

**Fred A. Anderson Elementary
Parent-Student Handbook
2025-2026**



**Mrs. Wendy White, Principal
Mrs. Tamra Sutton, Assistant Principal**

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Dear Parents and Students,

Welcome to Fred Anderson Elementary School!

As we begin this new school year, I want to personally welcome you and let you know how grateful I am to serve as your principal. It is an honor to lead a school filled with such talented students, dedicated staff, and supportive families. Together, we are building something special.

We will continue building on the great work already happening in our school, while embracing opportunities to grow and improve. We will celebrate achievements, learn from challenges, and stay focused on the shared goal of helping every student reach their fullest potential.

As a school, we are committed to developing ALL STAR students who are lifelong learners, who are always seeking new possibilities, trying with courage, achieving goals, and reaching for success. That mindset will guide our work this year and reflect in everything we do!

I invite your partnership, your voice, and your presence. Whether it's volunteering, attending events, or simply staying connected, I truly believe that when we support one another, our students thrive.

The Parent-Student Handbook provides parents and students with information regarding our school and School Board general policies and procedures. Policies and procedures are reviewed by Pamlico County School Board periodically and are subject to change.

I'm proud to join this school community and excited to see all that we'll accomplish together this year. If you have any comments, concerns, or questions regarding school and district policies, please contact the school at (252) 745-4611.

Mrs. White

Principal

2025-2026 Dates for Reporting Terms and Due Dates
8/25/2025 - 05/22/2026

1st Quarter- 8/25/2025 - 10/17/2025

Progress Report go home on: 9/23/2025
End of 1st Quarter 10/17/2025
Grades turned into Data Manager: 10/21/2025
1st Quarter Report Card sent home on: 10/28/2025

2nd Quarter 10/18/2025 - 12/19/2025

Progress Report go home on: 11/18/2025
End of 2nd Quarter 12/19/2024
Grades turned into Data Manager: 1/7/2026
2nd Quarter Report Card sent home on: 1/13/2026

3rd Quarter 12/20/2025 - 3/13/2026

Progress Report go home on: 2/10/2026
End of 3rd Quarter: 3/13/2026
Grades turned into Data Manager: 3/17/2026
3rd Quarter Report Card sent home on: 03/24/2026

4th Quarter 3/14/2026 - 5/22/2026

Progress Report go home on: 04/21/2026
End of 4th Quarter: 05/22/2026
Report Cards printed and turn into Data Manager by:
5/11/2026 (PCPS, FAA, PCMS)
5/19/2026 (PCHS - Senior Grades to process graduation)
05/28/2025 (PCHS - Underclassmen Grades)
4th Quarter/Final Report Card sent home on:
05/22/2026 (PCPS & FAA - Sent home with student)
6/02/2026 (PCMS & PCHS - Mailed)

OUR SCHOOL VISION, MISSION AND CORE BELIEFS

District Vision

Pamlico County Schools, in partnership with home and community, will prepare all students for further education, and to be productive, responsible citizens, who function effectively in a changing world.

School Vision

I am an All-Star,

A Life-Long Learner, Seeking, Trying, Achieving, Reaching Success!

School Mission

Fred A. Anderson Elementary, in partnership with families and the community, is committed to creating a safe, positive environment while delivering a responsive, high-quality education for all students.

Core Beliefs

Our school, with family and community support will achieve excellence through:

1. Providing engaging, diverse, meaningful, and challenging learning experiences in a healthy, safe, caring and nurturing environment.
2. Aligning student curriculum, utilizing 21st century instructional practices and assessments.
3. Continuous improvements so our school will enable students to become confident, self-directed, lifelong 21st century learners.

PAMLICO COUNTY BOARD OF EDUCATION

Township #1 -Mr. John Prescott, Chairman, johnprescott@pamlicoschools.org

Township #2 - Cathy Dunbar, cathydunbar@pamlicoschools.org

Township #3 - Jaclyn Jones, jaclynjones@pamlicoschools.org

Township #4 - Helen Gibbs, helengibbs@pamlicoschools.org

Township #5 - Heather Harrison, heatherharrison@pamlicoschools.org

At-Large - Jamie Gibbs, Vice Chair, jamiegibbs@pamlicoschools.org

At-Large - Erik Smith, eriksmith@pamlicoschools.org

Pamlico County Schools Central Office Staff

Superintendent	Dr. Jeremy Johnson
Assistant Superintendent for Human Resources and School Operations	Dr. Ervin Patrick
Assistant Superintendent for Curriculum and Instruction	Crystal barnett
Personnel Director	Shakia Robinson
Director of Child Nutrition	Laura Mancinas
Director of Transportation	Lindsey Willis
Executive Director of Operations and Administrative Services	Henry Rice III
Director of Career and Technical Education	Shawn Carawan
Director of Student Support Services and Exceptional Children Programs	Bettie Davis
Director of Maintenance	Matt Doughty

FAA Administrative Staff

Principal	Wendy White
Assistant Principal	Tamra Sutton
Bookkeeper/Data Manager	Erin Daniels
Secretary	Keya Simmons
School Nurse	Christina Warren
School Social Worker	Mari Robinson

OUR SCHOOL INFORMATION

School Office Hours are from 7:30 am – 4:00 pm.

