parents should note the following:

- Breakfast will be served on one-hour delay days. Breakfast will **not** be served on two-hour delay days.
- Early College students will need to be ***picked up immediately.***
- Inclement weather announcements will be posted at www.person.k12.nc.us.
- Emergency telephone numbers will be contacted via the Blackboard Connect message system. Parents should ensure that the school has correct information.
- Information will be posted on the PCS website and the school Facebook page.
- School officials will ask the following radio and television stations to announce immediately changes in the school day:

Radio Stations: Television Stations:

WRXO - 1430 (AM-local)	WTVD-TV - CHANNEL 11 (Durham)
WKRX - 96.7 (FM-local)	WHLF - 95.3 (FM-South Boston, VA)
WRAL-TV - CHANNEL 5 (Raleigh)	WRAL - 101.5 (FM-Raleigh)
WRSN - 93.9 (FM-Raleigh/Durham/Chapel Hill)	
WFMY-TV CHANNEL 2 (Greensboro)	
WAKG - 103.3 (FM - Danville, VA)	
WUVC-TV - UNIVISION 40 (Fayetteville- PARA INFORMACIÓN EN ESPAÑOL)	

- Contact a neighbor for information if you are unable to hear the announcement on radio or television.
- Please **DO NOT CALL** the school, central office, radio, or television stations.
- The absence of any announcement means that school will open as usual.



HOLIDAYS AND WORKDAYS MAY BE USED FOR MAKE-UP DAYS

Parents should review the school calendar for possible make-up dates.

Student Gifts/Flowers/Balloons/Food

Delivery of flowers or gifts at school is discouraged. The office staff will **NOT** deliver or notify students of these items. Flowers or balloons are not allowed on buses.

Visitors to Campus

Visitors are welcome to Person Early College for Innovation and Leadership. ***No one should go to the cafeteria, classrooms or any other location on PCC campus other than the PECIL office to see a student or deliver items to a student.***

Visits for the purpose of soliciting business are not permitted. Visits should not interfere with instruction. The administrative staff and teachers extend a special invitation to parents who are interested in the school's educational programs and activities.

Appointments may be made with teachers during their planning period or after school.

- Students may not bring relatives, friends, or small children to school during the school day.
- *Parents wishing to visit or speak with school personnel should make an appointment through the Office or Instructional staff person in advance.*
- Students are not permitted to leave class for reasons unrelated to school, ***including picking up lunch by their parents, relatives, or friends. Students must be checked out of school appropriately versus picking them up directly from campus.***

Only PECIL students, staff, Central Service and PCC personnel will be allowed immediate entry into the building. All others will state your business and wait for further direction from the office. Parents/guardians or authorized persons listed in Infinite Campus that are checking students out are to show ID upon request and state their student's name and return to the car until the student is sent out from the building.

Breakfast and Lunch Regulations

Breakfast will be available to Person County Early College students ***at Person High School.*** Breakfast must be purchased via the online payment center. Students may bring the breakfast to PECIL to eat and should not eat on the bus.

We also participate in the National School Lunch Program. Students have the option of bringing lunch from home or ordering lunch from the school. Students are able to warm up their lunches in the cafeteria. **PECIL is an open lunch campus which allows students to eat their lunch on the Piedmont Community Campus; however, students can NOT leave the PCC campus for lunch nor can lunch be delivered**



to the PCC campus to students during the school day. **Parents are also discouraged from bringing outside lunch (i.e. fast food or other restaurant food) to students as it interrupts the instructional day.* Each student is responsible for cleaning his or her trash, trays , etc anywhere that they choose to eat on this campus. Parents are encouraged to pay any lunch fees in a timely manner.

PCS lunch: Students are encouraged to order lunch via Person County Schools and the special order form that PECIL uses. Lunch is free for all this year.

PCC Cafe: There is also a [Cafe](#) on PCC campus from which students are able to purchase items. Students are asked to pre-order their lunch choice should they utilize this business.

Operational Hours

Our hours of operation are 8:10 am – 2:40 pm daily. With student arrival no earlier than 7:45am.

PECIL Daily Monday - Thursday Schedule

10th-13th Grades

1st Period 8:10-9:19 am
2nd Period 9:24-10:33 am
3rd Period - 10:38-12:12 am*
4th Period 12:17 -1:26 pm
5th Period 1:31 to 2:40 pm

9th Grade

1st Period 8:10-9:19 am
2nd Period 9:24-10:33 am
3rd Period - 10:38-11:47 am
4th Period 11:52 -1:26 pm*
5th Period 1:31 to 2:40 pm

*Length of period includes lunches.

Class times vary by grade level and may not be indicated here, due to varying college class times.

PECIL Delayed Day Instructions

1. 1-hour or 2-hour delay M-F

- A. **1-hour delay--Students report to the class that they are normally in at 9:10 am for the remainder of that class period after which students will continue with regular class schedule.**
- B. **2-hour delay --Students report to the class that they are normally in at 10:10 am for the remainder of that class period after which students will continue with regular class schedule.**



Class Schedule

“Flex Friday” and “Flex Periods” have been implemented to increase opportunities for students to be successful and achieve academically. They are also utilized to provide specific social emotional wellness days which are scheduled throughout the year. “Flex Friday” will occur every Friday, and “Flex Periods” will occur at various intervals during the school year and do not necessarily occur on a Friday. Flex is **NOT** to be used for free time. Students are **required** to attend and participate in Flex Fridays and Flex Period activities as this will foster continued success within the Early College program. **Field trips and guest speakers support in-classroom learning and are not optional for PECIL students.**

Flex Time will be built into the schedule during the first week of school in order to transition students to the college environment. We generally refer to this week as the **WOW (Week of Welcome)**. During this time students will review the school expectations (our core values of Respect, Responsibility, Pride, Scholarship and Integrity) as are stated in the student handbook and how they impact success. Valuable team building activities occur during this time in order to help students meet other students, get to know teachers and foster a school community relationship. Student Code of Conduct is also reviewed along with study skills and note-taking strategies. Students receive orientation to the school facilities including the learning commons area (media center), cafeteria, and the college advising area, tutoring and receive other pertinent information that makes the transition to our unique high school environment much smoother.

Other Possible Uses for Flex Days and/or Gap time between classes:

- PEER Tutoring/Intervention Block
- Re-testing Material
- Make-up Work
- Extra Time for Projects/Group Work
- [Advisory, Seminars](#)
- Make-up Labs
- Enrichment
- Club/Organization meetings
- Wellness /Social Emotional Learning days

Volunteer Background Checks

Background checks are required for all individuals wishing to volunteer in our schools and work directly with students. You can access the district volunteer form [here](#) or online under the parents and families menu on the Person County Schools main webpage.



Each individual wishing to volunteer will be asked by school personnel to go online and complete the volunteer agreement form located on Person County Schools website.

Photographs, Videotapes and Websites

We want parents and guardians to be aware that their children may be featured in photographs, video and news articles. A parental permission form for PCC will be provided to parents in addition to the completion of Person County Schools permission form.

Safety Alert System

PCC students are placed in the community college's safety alert system by completing the information form at the new student summer information session. These forms can be obtained from the PECIL offices if you missed that session. Students and parents whose numbers are entered into the alert system will get any messages sent out by the community college as it relates to safety. Please note: *If your student does not have a cell phone they will not be on the PCC alert system. It is important for the student to be on the alert system as they are not always in the PECIL building.*

Demographic and Emergency Information

Students must have accurate and up-to-date demographic information and emergency contact information in Infinite Campus. This is especially important in the event of a school emergency and a parent/guardian needs to be contacted. Any change of physical address, email or phone numbers should be reported to our school Data Manager by the next business day after the change. Keep in mind that transportation changes may not be immediate.

ACADEMICS AND SCHOOL CULTURE

PECIL's curriculum will provide rigorous honors-level high school coursework that prepares students for accelerated college opportunities with a focus on STEM (Science, Technology, Engineering and Mathematics). Students are allowed to choose from a variety of pathway options. In each pathway, students may earn their high school diploma and an associate degree with successful completion of both high school and college coursework.

Students begin the program with a focus on high school courses while taking college electives, such as College Transfer Success (ACA 122), College Physical Education (PED 110) and Introduction to Computers (CIS 110), both which introduce students to college-level work. As students matriculate through their respective programs, they continue to enroll in both high school and college courses, thereby taking full advantage of the Dual Credit Allowances through Career and College Promise and the North Carolina Comprehensive Articulation Agreement.



Leadership Attire

It is expected that each student wears Navy pants and the school leadership shirt when representing PECIL in special activities such as competitions, field trips, site visits, and any other designated events or on-site activities. Parents will be able to purchase shirts from school for a reasonable price. **Students that do not wear their leadership attire may result in not being able to participate in field trips or other special events and will remain on campus working on class assignments under the supervision of faculty and/or staff.**

Service Learning and Community Service

PECIL's students will participate in collaborative service leadership projects, which broadens in scope from local and regional projects, state and national projects and global projects through partnerships that will be developed with other schools and international service programs outside of the United States. Students must complete 30 hours of community service per year. Students may use verifiable service time earned through school service learning projects, school club service projects and any additional service projects that the student participates in outside of school hours. A school provided service log is submitted by the end of the school year to the designated person.

