

EBA Parent/Student Handbook

E. B. Aycock Middle School



Home of the Jaguars!

2025-2026 Parent/Student Handbook

1325 Red Banks Road, Greenville, NC 27858

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From the Desk of the Principal

Dear Jaguar Students and Parents,

The faculty and staff wish to welcome you to E. B. Aycock Middle School for the 2025-2026 school year. We are excited for another great school year with our returning 7th and 8th graders, and extend a special welcome to the new 6th, 7th, and 8th grade students who will be joining us for the first time this school year. The faculty and staff at E. B. Aycock work to create a positive, safe, and productive learning environment. We are excited about having the opportunity to help these young students become successful during their middle school experience.

Students and parents/guardians should be prepared for the changes that take place in an early adolescent's life during the middle school years. Our students will experience a time of growth - physically, intellectually, emotionally, and socially. These changes are exciting and challenging. EBA teachers and staff are here to collaboratively work with students and their parents to make this process a meaningful and fulfilling experience.

We always encourage our students to build life skills by practicing mutual respect, demonstrating attentive listening skills, participating in academics and co-curricular activities, and supporting/respecting their peers and teachers. We expect students to practice and demonstrate respect and responsible behavior at school and at any school-sponsored events off campus.

Parents and guardians involved in their students' educational and co-curricular events have shown that students achieve significantly higher levels. We encourage all parents to join and remain active in our school's EBA Boosters parent organization. Support your student's school events to share their success with the entire family. Please use this handbook as a reference during the school year and help your student to better understand all within. Please let your student understand the opportunities and privileges offered and the expectations and responsibilities placed upon them. If you have any questions about any material in the handbook, please contact your teacher, counselor, or administrator.

Sincerely,

Mr. Sam Lee

Principal

E. B. Aycock Middle School

Pitt County Schools

Pitt County Schools District Leadership

Dr. Steve Lassiter Jr.
Dr. Kamara Roach
Dr. Taylor Matkins
Dr. Tara Patterson
Michael Hardy
Aaron Erickson
Beth Ulffers
Sara English

Superintendent
Assistant Superintendent, Academic Services
Assistant Superintendent, School Leadership
Assistant Superintendent, Human Resources
Chief Financial Officer
Executive Director of Facilities and Operations
Director of Outreach & Public Relations
Executive Director of Student Services

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E.B. Aycock Middle School Staff (25-26)

Administration & Office Staff			
Sam Lee	Principal	J'celyn Bryson	Assistant Principal
Trevor Darden	Assistant Principal	Aurriell Tillman	A.P. Intern
K. White	Secretary/Payroll	Kyesha Morring	Bookkeeper
Kathleen Atلمان	Data Manager	Carla Farmer	School Nurse
Kareem Atkinson	Counselor	Kristy Kennedy	Counselor
Linda Rostar	School Social Worker	Officer Jason Foster	School Resource Officer

Sixth Grade Team			
Craig Anderson	English Language Arts	Kellie Brumble	Mathematics
Ali Best	English Language Arts	Tonantzin Weathersbee	Mathematics
Cali Phelps	English Language Arts	Laura Prullage	Mathematics
Amy Webb	Science & Social Studies	Kelly Canady	Science & Social Studies
Matthew Parker	Science & Social Studies	Ladayja Murphy	EC Teacher

Seventh Grade Team			
Amy Brinkley	English Language Arts	Evvy Ponder	Mathematics
Denise Smith	English Language Arts	Philip Cabuang	Mathematics
Endea Robinson	English Language Arts	Virginia Pou	Mathematics
Treyvon Miller	Science	Tatjana Goodman	Social Studies
Grant Jenkins	Science & Social Studies		EC Teacher

Eighth Grade Team			
Jessica Denton	English Language Arts	Alli Bassman-Lyons	Mathematics
Tamara Rodgers	English Language Arts	Sandra Strickland	Mathematics
Catherine Ware	English Language Arts	Doris Fletcher	Mathematics
Angela Grillo	Science	Jenine Holloway	Social Studies
Blair Driver	Science & Social Studies	Renee Bell	EC Teacher

Encore Team			
Timothy Cook	Health / P.E. & Athletic Dir.	Antonio Montoya	Spanish
Luanne Warren	Health / P.E.	Jenifer Hutson	Band / General Music
Emily Miller-Emery	A.V.I.D.	Natalie Haugeburg	Music / Orchestra / Guitar
Lars Clifton	Visual Arts	Talley Krause	Chorus / General Music
Christopher Turner	Career Exploration Lab	Aleita Leverston	A.I.G. / Go Grow
Todd Fentress	S.T.E.M.		

Academic Resource Specialists			
Nicole Smoot	Instructional Coach	Maggie Cox	Media Coordinator
Diana Hager	ESL Teacher	Chris Flowers	Remediation / Support

Exceptional Children's Team			
Ladayja Murphy	SPED Teacher / EC Contact	Douglas Moore	ECS Teacher (SEV)
	SPED Teacher	McKenna Gill	ECS Teacher (MOD)
Joy Brown	SPED Teacher	Keina Mullen	ECS Teacher (AU)
Renee Bell	SPED Teacher	Jalen Knight	Behavior Support
Will Johnston	School Psychologist	Tammy Reynolds	Speech Pathologist
Michele Mazey	Adaptive P.E.	Jonathan Wells	Adaptive P.E.
Paige Arp	Adaptive P.E.		

Teacher Assistants			
Peggy Braxton	ECS (ID-Severe)	Bryan Carter	Behavior Support
Arnechia Davis	ECS (ID-Severe)	Johnnie McLawhorn	In-School Suspension
Temiaka Braswell	ECS (ID-Moderate)	Leigh Nobles	CHOICE Coordinator
Alicia Perry	ECS (ID-Moderate)	Angela DiPalermo	Media Center
Trina Watson	ECS (AU)		

Classified Staff			
Maurice Gibbs	Head Custodian	Tammy Best-Grimes	Cafeteria Manager
Stanley Gorham	Lead Custodian	Eva McCuller	Assist. Cafeteria Manager
Kamesha Winn	Custodian	Glenda Stanley	School Nutrition
James Godley	Custodian	Teliah Griggs	School Nutrition
Dante Barrett	Custodian	Ebony Harris	School Bus Site Driver

School Points of Contact

Staff Member	Position
504 Contact	Kristy Kennedy
Athletic Director	Timothy Cook
Dropout Prevention	Kareem Atkinson & Kristy Kennedy
Exceptional Children Contact	Ladayja Murphy
Encore Department Chair	Luanne Warren
English Department Chair	Jessica Denton
ESL Contact	Diana Hager
First Responders	Craig Anderson Timothy Cook Luanna Warren J'celyn Bryson Trevor Darden
Mathematics Department Chair	Doris Fletcher
Media Coordinator / Technology	Maggie Cox
Health & Physical Education Department Chair	Luanne Warren
School Health Service Contact	Carla Farmer, R.N.
Science Department Chair	Angela Grillo
Social Studies Department Chair	Blair Driver
Multi-Tiered Systems of Support Chair	Kareem Atkinson
Testing Coordinator	J'celyn Bryson
Secondary Testing Coordinators	Nicole Smoot & Trevor Darden
Transportation Coordinator	Trevor Darden
School Improvement Team Chair	Maggie Cox
Positive Behavior Interventions & Supports Chair	Jessica Denton

Important Dates

Report Cards

Report cards serve as a progress report to both parents and students. They are distributed every nine weeks (four times per year). Parents are asked to review the report cards carefully and the teachers' comments. Parents are urged to request a conference with the teacher to discuss the student's performance if there are any concerns. The final report card will be mailed to the address we have on file for the student. If there is a need for an address change, we will need a copy of any service bill for the property where you live.

Nine Weeks' Schedule	End Date	Report Card Issue Date
1st Nine Weeks	October 28, 2025	November 12, 2025
2nd Nine Weeks	January 16, 2026	January 28, 2026
3rd Nine Weeks	April 2, 2026	April 15, 2026
4th Nine Weeks	June 10, 2026	Mailed Home

Progress Reports

Teachers distribute progress reports at the midpoint of each grading period (four times yearly). Please review them carefully and contact your child's teacher(s) with any questions you may have.

Nine Weeks' Schedule	Progress Report Issue Date
1st Nine Weeks	September 30, 2025
2nd Nine Weeks	December 9, 2025
3rd Nine Weeks	February 24, 2026
4th Nine Weeks	May 12, 2026

You may call the school at (252) 756-4181 to schedule a conference with your child's teacher(s).

Open House

E. B. Aycock Middle School will host its Open House on **Thursday, August 21, 2025, from 5:00 to 7:30 PM.** This event is a wonderful opportunity to meet your child's teachers and school staff, tour the building, learn about grade-level expectations and programs, and receive important updates for the upcoming school year. Families will also have the chance to ask questions and discover ways to get involved in our school community. We look forward to connecting with you as we prepare for a great year ahead at E. B. Aycock!

Inclement Weather Announcements

In the event of a closing, delayed opening, or early dismissal of school for any reason, PCS officials will notify area television and radio stations to announce specific details. Information will be posted on the PCS website (www.pitt.k12.nc.us) and Connect 5 calls will be made to PCS staff and parents. You may also call our Information Hotline at 830-3500 for updates.