Daily Schedule

7:30 am	Students can be dropped off for the school day.
7:30 am	Students will be served breakfast.
7:50 am	Morning announcements will begin.
7:55 am	Students are dismissed to their classrooms.
8:00 am	Instruction begins. (Those arriving at/after 8:00 will be tardy.)
2:40 pm	Dismissal for Car Riders and After-School Childcare
2:50 pm	Dismissal for Regular Bus Students

Early Release Dismissal Schedule

11:30 am	Dismissal for Car Riders and After-School Childcare
11:40 am	Dismissal for Regular Bus Students

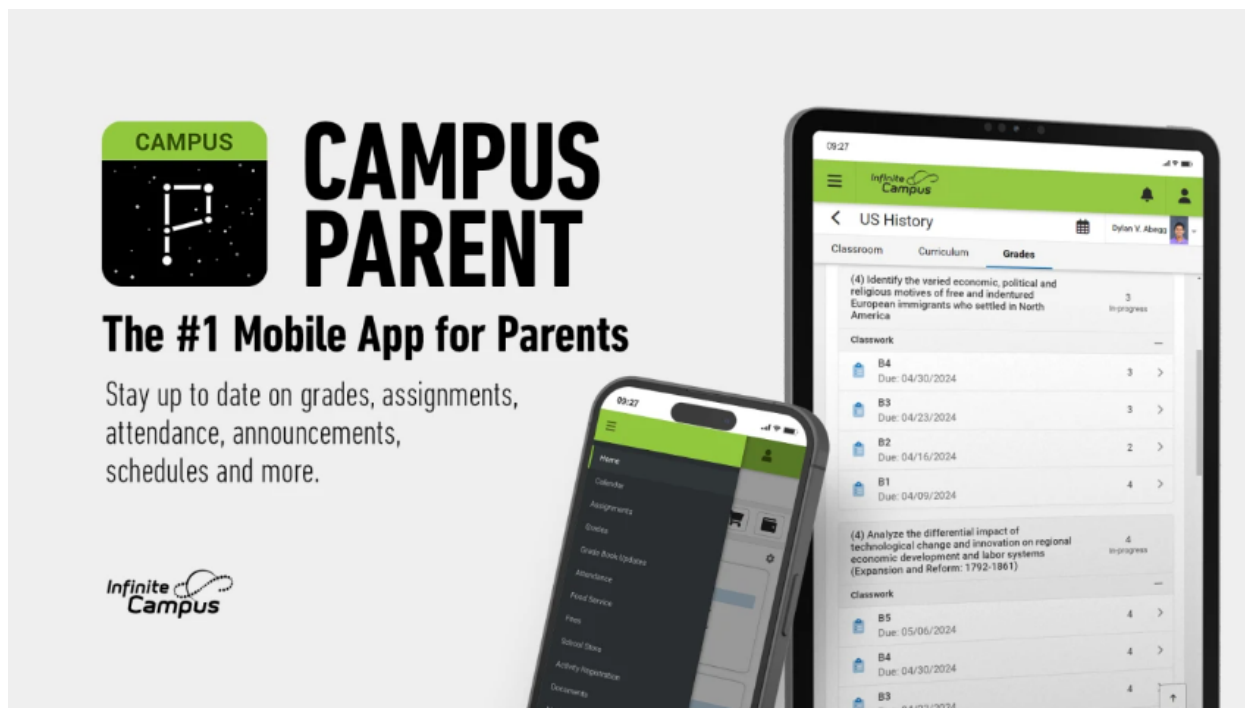
PARENT/GUARDIAN RESPONSIBILITIES

In order for our school and students to be successful we need the support and cooperation of all parents/guardians. Student attitudes towards school can be influenced by the parents/guardians. Our staff would like to solicit collaboration and ask all parents/guardians to:

1. Read this handbook and discuss it with your child.
2. Actively participate in school activities to show your child you are invested in their education.
3. Communicate with teachers and administration regarding suggestions and concerns in a timely manner.
4. Check your child's Tuesday Folder weekly.

Infinite Campus and Campus Parent

Campus Parent and Campus Student, the Infinite Campus web portals and mobile apps, allow parents and students real-time access to grades, attendance, assignments, and schedules. These portals and apps connect parent to teacher, teacher to student, and student to parent. Receive your Parent Portal access from our front office to access this service.



POLICIES AND PROCEDURES

Arrival/Dismissal

Students may be dropped off no earlier than 7:30 am. The instructional day for students begins at 8:00 am. If students arrive after 8:00 am, they will be considered tardy. All tardy students **MUST** be accompanied by an adult when signing in at the front office.

Dismissal for car riders, walking students, and early buses that transport students to after-school care is at 2:40 pm. All other bus riders will be dismissed at 2:50 pm.

Early Pickup: Only those listed on the "Authorization for Student Pick-Up" form will be allowed to sign out a student for early pickup. Individuals NOT listed on this form will not be allowed to remove the student from campus without prior approval from the authorized parent or guardian. This form is given out at the beginning of each year to all parents and guardians. Please keep this form updated at all times. This includes removing any adults who no longer have permission to pick up your child.

PLEASE DO NOT COME TO THE FRONT ENTRANCE TO PICK UP YOUR CHILD AFTER 2:20pm, AS THERE ARE EARLY BUSES THAT ARE DISMISSED IN FRONT OF THE BUILDING.

Any transportation changes will need to be communicated to our FRONT OFFICE no later than 2:15pm.

Please make arrangements to have your child picked up from school on time (not later than 3:00 pm). If you have an unexpected emergency, please phone the Office giving your expected arrival time and/or alternate arrangements. In the event of an Emergency School Closing & After School Program's cancellation, please refer to "Closings Due To Weather Or Emergency Conditions, page 9, of this Handbook.

Attendance Policy

In order for a student to be counted present, they must attend school for at least half of the instructional day. This means that students who are leaving early must be signed out after 11:30 am in order to be counted present. Students who arrive late must arrive prior to 11:30 am in order to be counted as present.

Absences may be considered "excused" for the following reasons:

- Illness or injury that prevents the student from being physically able to attend school, quarantine, death in the immediate family, medical/dental appointments, court proceedings, or religious observances.
- The principal may grant prior approval for an educational opportunity to be considered for an excused absence. The request must be sent to the principal prior to the educational opportunity, and it must demonstrate in writing that the purpose of the absence is to take advantage of a valid educational opportunity.
- **ALL excused absences must be accompanied by a note from the parent, guardian, or medical provider in order for the absences to count as excused. The note must be received within three days of the student's return to school.**

Important Notes Regarding Absences

After three consecutive absences due to illness...	A note from a medical provider must be provided in order for the absences to be excused.
After six unexcused absences...	The parent/guardian and the student will be required to meet with the principal and social worker. Failure to do so will constitute an immediate referral to the Judicial Attendance Council.

