



# Handbook 2024-2025

## ***"Honoring tradition, inspiring innovation"***

**Vision:** Chicod School honors the tradition of establishing an equitable and inclusive community where all students are equipped to positively impact society. Through authentic educational experiences, we inspire resilient problem solvers prepared to fulfill their future aspirations.

**Mission:** At Chicod School, our mission is to cultivate an environment where tradition meets innovation. By nurturing individual strengths and aspirations, we prepare our students to embrace the challenges of tomorrow with confidence and integrity.

**PCS Vision:** 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.

**PCS Mission:** 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.

**Forward:** The purpose of this handbook is to provide information on the policies and procedures for effective operation and quality instruction. The handbook is designed to be a guide and it is the responsibility of each employee to read and be familiar with the entire contents prior to students entering school. The handbook is a working draft so suggestions for improving or expanding are

welcome but need to be submitted to the School Improvement Team. Keep it available in the classroom throughout the year for reference.

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### **Section I Staff Information**

#### Duties and Responsibilities / Teacher's Job Description

Reports to: Principal, Assistant Principal

Supervises: May coordinate and direct the activities of instructional assistants

Purpose: To help students learn subject matter and skills that will contribute to their educational and social development.

1. Teaches assigned subject area using the course of study adopted by the local Board of Education, and other appropriate learning activities.
2. Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students.
3. Employs a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
4. Strives to implement by instruction and action the philosophy of the school.
5. Evaluates student's academic and behavioral progress; keeps appropriate records and prepares progress reports.
6. Diagnoses student needs on a regular basis and cooperates with other professional staff members at the school and county level in helping students solve health, attitude, and learning problems.
7. Communicates with parents through conferences and other means to discuss the student's academic and behavioral progress and interprets the school program.
8. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the individualized needs of each student.

9. Translates lesson plans into learning experiences so as to best utilize the available time.
10. Assists the administration in implementing all policies and/or rules governing student life and conduct. For the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
11. Plans and supervises purposeful assignments for instructional assistant(s) and/or volunteer(s).
12. Makes detailed lesson plans for the substitute teacher to follow whenever it is known that sick or personal leave has to be taken. Emergency Lesson plans need to be submitted to the secretary.
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
14. Assists in the selection of books, equipment, and other instructional materials; requisitions books and instructional aids; maintains required inventory spreadsheets.
15. Maintains accurate up-to-date attendance records for all students.
16. Supervises students in out-of-classroom activities during the assigned working day.
17. Administers group standardized tests in accordance with the required testing program.
18. Works cooperatively with other members of the staff in planning instructional goals and methods.
19. Attends and participates in faculty meetings.
20. Participates in faculty committees and/on the sponsorship of student activities.
21. Plans, assists with, and/or supervises student assembly programs.
22. Provides for their own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or taking advanced coursework at institutions of higher learning.

### PCS Policy 7.009:

- All school system employees hold positions of public trust; they are responsible for the education of students and also serve as examples and role models to students.
- Employees are expected to adhere to high standards of ethical behavior in the fulfillment of all aspects of their duties and responsibilities. Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system. Employee conduct should be such as to protect a person's integrity and/or reputation and that of the school system.

\***All staff information is housed in the staff information folder by using this link!**  
[24-25 Staff Information Folder](#)

### Arrival and Dismissal Times

- Teachers Arrive 7:10 a.m.
- All Teachers on duty: 7:15 a.m.
- Breakfast begins for students 7:15 a.m.
- School open for students 7:15 a.m.
- Tardy Bell rings 7:35 a.m.
- Homeroom 7:35-7:45
- K-2 Dismissal 2:30
- 3-5 Dismissal 2:30
- 6-8 Dismissal 2:30

\*Students entering classrooms after 7:35 without an excused/unexcused tardy note are considered tardy and should be sent to the office.

### School Closings or Delays

- Call **PCS Hotline at 830-3535**. Alert Now calls will be made to notify students and staff of closings. Be sure that your phone number is updated with the county office to ensure you receive Black Board Connect Messages.

### Arrival & Departure Policy:

- Staff is expected to be at school no later than 7:10 a.m. on student days and 8:30 on workdays.
- Teachers are free to leave each day at 3:00 p.m. and/or after all of their students have left campus safely.
- Please notify the office and Mrs. Hayes if you are going to be late. This will allow time to provide supervision for your class until you arrive. Mrs. Hayes: (910) 840-0956

- Staff needing to leave campus early must notify and get permission from administration.

### ★ Absence Procedures – Teachers

- Every staff member should receive login information for the **Substitute System**. If a teacher must be out, he/she shall call or log on before 6AM the day of the absence. It is extremely difficult to secure substitutes on short notice. You must enter a reason in the “Notes to Admin” box. Certified Employees that are unable to put their absence in Willsub+ by 6AM, please text Mrs. Heath at (252-917-1806) and she will put it in for you.
- Please complete the necessary forms to record absences from Mrs. Heath. If you know ahead of time what days you will be out, please go ahead and put your absences in the system and fill out the necessary forms to be approved by Mrs. Hayes. The day after your absence Mrs. Heath will leave a teacher absence report in the designated folder in your mailbox. Mrs
- If you have an emergency and must be out without prior approval please call or text Mrs. Hayes (910-040-0956) and . Heath. (252-917-1806)
- If you need coverage please email Mr. Clemons, so he can arrange coverage for you. [Clemont1@pitt.k12.nc.us](mailto:Clemont1@pitt.k12.nc.us)