Possible Make-Up Days (For Inclement Weather or School Closings)

- October 16, 2025
- October 17, 2025
- December 19, 2025
- January 20, 2026
- February 26, 2026
- April 6, 2026

Early Release Days

On early release days, each school will dismiss three hours earlier than regular dismissal time, and lunch will be served. On Early Release Days, each school will dismiss three hours earlier than its regular dismissal time and lunch will be served.

Important Dates

- August 25 - First Day of School for Students
- September 1 - Labor Day Holiday
- October 16 - Early Release Day / K-12 Conferences
- October 17 - Teacher Workday
- October 28 - End of 1st Nine Weeks (K-8)
- November 11 - Veterans Day
- November 26 - Annual Leave Day
- November 27-28 - Thanksgiving Holiday
- December 19 - Early Release Day
- December 22 - Unscheduled Day
- December 23 - Annual Leave Day

- December 24-26 - Christmas Holiday
- December 29-31 - Annual Leave Days
- January 1 - New Year's Day Holiday
- January 2 - Teacher Workday
- January 16 - End of 1st Semester
- January 19 - Martin Luther King, Jr. Holiday
- January 20 - Teacher Workday
- January 21 - System Designated Workday / Training
- February 26 - Early Release Day / K-12 Parent Conferences
- February 27 - Teacher Workday
- March 16-20 - Spring Break / Annual Leave Days
- April 2 - End of 3rd Nine Weeks (K-8)
- April 3 - Good Friday Holiday
- April 6 - Teacher Workday
- May 25 - Memorial Day Holiday
- June 10 - Last Day for Students (Early Release Day)
- June 11-12 - Teacher Workdays

Teacher Workdays

- August 15, 2025
- August 22, 2025
- October 17, 2025
- January 2, 2026
- January 20, 2026
- February 27, 2026
- April 6, 2026
- June 11, 2026
- June 12, 2026

Testing Window

End-of-Grade (EOG) Testing will be the last 10 working days of school.

Schedules

Daily Schedule

 EB AYCOCK MIDDLE SCHOOL DAILY SCHEDULE 							
6th	Homeroom	1st Block	2nd Block / Planning	3rd Block & Lunch	4th Block		
	8:15 - 8:45	8:48 - 10:18	10:21 - 11:51	11:55-1:58	2:00-3:30		
	30	90	90	123	90		
7th	Homeroom	1st Block	2nd Block & Lunch	3rd Block / Planning	4th Block		
	8:15 - 8:45	8:48 - 10:18	10:21-12:24	12:27 - 1:57	2:00-3:30		
	30	90	123	90	90		
8th	Homeroom	1st Block	2nd Block & Lunch	3rd Block	4th Block / Planning		
	8:15 - 8:45	8:48 - 10:18	10:21-12:24	12:27 - 1:57	2:00-3:30		
	30	90	123	90	90		
ENCORE	Homeroom	Encore Planning	6th Grade (A) 6th Grade (B)	7th Grade (A)	7th Grade (B)	8th Grade (A)	8th Grade (B)
	8:15 - 8:45	8:48 - 10:18	10:21 - 11:05 11:08 - 11:52	12:27 - 1:10	1:13 - 1:57	2:00 - 2:41	2:44- 3:24
	30	90	44 44	44	44	41	40
Bell to Enter=8:00							
First Bell=8:25, Tardy Bell=8:30							
Dismissal=8th Grade @ 3:24, 6th Grade @ 3:27, 7th Grade @ 3:30							

Early Release Schedule

 EB AYCOCK MIDDLE SCHOOL EARLY RELEASE SCHEDULE 							
6th	Bell to Enter	Homeroom	1st Block	2nd Block/Planning	3rd Block & Lunch	4th Block	
	8:00	8:15-8:45	8:48-9:33	9:36-10:21	10:24 - 11:42	11:45 - 12:30	
		30	45	45	78	45	
7th	Bell to Enter	Homeroom	1st Block	2nd Block	3rd Block / Planning & Lunch	4th Block	
	8:00	8:15-8:45	8:48-9:33	9:36-10:21	10:24 - 11:42	11:45 - 12:30	
		30	45	45	78	45	
8th	Bell to Enter	Homeroom	1st Block	2nd Block	3rd Block & Lunch	4th Block/Planning	
	8:00	8:15-8:45	8:48-9:33	9:36-10:21	10:24 - 11:42	11:45 - 12:30	
		30	45	45	78	45	
ENCORE	Bell to Enter	Homeroom	Encore Planning	6th Grade Encore	7th Grade Encore	8th Grade Encore	
	8:00	8:15-8:45	8:48-9:33	9:36-10:21	11:01 - 11:42	11:45 - 12:30	
		30	45	45	41	45	
Bell to Enter=8:00							
First Bell=8:25, Tardy Bell=8:30							
Dismissal=8th Grade @ 12:24, 6th Grade @ 12:27, 7th Grade @ 12:30							
ENCORE ROTATION							
October 16th		1st Encore					
December 19th		2nd Encore					
February 26th		1st Encore					

Pitt County Schools Mission & Vision

PCS Mission Statement

Pitt County Schools will lead collaboration between school, home and community to foster student growth and success, both socially and academically, in order to develop productive, global citizens.

PCS Vision Statement

Pitt County Schools will inspire and motivate all learners by providing educational opportunities that engage, empower and elevate students to lead healthy, resourceful and responsible lives.

E. B. Aycock Mission & Vision

EBA Mission Statement

We commit to nurture and value ALL students to guide them to success.

EBA Vision Statement

Committed staff will collaboratively work to close opportunity gaps for our students.

The Concept of Middle School

E. B. Aycock Middle School strives to help make the transition from elementary school to high school a smooth transition. The following information will provide students and parents/legal guardians a better understanding of the middle school concept.

Interdisciplinary Team Organizations

To create smaller and more personal communities of learning, we are organized in interdisciplinary teams in both 6th and 7th grade. The interdisciplinary team organization is a group of two or more teachers from different subject areas who have a common group of students, a similar schedule, and share a planning time. During this planning time the teachers address both the academic and social needs of students within their team and arrange parent conferences as needed. While 8th grade teachers share a common planning time, teachers are not organized in teams. This is in an effort to better prepare students for life in the high school where they travel from teacher to teacher, not with a group.

Instruction

Like all aspects of the middle school program, instruction must be developmentally appropriate, reflecting the nature and needs of young adolescents. Important components of the instructional process are planning, classroom delivery, student assessment/evaluation, appropriate homework, and incorporation of enrichment activities.

E. B. Aycock teachers will provide the best possible experience for all students by providing the following:

- A variety of teaching strategies and instructional materials.
- Incorporating cooperative learning, peer tutoring, and other strategies that promote mutual respect and support.
- Providing concrete examples, hands-on approaches, active student involvement, and a rationale for learning.
- Plan activities that emphasize higher-order thinking skills and blended learning.
- Integrate writing skills throughout all content areas.
- Provide real-life, relevant situations with active involvement for students.
- Differentiate instruction and evaluation for all students.
- Promote in students a sense of responsibility.
- Utilize a variety of community and school resources.
- Use blocks of time flexibly.
- Provide opportunities for students to use current technology.
- Provide ongoing assessment to plan for instruction.

The North Carolina Standard Course of Study (NCSCOS) defines the appropriate content standards for each grade level to provide a uniform set of learning standards. This state curriculum guides instruction, including the choice of supplemental books, videos, computer programs, and other instructional materials that support its identified goals and objectives.

Student Courses

Core Subjects

Mathematics

The middle grades mathematics program offers students of all ability levels the opportunity to develop a better understanding of numbers, improve their ability to reason, and be exposed to some exciting new areas of mathematics. The topics emphasized at these grade levels are operations of rational numbers, beginning algebra, informal geometry, measurement, graphs, scale drawings, elementary probability/statistics, and problem solving. The use of calculators and computers to enhance and enrich the program is also encouraged.

Seventh Grade Accelerated Math

Seventh Grade Accelerated Math is a transition course between mathematics and Math I. It is recommended for seventh grade students who have mastered the concepts of general mathematics. Students who elect to enroll in this course would perform at a high level on previously taken End-of-Grade tests, be self-motivated, and work independently in mastering new material. Students who successfully complete the course may enroll in Math I in the eighth grade.

Eighth Grade Math I

Math I is offered for students who generally intend to complete four years of high school mathematics at the honors level (geometry, Algebra II, pre-calculus, calculus). Mastery of algebraic skills is essential for the successful completion of higher-level mathematics. Students who elect to enroll in this course would have performed at a high level of proficiency on the mathematics End-of-Grade test, have maintained a consistent average of 90 or better in pre-algebra, and be self-motivated and capable of mastering new material without constant reinforcement or tutoring. All students who complete the course are required to take the North Carolina End-of-Course Math I Test.

Any student who is not performing satisfactorily in Math I may elect to drop the course before the 20th day of school. All students enrolled in Math I as of day 20 MUST remain in the course for the remainder of the school year. These students will be required to take the Math I End-of-Course exam. This exam counts as 25% of the yearly average.