Seminars

All of our students take a Seminar class each term. These seminars are an important component of our early college curriculum. All new students are required to take the Character Education course and all Super Seniors and anyone else graduating are required to take both the Internship Seminar and the Career and College Readiness Seminar. Students are expected to participate fully in the Internships in which they are placed. In some cases Internships can be arranged with the current employer of a student. See the Instructor to see if it is possible with your employer. All Juniors are required to take the ACT Seminar in order to better prepare for the ACT. ***Click here for more information on [Seminars offered](#).***

Learning Experience

PECIL teachers utilize a variety of learning strategies to engage students in their learning experiences. Our school's Core values are promoted and referenced in all classes daily to support our continuous efforts of a positive school culture that focuses on Character, Service and Leadership. We are a *Leader In Me®* school, A recognized NC State School of Character and National School of Character and strive to embody our school's core values of *Respect, Responsibility, Pride, Scholarship, Integrity* and *Perseverance* in all aspects of our school. Our students participate in collaborative learning, and Project Based Learning while blended instructional strategies are incorporated in instructional



practices. We provide students the opportunity to read, write, speak and do everyday. Rigorous academics are also integrated with career-based learning and real world work experiences to further engage students in learning. With this approach in mind, a variety of unique educational activities and opportunities are provided to enhance student learning experience at PECIL. *Opportunities such as mentorships by community business partners, on-site Internships as a student teacher assistant or student office support staff, on-site broadcast media student staff, field trips to businesses and colleges, guest speakers on various careers, job interview and resume guidance, public speaking preparation, project-based group assignments, student-centered exercises, team-building and leadership exercises, and internships, as well as service-learning initiatives, community service, problem-based learning projects, group simulations, and global learning are provided.*

PECIL CLUBS AND ORGANIZATIONS :

Competitive Robotics Team	Maverick Men's Mentoring Group
Yearbook & Journalism	National Honor Society
Student Council/Lighthouse Team	Fiber Arts Club
Sources of Strength	Pearls -Girls Mentoring Group
PEER Tutors	
Latinos Cultural Club	

PECIL Club, Organization and Team Commitment Policy

Students are able and encouraged to participate in any of the clubs, organizations or teams that Person Early College has to offer. This includes Journalism and Yearbook. PECIL students are expected to wait until their Junior year to take advantage of the clubs, organizations and committees that are offered by Piedmont Community College. This is to give the student a chance to get used to balancing the rigorous demands of an early college high school program before adding additional college commitments.

The expectations for participation in any PECIL club, organization or team are as follows:

- 1) Pay any fees and/or dues promptly.
- 2) Follow the rules and regulations given by each Advisor or Coach.
- 3) Attend meetings and affiliated events regularly and contact your advisor/coach at least one day in advance, prior to missing an event/meeting or activity.
- 4) Be a Team Member- Travel to and from events with the team, club, organization, or committee and assist with loading, unloading, setting up and breaking down of any equipment, tents, items that are brought to the event.
- 5) Be on time to meetings.



- 6) Meet deadlines.
- 7) Have your transportation worked out and present to pick up on time.
- 8) ***Be part of the team, model the PECIL Keys to Success-our core values of Respect, Responsibility, Pride, Scholarship and Integrity.***
- 9) Be cooperative and participate.



STUDENT ACADEMIC SUPPORT PROGRAMS

Tutoring, Office Hours and Academic Support: Students are provided opportunities to work with teachers after school or during Academic Support times in order to receive additional tutoring in subject areas. Peer tutoring is also available through PECIL's school counselor for high school classes. PCC offers tutoring services for the college classes. Students with a low grade of B through a high C are encouraged to attend at least one tutoring session or teacher office hour a week. All teachers have a specific day for office hours, however additional support days can be arranged. Office hours are from 3:00pm-4:00pm on a teacher's specific day. During office hours students can make up assignments, get assistance, re-test or get clarification on concepts taught. Students with a grade of a low C through F are expected to attend tutoring at least two times per week. Tutoring may also take place during Academic Support periods, Friday Intervention Blocks or through Lunch and Learns.

PCC Academic Success and Transition Center: The student academic success center at Piedmont Community College provides additional support to help students with the rigor of the college courses. Individual tutoring sessions, group tutoring sessions, and multiple session meeting dates are all available to help students succeed in college coursework. Contact the early college liaison for more information.

PECIL Academic Support: Students have academic support times built into their schedule. It is during this time that students can receive additional help if needed or work on personalized learning activities or school assignments.



Intervention Block: PECIL provides an Intervention Block period on Fridays at the end of the day. This period is utilized for academic support, Peer Tutoring sessions, Student Learning Team sessions, and some club/organization meetings.

Advisory Groups: Students are assigned to an advisory group through their 13th grade year. This provides students the opportunity to participate in team building, reinforcing character education concepts, goal setting, academic counseling, and strengthening the peer to educator connection. Advisory meets every week during Maverick Time. All students are expected to participate.

Independent Learning Lab: Students must apply for and be approved for the privilege of Independent Learning Lab or in some cases Limited Independent Lab. Approval is based upon student grades and behavior which include specialized support platforms and tutoring logs, attendance and discipline information from the previous semester. A student can also be pulled from Independent Learning Lab/Limited Learning Lab opportunity and placed in an Academic Support period on campus should there be a concern with their academic performance, attendance or discipline. Independent and Limited Learning Lab time is to be used to meet with instructors, study groups, tutoring and is expected to be utilized for required community service times. Students should work with the PECIL administration team for community service expectations.

COLLEGE COURSES AND PLACEMENT

Students may take college courses only with the approval of the Principal, the Guidance Counselor and the College Liaison. These courses as well as course materials are provided free to students. Students must satisfactorily complete the college courses in order to receive dual credit (both high school and college credit). All Person Early College students are expected to complete college courses as part of their graduation requirements. Students should receive a course syllabus from their Piedmont Community College instructor that explains all course expectations and their attendance policy. Students should strive to make a C or higher in college courses, especially if planning to attend a four year college or university post graduation. ***Only college courses with a C or higher will be considered by a college or university. Students can earn an Associates if they complete all relevant coursework and have a GPA of at least a 2.0 or higher.***

PCC Course Withdrawal Policy

It is a privilege that Person Early College students have the opportunity to take classes for college credit at Piedmont Community College at no cost to the student. Students are only allowed one (1)



PCC course withdrawal during their academic career at Person Early College. In an effort to ensure that students take the opportunity seriously the following policy has been put in place:

- If a student drops from a PCC course on or before the PCC course census date; the student will be required to select another course at PCC to replace the dropped course. The student will not be allowed to replace the course with an academic support class.
- Graduating students may not withdraw from any courses they are enrolled in.
- If a student withdraws or is withdrawn by a PCC instructor from a PCC course after the PCC course census date; *the student will forfeit their independent lab status. In addition, the student will be placed in academic support at PECIL for the duration of that semester.* The student will receive a “W” on their PCC transcript and a “WF” on their high school transcript. The “WF” will negatively impact the students’ Person Early College GPA.
- After your one withdrawal you may not withdraw from another class. You must remain and attend the course, still putting forth your best effort. You may retake the course if you are not satisfied with the grade, in accordance with PCC policy.
- Criteria for withdrawing from a course is as follows:
 - No missing assignments
 - Instructors must be able to verify you have attended their office hours for assistance more than three times.
 - PCC Tutoring must be able to verify you have regularly attended tutoring sessions and you have worked with a PECIL Peer Tutor at some point during the course.In other words you must have utilized all resources available to you-for your success.

COLLEGE LIAISON

The College Liaison provides student support with college classes. The person in this role communicates with the college instructors concerning PECIL students. The Liaison meets with students regularly to discuss their progress towards earning an associate's degree within the student’s selected pathways of interest, within the four or five-year period. The Liaison, School Counselors and Career Development Coordinator work closely together to assist students with career and college decisions. They also work together to schedule students in the courses that they need to complete their pathway and high school requirements for a diploma.



Piedmont Community College Expectations, Guidelines and Rules

Attendance

Regular attendance at all class meetings is necessary for students to achieve educational success. In order to promote student success, the following class attendance policy is established:

A student is expected to be regular and punctual in meeting all classes. To receive credit for a course, the student must attend class prior to the Census Point and attend a minimum of 80 percent of classes, labs and shop hours. Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student's final grade. Failure to attend class is an absence, regardless of the reason.

A student who exceeds the 20 percent limit of absences may be withdrawn by the instructor through the 70% point of the semester. If a student exceeds the 20% limit after the 70% point, the instructor will assign the student an "F" grade.

Any exceptions to this policy must be authorized by the instructor. All final decisions will be conveyed to the appropriate school, student, and guardian in writing. Students must also follow the attendance policy for Person High School. Attendance may affect grades at both PCC and High School.

Census Point example: Students must enter class by the 10% census date. For example, if the class meets 30 days they must enter the class by the 3rd day. They must also attend 80% of the class to get course credit. So if the class meets for 30 days they can miss 6 days. On the 7th day they lose credit for the course.

High School Change of Grade

Grade changes for high school transcripts must be submitted by the course instructor to the College Liaison who then submits a change of grade form.

Grade Appeal

1. The grade appeal must be made in writing to the instructor within 20 days, stating the rationale for the appeal to the instructor within 20 days of the term in which the grade is received. The appeal must be sent to the instructor.



2. If the student still feels the grade is inaccurate, the student should appeal in writing, with additional rationale, to the appropriate academic dean within 10 days of the final decision of the instructor.
3. If a student still feels the grade is inaccurate, the student should appeal the decision of the appropriate academic dean in writing (including the information provided for the instructor, appropriate academic dean and any additional information), to the Vice President for Instruction and Student Development within five days of the final decision of the appropriate academic dean. The Vice President of Instruction and Student Development will issue the final decision for the College.
4. All final decisions will be conveyed to the appropriate school, student, and guardian in writing.