#### Appropriate Leave Form Listing Certified Staff

#### **Two or more forms are required for every absence.**

#### ANNUAL LEAVE

- **(Must submit form pcs-3 at least 5 days in advance of leave day) Annual leave cannot be used on instruction days. Leave is not considered approved until the employee receives the yellow copy signed by the Principal.**
- Leave Request Form (pcs-3)
- Certified Absence Report (pcs-9)

#### SICK LEAVE

- **(Must submit form pcs-3 at least 5 days in advance of leave day or day upon return in emergency situations).** Sick Leave used **day before or day after a holiday** must accompany a doctor's note in order to be approved and/or be paid for the holiday. Leave is not considered approved until the employee receives the yellow copy signed by the Principal. Sick leave used on school event days (Field Day, Field trip, Awards, etc.) must accompany a doctor's note.
- Leave Request Form (pcs-3)
- Certified Absence Report (pcs-9)

#### PROFESSIONAL LEAVE

- **(Must submit form pcs-4 at least 2-weeks in advance of leave day)**

- Contact Person must be indicated as specified on form. Must be a PCS employee.
- Certified Absences Report (pcs-9)
- Pitt County Certified Personnel Leave Request (pcs-4)

#### COMMUNITY LEAVE

- **(Must submit court documentation and pcs-4 at least 2-weeks in advance of leave day)**
- Certified Absence Report (pcs-9)
- Pitt County Certified Personnel Leave Request Form (pcs-4)

#### PERSONAL LEAVE

- **(Must submit form pcs-4 at least 5 days in advance of leave day)** personal leave cannot be used on the staff return to work day for the school year, on a required teacher workday, on State testing dates, on the day before/after a holiday or vacation day, or on school event days. No charge if the teacher gives a reason.
- Certified Absence Report (pcs-9)
- Pitt County Certified Personnel Leave Request Form (pcs-4)

#### LEAVE OF ABSENCE

- **See Payroll Secretary** for form packet for leave requiring 10 days or more (Must speak with Mrs. Heath before contacting county office).
- Leave of Absence Certification Form (**submit at least 30 days prior to beginning leave date**)
- Separation/Vacancy Notice
- Certified Absence Report (pcs-9)
- Return to Work/Fitness for Duty Form (due upon return to work from Leave of Absence – due to medical, maternal, educational, disability, etc.)

Requested leave that is not available will be processed as Day Without Pay (refer to your last payroll voucher for available leave balances).

### **Payroll Communication/Guidelines** TACs Users Only

To reduce classroom interruption, The Payroll Secretary will generally communicate with time sheet users via email. **Please check your email on a daily basis** for Payroll information. Edit forms are located in the organizer on Mrs. Heath's door (116). If the form is not complete or you forget to clock in, it will be without pay if not corrected before the end of the month.

Please reference below Appropriate Leave Form Listing for TACs Users in order to properly prepare your leave as soon as possible prior to form due dates. Please

report and prepare for absence according to your position as listed on the following pages.

Any requested leave that is not available will be processed as Day Without Pay (refer to your last payroll voucher for available leave balances).

See Payroll Secretary if you have questions.

### Appropriate Leave Form Listing

#### ANNUAL LEAVE

- **(Must submit form pcs-3 (Leave Request Form) at least 5 days in advance of leave day)** annual leave cannot be used on instruction days for IAs requiring a sub or on the staff return to work day for the school year. Leave is not considered approved until the employee receives the yellow copy signed by the Principal. Annual leave cannot be used on school event days. (Field day, field trip, awards day, etc.)

#### SICK LEAVE

- **(Must submit form pcs-3 (Leave Request Form) at least 5 days in advance of leave day or day upon return in emergency situations).** Sick Leave used **day before or day after a holiday** must accompany a doctor's note in order to be approved and/or be paid for the holiday. Leave is not considered approved until the employee receives the yellow copy signed by the Principal. Sick leave used on school event days must accompany a doctor's note.

#### PROFESSIONAL LEAVE

- **(Must submit form pcs-4 (Pitt County Certified Personnel Leave Request) at least 2-weeks in advance of leave day).** **Contact Person** must be indicated as specified on form.

#### COMMUNITY LEAVE

- **(Must submit court required documentation along with form pcs-4 (Pitt County Certified Personnel Leave Request Form) at least 2-weeks in advance of leave day).** **This leave is used only for court-required appearance.**

#### LEAVE OF ABSENCE

- Any Leave requiring at least 10 days absence: Meet with Mrs. Hayes/Mrs. Heath to discuss Long Term Absence at least 30 days before the absence and before contacting the County Office.
1. Leave of Absence Certification Form (**submit at least 30 days prior to beginning leave date**)
  2. Separation/Vacancy Notice

3. Return to Work/Fitness for Duty Form (due upon return to work from Leave of Absence – due to medical, maternal, educational, disability, etc.)

### COMPENSATORY TIME

- All time over your designated amount of hours must be used within the same week and must be approved by Administration before earning. Comp time is paid out each month and is calculated by the week. Comp time does NOT carry over to the next month for 10 month staff or Custodians.