English Language Arts

The English Language Arts curriculum is spiraling in nature and contains the same broad goals for kindergarten through grade twelve. The intent of the program is to equip students with the skills needed to participate as informed and effective citizens in a democratic society, to function effectively in the world of work, and to realize personal fulfillment. Students are taught to communicate through reading, writing, speaking, listening, and viewing. A broad range of experiences with a wide variety of good literature is

a part of the focus. Several outstanding novels have been selected for use with the middle level program. Writing is taught as a thinking process and includes prewriting, drafting, revising, editing, and publishing. Grammar, spelling, and capitalization are taught as a part of the writing process.

Science

The state of North Carolina developed the science curriculum with the ultimate goal of assisting students in seeing how science directly relates to their lives and the larger human population. There is a shift of emphasis from content-specific objectives to science processes, with a great emphasis on the thinking skills used in problem solving. In the middle grades, there are six broad goals which students are expected to develop:

- An understanding of the nature of science.
- The ability to use scientific process skills.
- The ability to use scientific manipulative skills.
- A positive attitude towards science.
- An understanding of the relevance of current topics in science.
- An understanding of the science concepts through patterns and cycles in the natural world.

Social Studies

The middle grade social studies program focuses on five major concepts—history, geography, economics, political science, and anthropology/sociology. In grade six, students learn about the beginnings of human society to the emergence of the first global age (1450), and in grade seven they study the great global convergence (1400-1800) to the present. The eighth grade curriculum focuses on the history of North Carolina within the context of the national framework. The program of study at each grade level will enable students to investigate and respond to basic questions about the state or nation being studied:

- Who are the people of this society, and what are and have been their values and beliefs?
- What is the environment in which the people live and have lived?
- How has society organized itself?
- How do the people of the society make a living?
- How has this society changed over time?

Further information on the North Carolina Standard Course of Study are available at the North Carolina Public Schools website: www.ncpublicschools.org.

Extended Core Subjects (Encore Classes)

AVID (Advancement Via Independent Determination)

AVID supports students by providing a comprehensive framework that enhances their academic, social, and emotional skills, preparing them for college and career success.

Band (Year-Long)

Beginning band is offered to sixth graders, an intermediate band is offered to seventh graders and an advanced band is offered to eighth graders. The band instructor can provide information about renting and purchasing instruments. Participation in band is a privilege and offers students an opportunity to develop as performers as well as a greater appreciation for music.

Sixth Grade (Beginning Band) - Beginning band focuses on learning to read music and how to play a band instrument. Through the use of method books, sheet music, recordings, and performing opportunities, the beginning band student will develop skills in music-reading and performing.

Seventh Grade (Intermediate Band) - Students should have at least one year in band and be able to play on grade level with the rest of the class. Seventh grade band class should be a continuation from the sixth grade band year. Students will continue to increase their technical proficiency and aural discrimination to gain more knowledge of music reading and performing.

Eighth Grade (Advanced Band) - Students should have completed at least two years of band and be able to play on grade level with the rest of the class. Eighth grade band class should be a continuation of growth and development from the seventh grade and prepare students for participation in high school band classes.

Career Lab (Semester)

A Career Lab for middle school students is a program designed to introduce young learners to various career options, helping them explore their interests and develop essential skills for future success. The lab typically includes hands-on activities, guest speakers, and interactive lessons that cover a wide range of professions. Students can learn about different career paths, gain insights into the necessary education and training, and develop soft skills such as teamwork, communication, and problem-solving. The goal is to inspire students to start thinking about their future careers and to equip them with the knowledge and tools they need to make informed decisions as they continue their education.

Chorus (Year-Long)

Seventh Grade/Eighth Grade - Students will develop music reading ability and performing skills. The end of year expectation will be evidence of an advanced level of musical understanding, as well as singing and performing techniques.

General Music (Semester)

The course will teach students the rudiments and terminology of music theory including hearing and notating:

• pitches • intervals • scales and keys • chords • meter • rhythm

Concepts will be addressed through listening to a wide variety of music, including not only music from standard Western tonal repertoire but also twentieth-century art music, jazz, popular music, and the music of non-Western cultures .

The books we have will be used for the theory portion of the course. Social Studies and ELA standards will also be incorporated through the use of multimedia resources made available through the school and technology resources.

Each grade level will focus in a different area of music as follows:

- 6th grade focus: Broadway Musicals
- 7th grade focus: Roots and Evolution of Jazz
- 8th grade focus: NC and Pop Culture Music

Guitar (Semester)

Sixth, Seventh, and Eighth Grade Students in Guitar Lab will study a brief history of the guitar, learn how to read standard notation and tablature, learn to perform introductory pieces in both classical and modern style, and will participate in an end of semester performance. Students will use school-owned instruments in class. Occasionally school-owned guitars may be signed out for home practice. Parents must fill out and sign a School-Owned Instrument User Agreement before students may take an instrument home for individual practice. School-owned guitars must be returned promptly to the Guitar Lab. Students may not sign out school-owned guitars on a long-term basis. Guitar Lab students are graded on aural and written assignments in class as well as participation in the end of semester performance.

Health and Physical Education (Semester)

Sixth, Seventh, and Eighth Grade Health and Physical Education is offered to all students in grades 6-8 for 90 days. Physical education is alternated with health education units. The main focus of the physical education curriculum at this level is the areas of fitness, games, and sports. Students participate in high-level concepts and skills each school year in these areas. The specific objectives to be accomplished at each level are discerned in the North Carolina Standard Course of Study. Students must supply a lock for their PE locker while they are in class. PE locks can be purchased outside of the school from local retailers or from the school for \$6. PE/Health is mandatory for all students one semester per school year.

In health class students will be made aware of the important health risks for their age group and be able to appraise their own health status, health behaviors, and potential for health risks. Focus will be on understanding how to protect themselves from health risks arising from substance abuse and intimate sexual behaviors. Eighth grade students will participate in Hands only CPR training. This is mandatory as a high school grade requirement.

Media Helpers (Semester)

Students check books in/out and assist with pulling resources for classroom teachers. They also maintain order in the media center with shelving books and restocking resources.

Modern Band (Semester)

8th grade only The E. B. Aycock Modern Band will build upon the skills learned in Guitar Lab (required prerequisite). Students will form modern ensembles, studying basic techniques on the following instruments: Electric Guitar, Bass Guitar, Drum set, Keyboard, and Vocals while learning to use various forms of music technology. Students will learn to play a variety of songs from the 1950s-present day. Performances will be held at the end of each semester.

Peer Helpers (Semester)

Peer helpers work with students who have moderate to severe disabilities. Peer helper is limited to ONE SEMESTER. Limited opportunities are available for these positions.

Spanish (Semester)

The purpose of this class is to develop the ability to communicate directly and effectively with people who speak the Spanish language. The focus will be on the progressive development of the skills of listening and speaking followed by reading and writing. Cultures of Spanish-speaking people will be integrated throughout the second language curriculum in order to help students develop an understanding and appreciation of other cultures. This class is available to all sixth, seventh, and eighth grade students.

STEM (Semester)

The STEM lab was created to expose students to a curriculum that incorporates Science, Technology, Engineering and Math through hands-on activities. The students work through Modules using a computer program and then complete a physical project or lab that reinforces the main objectives of the Module lesson.

STEM Modules:

• Biotechnology Module • Body Systems Module • CADD Module • Chemical Module • Math Module • CNC Manufacturing Module • Electricity Module • Electronics Module • Energy, Powers & Mechanics Module • Engines Module • Forensic Math Module • Heat & Energy Module • Horticulture Module • Ideas & Innovation Module • Logic & Reasoning Module • Microbiology Module • Plastics & Polymers Module • Robots Module • Simple Machine Module • Statistical Analysis Module • Sustainable Agriculture Module • Water Management Module • Weights & Measures Module

Strings Orchestra (Year-Long)

At E. B. Aycock sixth, seventh, and eighth graders may elect to participate with the option of renting or purchasing their own instruments. Orchestra students are involved in several performances each year and are graded on participation in those performances along with other tests and assignments.

Sixth Grade - Students should have completed at least one year of string classes and be able to play on grade level. Students continue to develop an ideal sound, a sense of good

intonation, correct position, posture, and bowing. The basic fundamentals of music reading and performing are stressed.

Seventh Grade - Students should have played in an orchestra for at least two years and be able to play on grade level. Seventh grade strings should be a continuation of sixth grade orchestra. Students continue to develop musical understanding and playing techniques.

Eighth Grade - Students should have played in the orchestra at least three years and be able to play on grade level. Eighth grade orchestra should be a continuation of the seventh grade year. Students continue to develop music reading ability and performing skills. There should be evidence of a clear concept of ideal tone and intonation, while demonstrating an advanced level of facility with the bow and left hand technique.

Talented and Gifted Program (AIG) (Semester/Yearlong)

E. B. Aycock AIG students in sixth, seventh and eighth grade will be enrolled in AIGC as an elective class for yearlong service, while IGC students will be enrolled for one semester. The AIG curriculum integrates reading, math, science, history, and technology as well as research skills.

AIG students will also receive yearlong resource support and/or resource services through collaboration of the AIG teacher and the regular classroom teacher. This may include short-term projects, pull out groups, team teaching, learning contracts, differentiated units, competitions, and problem-based learning.