For more detailed information on the Academic Policies and Student Handbook for Piedmont Community College please refer to the [Campus Catalog](#).

HIGH SCHOOL TESTING REQUIREMENTS

All students must take a final exam at the end of the term for every high school class unless Exempt. Students not taking an examination will automatically fail the course. Per local Board policy 3410, exams count 20% of a student's grade.

Every student enrolled in Math I, Math III, English II, and Biology are required to take the **end-of-course(EOC) exam**, which will count as his/her exam for that course. The EOC is a state-mandated exam. It will be given during the term exam period. All other high school courses have teacher made exams (exams created by the instructor). These also count as 20% of a student's grade. Opportunity may also be provided for remediation and summer testing to improve EOC performance.

EXAM EXEMPTION POLICY

A "teacher-made" exam is a high school exam created by the teacher and not the state. This typically occurs in non-EOC classes. The following high school classes have teacher-made exams:

- Character Education
- Earth Science
- English I, III, IV
- Math II, IV
- Physical Education and Physical Fitness
- Spanish
- Social Studies



- [Seminar](#) classes

Students may be exempt from taking a teacher-made exam according to the following conditions:

- Have an A average and have no more than 4 absences.
- Have a B average and have no more than 3 absences.
- Have a C average and have no more than 2 absences.

Please note:

- For the purposes of this policy, **3 tardies = 1 absence.**
- This policy does **NOT** apply to courses through NCVPS.
- This policy does **NOT** apply to PCC College courses.

PRE- ACT

PRE- ACT is a national assessment administered by ACT and is designed to measure students' current academic development in English, mathematics, reading, and science. Students can use results from the test to help them explore career/training options and make plans for the remaining years of high school and post-graduation years. All tenth grade students are required to take the PRE-ACT.

PSAT/SAT

The PSAT is the Preliminary SAT, a standardized test similar to the SAT. The SAT is one of two accepted standardized tests that colleges accept as part of their application requirements (the other is the ACT). All tenth grade students are encouraged to take the PSAT. Juniors who choose to retake the test are required to pay an assessment fee. Typically Juniors, Seniors and/or Super Seniors would pay to take the SAT at an authorized testing center.

ACT

The ACT is a college admissions test accepted by all colleges and universities in the United States. All eleventh graders are required by state law to take this test. There is no cost to students. The ACT assesses students' general educational development and their ability to complete college-level work. The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The Writing Test measures skills in planning and writing a short essay. Students participate in an ACT Prep Seminar via PECIL.

WorkKeys

Students who are CTE concentrators (four-course sequence) are administered the WorkKeys examination in the twelfth grade. WorkKeys provides a gauge of career



readiness and is widely recognized as an industry credential. WorkKeys assessments measure “real world” skills critical to job success.

CREDIT BY DEMONSTRATED MASTERY

Under the state’s Credit by Demonstrated Mastery (CDM) option, uniquely qualified students may “test out” or bypass a course if they have already mastered the content by completing the identified state requirements to demonstrate mastery. The program provides another opportunity for students to have access to new content, to challenge themselves with the next level of rigor in a subject, and even graduate early. See the school counselor for details.

ATTENDANCE DURING EXAM AND TESTING DAYS:

Every student is expected to be present for final exams and specialty exams (*Pre-ACT*, *ACT*, *WorkKeys*) days as they are scheduled for those specific dates and times. Every student is expected to remain in their testing location for the duration of the testing block. No student may leave a testing location early, even if the exam is completed. Students are also expected to remain at school during the review periods, unless a note from a parent/guardian has been received in the main office permitting the student to leave school at the time of the review period. Any note to leave early after the exam or during a review period must be brought into the main office before the exam or review period starts.

HIGH SCHOOL PROMOTION REQUIREMENTS:

Promotion by Grade	Requirements
10 Sophomore	10th grade students must have earned 6 credits.
11 Junior	11th grade students must have earned 13 credits.
12 Senior	12th grade students must have earned 20 credits.
13 Super Senior	13th grade students must have earned *28 credits

** This does not include the additional college course credits that students must earn to obtain the college degree/transfer credits for which program they may be on.*

REPORT CARDS AND GRADING SYSTEM

Parents should *enroll in Parent Portal* in order to monitor student academic performance and view report cards. The report card reflects academic progress,



attendance, and teacher comments. *Numerical grades are given*, and the following grading scale is used:

A	90-100	Excellent Progress
B	80-89	Good Progress
C	70-79	Acceptable Progress
D	60-69	Poor Progress
F	0-59	Failing (Unsatisfactory Progress)
INC	Incomplete	Student failed to make up work during designated time.
Failing Courses	*0-59	*Students that fail a course will re-take the course in its entirety.

Progress Reports

Grades are updated weekly through Infinite Campus, however this may be different for college and certain online courses-those courses may update at Midterm and End of Term only. Parents are encouraged to access their student's grades online via the Infinite Campus Parent Portal. If you need assistance with accessing the Parent Portal, please contact our Data manager.

Report cards will be provided during Student Led Conferences during the school year and mailed home at the end of the year for students with grades below a C, otherwise you can view your student's academic progress in your Parent Portal Infinite Campus account.

Parent Portal

Parent Portal is available to parents and guardians within Infinite Campus. This is a web-based student information system that provides access to student's information, such as grades, credits earned to date, student's schedule, and additional information. Parents are encouraged to access their student's grades via this platform. You will need a Parent User ID and password to access this information. In order to receive these, a parent or guardian will need to present a valid picture ID to our school Data Manager.



Contact our data manager if you need assistance in setting up your parent portal account or in learning how to use it.

Moodle and Self Service

While parents are not given access to the college grades as with Parent Portal, you can ask your student to open their Moodle or Self Service account up and show you their grades. Any questions regarding college classes by parents should be directed to the Early College liaison and not a college instructor. Students may contact the college instructor directly and should copy the liaison and/or principal on relevant emailed correspondence.

HIGH SCHOOL GRADUATION and DUAL ENROLLMENT

Students must earn 28 credits to graduate with a high school diploma, however they will earn more than 28 credits total as a result of taking the college courses. To stay on track for a high school diploma, please remember to meet state course and credit requirements in addition to any local requirements. PECIL students are dual enrolled. This means that some of the college courses that students take will also satisfy a high school graduation requirement. Our students are enrolled in a school that offers the opportunity for them to earn both the high school diploma and a college associate's degree, diploma and/or certificate. This is spread over the five year period in order to allow the student the opportunity to have built in academic support along the way. Students and parents are urged to contact the school counselor and college liaison to ensure that they are meeting the necessary requirements for graduation. Participating in a dual enrollment program provides students the opportunity to take tuition free college courses and earn credits towards an Associate in Arts or Associate in Science. Credits may transfer to participating colleges/universities.

Students may also earn [diploma endorsements](#) that will be calculated via PowerSchool and included with Diploma upon graduation.

Future-Ready Core Course of Study Credits Required for Students *Entering Ninth Grade for the First Time in 2012-2013 and Later.*

Courses Required	State Requirements	Local Requirements/Early College High School Equivalents
English	4 Sequential (English I, II, III and IV)	Eng 3 & 4 (English 111/112/232/242-dual credit)



Mathematics	4 (either Algebra I, Geometry, Algebra II and a fourth math course aligned with the student's post-high school plans OR Integrated Math I, II and III and a fourth math course aligned with the student's post-high school plans)	4th Math course (Math 171/or 172 or another College Math course that provides dual credit and is aligned with student's chosen program)
Science	3 (a physical science course, Biology and Earth/environmental science)	College BIO or CHEM or PHYS or AST Sequence I, II
Social Studies	<u>Students entering 9th grade in 2021 or later:</u> 4 (World History, Founding Principles of the United States of America and North Carolina: Civic Literacy, American History, & Economics and Personal Finance)	4(Hist 131/132 dual credit for American History)
Health/P.E- including CPR	1	1
Electives	6 (2 Electives must be any combination of Career and Technical Education, Arts Education or Second Language; 4 must be from one of the following: Career and Technical Education, R.O.T.C., Arts Education or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)**	12 (These credits must be earned via the students' identified Early College Pathway and the Seminar classes)
Other state/local requirements		Completion of CPR course
Total Credits	22	28



MID-YEAR GRADUATES

December Graduates

Students who have legitimate reasons and the appropriate documentation will be considered for mid-year graduation in December.

1. Mid-year graduates will receive their diplomas in January 2025.
2. Mid-year graduates are not allowed to participate in extracurricular activities (excluding Junior-Senior Prom and the Grad week Activities & Cookout).
3. Mid-year graduates may not return to campus during the school day without signing in at the Main Office as a visitor.
4. If the student fails to obtain the necessary credits by December 2025, then the student will not be eligible for early graduation.

Course Registration and Schedule Changes

Because students are on pre-mapped pathways, they do not get the option of selecting courses for high school courses. Once they become Juniors they will have the opportunity to work with the college liaison in course selections. We do have transition meetings during which time we review the Plan of Study with both parents and students. Changes in a student's class schedule will be addressed in one of the following rare occurrences:

- There is a missing class.
- A class on the schedule has already been taken and passed.
- A prerequisite to a class has not been taken.
- There has been a change in the student PCC college schedule.