### **Instructional Assistants (Position Does Not Require A Substitute)**

#### Planned Absences:

- Submit appropriate form(s) to the Payroll Secretary. Leave is not considered approved until you receive the yellow copy back.

#### Unexpected Absences (Emergencies Only):

- Notify your teacher (if applicable)
- Call or text Heath (252-917-1806) and Mrs. Hayes (910-840-0945)
- If you are a bus driver also contact Mrs. Rogister (252- 902-6649)
- Communicate with the Payroll Secretary when more than one day is needed to ensure your payroll information is accurately processed.
- Submit PCS-3 (Leave Request Form) to the Payroll Secretary upon your return to work.

### **Custodial and Office Staff**

#### Planned Absences:

- Communicate leave request with the Head and Mr. Barrow (252-229-0873)
- Submit appropriate form(s) to Mrs. Heath before the absence, leave is not considered approved until you receive the yellow copy back.

#### Unexpected Absences (Emergencies Only):

- Notify Head Custodian and Mr. Barrow (252-229-0873)
- Call the front office and speak directly to Mr. Barrow (252-229-0873) or Mrs. Hayes (910-840-0956)
- Communicate with Mrs. Heath when more than one day is needed to ensure your payroll information is accurately processed.
- Submit PCS-3 (Leave Request Form) to Mrs. Heath upon your return to work.

All absences must be reported to Mrs. Heath as soon as possible. Substitutes should be instructed to report to the front office and sign in to receive a badge/key for the day. Annual Leave requests must be submitted at least two weeks in advance and sick leave must be turned in as soon as you arrive at school to start your day.

### Child Involvement Leave- Per the BOE 8/14/2024

- e 8.3.1 Eligibility and Rate of Earning in accordance with G.S. 95-28.3, any employee who is a parent, guardian or person in loco parentis may take up to four hours per fiscal year to attend or otherwise be involved at his or her child's school. There is no requirement that the employer pay an employee while taking this leave. However, the local school district may allow the employee to use eligible accrued leave in lieu of non-paid parental involvement leave. Consistent with 16 N.C.A.C. 6C.0405 and any rules adopted by the local board of education, a superintendent may grant a public school employee a leave of absence without pay in his discretion.
- 8.3.2 Conditions for Leave- Leave granted for this purpose is subject to the following conditions:(a) The leave shall be at a mutually agreed upon time between employer and employee, (b) The employer may require an employee to provide a written request at least 48 hours before the time desired for the leave, and © The employer may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at the school during the time of leave.
- 8.3.3 Definition of School For the purpose of this policy, "school" is defied as any: (a) Public School, (b) Private Church School, (c) Preschool, or (d) Chid day care facility. Legal Reference(s) G.S. 95.28.3

Reserved for:

#### **Teacher's Statement of Understanding**

(Pitt County Schools

Individual School Accounting

Internal Controls and Responsibilities

**Fiscal Year 2024-2025**

#### **School Fund Expenditure Guidelines**

In order to stay within Purchasing Guidelines (POLICY 3.604) we will no longer use the Check Request Form. **All expenditures must be pre-approved in writing** using form PCS-16 (In-School Purchase Order) as follows. These guidelines must also be followed for staff reimbursement requests.

#### **Before Purchase:**

- In-School Purchase Order must be **complete**.
- Principal must sign to indicate approval.
- Submit to Bookkeeper for assignment of Purchase Order Number.

- Once the PO number is assigned, the employee will receive the pink copy and is approved to make the purchase.
- The employee will submit (mail/fax) the order to be processed.

**After Purchase:**

- Employees will sign and date the invoice/receipt and staple to the PO white copy.
- Indicate invoice amount (**not to exceed approved amount**) in the rectangle shaped box located at the bottom section of PO.
- Submit the completed white copy with invoice/receipt to Bookkeeper for payment.

**Note:**

- Vendor name is the person or agency in which payment will be made.
- Activity Account must be indicated (see Bookkeeper if you don't know which account to use).
- Shipping Charges must be indicated.
- 7% NC Sales Tax must be calculated (including shipping charges).
- Reimbursements request will not be processed unless the above In-School Purchase Order Guidelines are followed.
- Receipts for reimbursements must be submitted within two weeks of purchase and be signed.
- Expenses will only be reimbursed up to the approved amount.
- **Employee can/will be held financially responsible for any unauthorized expenses.**
- **WE CANNOT BUY GIFT CARDS OR DO REIMBURSEMENTS**

★ **Bulletin Boards**

Bulletin boards play a vital role in creating an engaging and dynamic learning environment. They reflect the vibrancy of our school community and provide students with an opportunity to showcase their work, celebrate achievements, and stay informed. To ensure that our spaces remain fresh and relevant, it is essential to update all bulletin boards at least once every 9 weeks. Regular updates keep content current, spark student interest, and reinforce our commitment to maintaining a visually stimulating and inspiring school atmosphere.