Visual Arts (Semester)

Sixth Grade - Students in art classes will study artists and art history, as well as produce their own creative artwork in drawing, painting, printmaking, sculpture and ceramics. They will learn to discuss art and to think creatively in problem solving.

Seventh Grade - Building on experience from sixth grade art classes, students will continue to study artists and art history. In art production, they will use many of the same media in a more advanced way. Special emphasis will be placed on creative problem solving and art criticism, which involves understanding and discussing art.

Eighth Grade - Building on experience from sixth and seventh grade art classes, students will continue to study artists and art history.

Student Involvement

Extracurricular Activities

Young adolescents need a variety of experiences beyond those offered in the core and encore curriculum. E. B. Aycock Middle School will work to provide students with the opportunities to have a well-rounded educational experience. The following offers students a wide range of extracurricular activities:

Battle of the Books

Students who are interested in this competition read books selected by the N.C. Battle of the Books committee. They audition for the team by answering questions about books they read. Then the team competes against other teams from Pitt County Schools in a quiz bowl format.

National Junior Beta Club

Sixth through eighth grade students are eligible for the E. B. Aycock National Junior Beta Club. Candidates must have an average of 93 or above in core academic classes (Science, Social Studies, Math, and English Language Arts). Students' grades are checked each semester and they are invited to an induction ceremony at the end of the school year. To remain in Beta Club; a student must continue to meet the above criteria. Probation will occur if a member receives nine-week's grades in core classes that average lower than a 93. That student will receive a letter stating that he/she is on probation.

Interscholastic Sports

E. B. Aycock Middle is committed to providing a quality interscholastic athletic program. We take a great deal of pride in our athletic program through quality leadership, community support, and parental involvement. We have been able to offer student athletes quality equipment and facilities. It is the goal of the athletic program to develop leaders, teach fundamentals and techniques, and model and teach good sportsmanship skills.

Sports Offered at E. B. Aycock Middle School

- Baseball
- Basketball (Boys & Girls)
- Cheerleading
- Coed Soccer
- Football
- Softball
- Volleyball
- Track
- Cross Country

Academic/Interest Clubs

- Science Olympiad
- Art Club

Student Government Association (SGA)

The Student Government Association is composed of two students from each homeroom in grades six – eight. These representatives assist in promoting school projects and in reporting any information that students may need to know to their homerooms. The criteria for participating in SGA are:

- An overall “C” average.
- A good disciplinary record.
- Dependability
- The purpose of SGA is to carry out school projects, to teach leadership skills, and to teach parliamentary procedures.

Field Trips

- Field trips are an enjoyable educational extension of the North Carolina Standard Course of Study. They supplement and enrich the curriculum and offer students the opportunity for first hand learning experiences.
- The principal must approve all field trips, and the Superintendent of Pitt County Schools must approve overnight field trips.
- All field trips are carefully planned and well organized by staff sponsors. Careful attention is given to providing more than adequate supervision and every precaution is made to ensure student safety.
- While participating in or attending as representatives of the school, to any school-related activities held on school grounds or at some other location, students are subject to the same PCS rules and regulations concerning conduct and dress code which apply during the regular school day.
- All school rules apply when students are on field trips.
- Parent meetings will be held prior to any out of state field trip. The purpose of the meetings will be to familiarize parents with the itinerary, rules, and regulations and provide helpful hints.

Grades

Grading Policy

Teachers are charged with the responsibility of grading students and recognizing their individual differences. Grading should be based on the progress the individual student has made towards accomplishing the goals and objectives set for him/her. No grade will be given lower than a 50 due to district policy. All assignments will be graded according to the following numeric scale:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
0-59	=	F

Promotion/Retention

By the end of the first semester, parents of students in danger of being retained should be sent a promotion/retention notice attached to the student’s report card. Conference should be held immediately following this notice.

Additional notices should be sent in subsequent report cards and progress reports if warranted. Teachers should also meet with the parents on several occasions to review the child’s progress. Teachers will discuss the child with a committee at the end of the year to help determine promotion/retention.

In response to the Student Accountability standards adopted by the state, Pitt County Schools has adopted standards for student promotion. They are as follows:

- Students must be in attendance for 160 school days.
- Students in grades 3 - 8 must receive passing averages in ALL four core classes.

Students in grades 3-8 must pass with a 60 or better the following subjects:

- English / Language Arts
- Mathematics
- Science
- Social Studies

Pitt County Policy recognizes the right of a principal to make the final decision on grading and classifying students.

Academic Integrity Policy/Honor Code

Principle: We propose that academic integrity is essential in both the learning environment and the community. The Center for Academic Integrity of Duke University notes that academic integrity is a commitment, even in the face of adversity, to five fundamental values:

- Honesty
- Trust
- Fairness

- Respect
- Responsibility

It is our hope that members of our learning community are guided by these values as evidenced by appropriate behavior even when circumstances are demanding.

Purpose: The purpose of the Honor Code at E. B. Aycock Middle School is two-fold. First, the Honor Code secures an environment where academic integrity can flourish. The Honor Code recognizes the importance of honesty, trust, fairness, and respect. This Honor Code allows all students to take responsibility and receive recognition for their own academic and personal achievements. The secondary purpose of the Honor Code is to cultivate an environment in which academic dishonesty is not tolerated. At E. B. Aycock Middle School, academic dishonesty is described as giving, receiving, using, or attempting to give, receive, or use unauthorized assistance, information, or study aids in academic work.

The Pledge:

All students will be expected to follow the pledge for all assignments, tests, and projects.

"On my honor, as an E. B. Aycock Middle School student, I have neither given nor received unauthorized assistance on this work."

This pledge indicates that the work submitted for academic credit represents the student's own ideas and words.

Consequences for Violation of the Honor Code:

Having severe punishments for academic dishonesty is another way to ensure a high degree of academic integrity in our school. Academic dishonesty is considered a Category 1 offense as listed in the Pitt County Schools Code of Student Conduct Book. School administration will determine appropriate consequences based on each individual case.

School Policies & Procedures

School Hours

Office	8:00 AM – 4:00 PM
Teachers	8:00 AM – 3:45 PM
Teacher Assistants	8:00 AM – 4:00 PM
Students	8:30 AM – 3:30 PM
Media Center	8:00 AM – 3:30 PM

Closed Campus

We have a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissal, or until they are picked by the bus or parent/legal guardian.

Arrival & Dismissal

Arrival at School

Students' school day begins at 8:15 AM. Students are not permitted in the hallways until the first bell at 8:00 AM. At the first bell at 8:00 AM, students must report to their Homeroom. Bus students will also report to Homeroom when the bell rings at 8:00 AM.

We recognize that it is necessary for some parents to drop their child off at school before 8:00 AM. As a service to parents who wish to do this, E. B. Aycock Middle School has established an Early Bird Program in our cafeteria from 7:30 AM until 8:00 AM. The cost for Early Bird is \$1 per day and can be paid each day as the child attends.

Late Arrival to School

Students are expected to be in class when the school day begins at 8:25 AM, and will be considered tardy after 8:30 AM. Students arriving late to school are to report to the office and sign in. Parents/legal guardians are asked to either accompany their child to the office or provide their child with a note or doctor's excuse.

Early Dismissal

The school day ends at 3:30 PM. Parents/legal guardians are discouraged from checking students out early. Repeated early dismissals from school or class is considered a violation, which is a Category I offense as listed in the Pitt County Schools Code of Student Conduct Book.

- The person picking up the student must come in the office and sign the student out and may be asked to show proper identification. Student check out ends at 3:00. If you arrive after 3:00, you will be asked to wait in the car rider line until students are dismissed at their regular time.
- If someone other than the parent/legal guardian is to pick up the student, a written note needs to be given to the office staff. If the parent/legal guardian does not inform the school who will be signing out their child, the student will not be released.

- If a person other than the parent/legal guardian picks up the student on a regular basis, written permission may be given and kept on file in the office.
- Students who are checked out before 11:45 PM, or check in after 11:45 PM, will be counted absent for the entire day.
- Students will not be called out of class to sit in the office to wait for the parent/legal guardian to get to the school.

Although these procedures may be inconvenient at times, they must be followed to ensure the safety of all students.

Afternoon Dismissal

- Afternoon arrangements for your student should be clearly understood between you and your child before your child leaves home.
- Telephone messages to your child at school or to the office staff to change transportation will only be accepted in the case of a serious emergency and if received prior to 2:00 PM.
- Notes are required if there are any changes to how your child is supposed to go home. This policy is for the protection and safety of your child.
- At the sound of the dismissal bells, all students involved in after school activities should report to their designated areas immediately.
- All bus riders must report to the front of the school and car riders will need to report to the back of the school.
- Walkers are to use the side exits facing Red Banks Rd. and leave campus immediately unless involved in extracurricular activities.
- Walkers are expected to use the guarded crosswalk for their safety and protection.
- All other students should be off campus by 3:45 PM.
- Students waiting for rides must be in compliance with school rules as long as they are on school property.

Riding Bicycles

- Students may ride bicycles to school.
- Bicycles are to be parked upon arrival at school and are not to be used until the end of the school day.
- All bicycles should be secured with a lock.
- The school is not responsible for damage or theft of parts while bicycles are parked on the school campus.
- The parking area for bicycles is located in the front of the school.