WITHDRAWALS AND TRANSFERS

It is the expectation that students that applied to and were accepted into the PECIL program remain for at least a full year. Students, along with their parents, that wish to withdraw or transfer for reasons other than moving away, should schedule an exit meeting with the school counselor and administration to begin the process.

ACADEMIC INTEGRITY : The Honor Code

“Academic writing is a challenge. It demands that you build on work done by others but create something original from it. The foundation of good academic work – in research and in writing – is honesty. By acknowledging where you have used the ideas, work, or words of others, you maintain your academic integrity.”

(MIT Academic Integrity Handbook)

Person Early College faculty and staff believe in establishing mutual trust within our school community. We expect all to demonstrate intellectual honesty and strive to



foster integrity through instructional and ethical practices in the classroom and throughout the school community. Students who commit themselves to upholding Person Early College's Honor Code will be instilled with a sense of integrity and personal achievement that will last beyond their high school years. The purpose of the honor code is to communicate the importance of academic integrity and the maintenance of high standards of conduct in student learning.

Students attending PECIL are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical codes of conduct and will not be accepted at PECIL.

The school core values that are reflected in the honor code are;

Respect for others and the learning process and by properly citing sources of writings and ideas.

Responsibility for demonstrating your best effort in your academic tasks.

Pride in the submission of your own work-your best work.

Scholarship in all that you do in all your classes.

Integrity when demonstrating academic honesty and authentic learning.

Demonstrate ***Perseverance*** by studying and completing all assignments no matter how challenging.

The Honor Code expressly forbids the following academic violations:

CHEATING

Examples of cheating include but are not limited to:

- Copying another person's work.
- Allowing another person to copy your work or submit a copy of your work as theirs.
- Using unauthorized notes, aids, or written material in any form during any assessment.
- Unauthorized use of technological devices (cell phones, cameras, iPods, games, etc) when taking an assessment.
- Representing yourself as another person using electronic media.
- Talking; copying from another person's paper; giving or receiving information by signs, gestures, taking pictures of materials used for testing or deception during any type of assessment.

PLAGIARISM

Examples of plagiarism include but are not limited to:



- Presenting someone else's work as your own including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word, without using quotation marks or giving credit to the source of the material.
- Failing to use proper documentation and bibliography.
- Having somebody else do assignments which are then submitted as one's own work.

FALSIFICATION/LYING

Examples of falsification/lying include but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive.
- Creating false or misleading impressions.
- Forgery of official signatures and documents.

FACILITATING ACADEMIC DISHONESTY

Learning to exchange and debate ideas with others is an important skill that you need to develop in order to achieve your educational goals. The degree and type of collaboration varies according to the type of activity, subject, and instructor. Make sure that you always ask your instructors to clearly explain what would be considered acceptable collaboration and what would be a violation of their Academic Integrity Policy.

Examples of collaborative falsification include but are not limited to:

- Giving unauthorized aid to another student on papers, quizzes, tests, exams, journals, etc.
- Giving a copy of or your actual homework or classwork to someone else to copy
- Orally providing someone with the answer

RESPONSIBILITIES

Students will...

- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use sources in the prescribed manner.
- Report any violations of the Honor Code.

PECIL faculty and staff will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to counselors and administrators.
- Confer with those who violate the Honor Code.
- Contact the student's parent or guardian regarding a violation.
- Contact coaches/advisors of any of the student's extracurricular activities.



- Record a failing grade for the assignment as outlined in this policy.

Parents will...

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code.

Administrators will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to a school-wide environment that encourages adherence to the Honor Code.
- Require teachers to enforce the Honor Code.
- Maintain accurate records of the Honor Code Violations.
- Ensure that the Honor Code is being applied consistently throughout the school.

Review your PCS Parent Gazette for Academic Integrity violation possible consequences.

*Based on the bylaws of the honor society or organization, the student may face additional consequences.

**The student may lose honor graduate status.*

****All Honor Code Violations will be recorded in the student's discipline record. These violations will accumulate and will not be expunged from year to year.***

*****Policy excerpted from Person High School handbook. The original policy was prepared by South Lakes High School in Reston, Virginia and reviewed by the Person High School Improvement Team. Permission to alter the policy was granted on November 9, 2012. Permission to use Person High version of the policy and alter was granted on April 5, 2016.***



HIGH SCHOOL HONOR STATUS

North Carolina Scholars

Students earning an ***unweighted 3.50 GPA or higher*** and meeting NC Scholars Program standards. Three weighted credits are required for consideration. For further information on the NC Scholars Program, go to the link for the state board policy: <http://www.ncpublicschools.org/docs/curriculum/scholars/endorsement-require.pdf>

Person County Scholars

Students earning an ***unweighted 3.00-3.49 GPA and meeting the NC Scholars Program standards.***

“A” Honor Roll

Students who earn a 3.5 or higher GPA

“B” Honor Roll

Students who earn a 3.00 to a 3.49 GPA.

RECOGNITION PROGRAMS

Each year, students are selected to receive awards from PECIL and/or PCC based upon their academic performance, leadership, community service and character. This is showcased during the year as recognitions occur, and especially highlighted end of the year recognition program(s).

Academic Recognition

Honor Roll - Students making the “A” or “A/B” Honor Roll are recognized each semester.

Graduation Program Class Marshalls (Graduation Ambassadors)-

Marshalls/Ambassadors (12th graders at the early college) participate in graduation activities. They are the top 10 % of the “senior” class. Marshalls/Graduation Ambassadors are determined based on their senior year first semester GPA.

Grade Point Average -GPA is used for college transcripts and for calculating rank in class, and class marshalls, etc.

Latin Honors



Students who achieve a weighted GPA based upon at least 60 credit hours and achieve the following levels would be designated as honor graduates (with no rounding of numbers and going to three decimal places). They would be further identified with a gold cord for Summa cum laude, silver cord for Magna cum laude and blue for Cum laude.

Summa cum laude: (with highest honor)	Magna cum laude: (with great honor)	Cum laude: (with honor)
4.000+	3.751 - 3.999	3.500 - 3.750

NATIONAL HONOR SOCIETY

Selection for the National Honor Society is based upon a 3.75 cumulative GPA at the end of the previous school year, as well as having demonstrated evidence of character, leadership, and service—all are also focus areas of our school. Students are expected to provide evidence of a set amount of community service hours per term. NHS members in good academic standing, as recognized by membership guidelines, are recognized at graduation by wearing their special NHS Honor cords.

CLASS RANKINGS

Class rankings are one method of measuring academic performance. The Person County School Board also recognizes other means of evaluating student achievement, including grade point average, courses completed, rigorousness of curriculum, results of tests and assessments, and recommendation letters.

High school principals may compile class rankings periodically and make the information available to a student, his or her parents or guardians, and other institutions at the request of the student or his or her parents or guardians. *While high school principals may designate a valedictorian and salutatorian, the Board encourages principals, with input from teachers, parents and students, to develop alternative or additional means of recognizing academic achievement. **Person Early College will utilize only the Latin Honors system for recognizing academic achievement beginning with the graduating class of 2027.***

Principals shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy GCS-L- 004. The superintendent and principal shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title. Although the student grievance procedure provided in policy 1740/4010, Student and Parent Grievance Procedure, may be utilized to resolve disputes formally, the board encourages



parents, students, and principals to reach a resolution informally on any matters related to class rank.

The Early College High School will designate a valedictorian and salutatorian to be recognized at *graduation ceremonies through the year 2026*. The criteria for designation as valedictorian and salutatorian are as follows:

- a. The super-senior named *valedictorian* must have been enrolled at Person Early College High School for Innovation and Leadership, for at least 6 semesters and be enrolled at PECIL during the spring semester of their graduating year. The same is true for the *salutatorian*.
- b. The student with the highest weighted GPA (grade point average) will be named the *valedictorian*. The student with the second highest weighted GPA will be named the *salutatorian*. GPAs will be carried to four decimal points and rounded to three decimal points to determine the highest weighted GPA. In the case of a tie, co-valedictorians will be named and a salutatorian will also be named. Honor code violations will prohibit students from being named valedictorian or salutatorian.
- c. The valedictorian and salutatorian will be identified at the end of the super senior year after the last grading period.
- d. The valedictorian will be offered the opportunity to speak at graduation exercises. The salutatorian will be offered the opportunity to be on the graduation program by making recognitions or introductions.

Legal References: G.S. 115C-47, -81, -276, -288; 116- 11(10a); State Board of Education Policy GCS-L- 004

Cross References: Parental Involvement (policy 1310/4002), Student and Parent. Grievance Procedure (policy 1740/4010), Goals and Objectives of the Educational Program (policy 3000), Recognizing Excellence (policy 3440)

History Note: Effective March 1, 1982:

Revised: July 9, 2009; February 16, 201



HIGH SCHOOL ATTENDANCE

(See Person County “BOE Policy Manual section Policy Code 4400” for full details)

North Carolina requires that every child in the state between the ages of 7 and 16 attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

The state reporting system requires that students must be present for at least 4 hours of the school day to be counted present, whether it is a full school day, an Early Release day or a Delayed Start. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. A principal may request that a parent provide written documentation from a physician. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family; (parent or step-parent, grandparent, sibling, step-sibling)
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
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;
8. 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 post

EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for unexcused absences. This includes written notifications at 3, 6, and 10 days of unexcused absences. After 10 accumulated unexcused



absences, the principal or principal's designee can file a complaint with the court for failure to comply with NC Compulsory Attendance Law.