★ **Emergency Lesson Plans**

Teachers are expected to leave plans for the next day and their classroom key in their teacher box before leaving each day. This will allow substitutes to have a successful and productive day. You never know when an emergency may prevent you from coming to work. Each teacher will create an EMERGENCY

Lesson Plan stored in the Main Office. Place in your box by THE END OF THE DAY ON **AUGUST 30, 2024.**

\*In case of teacher absence and we do not have a substitute, or a teacher becomes ill during the day CLASS/STUDENT ABSORPTION MAY still be used in limited cases. However, in most cases we will have to pull a classified staff (TA) member to supervise class.

**Repeated Staff Tardiness/absenteeism may lead to the following consequences:**

Days Tardy	Consequences
3 – 6	Documented Conference with Administration
8 – 10	Letter placed in School Personnel File; PCS Policy 7.009 added to PDP
15	Letter placed in PCS Personnel File; Action Plan
20 +	Possible Non-Reappointment

**★ IA Dock Days Guidelines:**

**[2024-2025 Instructional assistant \(TA\) Calendar Days](#)**

The school calendar is designed for 215 days of work for 10-month staff. Instructional Assistants are 10-month staff who only work 205 days in accordance with Board of Education Policy 7500. In compliance with this policy, instructional assistants will not work and are not paid for the ten days listed below. Instructional assistants should continue to follow the academic school calendar for students and 10-month employees as listed on the district website unless otherwise instructed. The first day of work for instructional assistants will be on August 19th.

**★ After School Meeting Schedule**

**Tuesday afternoons after school should be** reserved for Faculty Meetings, SIT Meetings, and Committee Meetings. Please reserve this time on your calendars. **All meetings are mandatory.** Meetings will start at 3:00. Please refer to the Google Calendar “**Chicod Master Calendar**” for school events shared with the public. Please refer to Google Calendar “**Chicod Staff Calendar**” for important dates for staff that are not public events (ex. Staff Meetings). Both calendars will be shared with staff.

**Grade Level Meetings**

Grade level meetings are to be held weekly. The agenda of this meeting should include general “House Cleaning” items to include **scheduling, planning for events, student discipline, SIT Items**, etc... Record your meeting by keeping a running minutes document.

**\*Professional Learning Communities (PLT):**

Horizontal and vertical PLT's will be utilized to support professional **learning goals, assessment of student performance data**, and **instructional planning**.

24-25 PLT Schedule

**PLT Facilitators**

<b>Chicod</b>	<b>Grade K</b>	Katie	Beddard
<b>Chicod</b>	<b>Grade 1</b>	Mary	Simpson
<b>Chicod</b>	<b>Grade 2</b>	Sara	Pennington
<b>Chicod</b>	<b>Grade 3</b>	Jana	Humbles
<b>Chicod</b>	<b>Grade 4</b>	Stephanie	Perry
<b>Chicod</b>	<b>Grade 5</b>	Molly I	Oliver
<b>Chicod</b>	<b>Grade 5</b>	Meredith	Southern
<b>Chicod</b>	<b>Grade 6</b>	Samantha	Miller
<b>Chicod</b>	<b>Grade 6</b>	Joy	Ramey
<b>Chicod</b>	<b>Grade 7</b>	Ashley	DiMartino
<b>Chicod</b>	<b>Grade 7</b>	Adrienne	Modlin
<b>Chicod</b>	<b>Grade 8</b>	Jennifer	Anderson
<b>Chicod</b>	<b>Grade 8</b>	Michael	Anderson

**\*Duty and Supervision Guidelines**

Being punctual for assigned activities is very important. The supervision that you provide during this time is paramount to a safe and orderly environment. In the event that you are unable to be at your designated area, it is your responsibility to secure an appropriate substitute. Make it a part of your substitute plans for the

sub to report to your duty station. Give them explicit directions of what their responsibilities are.

Duty will alternate between those assigned to a location every nine weeks. See the Duty Schedule and Maps in the schedule section.

**Morning duty:** Be in place by 7:15 a.m. and remain in place until 7:35 a.m. or all students have entered the building

**Afternoon duty:** Be in place by 2:30 p.m. and remain in place until students have left campus.

## [24-25 Staff Duty Assignment](#)

[STAFF DUTIES 24-25 \(click on Duty tab\)](#)

### ★ [Student Devices-Tech Fees](#)

K-5: Day users ONLY. Devices will remain at school! Insurance \$10.00

6-8: Loaners if students pay \$20.00 Insurance. Otherwise, they will be a Day User.

### ★ [Teacher Daily Schedules](#)

All classroom teachers must hang a copy of their Daily Schedule beside the classroom door on the outside wall to the left of the door. Please keep it updated.

### ★ [Lunch Schedule](#)

- K-3 Classes will eat in Classrooms.
- 4-8 Classes will eat in the Cafeteria

Teachers may use the cafeteria as part of their PBIS Reward Systems.

### ★ [Teacher Data Storage](#)

Google Drive will no longer have UNLIMITED data storage! All staff are encouraged to backup their data on a Flash Drive!

### ★ [Lesson Plans](#) [Link](#)

All Chicod Teachers will be using the standard **Learning Focused Lesson Plan**. This plan is intended to aid teachers in the development of quality lesson plans that incorporate High Yield Strategies. Teachers will be allowed to use various styles of the standard LFLP. All formats must be approved by the principal. Lesson plans will be completed by teachers and shared in the applicable Google doc folder and shared with the Instructional Coach and administration.