Parking and Unloading Students

- Parents bringing their children to school or picking them up after school are to use the back entrance of the campus for loading and unloading. **The front entrance is for buses.**
- Visitors may park in the front of the building during the hours of 8:45 AM until 2:30 PM only. If you will be visiting or picking up a student either before 8:45 or after 2:30, you will need to find a parking place.

Attendance Policy

Attendance Policy

Regular school attendance is required. Attendance is necessary to the success of all students. Upon returning to school from an absence, the student should bring a written excuse from the parent/guardian to the Homeroom Teacher. Parent/Legal guardians may also send an email to the Homeroom Teacher. Make sure to provide your child's name, date(s) of absences, and the parent's/legal guardian's signature. Per Pitt County policy, hand written notes and emails are accepted within 5 days of the student absence. Doctors notes are accepted at any time after the absence.

The make-up work must be initiated by the student and is their responsibility. It is important to understand that every absence from school counts towards promotion/retention (even excused absences) as outlined in Pitt County Schools Promotion/Retention Policy.

Lawful Absences

The superintendent or principal has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. Below are the valid/lawful excuses for temporary nonattendance of a student at school:

- **Illness or Injury:** when the absence results from illness or injury that prevents the student from being physically able to attend school.
- **Quarantine:** when the absence results from the isolation of the student as ordered by the local health officer or by the State Board of Health.
- **Death in the Immediate Family:** when the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.
- **Medical or Dental Appointments:** when the absence results from a medical or dental appointment of a student.
- **Court or Administrative Proceedings:** when the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal, if the student is a party to the action or under subpoena as a witness.
- **Religious Observance:** when the absence results from attendance at a religious observance or service where the tenets of a religion to which the student or his/her parent(s) adhere require or suggest such attendance.
- **Deployment Activities:** when the absence results from the student's attendance at official deployment ceremonies or activities when the student's parent is a deploying member of the U.S. Armed Forces.
- **Educational Opportunity:** when the absence results from a demonstrated purpose of taking advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. (16 NCAC 2D.0404)
- **Short Term Suspensions:** when the absence results from the student's suspension for ten days or less.

K-8 Unexcused Tardy/Early Dismissal Procedures

Attendance in school for the full time allotted for classes is essential for student success. Unexcused Tardies/Early Dismissals cost your child valuable educational instruction. They also interrupt the learning process for other students. Additionally, punctuality is an important trait to reinforce at school. Students are expected to arrive at school and class on time and stay for the entire day of instruction.

School Finance Policy

School Fees

- K-12 School Fees of \$25.00/year which includes the technology fee, are due at the beginning of the school year. By the end of the first marking period, school fees should be paid.

School Debt

- Student report cards may be held and participation in various school activities may not be allowed if school debts are not paid. Such school debt includes but is not limited to:
 - Fundraisers
 - Pictures
 - Choral/Strings/Orchestra/Band Fees
 - Lost Library Books and Textbooks
 - Returned Check (ChecXChange, [877-343-1823])
 - Damage to School Property

Other Policies

Student Medication

The Pitt County Board of Education's Administration of Medication Policy and Procedures were developed to protect the safety and welfare of our students. The intent of the policy is to encourage students to take required medications prior to, or after, school hours. For those few medications which need to be administered during school hours, Board policy requires completion of the form "Authorization for Medication" to be filled out each school year and every time there is a change in medication dosage or time and frequency of administration.

Pitt County Schools defines medication to mean "any prescription or over-the-counter medication or supplement which the medical care source deems essential to be administered during school hours." The Authorization for Medication form is required for both short-term and long-term prescriptions and over-the-counter medications. It needs to be signed by the physician and the parent specifying the dosage, time, and frequency of medication. If the need for over-the-counter medication is short-term (less than a week), only a parent's note is required that states the medication, dosage, and time and frequency

of administration. The parent always has the option to come to school and administer the medication.

Search and Seizure

Parents/legal guardians and students should understand that the Principal or designee has the right to search a student during school activities if school personnel have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

School Telephones

The telephones are for school business only.

Students are to use the telephone for emergency calls with permission from the teacher.

We ask that parents avoid calling the school to speak to their child or leave messages.

Withdrawal Procedures

All students withdrawing from E. B. Aycock do so through the Data Manager's office with the following procedure:

- Parents/guardians must notify the school by telephone or in person.
- Withdrawal forms are available in the front office.
- Students will present the withdrawal form to each of their teachers, get it signed, and turn in all books.
- Students will return the withdrawal notice to the Data Manager's office for final approval.

Visitors

The Board encourages the community and parents to be involved and support the schools and the educational program. However, the Board is concerned with providing a safe, orderly, and inviting learning environment in which disruptions to instructional time are minimized. The following rules apply:

- Cell phone use is prohibited in the building. We ask that you finish any cell phone conversations before entering the building.
- All visitors must report immediately to the front office for permission to be in the school, sign in, and obtain a visitor's identification badge. If you are bringing your child lunch, it needs to be left in the front office and left in a brown, unmarked bag or container. No outside restaurant food permitted in the cafeteria.
- Conferences and classroom visits should be scheduled with the teacher in advance.
- Visitors are not allowed to bring younger brothers, sisters, friends, or relatives from other schools.

Emergency & Safety Drills

Tornado

Weather Warning Definitions

- Tornado Watch – means that weather conditions are such that a tornado may develop.
- Tornado Warning – means that a tornado has been formed and sighted and may affect those areas in the bulletin.

Severe Weather Plan

- Tornado Watch – all teachers notified of impending weather conditions and the tornado plan is reviewed.
- Tornado Warning – all blinds and drapes are lowered and students are relocated to areas offering the greatest tornado protection.

Tornado Drill

- Tornado drills will take place periodically during the school year. **THIS DRILL TAKES PRECEDENCE OVER EVERY OTHER SCHOOL ACTIVITY.**
- The signal for the drill is a bell ringing for five (5) seconds, followed by silence for two (2) seconds in a repeating cycle.
- It is essential that when the first signal is given, everyone obeys orders and promptly relocates to designated areas.
- Students will be seated on the floor with their backs to corridor walls or glass areas. Cover heads, arms, and legs so as to reduce the number of injuries from flying glass and other debris.
- Students are expected to be quiet, alert, and attentive during the drill. The drill is a serious undertaking, and inappropriate behavior will not be tolerated.

Fire Drill

- Fire drills at regular intervals are required by law and are important safety precautions. **THIS DRILL TAKES PRECEDENCE OVER EVERY OTHER SCHOOL ACTIVITY.**
- The signal for the drill is a long continuous bell.
- It is essential that when the first signal is given, everyone obeys orders and promptly clears the building by the prescribed routes.
- When the signal for the drill is given, students should stand and leave the room in a single file line. Students are not to break the single file line and running is not permitted. The last person out should see that all windows and doors are closed.
- Everyone will remain a safe distance from the school until the signal is given that it is safe to return to the building.
- Students are expected to be quiet, alert, and attentive during the drill. The drill is a serious undertaking and inappropriate behavior will not be tolerated.

Lockdown Drill

- Lockdown drills will occur at regular intervals throughout the school year and are important safety precautions.
- The signal for the drill will be an announcement for staff and students to LOCKDOWN!
- When the announcement is made everyone must follow the lockdown procedures.
 - Students remain in classrooms
 - Doors are locked
 - Windows are covered
 - Lights are turned off
 - Everyone is to remain silent
 - Students are expected to be quiet, alert, and attentive during the drill. The drill is a serious undertaking and inappropriate behavior will not be tolerated.

If you are a visitor inside the building during the drill, you will not be allowed to leave the building until the drill is over. If you are approaching the building as a visitor you will not be allowed to enter the building until the drill is over. This is a very serious drill and is conducted for the protection of your child.

Parent/Guardian Information

Parent/Legal Guardian Involvement

Research shows that a successful school has the support of its parents. The E. B. Aycock Middle School staff looks forward to establishing a great partnership with our parents. Our goal is to have active parent involvement. We encourage our parents to stay in contact with your child's teacher(s) and to support all school activities and events and one way to get involved is by joining and becoming actively involved with our Boosters.

Jaguar Boosters

The Jaguar Boosters is an organization that allows parents to work closely with teachers, staff, and other parents/legal guardians to organize and develop activities that motivate our students' academic growth. If you are interested in being involved, you may join during Open House night or during other school events. Listed below are the Jaguar Booster officers:

President:	Michelle Bone
Vice-President:	TBD
Secretary:	TBD
Treasurer:	TBD

Parent/Legal Guardian Expectations, Involvement, and Responsibilities

Parents/legal guardians are expected to be role models for students while on campus and at all school events. Parents/legal guardians must check in with the main office upon entering a building prior to visiting with a teacher or team. Education works best when there is a strong partnership between home and school, a partnership that thrives on good communication. Become familiar with all your child's school activities and with the academic programs our school has to offer. If you have questions about anything related to your child's progress or opportunities, please speak with a teacher, counselor, or school administrator.

In case of an emergency, it is vitally important that the school has accurate information regarding home address and phone numbers. To update your address, two proofs of residency are required for the office.