After ten unexcused absences..	The parent/guardian will be referred to the Judicial Attendance Council for review. The parent/guardian and student's presence at the review is mandatory.
<i>At the discretion of the principal, a parent/guardian may be asked to meet with the principal and social worker after five excused absences. A parent/guardian may also be referred to the Judicial Attendance Council after ten excused absences.</i>	

Child Nutrition (School Breakfast and Lunch)

This year we will be participating in the Community Eligibility Provision Program. This means that free breakfast and lunch will be provided daily to all students. Breakfast is available for students upon arrival and is served in the cafeteria from 7:30–7:55. Additional a la carte items are available for purchase from the cafeteria during lunch.

Water Bottles

Students may bring water bottles to school. For health, safety, and cleanliness, only **plain water** is permitted in bottles during the school day. Flavored water, sports drinks, sodas, juices, or other beverages are not allowed in student water bottles.

Student Records and Information

Keeping student information up to date is incredibly important. At the beginning of the school year parents/guardians will have the opportunity to verify their contact information that is currently on file at school. If there are changes to this information at any time during the school year, it is the responsibility of the parent/guardian to contact the school with the necessary changes. Examples of student information that should remain current include medical information, parent/guardian phone numbers, mailing and/or physical address, custody agreements, etc. To update your student's information during the course of the year, please contact our Data Manager, Erin Daniels, at erindaniels@pamlicoschools.org or you may contact her by phone.

***If there are special custody agreements for a child, the parent/guardian should provide a copy of the custody papers signed by a judge, law enforcement official, or DSS caseworker to the office and notify the teacher.**

Communication Folders

Communication folders will be sent home to parents every Tuesday. Communication folders will include student work, important school-related information, and information about events happening in the community. **Parents should check the communication folder each week and return it to school with your signature indicating that you have reviewed the documents.**

Conferences

Parent/Teacher conferences will be offered quarterly and upon request. Conferences can be held virtually, over the phone, or in person, depending on the parent/teachers preference. All conferences are by appointment only and must be scheduled in advance. Please allow 24 hours for a response from the school before following up unless you have an emergency.

CANCELLATION OF THE SCHOOL DAY

If the school day must be cancelled for weather or other situations deemed necessary by the Superintendent of Schools, local radio, social media and TV stations will make the announcement to the general public.

Pamlico County Schools also utilizes a communication tool called Messenger 2.0 through Infinite Campus. The system automatically contacts parent(s)/guardian(s) regarding school delays, closings, or early dismissals.

Please make immediate arrangements to pick up your child **if he/she does not ride a bus** for early dismissal days due to emergencies. Please ensure that other adults allowed to pick up your child are listed on their emergency contact information.

VERY IMPORTANT: Below are the Transportation Procedures if there is an Emergency Cancellation of the School Day and/or the After-School Programs, while school is in session.

If the school **and/or** any after-school programs (such as Heartworks) have to be cancelled because of severe weather and/or hazardous conditions, parents/guardians will be notified by our school's telephone system, and students will be transported to their afternoon locations as specified below:

If the student has been assigned to a bus by the PCS Transportation Dept., the student will be placed on that bus. Bus assignments are requested by parents on the Bus Stop Location Information form completed at the beginning of the year. These forms can ONLY be approved by PCS Transportation Dept. and NOT Pamlico Primary School.

If the student is driven to and from school by means other than a bus, arrangements must be made for the student to be picked up by the parent or their designee at the appointed time.

If the student may possibly need emergency transportation, please discuss your situation with Ms. Bennett or Transportation PRIOR TO the closing or cancellation.

NO TEMPORARY BUS ASSIGNMENTS WILL BE GRANTED ON THE DAY OF A CANCELLATION OR CLOSING.

CRITICAL RESPONSE DRILLS

(Fire, Tornado & Emergency Situations)

FAA will conduct monthly fire drills. During a fire drill, the teacher will instruct students and visitors to follow the exit pattern posted in every classroom. Exit the building quickly, quietly, and without running. Never touch or in any way disturb the red fire alarm switches except in a case of an emergency.

Teachers and staff will be notified of any tornado drills, watches, and/or warnings. Four (4) tones on the bell will signal a tornado warning. During a tornado warning, students will follow the directions of their teacher. Students should move away from the windows and crouch down using their arms to protect their head, with backs to the wall.

There are times that FAA must practice for the possibility of a critical incident. These situations are not pleasant and may be stressful. Sometimes these drills may even involve law enforcement assistance.

The staff and teachers will assist the students in the drills. We hope that we never have to experience a real incident; but, if we do, we want our children prepared to handle the situation with confidence.

LOST & FOUND

Students who find items that do not belong to them should turn them in to the office. Clothing items will be placed in the Lost & Found bucket and/or clothes rack located at the entrance to the 5th grade hall. Clothes not claimed at the end of each school year will be donated to charity. Students should not leave money or other valuables unattended. The school will not be responsible for lost items.

Parent Involvement & Volunteers

- **Visiting FAA**
 - ALL visitors must sign in at the front office and receive a visitor pass. Visitor passes must be worn and visible at all times so that staff can verify that you have signed in. While we welcome visitors, extended classroom visits must be planned ahead of time in order to limit distractions and protect instructional time.
- **Parties**
 - In order to protect instructional time and comply with child nutrition rules, student specific birthday parties and celebrations at school will not be able to be held during the instructional day. There will be multiple opportunities throughout the year for us to celebrate school related activities as a school and as individual classrooms. To participate in helping with school-wide celebrations, please consider joining our Parent-Teacher Organization (PTO).
- **Volunteering**
 - In order to join us as a school volunteer, you must complete a volunteer

[application](#). An approved volunteer application is required before you are able to chaperone field trips, help out in classrooms, or work with students in any way.

- **PTO**

- FAA has an active Parent Teacher Organization (PTO). For information on how to join the PTO, please contact the PTO at fredaandersonpto@gmail.com or visit their Facebook page.

Health Issues and Medication

- **Communicable Diseases**

- If a student is suspected of having one of the following communicable diseases, the school nurse will make contact with the parent or guardian: Strep Throat, Head Lice, Ringworm, Impetigo, Pink Eye, Scabies, and Chicken Pox.

- **COVID-19**

- We will be following The NCDHHS StrongSchools NC Public Health Toolkit (K-12) in regard to COVID-19.