**Learning Focused Lesson Plans are NOT daily or weekly plans.** Yet, they are content standard specific plans. Some plans may cover the time span of multiple days that overlap weeks. **LFLPs are to be created accordingly. NOT WEEKLY/DAILY.**

### Expectation of Chicod Lesson Plans:

\*Administration expects grade level and content areas to plan collaboratively, but does not expect instructional delivery to be EXACTLY the same for every teacher. LFLPs are expected to be completed and shared in your google folder by Friday for the next week.

<b>Grade Level</b>	<b>Requirement</b>
K-4	1 LP per Grade Level for ELA, Math
5	1 LP for ELA, Math and Science
6-8	1 LP per Content Area

### ★ Peer Helper Program

The *Peer Helper* program is designed to provide peer support for **student learning** in grades K-5. Middle School students (7th & 8th) are assigned to a K-5 classroom during the middle school student's Encore time. The following is a chart of the expectations of learning activities that peer helpers may assist with.

<b>Acceptable/Suggested Activities</b>	<b>Not Acceptable Activities</b>
<ul style="list-style-type: none"><li>● SEL Support</li><li>● Peer Mentor</li><li>● Academic Tutor</li><li>● Restroom/Hallway Teacher Support w/ Staff Presence</li></ul>	<ul style="list-style-type: none"><li>● Grading</li><li>● Entering Information in PS</li><li>● Copying Documents in Workrooms</li><li>● Monitoring Classroom without Teacher Presence</li><li>● Access to Student Personal Information</li></ul>

### ★ Non-Educational Movies

The showing of movies is discouraged and should be kept to a minimum. All movies must be approved by the principal/designee. The [Video Request form](#) must be completed three days prior to the showing of the movie.

### ★ Book Study Guidelines

- Teachers are responsible for creating book study permission forms for all classroom novel assignments.

- Permission forms must include a brief summary of the novel, assignment expectations, and a description that connects the reading to the curriculum.
- All forms must be signed by a parent/guardian. If a parent/guardian refuses the class novel, an alternative assignment must be created.

### ★ Printing & Copying

- **Classroom Printers:** *Minimum use.* These printers are allocated for teachers to print minimum copies for teacher use ONLY. Toner for printers is expensive and is backordered on many instances. Once your toner is out it may be out for the remainder of the year!
- **Workroom Copiers:** *Maximum use.* All staff have the ability to send work products to workroom copiers for printing multiple copies for ALL student and teacher instructional materials. Color copies should be kept to a minimum to keep down costs. Color Printers are no longer to be used. The color copier in the office is available for minimum use.

### Grading Students

All grades 3 through 8 and all subject areas will use the following grading scale:

Test - 40%

Classwork - 30%

Quiz - 20%

Homework - 10%

If no homework is given for course use the following grading scale:

Test - 40%

Classwork - 30%

Quiz - 30%

- Teachers are responsible for grading students taking into account their learning experiences and range of abilities.
- Grading should be based on the progress the student shows based on the applicable standard of achievement.
- In math and reading teachers will give at least three tests, three quizzes, classwork and homework each nine weeks to substantiate the grades earned by students and will keep such records in a grade book. In science and social studies teachers will give at least nine grades total.
- When averaging grades, teachers will give the student the next highest whole number when the grade is one-half or more.
- Students are not to grade tests or record grades on behalf of the teacher.
- All grades will be entered into Powerschool within 3 days following a test.
- Grades are not to be lowered because of poor conduct and students will not receive silent lunch for failure to return paperwork (progress reports, report cards, etc...).

- Teachers will use the comment area on the report cards for meaningful remarks and will request conferences as needed to discuss progress.
- The principal has the authority to change a grade, but will not do so without consulting the teacher.
- Interim progress reports in all core courses which have nine week grading periods are provided to students. Interim Reports are required for any student experiencing difficulty. Difficulty is defined as failing or dropping more than one grade.
- Teachers will give a minimum failing grade of 50. All failing grades and poor levels of progress should be clearly indicated on the mid-term progress report with the actual grade.
- PCS uses a 10 point grading scale in grades 3-8.
- Teachers must include comments on report cards.
- Every grade level must be consistent with grading practices.
- Students may submit work late up to three days past the due date when absent.
- No homework will be accepted late unless you are absent.
- For each test, enrich, remediate and retest all students. Use a shorter assessment (7-10 questions). This may occur during your intervention block or small group in class. A minimum of 2-3 days of remediation is required prior to retesting.
- Those that **do not** pass with a 70% or higher are required to retest. Students who **do** pass, will be given the option to retest. Retest grades replace original grades for all students.
- Communicate grading policy to parents and guardians via Open House, Curriculum Night, Class Dojo or Weekly folder.

### Weekly Folders

Chicod will be sending home a weekly folder in Grades K-5 every Wednesday (not optional) to keep parents informed of their child's progress, school information and/or events. The folder will contain graded papers, notes, newsletters, etc. The folder needs to be signed and returned the next day.