Parent/Legal Guardian – Teacher Conferences

Communication between parents/legal guardians and teachers is essential. Feel free to contact your child's teacher if you wish to have a conference. Please do not arrive at school unannounced for a conference. Teachers need time to properly prepare for all conferences. To schedule conferences, parents are requested to contact the teacher and set up an appointment.

Suggestions for Parents/Legal Guardians

The parent/legal guardian is the child's first teacher and should encourage the child to develop good behavior and a positive attitude toward school. The parent/legal guardian can help by:

- Recognizing that teachers take the place of the parent/legal guardian while the child is in school.
- Teaching the child respect for law and authority, for the rights of others, and for private and public property.
- Arranging for prompt and regular school attendance and compliance with attendance rules and procedures.
- Working with the school in carrying out recommendations made in the best interest of the child, including discipline.
- Talking with the child about school activities and showing an active interest in report cards and progress.
- Providing a suitable, quiet place and a scheduled time for study at home. Pencils, pens, paper, books, a ruler, and a dictionary should be at hand.
- Adhering to family agreements regarding the use of the telephone, TV, or computer during study time.
- Suggesting an alternative when told there is no homework such as:
- Reading – a continuous assignment for everyone including magazines, newspapers, and books chosen for enjoyment
- Reviewing – class work, math, grammar, and spelling
- Researching – science or long term projects that have been assigned
- Establishing a set bedtime to assure adequate rest.
- Read and discuss this handbook with your child at the beginning of school and mid-year.
- Please label your child's belongings.

Your interest and support at home are important to your child and greatly appreciated by his/her teacher.

Tips to Help Students Achieve Success

Homework

Homework is an integral part of the educational process and will be reflected in all students' final grades. When absences occur, parents may call the school requesting their child's assignments. Please call the office between 8:00 AM and 9:00 AM and pick up the assignments by 3:30 PM. Requests for assignments that come in after 9:00 AM will need to be picked up the following morning. If a student prefers to wait until he/she returns to school to make up assignments, he/she has 1–3 days to do so, depending on the number of days absent. It is the responsibility of the student to make arrangements for doing make-up work.

Study Skills

- Attitude is important. Think positively and work independently.
- Learning requires concentration, so keep your mind on what you are doing.
- At home, have a definite, well-lit, quiet place to study. Plan to spend time at home each day preparing assigned work or reviewing class work.
- Scan the entire assignment rapidly to grasp the basic idea. Reread carefully to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
- If the assignment is a long-term project, do a little of it each day. Don't let it go until the last minute. It will be easier and you will do a better job.

A Student Who Studies Well:

- Brings books, notebooks, papers, pen, pencil, and other materials to class.
- Is an active participant in the classroom, listens well, and takes part in discussions
- Ask questions if he/she does not understand.
- Plans his/her work, schedules time for homework each day, and makes sure he/she understands the assignment before he/she leaves class.
- Uses what he/she learns and sees how each subject applies to others.
- Strives to do his/her best, not just to get by.

How to Take a Test

- Relax and forget other people around you.
- Read the directions carefully, and then follow them.
- Read the whole test first to see what's asked for and how to best use your time.
- Read each question twice before answering and think before you write.
- Answer questions fully, however, only include information which is asked for.
- Check your paper for spelling and grammar and remain quiet until given further instructions by the teacher.

Student Services

Pitt County Schools strives to provide optimum teaching and learning conditions for all students through a comprehensive educational program. It is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional, and behavioral issues that may interfere with their educational success. Qualified professional personnel are available to provide preventive, remedial, and crisis interventions to identify and remove barriers to learning. Utilizing a team approach, these professionals will partner with other educational professionals, parents, and the community to support students throughout the educational process. The Student Services Team includes School Counselors, School Social Workers, School Psychologists, School Health Specialists, and additional specialized staff.

School-Based Committee

The school-based committee provides a team framework for evaluating data and recommending the most appropriate placement for children referred for special education services. It is responsible for receiving referrals, involving parents in the planning process, obtaining parental permission for assessment, initiating screening and evaluation procedures, evaluating information, and seeing that an individualized education program for the handicapped, group education program for the academically gifted, or written educational program for the pregnant is developed. This School-Based Committee is reevaluated annually.

School Guidance Counselors

E. B. Aycock has two full time guidance counselors who provide a variety of services to assist students, parents/guardians, and teachers. Our guidance and counseling program is designed to help students develop self-understanding and interpersonal skills. Students are encouraged to become familiar with and utilize the services of our counselors listed below:

- Registration and orientation assistance.
- Test interpretation to assess academic progress.
- Coordinate with the Teacher Assistance Team to address identified student needs.
- Provide individual and group counseling to address special concerns or issues.
- Assist students with conflict resolutions, mediations, and encouragement.
- Coordinate health and referral services.
- Oversee the 504 program.
- Administer peer mediation. This program is designed to help students resolve conflicts without resorting to violence. Students who have been trained in conflict resolution are available to help other students who are arguing. The students simply request mediation from the guidance counselor, and the counselor calls the peer mediators. In a conference room with the counselor nearby, the mediators work with the students to arrive at a resolution agreeable to both parties.

Health Case Manager

School Health Case Managers are provided to the school district by ECU Health. These professionals are Registered Nurses and have multiple school assignments serving all grade levels. Coordination of health care services is provided to promote healthy lifestyles and behaviors, and disease and injury prevention education. They assist with evaluation of specific medical concerns affecting student attendance and achievement. Nurses are instrumental in linking students to health care providers and assisting with coordinating care of children with special health care needs and medication management issues. They develop Individual Healthcare Plans and Emergency Action Plans for students in schools with chronic health conditions.

Social Worker

School Social Workers have multiple school assignments and work in K-12 schools on a weekly and as needed basis. Social workers serve as a liaison between home, school, and community, with a primary focus on encouraging parental input and involvement. Assistance is provided in identifying and addressing concerns through assessment of the influences in a student's total environment that may impact the education setting. Direct services are provided to students and families in the school and home that include individual, group, and family counseling, community resource information and referral, and advocacy. Consultation with staff, parents, and community is provided to address students' needs, school board policy and procedures, and family and child welfare laws.

School Psychologist

School Psychologists also serve the K-12 schools through weekly and as needed contact at their multiple school assignments. Psychologists provide evaluations and analyze test results to identify students' cognitive strengths and weaknesses and learning, emotional, and behavioral problems. They are extensively involved in all aspects of the Exceptional Children's Program including consultations with staff and parents/legal guardians, behavioral intervention plans, serving as members of School-Based and Administrative Placement Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments. To contact any member of the Student Services Team, please call the school office at (252) 756-4181.

Anti-Discrimination, Harassment, and Bullying

All students have the right to attend school and school-related activities without any discrimination on the basis of sex, including sexual harassment that is motivated by race, color, sex, religion, national origin, or disability. Students are expected to treat other students and school employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. A student who believes he/she has been harassed by another student or by a school employee is encouraged to report the incident to a teacher, counselor, or school administrator. The

allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct. The school resource officer will be involved in cases as is necessary. Such action shall be responsible to EEOC (Equal Employment Opportunity Commission) definitions; Section 703 (a), Title VII provisions; standards resulting from relevant court actions dealing with the liability an employer incurs for sexual harassment acts of supervisory personnel; and Title IX of the 1972 Federal Education Act.

Student Expectations

All students will be given a copy of the Pitt County Schools Code of Student Conduct Book, but below are some important points to remember.

Assemblies

There are many times throughout the school year that we assemble in the gym. We should learn and practice in school certain standards of assembly and conduct with the hope that we shall continue practicing them outside of school.

- In any formal situation, clapping is the only correct method of applause. Whistling, stomping, and cheering are not acceptable.
- Absolute silence is necessary at public performances. There is no excuse for anyone talking during any part of a program.
- During the program, courteous audiences will sit attentively.
- No books or papers are to be brought to assemblies by students.
- An audience should not begin to leave an assembly until it has been dismissed.

Athletic Events

As a representative of E. B. Aycock Middle School, while participating in or attending any school related activity on any school grounds, students will be subject to the same rules and regulations concerning conduct, which apply during the regular school day. If a student is assigned ISS or OSS, then that student is unable to participate in practice and/or games. Athletes will not be allowed to leave early from Aycock's practice or games.

Link to Aycock's Athletic Website: <https://sites.google.com/a/pitt.k12.nc.us/aycock-athletics/home>

Automatic Suspensions can be:

- Fighting
- Failure to identify one's self
- Possession of lighters, matches, smoking materials on campus, any tobacco violation
- Refusal to leave a classroom/Refusal to follow directions given by an administrator
- Under the influence of drugs or alcohol

Cellular Phones and Other Electronic Devices

- Students are not permitted to use their own personal cell phones or any other electronic device during the school day.

Consequences are as follows:

- 1st Offense –Warning *Disciplinary Notice*
- 2nd Offense or more – The item being taken and held until a parent/legal guardian can pick it up the same day (School office closes at 4:00 PM), as well as deemed a Category I Offense. Refer to the Pitt County Schools Code of Student Conduct Book.

- Refusal to hand over the device will result in an office referral for disrespect/insubordination (Level 2 offense) resulting in a suspension from school.