- <https://covid19.ncdhhs.gov/media/164/download>

- **Fever/Upset Stomach**

- If a student has a fever of 100 degrees or higher or is vomiting, the parent/guardian will be contacted to pick the student up from school. Students must be kept at home until their temperature is normal and/or the vomiting has ceased for at least twenty-four hours without the aid of medication.

- **Medication**

- If your child needs medication during school hours, you must complete the "Authorization of Medication Form." Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over the counter medications must be received in the original container and will be administered according to the doctor's written instructions. A parent/guardian must bring the medication with the completed "Authorization of Medication Form" to the school nurse.

Report Cards/Progress Reports

Report cards will be sent home at the end of each nine-week grading period. Progress reports are sent home in the middle of each grading period.

Fred A. Anderson uses standards-based grading with a grading scale of 1-4 (see below).

- If a student receives a **level 4** (exceeds grade-level standard), he or she meets the grade-level expectation for the end of the year and shows an in-depth understanding of the correlating skills required of the next grade level.
- If a student receives a **level 3** (meets grade-level standard), he or she shows consistent understanding/mastery of the content and skills required of the standard in relation to the end of the year.
- If a student receives a **level 2** (progressing toward grade-level standard), he or she is approaching mastery but has not yet achieved it. Or, he or she may be inconsistent

with showing understanding/mastery of the standard in relation to the end-of-year expectation.

- If a student receives a **level 1** (limited progress toward grade-level standard), he or she shows limited understanding/mastery of the content and skills required of the standard in relation to the end-of-year expectation.

IMPORTANT: These numbers (1-4 & NA) should not be interpreted as a letter grade. For instance, a 4 would not be considered an A. Please remember that a level 3 shows achievement of grade-level mastery.

Parent Campus can be accessed anytime for your child's grades.

ACADEMIC AWARDS

Each nine weeks, we will celebrate our students' accomplishments. Parents will receive an invitation from their student's teachers. All assemblies will be held in the cafeteria during lunch time.

2025-2026 Nine Weeks Assembly Dates

October 31, 2025

January 16, 2025

March 27, 2025

May 22, 2025

DISCIPLINE POLICY

The students of Fred Anderson Elementary School will strive to maintain **All Star Student Behaviors** every day. Our S.H.I.N.E. expectations are simple but powerful: Stay Safe, Help Others, Integrity Matters, Never Give Up, and Encourage Others. These values guide our behavior and interactions, ensuring that our school is a place where everyone can grow, learn, and succeed together.



S

SAFE

H

HELPFUL

I

INTEGRITY

N

NEVER
GIVE UP

E

ENCOURAGING

Classroom Restroom Hallway Online Playground Bus Cafeteria

Follow Instructions Helpful Hands 4 on the floor Walking feet	Wash hands Report issues Walk Keep water in sink	Hands to self Eyes forward No talking Walk	Approved sites only Keep passwords private	Stay in designated area Helpful hands Use equipment properly	Stay seated Hands & feet to self Low volume	Walk Eat your food Low volume Clean up after yourself
Be ready Finish what your start Follow Class rules	Throw trash away Keep water in sink	Go directly to your destination Use a pass	Complete your work Be organized Participate	Line up when called	Sit facing forward Keep aisle clear	Throw trash away Use time wisely
Embrace differences Show Kindness	Show patience Be courteous Be neat & clean	Wait patiently Be Kind	Follow rules Include & respect all	Include & respect all Report Issues	Follow the rules Print Be Kind	Show patience Be courteous Be neat & clean
Complete your work Ask questions Try your best	Respect privacy Respect monitor	Hands & feet to self Respect others learning Eyes forward	Stay focused Participate	Take turns Use kind words & actions	Respect others Listen to your driver	Respect personal space Follow directions
Help & encourage others Use positive words & actions	Remind others of rules	Smile & be courteous Be a good example	Respect others learning	Be kind to all Include all	Use appropriate language	Remind others to clean tables, floors, and throw trash in trash can

CHOICE POLICY

When student behaviors impede their learning and the learning of others, they may be sent to CHOICE for a short period of time. This will provide the student with an opportunity to reflect on their behavior, complete assignments, etc. Parents will receive notification from the teacher for minor classroom incidents that result in time spent in CHOICE. CHOICE is used as a last result when all other positive re-enforcement measures have been exhausted and proven ineffective.

Long-term CHOICE assignments are made by the administrative staff for alternatives to Out-of-School Suspension. Parents will be notified by administration if students are assigned to CHOICE as a method of long-term placement. Depending on the severity of the situation, students may be placed in CHOICE as an alternative to suspension for minor fights, minor physical aggression, bullying, repeated classroom disruption, etc. at the discretion of administration and administrative support.

Expectations for Students

For a complete and updated list of all Pamlico County Schools Board Policies, please visit our district [website](#), where the full student code of conduct can be found. If you would like a full printed version of all Board Policies, this can be arranged upon request.

Rule	Offense Description	1st Offense	2nd Offense	3rd/Subsequent Offense
Rule 1	Classroom/Activity Disruption	Warning or up to 2 days ISS	Up to 5 days ISS or 2 days OSS	Up to 3 days OSS; possibly long-term OSS
Rule 2	Being in Unauthorized Area	Verbal Warning	Up to 3 days ISS or 2 days OSS	Up to 5 days ISS or OSS
Rule 3	Skiping Class or School	Up to 3 days ISS	Up to 5 days ISS + loss of driving privileges	Continued: additional ISS + extended loss of privileges
Tardies (9–12)	Repeated Tardiness to Class	Up to 1 day ISS	Up to 2 days ISS + possible loss of driving	Up to 3 days ISS + mandatory parent conference
Rule 4	Non-Compliance / False Info	Up to 2 days OSS	Up to 5 days OSS + possible school service	Up to 10 days OSS
Rule 5	Dress Code Violation	Must change clothing or wear school-provide d clothes	Up to 2 days ISS	Refer to Rule 4 for Non-Compliance consequences
Rule 6	Cheating / Dishonesty	Grade of zero + parent conference	Up to 3 days ISS + grade of zero	Up to 3 days OSS + grade of zero