### **★Parent Communication:**

*All staff are required to use Class Dojo as their primary communication platform!  
Mr. Anderson can HELP you!*

*Below is the link to the guide on how to quickly create a class roster in ClassDojo.  
<https://docs.google.com/presentation/d/1zN5ZqNi5JKPUjZlVw3EB2jGUp4LPk9IU20Dys6cn3Zk/edit?usp=sharing>*

*ClassDojo works best when parents are connected but connecting parents can be time consuming - we've made it easy. Below you will find a QR code for Chicod's ClassDojo, parents scan the code and request to join a class and teachers approve or deny them! QR Codes not your thing? That's ok, we've created a tinyurl to shorten the link! <https://tinyurl.com/Chicod-ClassDojo> However, if you prefer the original link it is as follows: <https://www.classdojo.com/invite/?s=4eece7d0f64aa62934edc58b> and yes, teachers can still print out invites for each student / parent and send them home if they want.*



### **Workrooms**

There are 4 Staff Workrooms on our campus; one on every hall. All are equipped with copiers, work areas, and refrigerators. Because of their proximity to adult bathrooms and the nature of discussions in those areas, **students are not allowed in these workrooms.** This includes the children of staff members.

### **★ Fundraisers**

ALL fundraisers MUST be approved by the principal and the Fundraiser Approval form completed in advance of the fundraiser. NO EXCEPTIONS! Each club, department, team and grade level is allowed one fundraiser per year.

[Fundraiser Approval Form.doc](#)

### **Children of Employees**

Children attending Chicod that arrive before or stay after school are to be with their parent in the classroom. Children of employees should not be attending meetings, playing/walking the halls, being in the lounge or playing on the playground unsupervised.

### **Mailboxes**

Employees will need to check their mailboxes a minimum of once per day.

### Maintenance Requests

All requests need to be submitted to Mrs. Morrisette ext. 8000 or by email. [morrisa4@pitt.k12.nc.us](mailto:morrisa4@pitt.k12.nc.us). You may also submit any work orders to Malissa Heath at [heathm@pitt.k12.nc.us](mailto:heathm@pitt.k12.nc.us) if Mrs. Morrisette is not available.

### Maps and Room Numbers

A school map should be posted in each classroom. All classrooms, offices and storage areas should have room numbers posted on the outside.

### Telephone Calls/Faxes

**\*Phone calls from parents are to be returned within 24 hours or the next business day.**

Personal phone calls at school are to be kept to a minimum. The office staff has been instructed to take a message or send it to voicemail.

Please scan any faxes you may need to send and email the information to Mrs. Morrisette. She will email you when the fax is confirmed as sent. Mrs. Morrisette's email is saved in each workroom copier.

If you call a parent and you are expecting a call back, please notify the office.

### Textbooks/Readers

Mrs. Rogister (ext. 8019) is the contact for textbooks. Mrs. Landreth is the contact for ancillary materials. Please send a note at the end of the first or second student day indicating your textbook/ ancillary material status. All textbooks should contain a number and student name. Keep a list of assigned textbooks and the corresponding number. The teacher should place their initials beside the student's name in the textbook. If a book is lost or damaged, the **debt must be paid before another book will be issued. The student may not receive a report card or participate in Field Day until the debt has been paid.** The teacher will provide proper notification to the parent with the title and cost of the book. Please see Mrs. Rogister for correct pricing.

#### **Textbook Replacement Guidelines**

New (1year)	100%
2 years	80%
3 years	60%
4-5 years	40%

Textbook Inventory must be accurate. If there are any discrepancies, teachers must notify Mrs. Rogister (ext. 8019) immediately.

### **★Intercom/Phone Voice Call**

All classrooms have the capability for calling into the office. This should be done in cases when you have an emergency and need assistance or at a time you consider critical for help. Periodically check your intercom to make sure it is working.

### Phone System Quick Start

Basic Phone Operations

Place Call with Handset

Pick up Handset

Enter Number

Press SEND soft key

Place Call with Speakerphone

Press Speaker Phone button

Enter Number

Press SEND soft key

End a Call

Hang up handset or press END CALL soft key

Call the OFFICE

Press OFFICE soft key

Pick up handset

View Call History

Press HIST soft key

Up arrow keys to scroll

Press SEND soft key to dial number

Voice Mail

When you have a new voicemail message, the MESSAGE key will be green and the red light on the top right of the phone will be blinking.

Accessing Voicemail

Press the MESSAGE button your phone

Enter your password followed by #

(default password is 9 + extension number)

Record Your Name

Access voicemail (see above)

Dial 03 and follow the prompts

Change Your Voicemail Password

Access voicemail

Dial 05 and follow the prompts

Retrieve Messages

Access voicemail and use following keys

1 - Play message

- 7 - Delete current message
- 5 - Next message
- 4 - Previous message
- \* - Rewind playback 3 seconds
- # - Fast Forward playback 3 seconds

### ★ Cumulative Records

The primary purpose of the cumulative record folder is to provide information that can be used to develop the best possible educational program for each student.

The cumulative record folder contains information covering nearly every phase of a student's school life and much about their personal life. In addition to academic records, the cumulative folder contains items of a personal and private nature. It is of utmost importance that these records are maintained in a confidential manner.

The cumulative records are kept in the records room and housed in fire-proof file cabinets. The folders are reviewed and updated annually.