A student whose parent or legal guardian is (a) 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 will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian. Students with excused absences due to documented chronic health problems are exempt from this policy. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Once a student has been absent from school for five (5) consecutive days or if a student has been absent for a cumulative total of ten (10) school days, a written doctor's note will be requested for all subsequent absences due to illness.

A system-wide letter for parents who wish to request excused absences for educational opportunity leave is posted on the PCS' website. Parents should complete the request form and submit it to the principal **10 days prior** to the absence. A written work product describing the educational experience will be required as determined by the principal. All class work missed must be made up within 3 days.

****PECIL operates on a block schedule which means attendance is taken per period. Keep in mind that attendance pertaining to PCC classes has separate rules that you must consider.***

Early checkouts:

Early checkouts will be excused for the same reasons that absences are excused. All others will be unexcused. When possible, parents should send a written note/email the morning if the child will need to be checked out early.

If someone other than the parent will be picking the child up, please include that information in the note/email. That individual should be on your approved list and should be prepared to show identification with a photograph. We understand that emergencies may occur that require you to pick your child up early, but this should be infrequent. Children will not be called early to come to the office and wait for the parent to arrive to check them out.

Do not leave with your child if you happen to see them coming from lunch or a college class. You must check them out in the building first.

Attendance Communication procedures:



Initial notification of student absence will be made through an automated calling system. The automated message will remind parents that a written note is required when the child returns to school following any absence. Parents are responsible to provide a working number to the school and update it when needed. Teachers will contact parents when a child is repeatedly absent unless the parent has already contacted the school. Parent/students will receive information on the attendance policy during open house prior to the start of the school year. Parents may also refer to the Parent Gazette for information.

Attendance committee procedures:

Excessive absences for students in grades K-12 are assessed on a yearly basis.

Members of the attendance committee are assigned by the principal and will meet based on the individual school needs.

As needed, the district social worker will discuss the student's attendance record with guidance counselors, teachers, the nurse, and/or principal to determine the reasons for the absences. The social worker will also contact the parent, as needed.

Parents will meet with the attendance committee when the child reaches six (6) unexcused absences or excessive absences of any kind. These meetings will be scheduled when convenient for the parent, and the school social worker will attend the meeting when possible.

Attendance Policy

The Person County School Board believes that “class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement” (Person County School Board Policy #4400, Attendance). **In order to receive credit for a semester-long course, each student must not exceed eight unexcused absences in that course (for year-long courses, students must not exceed 16 absences). Students that exceed 8 unexcused absences in a class will be referred to the school’s attendance committee to determine credit.**

Excusing an Absence

The primary responsibility of school attendance rests with students and parents.

Following an absence in any class period from school, students must present a note from a parent/guardian or physician within 5 school days of returning from the absence.

Students must be present at least 40 minutes of a class period to be counted present.

Notes submitted after 5 school days **will not** be accepted. Students or parents are responsible for placing absence notes in the designated area of the main office.

The note must include:



- **Student's first and last name**
- **Date(s) absent and date of the note**
- **Reason for absences**
- **Parent/Guardian or physician signature**

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. Parents or legal guardians have the responsibility for ensuring their student(s) attend and remain at school daily.

An absence may be coded lawful for the following reasons:

- personal illness or injury, which makes student physically unable to attend;
- isolation ordered by the State Board of Health;
- death in the immediate family; (parent, step-parent, grandparent, sibling, step-sibling)
- medical or dental appointment;
- participation under subpoena as a witness in a court proceeding;
- observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
- absences due to pregnancy and related conditions or parenting, when medically necessary;
- **participation in a valid educational opportunity with prior approval by the principal.**

Unlawful Absences

"Unlawful absence" is defined to mean a student's willful absence from school without the knowledge of the parent, or a student's absence from school without justifiable cause with the knowledge of the parent. An unlawful absence is considered skipping."

Skipping school or class is not permitted. Leaving school for any reason without proper permission from parent/guardian and school officials is considered skipping school and disciplinary action will be taken.

CHECK-IN/OUT PROCEDURES

After arriving on campus students become the responsibility of the school system and are not allowed to leave the premises without checking out in the main office. We encourage our students to remain in school all day, however we understand some instances may be unavoidable. Please consider scheduling medical, dental and other appointments outside of school hours or on school holidays or non-student days. **Students will NOT be allowed to check out after 2:20pm.**



If a student is checking in for the day the following procedures should be followed:

- All students arriving at school after 8:10 am and before 8:15 am **MUST** report directly to class and will be counted as tardy. **Students arriving after 8:15 am need to check in at the PECIL office.** All 11th, 12th and 13th grade students are to SIGN IN indicating attendance for the day. Students with Independent Lab should also SIGN OUT as to location or if leaving the campus.
- Students will be counted absent in every missed class.
- Students who check-in should either bring a parent or a note with a parent/guardian's contact information. The guardian/parent may also send an email. The office will verify notes.
- A student is either absent or present; absences are either lawful (*excused*) or unlawful (*unexcused*). See **Person County Code of Conduct for definition of excused and unexcused.**
- Late bus students will automatically receive an excused tardy. Car riders that are late are not automatically excused.
- Students checking in from a medical appointment **must show a note or appointment card** from the doctor in order for an absence to be coded "medical."
- **Absences due to court appearance must have a note from the Clerk of Courts.**

If a student needs to be dismissed early the following procedures should be followed:

- Parents/Legal Guardians must report to the office and have a photo ID available to check a student out of school. Only parents may authorize a student check out.
- Any person, other than the parent, legal guardian, or those listed in Infinite Campus who will be checking out a student must be verified by the school.
- Students must bring a note from a parent with reason for dismissal and phone number of parent for verification and mention of who will be picking up their child; the date and time must be included. Notes will be verified by phone call to parents. (Picture ID must be shown.)
- Students may NOT be picked up directly from the college classroom.



- Telephone calls will not be accepted as a method of check out unless verification can be made that the request is from the parent/legal guardian. Telephone calls will be verified using only those numbers listed on the student data sheet.
- Notes will be verified using only those numbers listed in Infinite Campus.
- Students cannot have a blanket permit to sign out of school.
- Students who drive to school must check out at the office.
- Students who repeatedly check out of school are endangering their success in the classroom. Excessive checkouts if excused will prompt a call to parents and to the attendance committee.
- Checkouts that occur without following proper procedure will be considered unexcused. Students may incur consequences for unexcused checkouts.
- **As students move up in the program and take more classes on the college side, they must still check in with Person Early College office each morning** and also **check out** with Person Early College office before leaving the campus at any time if they are not scheduled in an Independent Lab class. Students are not allowed to randomly go to their vehicles and return to the classroom without alerting the office first. Even though Seniors and Super Seniors primarily matriculate on the main campus versus the PECIL building, they are still expected to provide a note when absent from any class-college and high school-to the PECIL Data Manager. The procedure is to email the school data manager-Ms. O'Brien obrienb@person.k12.nc.us your excuse for being absent.

NOTE: Every student **MUST** have current demographic DATA on file in the office. Go online using Infinite Campusl Parent Portal to update this information or contact our data manager.

MAKE UP WORK

All students, regardless of reason for absences, are required to make up all tests, projects, homework, etc. missed during the time of absence from school. The student, parent and teacher will work collaboratively to arrange for missed assignments to be made up within a reasonable amount of time at the discretion of the teacher (before/after school, lunch, or during class when appropriate). It is the student's responsibility to make arrangements for make-up work with the teacher. Parents and students are encouraged to communicate with the teacher directly through email. Make up assignments for college courses are determined by the policy of the course syllabus.

COLLEGE ATTENDANCE REQUIREMENTS

College instructors will issue attendance policies at the beginning of each course. This information will be listed in the course syllabus. College classes have a limited number of allowed absences. Once absences exceed the allowed number (approx. 6 but can be as few



as 3), students are dropped from college courses. Students must notify the Person Early College High School administration or counselors if they are dropped from a college course for any reason!

HIGH SCHOOL TARDINESS

Students are expected to arrive at school on time and attend all classes. A student shall be in class at the time appointed for class to begin or be recorded as tardy.

Tardies:

Classroom teachers are responsible for monitoring classroom arrival and attendance.

Consequences: **This is a semester policy.*

- First tardy to class will result in a warning from the teacher.
- Second tardy to class will result in a warning from the teacher and a parent communication from that teacher.
- Third tardy to class will result in the student being assigned to 1 day of After School Detention (ASD) 3pm-4pm. **(Note: 3 tardies equals an absence)**
- Fourth tardy and all subsequent offenses to class will result in the student being assigned 2 Days of ASD from 3pm-5pm.
- Excessive tardiness will result in additional ASD opportunities and may also result in a Family conference.

STUDENT SERVICES

The guidance program at Person Early College is designed to prepare every student to be college, career and life-ready by graduation. The guidance department specializes in providing a comprehensive program which includes individual counseling, small group sessions, and classroom guidance throughout the school year. The goals of the early college school counselor are to support each student in achieving optimal personal growth, acquiring positive social skills and demonstrating good character, developing student independence and self-advocacy, setting appropriate career and college goals and realizing their full academic potential in order to become good productive citizens.

TRANSCRIPTS

Transcripts of academic work are issued by the school counselor in the main office. Transcripts can be requested online via Person Early College's homepage or by completing an actual form, by the individual student/parent/legal guardian.



PARENT INVOLVEMENT

Parental (guardian) involvement is an important part of a student's success. We encourage parent attendance to school events, student-led conferences, student performances, as well as additional volunteer opportunities. If interested in volunteering be sure to go to the following site and complete the online application.