Rule 7	<i>Inappropriate Physical Behavior</i>	<i>Conference + up to 2 days ISS</i>	<i>Up to 4 days ISS or 2 days OSS</i>	<i>Up to 5 days OSS</i>
Rule 8	<i>Bus Misbehavior</i>	<i>Parent contact + up to 3 days off bus</i>	<i>Up to 5 days off bus</i>	<i>Up to 10 days or year-long bus suspension</i>
Rule 9	<i>Tobacco/Vape Use or Possession</i>	<i>Up to 3 days OSS + product confiscated</i>	<i>Up to 5 days OSS + confiscation + loss of license</i>	<i>Up to 10 days OSS + loss of license</i>
Rule 9A	<i>Cell Phone / Electronic Device Misuse</i>	<i>Warning + parent contact</i>	<i>Confiscated for 3 days; return to parent</i>	<i>May lead to Rule 4 consequences or law enforcement involvement</i>
Rule 10	<i>Disrespectful/Profane Language or Acts</i>	<i>Up to 5 days OSS</i>	<i>Up to 10 days OSS</i>	<i>Up to long-term OSS</i>
Rule 11	<i>Sexual Harassment</i>	<i>Up to 5 days OSS</i>	<i>Up to 10 days OSS</i>	<i>Up to long-term OSS</i>
Rule 12	<i>Gambling</i>	<i>Up to 5 days ISS</i>	<i>Up to 3 days OSS</i>	<i>Up to 10 days OSS</i>
Rule 13	<i>Tech Misuse (Computer/Network)</i>	<i>Up to 5 days ISS + tech loss</i>	<i>Up to 3 days OSS + possible tech loss</i>	<i>Up to 10 days OSS + tech loss</i>
Rule 14	<i>Trespassing</i>	<i>Up to 10 days OSS</i>	<i>Up to long-term OSS</i>	—
Rule 15	<i>Making/Possessing Firecrackers</i>	<i>Up to 5 days OSS + confiscation</i>	<i>Up to long-term OSS + confiscation</i>	—

DRESS CODE Board of Education Policy 4316

The board believes that student dress and personal appearance significantly impact the learning environment and peer interactions. While families are primarily responsible for student attire, the Board prohibits any clothing or appearance that:

1. Violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;
2. Is substantially disruptive to the learning environment (see Policy 4328 – Gang-Related Activity);
3. Is provocative, obscene, or vulgar;
4. Endangers the health or safety of the student or others.

To promote a safe, orderly, and focused learning environment, the following dress code shall apply to all students:

A. Clothing and Appearance Standards

Students must wear clothing that is appropriate, respectful of the school environment, and does not interfere with learning. All attire must meet the following expectations:

1. Shirts, Blouses, and Tops
 - Shirts must fully cover the midriff and undergarments when standing, sitting, or raising arms.
 - Spaghetti straps, strapless tops, tube tops, halter tops (even with a shrug), racerback tank tops/dresses, and low-cut tops that reveal cleavage are not permitted.
2. Pants, Shorts, Skirts, and Dresses
 - Must be worn at the waist and fit appropriately (no sagging or excessively tight clothing).
 - Clothing must fully cover undergarments at all times.
 - Ripped or distressed jeans are permitted only if no skin or undergarments are exposed above fingertip length.
 - Pajamas or sleepwear are not permitted.
 - Excessively short and/or tight shorts, skirts, or dresses are prohibited.
3. Footwear
 - Shoes must be worn at all times.
 - Bedroom slippers and bare feet are not permitted.
4. Headwear and Accessories
 - Hats, hoods, toboggans, bandanas, sunglasses, and other head coverings may not be worn inside school buildings unless required for religious or medical reasons.
 - Adornments such as chains, spike collars, spike wristbands, or other accessories that may reasonably be perceived as or used as a weapon are prohibited.

B. Inappropriate Attire

Inappropriate attire is defined as clothing that:

- Is substantially disruptive;
- Is provocative or obscene;
- Endangers the health or safety of the student or others.

Examples of inappropriate attire include, but are not limited to:

- Exposed undergarments, including when worn under tank tops or other see-through garments
- Pants worn below the hips
- Bare midriffs
- Tops that reveal cleavage, including low-cut, strapless, halter, single-strap, or spaghetti strap shirts or dresses
- Bathing suits
- Bare feet or bedroom slippers
- Pajamas or sleepwear
- Excessively short and/or tight skirts, shorts, or dresses
- Head attire worn indoors, including sunglasses, hats, toboggans, bandanas, and jacket hoods (unless exempted for religious or medical reasons)
- Chains, spike collars, spike wristbands, or other accessories that could reasonably be perceived as or used as a weapon
- Clothing, logos, words, symbols, or gestures that imply:
 - Gang allegiance
 - Sexual connotation
 - Promotion of alcohol, drugs, or tobacco
 - Profanity or obscenity
 - Disrespect or anything likely to cause disruption within the school environment

C. Enforcement and Accommodations

- The school principal or designee shall have the authority to make all reasonable decisions and interpretations regarding the enforcement of this school dress code.
- Enforcement must reasonably accommodate clothing or accessories worn by students as an expression of sincerely held religious beliefs or by students with disabilities.
- Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or disabilities.
- A parent shall submit to the superintendent a written statement explaining the medical condition or religious belief and how it is affected by this policy. Examples of other circumstances in which the sincerity of the religious belief has been demonstrated may be submitted.
- If the superintendent has reason to believe the student does not qualify for the exemption, the superintendent shall refer the matter to the Board attorney.
- The Board respects students' rights to express themselves in the way they dress in accordance with this policy. A student wearing a non-disruptive button, armband, or other accoutrement which constitutes a protected expression of free speech will not be in violation of this policy. However, such insignia may not be worn in a way that circumvents the policy's intent. Administrators may regulate the size or style of such items to reduce disruption, but not to interfere with a student's established legal rights.

- Financial assistance may be provided to students whose families have substantial financial difficulty in obtaining clothing to adhere to this policy.

D. Non-Compliance and Disciplinary Measures

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

E. Communication of Policy

It is the responsibility of the school principal to communicate the information in this policy to students and their parents so they are able to comply with school dress code requirements.