**IMPORTANT: All teachers must check their cumulative folders for problems/issues no later than August 30th. Please see the counselors to sign off that files have been reviewed for accuracy. Documentation of health needs (such as the health plan, medication, immunizations, etc.), academic needs (such as IEP, PEP, BIP, testing) and guardian/custody rights should be verified.**

These records should not be left in an area that makes them accessible to persons other than school personnel. Folders should remain in alphabetical order by grade level. There is a sign-out sheet located in the records room if you wish to remove a cumulative record. Teachers should use this sheet to indicate that a record has been removed and returned. These folders should never be housed in a classroom overnight.

When a teacher receives information from a student coming from outside our county, a Pitt County School Cumulative Record should be completed by the data manager and will be placed in the homeroom teacher's box for review.

See Procedure 10.901-P-2 for the procedure for Student Records – Collection and Classification located in the County Policy section.

### [Chicod School SSW Referral Form 2024](#)

### ★ Employee Dress and Appearance (PCS Procedure 7.0008)

**All Fridays are School Spirit Days! Jeans and Chicod gear!**

Employees that are on duty or in attendance at school functions should dress appropriately. Employee guidelines also apply to student interns and volunteers.

It is considered inappropriate for school employees to wear the following attire:

- Any mode of dress or appearance that is so unusual or lacking in cleanliness that it disrupts class or learning activities
- Clothing and/or tattoos that promote the use of alcoholic beverages, tobacco, or controlled substances by words or symbols; that contain profanity or nudity; that depict violence; that are sexual in nature by words or symbols; or that are disruptive in some other manner
- Any clothing material made of denim, e.g., pants, skirts, jumpers, or sport jackets. Jeans of any color.
- Sweatpants
- Pierced jewelry anywhere other than in the ears
- Clothing that clings, is form-fitting, or exposes the midriff or chest when sitting or standing
- Shorts, skirts, or dresses that are higher than two inches above the top of the knee
- Rubber shoe thongs (flip-flops) or bedroom slippers
- Tailored shirts that are un-tucked, unless worn as a jacket

Modifications may be made by the appropriate supervisor to accommodate staff members who are engaged in specialized duties (such as physical education, vocational education, field-trips) or in specialized activities (workdays, spirit days, casual days, etc.) that require or permit a relaxed mode of dress.

Reasonable accommodation shall be made by the appropriate supervisor for those employees who, because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular part of this policy for dress or appearance.

Any employee who does not meet the standards of this policy will be required to take corrective action. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will cause disciplinary action as recommended by the principal or immediate supervisor.

## ★ Fees

**All Fee collection will be through school cash online!**

All students are expected to pay school fees for the current year. The money is used to purchase additional instructional supplies to enhance the curriculum.

**Total \$10.00**

Payment of fees or an attempt to pay fees will need to occur prior to students going on a field trip. If fees have not been paid by **September 27th**, send home a copy of the letter provided in the forms section of this handbook. Turn in a list of students that haven't paid fees to the Assistant Principal by **October 4th**.

## ID Badges

Staff ID Badges are to be worn at all times during the instructional day.

## Calendar of Events

Please refer to the referenced Google Calendars, school website, and Facebook pages for event calendars.

- **Chicod Master Public Calendar** - Google Calendar for the public that is linked to website
- **Chicod Staff Calendar** - Google Calendar for the staff listing all in-house staff events

## ★ Emergency Procedures

**All classroom and exterior doors MUST remain closed and locked at all times!**

### **Bomb Threats**

A warning alarm in the same pattern as a Fire Drill will be heard. If there is an area identified as an imminent threat, Crisis Team Members will go to each group of students in the assigned area and direct the teacher to an alternate location. Expect the sports fields to be used in this instance.

### **Fire Drill**

The laws of our state, the rules and regulations of our school board, and safe practices require that children in our school be trained to leave the school building in accordance with procedures known as a fire drill. The first fire drill of the year will take place within the first ten days of school. The signal for a fire will be a continuous on/off buzz from the fire alarm system. In case of a power failure the signal will be through oral communication or by using an air horn.

### **Fire Drill Procedures**

1. See the map in your classroom for an exit route. **It is mandatory that maps with exit routes are posted**). See Mrs. Rogister if yours is missing.
2. Close all windows and doors.
3. Leave the building quickly and quietly but keep in mind several classes may have to use the same exit.
4. Students should exit at least 50 feet from the building and then turn and face the building.
5. The teacher should **follow** students out of the room to confirm that the room is vacant.
6. Students should not loiter during a drill nor get coats and books.
7. In the event of a blocked exit, the closest alternate route should be chosen.
8. Teachers should have their **class grade book and Crisis Lockdown Procedures** with them.
9. In case of fire, the teacher has complete responsibility for his/her group.
10. The signal for returning is an announcement that the building is secure or a long bell. Students should reenter the building in a quiet and orderly manner.

### **Tornado Drill**

Tornado Watch: Review tornado plan and notify all teachers of impending weather conditions.

Tornado Warning: Lower blinds and drapes and relocate students to areas indicated on the relocation chart.

#### **Procedure**

- Be sure all students know where their drill area is located. Approximately 30 to 60 minutes advance warning will be issued.
- The tornado warning alarm will be a steady ringing tone.
- Lower blinds and drapes.
- Proceed in line from your classroom to designated areas as indicated. Students should walk quickly and silently; there is no need to panic. All shared and office personnel will proceed to the nearest designated area and assist teachers.
- Classes in the cafeteria will leave all items on their tables and move quickly and orderly to their designated areas.
- Staff and students not with their classes (bathroom or work room) should immediately return to their class.
- Students should lay face down, draw knees up under their body, and cover the back of their head with their hands. Coats and jackets can be used to cover heads, arms and legs.
- Teachers must stay with their students and make certain that all students are present in designated areas until the "all clear" announcement is given.