<https://www.pcsnc.org/domain/210>

Both parents and students should be actively involved in the PECIL community by participating in Student Led Conferences and Maverick Community meetings, being Guest Speakers/presenters, serving as Adult Mentors for Robotics, Assisting with the Reality Store WOW week activity, participating on the School Improvement Team, joining the Parent Partners-P3 (PTSO), School Advisory Council and/or School Safety Committee. This will keep you informed and involved in our school community.

Parents are expected to participate with their student in our Student Led conferences at the end of the 1st nine weeks and again at the end of the third nine weeks. The student-led conference provides an opportunity for the student to share his/her Individual Learning Plan, their academic S.W.O.T. (Strengths, Weaknesses, Opportunities for Improvement and Threats to Success) analysis and overall progress in school via a portfolio or their electronic ePortfolio. Students are expected to attend the conference in appropriate dress code leadership attire, conduct the conference seriously and share important information from their Individual Learning Plans, set goals and strategies for reaching them with the parent and discuss overall progress in school with teacher, parents, liaison and counselors. During conferences parents and students are given the additional opportunity to express concerns, make suggestions for improvement, share ideas or give feedback on current school activities and initiatives via surveys as well as conversations with school administration.

BUS TRANSPORTATION

For the scheduled PECIL academic school hours (typically meaning arrival at 8:10 a.m. and departure at 2:40 p.m.), transportation will be provided by PCS as required, as deemed necessary and as appropriate under State law and School District rules and procedures.

College classes are ***sometimes offered outside of the normal PECIL academic school hours***; in such cases, *transportation cannot be provided and you are responsible for seeing that your student can attend their college class*. Upon application to the program and at least annually once enrolled in PECIL, Parents and guardians are informed of the need to provide their own transportation when college courses fall outside of PECIL school hours.



School Bus transportation is a privilege and not a right. Should that privilege be abused, it may be revoked for a specified period of time or permanently. The safety and well being of the driver and passengers cannot be jeopardized for any reason. Those few who do not subscribe to the rules governing behavior on the school bus will not ride the bus. The driver's attention should not be distracted, particularly when the bus is in operation. The driver of the bus is responsible for the safe operation of the bus and the enforcement of the Student Code of Conduct. Seating arrangements are the specific responsibility and duty of the driver and will be enforced by the driver.

The following acts are prohibited and will result in disciplinary action:

1. Refusing to follow bus driver's instructions
2. Fighting
3. Tampering with the bus/vandalism
4. Profanity
5. Use of cell phones/wireless communication devices
6. Failure to remain in assigned seat
7. Failure to keep hands, head, feet, etc., inside the bus at all times
8. Not meeting bus at designated stop or getting off at wrong stop
9. Delaying the bus schedule
10. Behavior that inhibits the safe operation of the bus.
11. Violation of any other rule(s) of the Code of Conduct

BUS DISCIPLINARY MEASURES

Administrators may revoke bus riding privileges for any length of time, including the remainder of the school year, depending upon the seriousness of the offense. Students may also be suspended from school for some bus offenses. If a student is fighting on the bus he/she will be suspended from school and criminal charges will be filed.

Infractions at the end of the year or Summer Session: Bus privileges may be suspended at the beginning of the next school year. **If a student's bus privilege is suspended, the parent/legal guardian will be responsible for transporting that child to and from school according to North Carolina's Compulsory Attendance Law if that child is required by law to attend school.**

Decisions of the principal to suspend bus privileges may not be appealed.



MISCONDUCT AT THE BUS STOP

-Students will be charged for damages to any school property including any act of vandalism or reckless damage to bus property. A minimum charge of \$35 will be assessed for damage to the bus.

***Depending on the nature of the bus infraction, the principal, or his/her designee may take direct action without following the normal sequence of disciplinary measures.**

DISCIPLINARY MEASURES

The most recent publication of the Student Code of Conduct and Selected Policies will be used to determine consequences for disciplinary infractions.

BULLYING

It is the belief of the faculty and staff of Person Early College High School that every student deserves an education in a safe learning environment that is free of unnecessary distractions. Because of this belief, PECIL does not tolerate the bullying and harassment of its students by other students, staff, or any third party. PECIL is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our plan to put into place protocol to eliminate the bullying and harassment of our students.

We understand that members of certain student groups are more vulnerable to becoming targets of bullying and/or harassment. PECIL will take steps to assure these students are not unfairly targeted as victims. A plan that recognizes these students and puts measures into place to mitigate adverse behaviors against them is critical to a safe and conducive learning environment.

PECIL will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, on our campus. The staff and administration of PECIL will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior. We will work within the regulations set forth by the North Carolina General Assembly and the Person County School Student Code of Conduct to properly adjudicate all reported acts of bullying and harassment.

Bullying for Person Early College can be anonymously reported through this [form](#).

FIGHTING

Fighting is prohibited at school or at school events. The administration of Person High



School will recommend a long term suspension in the event that a student is involved in more than one fight or participates in a group fight. Charges may be filed for any act of fighting. Instigating a fight or posturing to fight is also prohibited.

ASSAULT

A physical assault on another student will result in recommendation for long term suspension and charges filed. A physical assault on a school staff member will result in recommendation for long term suspension and charges filed.

GANG ACTIVITY

No student shall commit any act furthering gangs or gang related activities.

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

Before being suspended for a first offense for wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation.

INSUBORDINATION

Insubordination is the intentional refusal to follow directives from PECIL/PCC faculty,



staff, or administration. Insubordination of any type will not be tolerated.

PROHIBITED BEHAVIORS

The following behaviors are not permitted at school.

- Petting/Kissing
- Gambling
- Soliciting non school-related sales/money
- Loitering/presence on school grounds after checking out or after 2:40 p.m., if not involved in school activity.
- Running in the halls
- Vulgar, profane, or abusive language
- Look-outs (assisting in breaking rules)
- Eating and drinking in non-designated places
- Vandalism or littering
- Possession or use of any tobacco products, including vapes, e-cigarettes, or devices used as an alternative to the use of tobacco products.
- Student visitors to classrooms
- Taking, sending, or displaying offensive, vulgar, crude, or threatening messages or pictures of any kind on any device.

PROHIBITIONS

The following items and behaviors are prohibited during the school day (8:10 am-2:40 pm) or an extension of the school day:

- Cell Phones
- Radios
- Personal cameras
- I-Pods/MP3 players
- Laser pointers
- Water guns
- Other electronic games/devices
- Skateboards
- Bluetooth Speakers

*Consequences: See The Person County Code of Student Conduct.



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 the instructional day or as otherwise directed by school rules or school personnel. The only exception to this will be for students with specific medical needs which are monitored through their cell phone. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, smart watches or smart glasses, etc.

Staff will confiscate cell phones from students who are found to be in violation of expectations above. Incidents will be recorded and confiscated devices will be released to students at the ***end of the school day***.

Consequences for Violation of this Policy:

- **1st Offense** - The student will turn their cellphone into the office each morning and pick it up at the end of the school day for 3 school days.
- **2nd Offense** - The student will turn their cellphone into the office each morning and pick it up at the end of the school day for 5 school days.
- **3rd Offense** - The student will turn their cellphone into the office each morning and pick it up at the end of the school day for the remainder of the year.
- In the event that a student ***refuses*** to turn over their cell phone, they may be assigned ***out of school suspension***.

Please review the full PCS Policy [4318](#) (can be found in the PCS Parent Gazette).

Search of Wireless Communication Devices

In accordance with policy [4342](#), Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.



Liability

Students are personally and solely responsible for the security of their cell phone wireless communication devices. The school system is not responsible for such items that are lost or stolen and is not required to investigate claims of loss, damage or theft.

SUSPICION OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

If a student is suspected of being under the influence of drugs, alcohol, or any other mood-altering substance, the principal shall have the authority to require a medical drug test at an approved facility, at the expense of the parent or guardian or a breathalyzer test by the Police, including the resource officer. If the test shows no foreign substance in the breath, blood or urine, the student may be allowed to return to school at the discretion of the principal. If a parent or guardian refuses to have the student tested at their expense, the principal may invoke an immediate suspension of up to 10 days and recommend long term suspension.

REPEATED SCHOOL VIOLATIONS

Students who continually disrupt the school environment or have multiple suspensions may be recommended for long-term suspension by the principal. This may result in dismissal from the program.

DRESS CODE

Students, staff, families, and school visitors are expected to adhere to standards of dress and appearance. Our goals for this dress code policy is to promote attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with their student's school to monitor student attire to help adhere to the dress code policy.

Students must wear clothing which covers their skin from chest to mid-thigh with opaque (non-see-through) fabric. Breasts, genitals, and buttocks must also be covered with opaque fabric. Clothing must also cover undergarments. This means no halter tops, backless clothing, tube tops, fishnet, mesh tops, muscle tops, or spaghetti straps. Holes in jeans should not be too revealing or obscene.

Students must NOT wear:

1. Clothing which promotes, exposes, or advertises activities not permitted by law to minors (e.g. guns, drugs, cigarettes, or alcohol).
2. Clothing which depicts profanity, vulgarity, obscenity, or violence.
3. Clothing prohibited under 4300-R 21 (Gang and Gang Related Activity) or any other provision of Board Policy.



4. Clothes which are overly tight or loose and therefore too revealing or obscene.
5. Clothing which threatens the health or safety of staff or students,
6. Clothing which is reasonably likely to create a substantial disruption of the educational process or operations of the school.
7. Pajamas, nightgowns, or other sleepwear.