The complete Policy Manual for the Pamlico County School district is located on the Pamlico County School website at pamlicoschools.org. There is an updated copy of the Policy Manual available in the Office at our school.

Use of Student Cell Phones – Students are not allowed to use cell phones.

Pamlico County Schools Student Device Agreement

Terms of Agreement:

As a condition of borrowing a device from Pamlico County Schools (PCS), the Student and Student's Parent/Guardian acknowledge and agree that they are making a commitment to responsibly care for the device and keep it in good condition, practice good digital citizenship, and make responsible decisions when using the device.

Additionally, by signing this agreement, Student and Student's Parent/Guardian acknowledge and agree that this Agreement applies regardless of whether such use occurs on or off school district property and further that they are bound to and will abide by the following terms:

Privilege: The use of district technology is a privilege, not a right, and unacceptable use may result in the cancellation of that privilege as well as disciplinary and legal action.

Acceptable Use: The use of district technology will be for educational purposes only, and any use of this device must be in full compliance with acceptable use as outlined in the Pamlico County Board of Education Policies 3230/7330 (Copyright Compliance), 3225/4312/7320 (Technology Responsible Use), and 3226/4205 (Internet Safety). Additionally, the Student is

reminded that PCS devices, networks, and digital resources are not to be used in any manner that violates the Pamlico County Board of Education Policy 1710/40201/7230 Discrimination and Harassment Prohibited by Federal Law).

Responsible Use of the Device: Access to the device and digital resources requires students to practice good digital citizenship and make responsible decisions.

Student Is Only Authorized User: The device is only for the use of the Student to which it is assigned. The Student will not share the device assigned to them with any other person or borrow a device from another student.

Device Alteration Prohibited: The Student will not physically alter the device in any way, including but not limited to adding stickers, labels, or removal of any district-issued protective case, if provided.

Theft and Damage: Theft of the device or damage to the device must be promptly reported to school personnel within 24 hours of the incident. Theft of the device must be reported to the school and law enforcement. The Student and Student's Parent/Guardian will assume the full risk of loss of the device due to theft, destruction, or damage caused by intentional misuse, accidental damage, or failure to take reasonable precautions to secure the device.

Repair and Replacement: The Board of Education has approved a non-refundable, **\$20.00 annual technology usage fee per student**. Once the annual technology fee is paid, in the event of theft, destruction, or damage to the device, the Student and Student's Parent/Guardian will be charged as follows:

- a. 1st minor damage incident - no cost
- b. 2nd minor damage incident - \$20.00 charge
- c. 3rd minor damage incident - full cost of repair/replacement
- d. Major damage incident/ theft - full cost of repair/replacement
- e. Damage from intentional misuse - full cost of repair/replacement

If the annual technology fee is not paid the Student and Student's Parent/ Guardian will be responsible for the full cost of all repairs to the device or replacement of the device. **Cases (if provided) and chargers are not covered by the annual technology fee.** Damage to or destruction/loss/theft of the case or charger are the sole responsibility of the Student and Student's Parent/ Guardian.

Below are estimates of damage costs. These costs will vary due to market price at the time of the damage and model of the device. These costs are shown for planning purposes only.

Replacement Part	Cost Range
Screens	\$70 - \$150.00
Power Cords/Chargers	\$15 - \$40.00
Keyboards	\$40.00 - \$100
Total Replacement	\$250 - \$550

“What’s the difference between minor and major damages?” As a general rule, “minor” damage is damage done to the computer that is relatively superficial and will not prevent the device from operating normally. “Major damage” significantly affects that device’s performance and includes such things as cracked screens, broken keyboards, etc.

Consequences for Breach of This Agreement: The Student is expected to follow PCS Policies, rules, and guidelines at all times when using PCS devices, network, and digital resources. Unlawful activity will be reported to the appropriate authorities. The consequences for the Student engaging in unacceptable use in violation of this PCS Student Device Agreement and related policies include but are not limited to: suspension or revocation of PCS network privileges, suspension or revocation of device or Internet access, suspension or expulsion, and/or civil and/or criminal action.

No Privacy Expectation: The device, data files, email, and Internet use of all users is the property of Pamlico County Schools. No user of the device has any right to privacy of any data saved on the device or any PCS network. PCS has the right to access, manage, and inspect the content of any device at any time, and the Student shall deliver the device to PCS staff upon request. PCS reserves the right to delete, without notice, any material on the device or online that violates this Agreement. The Student does not have any right to retain an ownership interest in any material on the device or online that violates this Agreement.

Security: PCS has set up each device to be compliant with the Children’s Internet Protection Act (CIPA). Student and/or Student’s Parent/Guardian may not make any digital alterations to the device or additions including but not limited to attachments, hardware, or software.

Return of the Device Prior to Conclusion of Academic Year: The device must be returned immediately as requested by PCS or upon the Student transferring out or unenrolling from PCS.

Student Daily Use: Technology Devices are the property of Pamlico County Schools and are assigned for student use. Students in grades 9-12 are permitted to carry their device home during the semester. Students in grades K-8 should NOT plan to take the device home unless they receive explicit permission from their teacher. Their device will be stored and charged in the student's assigned charging cart each day prior to school dismissal.

Device Usage Expectations and Guidelines: PCS is providing the Student and Student's Parent/ Guardian with a document entitled *PCS Device Usage Expectations and Guidelines* to remind them of their obligations under this Agreement. Should there be a conflict in the document and the terms of this Agreement, this Agreement controls.