Student Dress Code & Appearance (Policy 4316)

All students are expected to dress in a neat manner and conform to standards of good taste and decency in their dress while attending school sponsored classes and activities. The final decision in determining /appropriate dress and appearance shall rest with the School Administration. Failure to adhere to established dress and appearance codes may result in disciplinary action.

A. MINIMUM REQUIREMENTS:

- Clothing should be age appropriate, properly fitted, and suitable for the learning environment.
- Spirit wear, district/county programs/colleges/universities and community organizations clothing items are permissible.
- Shirts/tops must have sleeves, cover the chest and back from arm to arm.
- Bottoms (pants, shorts, skirts) must be mid-thigh in length and worn at the waist.
- When the body is standing straight, clothing must cover the chest, back, torso, stomach and lower extremities from arm to arm to mid-thigh with no exposed undergarments.
- Shoes must be worn at all times and must conform to requirements for specific classes.
- Hoodies and hooded jackets may not have the hood covering the head while in a school building. Continued violation of this requirement may/shall result in not being allowed to wear a hoodie at school.

B. ADDITIONAL REQUIREMENTS:

- Attire, accessories and/or grooming depicting or advocating violence, criminal activity, gang- related activity, use of tobacco, alcohol or drugs, pornography or substance abuse are prohibited.
- Pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
- Headgear including hats, hoodies, bandanas, sunglasses and caps are not allowed unless permitted for religious, medical or other reasons by school administration.
- With the exception of manufacturer's logos, personal monograms or principal/school approved logos, clothing may not display any insignias, logos, labels, graphics, words or pictures.

C. EXCEPTIONS:

- **Religious or Medical Waivers:** Reasonable consideration will be made for students with certain religious beliefs or medical reasons. A waiver may be

requested for a particular requirement for dress or appearance on an annual basis. In considering a waiver request, the principal or designee has the right to request additional documentation from medical officials and/or religious leaders.

- **Special Activity Accommodations:** The principal shall make reasonable accommodations for students involved in special duties, activities or projects approved by the school. Such special duties, activities, and projects include, but are not be limited to, athletics, P.E. classes and other activities that require non-conforming dress on a school campus during the school day. Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that clothing to other classes.

D. ENFORCEMENT:

- Each principal shall ensure that this policy is enforced consistently in their school. Before receiving disciplinary consequences, a student who is not in compliance with this policy will be given the opportunity within a reasonable period of time to change into acceptable clothing by using available clothes at school or by calling a parent to bring acceptable clothes.
- Disciplinary consequences for a student who fails to comply will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Consequences are as follows:

- 1st offense-Warning issued to student and student given the opportunity to correct (will be documented for violation records by the ISS coordinator). Phone call home if student cannot correct violation. If violation is not egregious, student can return to class.
- 2nd offense- Parent contact made by ISS coordinator and documented. Administration will be notified and student will be assigned 1 day of Project Equal or a consequence similar in severity.
- 3rd offense or more -Parent contact made by ISS coordinator and documented. Additional consequences will be determined by administration.

Gang Policy

Gang behavior and gang related activities will not be tolerated. Our School Resource Officer as well as school administration is in constant contact with the Gang Task Force of the Greenville Police Department.

School Bus Policy

Riding a bus is a privilege. Disruptive and inappropriate behavior is strictly prohibited and will not be tolerated. Any and all discipline problems that occur on the school bus will be dealt with according to the Pitt County School's Code of Student Conduct. All school rules

are in effect on any bus and at any bus stop. Failure to adhere to those rules will result in suspension from riding the bus or suspension from school. Parents are expected to arrange for transportation to and from school if their child is suspended from the bus. Please keep in mind these rules are put in place for the safety of the students.

School Bus Rules and Regulations:

The school bus is an extension of the school and all rules and regulations apply. Request to ride an alternate bus be submitted to administration 24-48 hr. in advance from each party. These requests will be approved based on available space. Failure to comply with these rules will result in the denial of transportation privileges and/or suspension/expulsion. School Bus Conduct Conduct and Safety Rules for School Bus Passengers: The school bus is an extension of the school. All school rules and regulations apply. Failure to comply with these rules and/or interfering with the safe transportation of students could result in consequences as outlined in the Code of Student Conduct.

Meeting and Entering the Bus

1. **Safely Report to Bus Stop**
 - a. Walk at all time.
 - b. Use the sidewalk if possible.
 - c. Always walk on the left side of the road facing traffic (if needed).
2. **Being on Time for the Bus:**
 - a. Arrive at the bus stop at least 10-15 minutes prior to your assigned bus stop time.
3. **Waiting Safely for the Bus**
 - a. Stand safely away from the roadway.
 - b. Avoid playing near the roadway.
 - c. Pay attention to traffic at all times.
 - d. Wait until the bus comes to a complete stop.
4. **Safely Entering the Bus:**
 - a. Wait for the bus door to open and the signal lights are activated.
 - b. Wait for the bus driver's signal (if needed).
 - c. Walk quickly (not run) across the highway or street approximately 10 feet in front of the bus in full view of the driver to the front of the bus entrance/door.

On the Bus

1. **Taking a Seat:**
 - a. Take your assigned seat quickly. o Remain seated at all times.
 - b. Stay seated (refrain from moving) while the bus is in motion.
2. **Window Protocol:**
 - a. Bus windows should remain up/closed and secured.
 - b. Windows can only be opened with the driver's permission.
3. **Remain Inside the Bus:**
 - a. Keep head, arms and feet inside the bus at all times.
4. **Throwing Objects, Shouting and Waving:**
 - a. Keep all objects inside the bus and away from the windows.

- b. Do not shout or wave to pedestrians or occupants of other vehicles from the bus windows.
- 5. **Keep all Food and Drink Containers Closed:**
 - a. Passengers should never eat or drink on the school bus – it can be dangerous.
- 6. **Keeping the Aisle Clear:**
 - a. Keep arms and legs out of the aisle.
 - b. Keep personal belongings (books, instruments, lunch boxes, etc.) in your lap or under the seat. o Allow people to easily move down the aisle.
- 7. **Indecent Language, Tobacco, Illegal Substances:**
 - a. Using profanity, inappropriate or indecent language while on the bus is prohibited.
 - b. Tobacco, vapes (and all other nicotine products), alcohol, illegal drugs, unauthorized prescription drugs or drug paraphernalia are prohibited on the bus.
- 8. **Diverting/Distracting the Driver's Attention:**
 - a. Talk quietly to people near you.
 - b. Remain seated while the bus is in motion.
 - c. Refrain from talking to the driver (except in an emergency) while the bus is in motion.
- 9. **Playing:**
 - a. Playing, scuffling ("horseplay") while on the bus is prohibited and will not be tolerated.
- 10. **Railroad Crossings:**
 - a. Maintain complete silence at all railroad crossings.
- 11. **Emergency Door:**
 - a. Keep away from the emergency door, window and roof exits.
 - b. Emergency doors can only be used when directed by the driver or school administrators.
- 12. **Care of the Bus:**
 - a. Passengers must never mar or deface the bus in any way.
 - b. Passengers must never cut or damage seat coverings.
 - c. Passengers will pay for any damage they cause.
- 13. **Fire Extinguishers and First Aid Supplies:**
 - a. Passengers must never tamper with fire extinguishers and first aid supplies.
 - b. Fire extinguishers and first aid supplies should only be touched and utilized by the driver.
- 14. **Bus Assignment:**
 - a. Passengers shall not ride on a school bus unless assigned to it by the principal.
 - b. To ride a different bus or to exit at a different stop, permission must be provided by the principal or assistant principal.

Arrival on the School Grounds

1. Remain Seated:

- Passengers shall remain seated until the bus reaches the unloading area, has come to a complete stop and the driver has opened the front door.

2. Exiting Bus in an Orderly Manner:

- Passengers shall not rush to unload, but should walk in a quick and orderly manner to the front, hold the handrail and step out of the bus.
- Passengers should keep objects and belongings out of the aisle.
- Passengers must never leave the bus through the emergency door or window (except in an emergency).
- Passengers should be careful to not hit the driver or other students with their book bags when exiting.

3. Move Safely Away from Bus:

- Passengers shall not loiter or play near a stopped bus.
- Passengers shall move quickly away from the bus and walk to their assigned area (school building).

4. Parking Area Restricted:

- All persons must stay away from the bus parking area during the school day.
- Permission from an administrator is required to re-enter the bus during the school day.

Entering the Bus After School

1. Follow Instructions:

- Passengers shall obey and follow instructions and procedures of the principal and teachers in a planned system for reporting to the bus parking area to enter the assigned bus after school.

2. Be Orderly:

- Passengers shall promptly walk to and enter the bus once given permission by staff.

3. Moving to Assigned Seat:

- Passengers shall promptly and quietly enter the bus, sit in their assigned seat and await applicable instructions from the driver.

4. Written Permission:

- Permission must be granted by the principal and/or the principal's designee for a student to ride an undesignated bus.

Leaving the Bus En Route Home

1. At Unassigned Stop:

- Passengers may only leave the bus at their designated stop.
- The driver may be permitted to let a passenger leave the bus at a stop not designated for them only with permission of the principal.
- Passengers must not get off the bus at unauthorized stops to make purchases, visits or perform errands (neither shall they make requests to the driver to make unauthorized stops for such purposes as the driver is not permitted to make accommodations of this kind).