Leadership Attire is part of PECIL dress code when on field trips and also makes it easier to recognize our students in a crowd. Students that fail to wear the appropriate attire on field trips will not be allowed to attend.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Participation in extracurricular/co-curricular activities is a privilege that places the student in a position of representing the school to fellow students or to the community. While the Board of Education does not seek or intend to monitor the behavior of students away from school, ***a student may be suspended from participation in any or all extra-curricular/co-curricular activities, including graduation exercises, for a violation of this code of conduct or this handbook or of any local, state, or federal law which reasonably and adversely affects the ability of the student to positively represent the school through said extracurricular/co-curricular activity.*** This includes charges placed by law enforcement or sanctions enacted by the Courts for activities that did not occur during school hours or on school property.

Clubs and Organizations:

Students are welcome to participate in any PECIL club, organization or team. *All of our clubs promote our school's core values of Respect, Responsibility, Pride, Scholarship and Integrity. Our Robotics team also adds the expectation of Gracious Professionalism.* It is the expectation that students adhere to those values when representing our school. Failure to represent those values may result in the student no longer being able to participate in that club or organization. Each club/organization has its own by-laws, rules and/or expectations in addition to the school's overarching guidelines. Students that violate those expectations also risk no longer being able to participate. PCC also has wonderful club and organization opportunities for students. It is preferred that our students wait until their 11th grade, junior year to participate in order to fully acclimate to the rigors and expectations of a dual enrolled program. By the Junior year, students are more mature, fully immersed in PECIL expectations, and have more experience managing a challenging workload.



The following clubs, organizations and teams are currently offered at PECIL.

- Latino Culture Club
- Science Club
- FIRST NC ® Competitive Robotics Team
- Student Council
- National Honor Society
- The SAVE Promise Club/Sources of Strength
- Prom and Events Committee
- PEER Tutor
- *Students are also given the opportunity to participate on the School Improvement Team.*

Click [here](#) to view Clubs and Organizations at Piedmont Community College.

ACADEMIC ELIGIBILITY FOR NORTH CAROLINA DRIVER'S LICENSE

In order to encourage and motivate successful completion of high school, the state of North Carolina has the following rules in place:

Learner's Permit – Students are eligible to get a Learner's Permit at age 15 once they have satisfactorily completed the driving and classroom phases of Driver's Education and have passed 70% (ie. 3 out of 4, 4 out of 5, or 5 out of 6 classes) of their courses the previous semester. Driver's Education is managed via a [third party](#).

Before going to the DMV office to get the permit, the following conditions must be met: The parent or guardian who will accompany the student to DMV must go to **Person High School as they are the designated district hub**, and sign the necessary forms. Bring the student's birth certificate, social security card, and Driver's Education Certificate (which was issued to the student after completion of the classroom and driving phases of Driver's Education).

Learner's Permit -

Students are eligible to get a Learner's Permit at age 15 once they have satisfactorily completed the driving and classroom phases of Drivers Education. Before going to the DMV office to get the permit, the following actions must occur:

- The student or parent must request the PECIL transcript to take to Person High School (PHS).
The parent or guardian must go to the PHS main office and sign the necessary forms. Bring the student's birth certificate, social security card, and Driver's Education Certificate (which was issued to the student after completion of the classroom and driving phases of Driver's Education).



- Keep in mind that in order to be eligible for a Driving Eligibility Certificate, a student must have passed at least 70% (i.e. 4 out of 5) of his courses the previous semester. The certificate is good for 30 days only.

STUDENT DRIVERS

Person County Schools provides transportation for all students that attend Person Early College for Innovation and Leadership. Students who have a valid NC Driver's License may park on the campus if they purchase a parking decal and follow the rules and regulations stated below as well as that are visible when driving on the campus and listed by PCC and that are in the [Student Driver Verification and Regulations form](#). ***It is a privilege for students to drive their vehicles on this campus, therefore these student drivers must adhere to the following regulations or lose their driving privileges on this campus. Parking privilege may also be revoked if a student is constantly late, skips, or leaves campus without authorization.***

- Each PECIL student driver must register their car with the PECIL main office, purchase a PECIL parking decal for identification purposes and follow all parking rules established by PCC/PCS/ PECIL.
 - **The cost of the decal is \$12.00**
- Safe operation of motor vehicles is required. Vehicles must travel at the required speed limits. All traffic laws apply. Seat belts are required for drivers and all passengers. No reckless driving, loud music, hanging out of windows, blowing horns for non-safety reasons, no racing motors or driving in unauthorized areas, this will result in loss of driving privileges at PCC/PECIL campus.
- Once student drivers arrive on campus, they are not allowed to leave without following PECIL checkout procedures. All students are to park and immediately report to PECIL. No loitering in the parking lot areas. Be sure that all doors are locked and nothing of value is openly visible.
- Once a student reports to PECIL, they can only return to their car with permission from an administrator.
- Student drivers may not use their vehicle to transport themselves or other students off of the PCC campus without having permission of all parents. All notes giving permission for other students to ride with student drivers must be signed by the legal guardians and an administrator. Violations may result in disciplinary action.



Student parking on our campus is a privilege and not a right. Students who violate the aforementioned items can have their parking privileges suspended and/or revoked.

- **Privileges can be revoked/suspended from 10 days up until the last day of school. (This will be determined by the severity of the infraction).**
- Students' vehicles can be towed at the owner's expense.

Parking privileges for the student driver and he/her passengers can be suspended and/or revoked in relation to other discipline issues as well. Those are listed but not limited to items identified below:

- Student license is suspended or revoked.
- An accumulation of 6 tardies will result in a 5 day parking pass suspension.
- Failure to sign-in when tardy
- Leaving or attempting to leave campus without pre-approval of parents or administrators.
- Students do not meet the academic requirement for NC DMV (refer to Student Handbook).
- Excessive unexcused absences (5 days) will result in a 5 day parking pass suspension.
- Excessive unexcused absences (8 days) will result in parking privileges being revoked for the remainder of the semester.

****Vehicles can be searched by the administration of Person Early College and Piedmont Community College for any reason, at any time while the said vehicle is on school property.***

Students whose parking privileges are suspended or revoked:

- Will NOT be issued a refund
- Will have to pay a **\$10.00** reinstatement fee once suspension or revocation is up.
- Will be reported to the NC DMV (See Student Handbook for more details).

MEDICATIONS

For further information see the Person County "Code of Conduct". All medications both prescription and nonprescription, must be registered by the school office. It is a violation



of school policy for a student to have in their possession and/ or self-administer medication that has not been registered with the school nurse's office.

PECIL recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a physician upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel shall not agree to administer any medication that could be taken at home. Medications will be dispensed from the main office. Non-prescription aspirin or aspirin products will **not** be given to any student, even with parental permission, due to the possibility of Reye's syndrome. No medications shall be dispensed without the required written permission. The [Medication Administration Order form](#) should be submitted in order for students to take medications at school. This permission form is valid for one school year only. If the student's medication, dosage, or physician changes during the school year, a new order must be completed. All prescription medication shall be kept in a container properly labeled by a pharmacist with the child's name, the name of the medication, and the dosage, time and frequency to be given. All non-prescription medication shall be in the original container, properly labeled with the child's name and instructions for administration. It is the responsibility of the parent to ensure that proper medication is brought to school and provided to the appropriate school official and to assure that the appropriate written permission is provided. It is the parent's responsibility to pick up the medication from the school within two days of the discontinued date or within two days from the last date of the school year.

The School Board/School will assume no responsibility for the administration of drugs and medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students. School personnel will assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian, physician or healthcare practitioner.

SAFETY AND SECURITY

PECIL schedules regular fire drills, tornado drills and lockdown drills in order to prepare students and staff for possible emergencies and maintain building safety and security. Faculty and staff will explain procedures to students. Information will be posted in each classroom. In case of an actual emergency, school officials will make every effort to keep students safe and to keep parents informed.

CAMERAS

The PECIL building, campus grounds and school buses of PCS are monitored by



surveillance cameras. Camera images are for the use of PCS employees and not available to parents or the public. Images may be made available to courts if subpoenaed.

FIRE DRILLS

When the first alarm occurs, you should:

1. Assume that a fire alarm is the real thing. Know the exit and alternate exit assigned to the room in which you are located.
2. You should move quickly and quietly out of the building, since orderly evacuation in case of a fire is a serious matter, and your response should reflect this.
3. Form lines at least 100 feet from the building and stay with your teacher (class) until you are instructed to return to the building.

TECHNOLOGY

Technology has become an increasingly critical tool in education and recognizing the need to equip each of our students with the Digital Literacy and Citizenship skills necessary to be successful in today's society, the 1:1 technology initiative of Person County Schools will provide Person Early College High School students with a laptop they can use while in school and at home.

It is our hope that by providing students this technology tool, we will be able:

- To teach students to be digital citizens.
- To equip students to use technology using digital netiquette.
- To improve the quality of learning and increase achievement through an instructional emphasis on inquiry, critical thinking, and other skills necessary for success in college and the workplace today.
- To provide anywhere, anytime access to educational opportunities, formative assessments, and differentiation.
- To improve communication and widen our sense of community by expanding the way that our teachers, students, and parents are able to interact with one another. Even allowing teachers and students to make national and global learning connections.
- To prepare our students for lifelong learning.



Students and parents must complete the technology usage agreement form. Students should have an appropriate laptop bookbag or an appropriate laptop sleeve that can be placed inside a book bag. Parents may purchase the optional insurance for a fee of \$50.00.