Transportation

- **Bus Safety**

- All students will be taught the school bus passenger safety rules (listed below) at the beginning of each school year. Please follow the link Pamlico County Schools Transportation [website](#) to get more information regarding transportation reminders and information.
1. If you must walk along the road to your bus stop, you should walk on the left shoulder of the road facing traffic. When cars are coming toward, get as far on the shoulder of the road as possible to avoid danger of being struck by traffic.
 2. Be at your bus stop on time and wait for the buses in a safe place (off the road).
 3. If it is necessary to cross the road at the bus stop, do not begin to cross until the bus has come to a complete stop and the stop arm is out. Universal bus hand signals will be used. Training will occur for staff and drivers prior to the start of the school year. Training will be provided for students within the first five days of school regarding crossing procedures. This training will be revisited each semester.
 4. Walk when crossing the road at the bus stop. Cross in front of the bus where the driver can see you.
 5. Obey the driver at all times.
 6. Permission to open windows should always be obtained from the driver.
 7. Keep all body parts inside the bus at all times. Do not throw objects from the bus.
 8. Keep your head, arms, hands, and personal items out of the aisles.
 9. Remain seated until the bus has reached your bus stop and has come to a complete stop.
 10. Passengers who live on the right side of the road should immediately move away from the bus out of danger after unloading.
 11. Report any misbehavior or vandalism to the driver.
 12. In the event of an accident or emergency, passengers may have to unload the bus. They should follow the directions of the driver as to a safe location to remain until help has arrived.

- **Bus Disciplinary Consequences**

- For more information regarding bus rules and disciplinary consequences, please refer to the "PCS Student Code of Conduct Policy 6104.08 Bus

Misbehavior". This can be found on the district website.

- **First Offense:** Conference with student and parent contact. Up to three days suspension from riding the bus.
- **Second Offense:** Up to five days suspension from riding the bus.
- **Third Offense:** Suspension from riding the bus for up to ten days.
- **Subsequent Offense:** students may be suspended from riding the bus for the remainder of the school year.

- **Bus Transportation Policy/Return to School**

- Safety is our top priority both at school and in transporting your child to and from school. It is important that bus routes be planned, examined, and approved to guarantee that all bus stops are safe and that the buses are not overcrowded. While bus routes may need to be altered slightly due to the enrollment of new students or the withdrawal of students, few changes should take place once the routes are established.
- We must establish for your child one permanent morning stop and one permanent afternoon stop. For liability and especially for the safety of your child, **we cannot make temporary changes**. Therefore, we request that you indicate on the transportation form the physical addresses of the permanent morning and afternoon bus stops for your child. Parents are responsible for making any necessary alternate transportation arrangements if the assigned stops are not convenient on particular days. **BUS PASSES WILL NOT BE ISSUED**. You may change the assigned permanent morning or afternoon bus stop by going to the transportation department and completing the necessary form.

- **Walking Students and Car-Riders**

- Parents/guardians must have an "Authorization for Student Pick-Up" form on file, stating what adult(s) will be allowed to pick up their child. Only those individuals listed on these forms will be allowed to pick your child up from school. If there is to be a change in the student's transportation, we request that the parent or guardian notify the school before 2:00 pm.
- Walking students and car-rider students are dismissed at 2:50 pm. Please wait at the side entrance (bus parking lot) in the car-pool line, and when the line reaches the side entrance, your child will be brought to your car.
- We will not allow students to be signed out of school between 2:00 and the time of dismissal. Early buses utilize the driveway in front of our school building therefore, this space cannot be accessed or blocked by other vehicles.

FAA Elementary School PBIS Plan with ClassDojo Points

Purpose: To create a positive school environment that encourages good behavior, supports social and emotional learning, and fosters a community of respect, responsibility, and safety.

Core Values:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Safe**

Behavior Expectations:

Behavior expectations will be clearly communicated to all students and staff and posted in all common areas (classrooms, hallways, cafeteria, playground, etc.).

ClassDojo Point System:

Points will be shared with parents through the ClassDojo app, keeping them informed of their child's behavior. We will have school wide points and individual teacher points

- **School Wide Points**
 - **Ready to Learn 2** Points
 - **Community Time : +3** Points (e.g., Lunch time, recess, transitions)
 - **Specials : 3** Points
 - **All Stars Shine: +5** Points Giving at the end of the day for students who followed SHINE expectations and had a "good day"
- Teachers may come up with their own points for the classrooms

Consequences for Negative Behavior:

If a student exhibits inappropriate behavior:

1. **Warning** – Gentle reminder of the expected behavior.
2. **Reflection Time:** The student will have a brief reflection time to discuss their behavior and understand how to make better choices.
3. **Parent Contact:** Inform the parents if negative behaviors continue.
4. **Bounce Room** – The student will be bounced to our Choice room for up to 30 min, 60 min max per day to complete a reflection sheet, assignments or other activity.
5. **Office Referral:** For repeated or severe behavior issues, the student will be referred to the principal or assistant principal for further action.

Recognition and Rewards:

- **Individual Rewards:**

- Students can redeem their Dojo Points for individual rewards at our school store

- **School-Wide Recognition:**

- Monthly assemblies will be held to recognize students who consistently demonstrate positive behavior and earn 100 points in a month.

Communication:

- **Students:** Expectations and rewards are regularly reviewed in the classroom and during school assemblies.
- **Staff:** Teachers and staff will meet monthly to discuss behavior data and adjust strategies as needed.
- **Parents:** Updates are shared with parents through ClassDojo, newsletters, and school communication apps to encourage reinforcement of positive behavior at home.

Data Collection and Review:

- ClassDojo will be used to track individual and class behavior data.
- Behavior data will be reviewed by the MTSS team monthly to identify trends, celebrate successes, and address areas for improvement.

Continuous Improvement:

- The MTSS team will meet quarterly to evaluate the effectiveness of the plan, make necessary adjustments, and ensure that it continues to meet the needs of all students.