2. At Assigned Stop:

- Passengers must remain seated until the bus has completely stopped.
- Passengers may walk to the front of the bus once stopped and wait for the driver to open the door.

- Passengers shall carefully exit the bus by holding the handrail and watching the steps.
- Only with the permission of the principal and/or the principal's designee will the driver be allowed to let a passenger leave the bus at any stop not designated for them.

3. Safely Leaving the Bus Stop:

- In crossing in front of a school bus, passengers should never stop for any reason unless they have first informed the driver of this intention. After passengers have alighted and moved away from a bus at a bus stop on the route or on the school grounds, they should not return to the bus without first getting the attention of the bus driver.
- If the highway must be crossed after exiting the bus, passengers shall move about 10 feet to the front of the bus, make certain the stop signal is extended and all traffic is stopped. On a signal from the driver, each passenger must look both ways to make sure the way is clear and walk quickly in full view of the driver across the highway or street. Each must be sure to stay out of the line of traffic until the roadway is free from any danger. o If the highway is not crossed after exiting the bus, passengers shall move quickly away from the bus in view of the driver and go directly to their residence. In crossing in front of the bus, passengers should never stop for any reason unless they have first informed the driver of this intention. o After passengers have alighted and moved away from a bus at a bus stop or on school grounds, they should not return to the bus without first getting the attention of the bus driver.

Tobacco-Free Schools Policy

The Board prohibits the use of tobacco products at any time or on any district-owned, leased, or maintained buildings, property, or vehicles; or at any instructional program or school –related activity or event, including field trips and athletics. This tobacco-free policy applies to everyone, including all students, employees, visitors, guests, vendors and private vehicles while on school property.

Student Use of Facilities

School facilities are provided for the student's use and convenience. Students should display pride in the school and make an effort to maintain the facilities in the condition they are found. Below is a list of recommendations for students to observe in the use of these facilities.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. À la Carte items are also available. Students should be encouraged to choose wisely. The lunchroom management and your fellow students will appreciate your cooperation in the following:

- Move to and from the cafeteria quietly.
- Display good manners, talk quietly, and remain in your assigned area.
- No food, drinks, or straws are to leave the cafeteria.
- Students and teachers will be responsible for overall cleanliness of the cafeteria.
- Students and teachers will be responsible for cleaning tables and making sure floors are clean.
- Bathroom passes (2 per gender per grade level) should be used to exit the cafeteria.
- Two students will be chosen to clean their area before leaving, and talk quietly.
- Trash cans are brought to the table to throw away trash.
- Students do not get up once they are seated.
- Parents are not allowed to bring prepared restaurant food to students. If extenuating circumstances occur, the child will have to eat in a separate setting alone or with the parent.

Campus

Take pride in the campus and keep papers and litter off the grounds and encourage others to do so.

Classrooms

The majority of the student's school day will be spent in the classroom. Students need to do their part to keep their own classroom neat, attractive, and clean. Refrain from marking on the walls or desks.

Gymnasium

Coaches have requested that physical education classes remove any shoes except white-soled tennis shoes while using the gymnasium. Respect school physical education equipment by using and storing equipment properly.

Media Center

The media center is a resource center for learning, to be used for reading, research, and browsing. Books checked out should be taken care of so that others may benefit from their

use. The students will pay for damaged or overdue books. A student is allowed to have two books checked out at any one time for a two-week period. Books may be renewed once. If a book becomes overdue, he/she may not check out any other books until either returning the book(s) or paying the replacement cost clears his/her name. If the book is found later within the same school year, the money will be refunded. The Homeroom Teacher will hold a student's report card until a book is cleared. If a book is returned damaged, the student will be charged a fee. Failure to pay these damages will result in the student's name being added to the overdue list.

Office

A log is kept in the office to be signed by students entering or leaving at any time during the school day. Any personal belongings found on school grounds should be turned into the office. Any student missing personal belongings should check in the office lost and found. However, the school cannot be responsible for ANY items left unattended.

Positive Behavior Intervention and Support (PBIS)

E. B. Aycock has implemented the use of Positive Behavior Interventions and Support systems (PBIS). Teachers will teach the expectations for appropriate behavior in various school settings (see E. B. Aycock Expectations and Rules Matrix).

- Expectations include: PRIDE-- P-Prepared R-Respectful I-In Control D-Diligent E-Engaged
- Various opportunities to recognize and/or reward students who follow the expectations will include:
- Earning EBA PRIDE tickets from staff members to spend in the EBA Student Store, place in a Raffle Box, or in a Grade Level Contest to compete for various grade level prizes such as a movie and popcorn in the gym.
- Positive Office Referrals- Teachers complete positive office referrals throughout the week recognizing students demonstrating PRIDE. Administration will then select a few nominations to be recognized weekly via DOJO and on the announcements.
- Student of the Month- Teachers or teams will select students to be recognized on a monthly basis.
- Jag Jam – Students who have not received an office or bus referral and do not have more than 5 unexcused absences for the quarter marking period will be eligible to attend the Jag Jam. The Jag Jam will vary each marking period.

Consequences for not following the student expectations will include “steps” or office referrals for students. Staff members will document each “step” for students and make parent contact. The consequences and strategies to help improve each student’s behavior are:

- Step 1 – Warning
- Step 2 – Silent Lunch
- Step 3 – Options Lunch
- Step 4 – Office Referral

E. B. Aycock Student Expectations and Rules Matrix

Expectations	Cafeteria	Hallways	Classrooms	Bathrooms
Prepared	Get all items before being seated.	Have your pass visible.	Be on time & bring all needed materials to class.	Have your bathroom pass ready, and be sure to sign out and in.
Respectful	Use inside voices, good manners, and clean up after yourself.	Use inside voices while walking in the halls.	Respect others & their property. Use positive comments. Raise hand & wait to be recognized.	Keep walls & surfaces free from writing. Clean up after yourself.
In Control (thoughts, actions, & behaviors)	Remain seated until your teacher dismisses you. Follow directions the first time they are given.	Go directly to your destination and return to class in a timely manner.	Focus on instruction. Follow directions the first time they are given.	Use the restroom for its intended purpose and return to class in a timely manner.
Diligent	Use good manners, clean up after yourself, and minimize waste.	Follow posted hallway rules & expectations the first time when directed by all adults.	Be in the right place, at the right time, doing the right thing.	Clean up after yourself. Dispose of all items appropriately.
Engaged	Stay in designated area and be aware of your surroundings.	Walk on the right-hand side of the hallway and keep your hands, feet and other objects to yourself.	Be attentive and participate in instruction and all learning activities.	Wash your hands and return promptly to your class.

Annual Notices of Legal Rights of Parents and Students

Notice of Rights Concerning Student Education Records Under the Family Educational Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit, to the principal (or appropriate school official), a written request that identifies the records you wish to inspect. The school official will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should submit a written request to the principal (or appropriate school official) that clearly identifies the part of the record you want changed and specifies why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials who need the records in order to fulfill a professional responsibility to the school district. A school official is: (i) a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); (ii) a person serving on the School Board; (iii) a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or cloud computing service provider); or (iv) a parent, student, or other volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Dear Parent and Physician:

The Pitt County Board of Education's Administration of Medication Policy 6125 was developed to protect the safety and welfare of our students. The policy emphasizes that students take required medications prior to or after school hours. For those few medications, which need to be administered during school hours, Board policy requires completion of this [Authorization for Medication](#) form each school year and every time there is a change in medication dosage or time and frequency of administration.

Pitt County Schools defines medication to mean "any prescription or over-the-counter medication or supplement, which the medical care source deems essential to be administered during school hours." The **Authorization for Medication** form is required for both short-term and long-term prescriptions and over-the-counter medications. It needs to be signed by the physician and the parent specifying the dosage, time and frequency of medication. The parent always has the option to come to school and administer the medication.

For students in grades K-8, all medications must be transported to school in the original container by the parent/guardian and administered by school personnel. For parents' convenience, it may be helpful to ask the pharmacist to label two containers, one for home and one for school. The only exception is that with prior documentation on the Authorization for Medication form students, who have permission to self-medicate, may carry rescue medications such as asthma inhalers, epi-pens or insulin.

High school students (grades 9-12) may transport and administer some of their own medications. Class 2 Controlled Substances shall be transported to and from school by parent/guardian for high school students and administered by school personnel. (Examples: Ritalin, Oxycontin, Percocet, Adderall, Concerta) In all cases of medication at school, prior proper documentation on the Authorization for Medication form including a physician's consent if a student can self-medicate shall be filed in the principal's/designee's office.

Two important points to remember are:

Parents are responsible for informing the school principal of any serious changes in the student's health or any change in the medication to be administered. Changes in medication, including altered dosage and changes in time and frequency of administration require authorization from the prescribing physician on an **Authorization for Medication** form.

It is a privilege for students to be allowed to self-medicate during school hours. Abuse of this privilege shall result in its revocation.

Thank you for your assistance in providing the necessary documentation and care for our students. We share your concern for their health and safety as well as their academic success.

Sincerely,
Pitt County Schools