STUDENT TECHNOLOGY USE EXPECTATIONS:

Students are expected to:

- Use their computer and/or the accompanying software to complete school assignments, perform research relative to academic and extracurricular school functions, to communicate with students, teachers, administrators, counselors and educational specialists to improve knowledge and advance academic work.
- Provide appropriate attribution for any materials acquired using information technology, using all resources to the maximum degree allowed by Federal copyright laws. In other words, adhere to Copyright Laws In An Electronic Environment.
- Seek permission first to record or photograph classroom presentations and activities.
- Respect and encourage each other when online.
- Use appropriate, respectful language in all online communications.
- Represent your own views, and not those of others, in any form of electronic communication. In other words DO NOT PLAGIARIZE!
- Speak with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
- Protect equipment (school-owned and loaned) from damage or theft by following the guidelines of use set forth in Person County Schools Technology Usage Agreement Form as well as the Acceptable and/or Responsible Use Policies.
- Respect that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Support and respect the school's computer security systems.

SOCIAL MEDIA GUIDELINES

Social media is very popular with students and can be used both in and out of the classroom in order to enhance learning environments. Because students have access to technology, it is important that we establish some guidelines that will help promote its use in a safe manner for students and staff.

- Use appropriate digital netiquette when operating in an online environment. Even when you are writing online you should follow the school's code of conduct. It is acceptable to disagree with someone else's opinions, however, do it in a respectful



way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Protect your digital footprint! All social media sites are very public and what you put online leaves what is referred to as your digital footprint. You can leave a good footprint or one that is negative. Do not post anything you wouldn't want parents, teachers, or a future employer to see.
- Digital Ethics and Intellectual Property! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another person's idea(s) be sure to cite your source with the URL.
- Digital Ethics and Copyright! Note that images are also protected under copyright laws. Make sure that you have permission to use the image (picture) or check to see that it is under Creative Commons attribution. When using Google Search use the Usage Rights search feature to help with this.
- Digital Safety. There are many online predators. Beware and do not provide online sources with your personal information, including, but not limited to, last names, phone numbers, addresses, birth dates, pictures or any other identifying information. Never share your password with anyone other than your teachers and parents. Never use someone else's identity online.

Students who do not abide by ALL of these terms and conditions of the Technology Expectations and Social Media Guidelines may lose their opportunity to participate in online projects and/or access to future use of online tools in addition to any other consequences deemed appropriate according to Person County Student Code of Conduct.

PERSON COUNTY SCHOOLS TECHNOLOGY POLICY

ACCEPTABLE USE

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. All electronic data files stored or transmitted on Person County Schools' and/or PCC computer resources are considered Person County Schools' and/or PCC records.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.



USE OF LAPTOPS

A. The Person County School District will allow students to use a laptop during the school term upon completion of the following:

1. Orientation meeting for both the parent/guardian and student.
2. Return of signed Laptop Agreement by both the parent/guardian and the student.

3. Hands-on orientation to the laptop conducted by the technology staff.

B. Legal title of the laptop is with Person County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with Board Policy --#3220 Technology in the Educational Program, #3225/4312/7320 Technology Acceptable Use Policy, #3230/7330 Copyright Compliance, #6524 Network Security, and #3227/7332 Web Page Development.

C. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Laptop Handbook as well as the PCS Internet Use Guidelines. The network administrator reserves the right to submit an office referral on the student if malicious damage is detected.

D. A student's possession of the laptop terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g. drop-out, expulsion or transfer to another school).

TERMS AND CONDITIONS

1. Use of PCS's technology resources is subject to the following terms and conditions:
 - The district Internet system is established solely for "educational purpose".

The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality educationally enriching personal research. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor online activities of the users in the school environment.

- The district Internet system is not a public access service or a public forum.

The district has the right to place reasonable restrictions on the materials accessed or posted through the system. Students are also expected to follow the rules set forth in this guideline, in the student disciplinary code, and in the law, when utilizing the district Internet system. Students may not use the district Internet system for commercial purposes. A user may not offer, provide, or purchase products or services through the district Internet system.

2. User Accounts:



- All students will have a username and password. Sharing user names and passwords is a violation of the Acceptable Use Policy. Students are responsible for any use of the laptops or their login.
 - User accounts are property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
3. Laptop and Network Violations—prohibited activities include, but are not limited to the following:

COMPUTER LAPTOP AND NETWORK VIOLATIONS

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, harassing, pornographic, obscene, or sexually explicit materials
- Threats and/or cyber bullying of any kind
- Using a computer to plan a fight, cause harm or commit a crime
- Loading, creating, or sharing gang related content or images of weapons
- Video or taping on school property when not requested as part of a school assignment
- Gaming, cheating, promoting or soliciting for illegal activities
- Logging into a computer or application using a stolen login
- Downloading or transmitting multiplayer game, music, or video files using the school network
- Vandalizing, damaging, or disabling property of the school or another individual or organization
- Using the network or Internet for commercial, political campaign, or financial gain purposes
- Releasing files, home address, personal phone numbers, passwords, or other vital information to others or accessing this information without permission
- Attempting to repair, remove, disassembling or install hardware components re-served for an authorized service technician
- Violating copyright or other protected material laws
- Subscribing to mailing lists, mass email messages, games or other services that generate several messages that can slow the system and waste other users' time and access
- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources including computer viruses
- Attempting to bypass computer or network security, including the use of proxy sites

Consequences: The consequences of violating these guidelines for laptop and/or network usage may include but are not limited to the following:

- In school suspension
- Out of school suspension



- Loss of laptop privileges
- Referral to law enforcement
- Long term suspension or expulsion from school

FINES AND DAMAGES

The student and/or parent/guardian shall be responsible for compensating the school district for any losses, costs, damages and repairs due to intentional damage and/or neglect to technology resources as determined by school administrators and/or technology director or designee.

GENERAL CARE OF THE LAPTOP

A. Students are responsible for the laptops they have been issued. Laptops in need of repair or those damaged must be reported to the teacher. It will be the responsibility of the student to fill out the technical support work order and to get a loaner laptop from the media center.

B. Technical support/media will determine whether the laptop can be repaired on-site or if a loaner should be issued.

LAPTOP USE AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.

Laptops undergoing repair will be serviced by the PCS technology division unless the need arises to submit them to the manufacturer for repair. Loaner computers may be available for check out until the original laptop is repaired. Loaner laptops are covered under the same rules and regulations as outlined in this document.

Screensavers are not allowed. If a student saves an image as a screensaver then the computer must be re-imaged at a cost as determined by the school district. Students are not allowed to set or change any passwords on the laptop. Students have one login and password assigned to them. Hard drive passwords are forbidden and if used, the student will be responsible for replacement of the hard drive.



Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are not allowed to download music unless permission has been given by the teacher for instructional purposes.

MANAGING FILES AND SAVING WORK

Saving appropriate content: the content saved in the school-designated folder shall be specific to education. Files not saved in the school-designated folder on the laptops will not be backed up by the school and will be lost in the event that the computer has to be re-imaged.

NETWORK INFORMATION

PCS does not do not guarantee that its technology resources will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis, without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

Problems - Any security or equipment problems arising from the use of technology resources must be reported to the teacher or to the principal’s office. Technical support is available only during school hours.

Repossession - PCS reserves the right to repossess the laptop at any time if the student does not fully comply with all terms of this agreement.

PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize the school system or individual school names, logos or trademarks without permission.

Though school personnel generally do not monitor students’ Internet activity conducted on non-school system computers during non-school hours, when the student’s on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

PRIVACY



No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate online behavior. Such training must cover topics such as cyber bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, down-loading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.



5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.
14. Any user who intentionally wastes limited resources (including distribution of mass electronic mail messages on non-work-related subjects, participation in chain letters, creation of and participation in unauthorized newsgroups, and storage of electronic data files without proper authorization) is prohibited from such activities.

RESTRICTED MATERIAL ON THE INTERNET



Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's e-mail communication and use of the Internet.

The Board of Education is aware that there is information on the Internet that is not related to the educational program. The Board of Education also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors.

School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or other lawful educational purposes. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

SOFTWARE ON LAPTOPS

- A. Originally installed software on the laptops must remain on them in usable condition and be easily accessible at all times.
- B. Virus protection: The laptops will have Sophos Anti-Virus protection software installed on them. This software will scan the hard drive for known viruses on boot up.
- C. Additional software is not to be installed on laptops other than what is installed by PCS. This includes, but is not limited to, applications such as music downloading utilities, other media downloading utilities, and games.
- D. Inspection of any computer may be conducted by a member of the technology staff, administrative staff or teacher if a staff member suspects that inappropriate materials reside on the device or the student has violated the PCS Acceptable Use Policy. There is no expectation of privacy when using technology resources owned by Person County Schools.
- E. Protection from inappropriate materials and content cannot be guaranteed by



PCS. We use appropriate software to monitor all incoming and outgoing traffic on the Internet. Principals are provided daily reports of inappropriate searches conducted on PCS property. These reports contain the location, user name, and computer name from which the inappropriate search was conducted. This protection is in accordance with CIPA compliance (Child Internet Protection Act).

- F. Consequences—the student named on the system account and/or computer hardware is responsible at all times for its appropriate use. Non-compliance with the rules of the Laptop Guidelines will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated PCS staff to ensure appropriate use.

PCS cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Open Records Act—proper authorities will be given access to their content.

WE ARE THE MAVERICKS!!