Fred Anderson Elementary Behavior Flowchart

Teacher Managed

- Teacher re-teaches behavior expectation
- Teacher implements interventions and reminds student of appropriate behavior and potential consequences
- Teacher provides appropriate consequences/loss of privilege in class
- Teacher logs Minor Incident in Ed. Handbook and makes parent contact (document in contact log)
- Teacher documents intervention if needed:
 - Frequency
 - Time
 - Anecdotal notes
 - strategies

Possible Interventions:

Behavior contracts, check-ins, self-monitoring, school-home note system, break card/class pass, proximity, silent signal, tangible reinforcers, social stories, visual schedules, mentoring, conflict/resolution, referral for mental health services

Step 1: Observe the problem behavior

Step 2: Consider the student's patterns, challenges & strengths

Step 3: Give verbal warning/state the expected behavior or rule

Step 4: Determine if the behavior is teacher or administrator managed

Step 5: Document in Educator's Handbook & contact home (document in contact log)

Classroom Managed Behaviors

- Violation of Classroom Rules
- Violation of Dress Code
- Nuisance items at school
- Minor property damage
- Out of area/seat
- Talking out/silent
- non-directed profanity
- Not doing work
- Throwing (not aimed at person)
- Being in non-designated area
- Disrespect to staff/student
- Horseplay/being rough
- Failure to complete work
- Interrupting
- Crying/Sleeping

Admin Managed Behaviors

- Gang related gestures, symbols
- Disorderly conduct that disrupts the learning environment
- Consistent disrespect/insubordination
- Bullying *As defined by PCS
- Damage or theft of another person's property
- Leaving classroom/school grounds
- Physical fighting/assault
- Possession of weapon (real or fake)
- Possession, use or distribution of tobacco or smoking paraphernalia
- Harassment/Inappropriate sexual behavior
- Verbal/non-verbal threats (witnessed by adult)
- Stealing (major items)

Admin Managed

- Referring teacher calls office to request assistance (Referral completed at this time)
- Member of Admin responds to call and teacher & admin determine if student removal is needed
- If student is removed, Admin conferences with student and contacts guardian
- Admin provides appropriate out of class consequence/loss of privilege
- Admin enters referral data into Educator's Handbook

Teacher should still make contact home to let parents/guardians know what led to Admin managed behaviors and provide in-class consequences/loss of privilege

TITLE I

What it means to be a Title I School

Title I Mission Statement

Supporting the belief that all children can learn, Title I specialists are committed to assist students in developing effective reading and math strategies in order to become confident, independent learners. All Title I resources and personnel are dedicated to providing the best possible instruction and intervention to students in Title I schools.

Overview of Title I

The intent of the Title I program is to improve the academic achievement of the disadvantaged. This program provides financial assistance through state educational agencies (SEAs) to local educational agencies (LEAs) and public schools with high numbers or percentages of economically-disadvantaged children to help ensure that all children meet challenging state academic content and student academic achievement standards.

LEAs target the Title I funds they receive to public schools with the highest percentages of children from low-income families. Unless a participating school is operating a schoolwide program, the school must focus Title I services on children who are most in need of intervention or failing to meet state academic standards. Schools enrolling at least 40 percent of economically disadvantaged students are eligible to use Title I funds for schoolwide programs that serve all children in the school, provided they meet schoolwide requirements.

Title I reaches about 12.5 million students enrolled in both public and private schools. Title I funds may be used for children from preschool age to high school, but most of the students served (65%) are in grades 1 through 6; another 12% are in preschool and kindergarten programs.

Title I is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting state standards. Individual public schools with poverty rates above 40% may use Title I funds, along with other federal, state, and local funds, to operate a "schoolwide program" to upgrade the instructional program for the whole school. Schools with poverty rates below 40% or those choosing not to operate a schoolwide program, offer a "targeted assistance program" in which the school identifies students who are in need of intervention or failing to meet the state's challenging performance standards. Schools then design, in consultation with parents, staff, and district staff, an instructional program to meet the needs of those students. Both schoolwide and targeted assistance programs must be based on effective means of improving student achievement and include strategies to support parental involvement.

Components of Schoolwide Programs

- Comprehensive Needs Assessment
- School reform strategies
- Highly qualified staff
- High quality and ongoing professional development
- Teacher recruitment and placement
- Parent involvement
- Transition plans (PreK- K, Elementary-Middle, Middle-High)
- Teacher involvement in assessment use
- Instruction activities for identified students
- Coordination of federal, state, and local services

Components of Targeted Assistance Programs

- Program resources
- Organization and planning
- Effective instructional strategies and methods
- Coordinate with and support the regular education program
- Highly qualified staff
- High quality and ongoing professional development
- Parent involvement
- Coordination of federal, state, and local services

Pamlico County Schools offers the “schoolwide program”. Pamlico County Primary School and Fred Anderson Elementary School are designated as Title I schools.

The Title I program for Pamlico County Schools is committed to early academic intervention and serves students with the greatest need in grades K-5. Students in Title I schools receive instruction daily from certified intervention specialists who continuously participate in rigorous professional development. The foundation of instruction is based on the RtI framework, the balanced literacy framework, and on the essential literacy and math elements from the North Carolina Essential Standards and Common Core State Standards. The format of the comprehensive intervention lesson is organized to maximize student time on task and scaffold instruction. Title I specialists provide an additional layer of intense, explicit, and differentiated instruction one on one or in small group sessions. Instructional decisions are based on authentic, daily assessment of students’ progress to ensure that every student is a successful, independent learner and is making accelerated growth.

Pamlico County Schools System-Wide Policies, Important Letters and Notifications

Printed copies of these items are available upon request. Please contact Tiphney Eastwood at 252-745-4171 with this request.

[Policy Code: 1710/4020/7230 Discrimination and Harassment Prohibited by Federal Law](#)

[NC GS 115C-390.2 Effective Discipline Policy](#)

[Student Dress Code](#)

[Parent and Family Engagement Policy \(English\)](#)

[Parent and Family Engagement Policy \(Spanish\)](#)

[Student Wellness Policy](#)

[Community Eligibility Provision](#)

[Medical Statement for Students with Unique Mealtime Needs \(ENG\)](#)

[Medical Statement for Students with Unique Mealtime Needs \(SPAN\)](#)

[Environmental Quality Assurances Notification](#)

[Infinite Campus Self-Service Parent Portal](#)

[Pamlico County Schools \(FERPA\) K-8](#)

[Pamlico County Schools \(FERPA\) 9-12](#)

[Parents' Right to Know](#)

[Parents' Guide to Student Achievement](#)

[Policies Governing Services for Students with Disabilities](#)

[Request for Professional Qualifications of Teachers Letter](#)

[Vaccination Requirements K-4](#)

[Vaccination Requirements 5-12](#)

[Student Device Expectations](#)

[Student Device Agreement](#)

[Student Fee Schedule](#)

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