### **Other Weather Warning Conditions**

Severe Thunderstorm Watch: Conditions are such that a severe thunderstorm may develop.

Severe Thunderstorm Warning: A severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.

**Relocate all students from portable classrooms to the main school building using the relocation chart.**

## Section II Student Information

### ★ Sick Student Procedure

#### COVID Updates

Effective June 24, NCDHHS sunset the NC StrongSchools Toolkit. Schools were recommended to follow CDC guidelines and to follow the guidance of their local health director. Pitt County Schools will operate under the following guidelines.

#### Management of Student Illness

- Students who are sick should be managed per pre-Covid-19 illness protocols and may return to school when they are well
- Students must be fever free for at least 24 hours (without fever-reducing medication)
- The student should have no vomiting or diarrhea for at least 12 hours from the last episode
- Students should feel well enough to fully participate in school activities
- Students are no longer required to be “cleared” to return to school~ no covid test or MD clearance is required to return following illness
- Students who become sick while at school should be directed home by their supervising teacher/staff member.

#### Students and Staff who test Covid Positive:

- Students/staff who have a positive covid test result should isolate from others for 5 days following the start of symptoms, then wear a mask for 5 additional days to return to school/work.
- Individuals should continue to isolate themselves from others until fever-free and symptoms have significantly improved.
- No covid re-testing is required for return to school/work for positive individuals.

- ❖ **Any student presenting a fever or symptoms of illness during the school day**  
Teacher will contact the parent for the parent to come and pick up the student.

### Student Medication Distribution

- ❖ Students should be sent to the main office at the appropriate time the student is to receive the medication. Office staff will administer the medication in the nurse's office to protect the privacy of the student.

### Medication Policy (Policy 10.607)

#### **School Responsibilities**

1. Inform parents of medication policy and need for Authorization for Medication Form.
2. Provide Authorization for Medication Forms to parents and doctors' offices.
3. File properly documented Authorization for Medication Forms in principal's/designee's office. (student's record)
4. With proper Authorization for Medication Forms, administrator medications (prescription and non-prescription) and document online
5. Store medications and medication records in a secure/locked file.
6. At the end of the school year, file in individual student's health file Authorization for Medication Forms and daily medication log.

**\*School nurse will cover all information and documentation procedures required in Medication/Health Manual.**

#### **Parents' Responsibilities:**

1. Obtain Authorization for Medication Form from school/physician's office.
2. Complete parent information and have physician's office complete Authorization for Medication Form.
3. Have pharmacist label two containers if medication must be administered at school.
4. Deliver all medications (prescription and non-prescription) to and from school in original container for elementary and middle school students.
5. Inform the school principal of any serious changes in the child's health or any change in medication. Changes in medication, including altered dosages, require authorization from prescribing physician.

#### **Exceptions:**

1. All students may transport and self-administer medication with prescribed inhalers if authorized by the physician.
2. High school students may transport and administer their own medication with proper documentation on the Authorization for Medication Form.

#### **Nurse**

Responsibilities:

- Case Management and consultation of children with chronic illness.
- Develop Health (IHPs) and Emergency Action plans (EAPs).
- Health Promotion and Education for students, staff and families.

**\*Students who are sick may not be left in the nurse's office without an adult for supervision.**

Examples of Appropriate Referrals: (complete referral and place in nurse's box)

- Student hospitalization
- Frequent absences due to illness
- Vision
- Dental Concerns
- Parent/Guardian non-compliance of medical needs
- Immunization
- Pregnancy

### **Drop Off Items:**

Any items forgotten at home need to be dropped off in the office by 9:00am, this includes the following, but not limited to: lunches, clothing, folders, water bottles, chromebooks, instruments, sporting equipment, ANY item your student would need throughout the school day. Items will not be accepted past 9:00a.m. This policy is in place to prevent constant interruptions to instruction throughout the school day.

### **Early Sign Out:**

If you need to sign your student out early, you need to be in the building before 2:00pm with your ID. There will be no sign outs after 2:00pm.

### **Student Schedule Changes**

All **Student Schedule Changes** will be evaluated by the principal. The principal will make all final decisions on any schedule change. If a parent/guardian wants to drop one of their child's encore courses, they must follow these steps within the first 5 days of the semester:

1. Parent/Guardians must contact the encore teacher (via Dojo or email) AND Mrs. Bunting (buntina@pitt.k12.nc.us) to request unenrollment.
2. Provide three alternative encore options for replacement. Based on enrollment numbers, an encore course will be assigned to your child.
3. Keep in mind that once the drop/add period ends, no further requests for encore changes can be accommodated during the semester.
4. Semester Request Deadlines: (must be made that day by 3 p.m.)
  - a. 1st Semester: August 30, 2024
  - b. 2nd Semester: January 24, 2024

### Student Attendance (Policy 10.101)

**Only an administrator can approve an Educational Absence.** The Educational Absence must be approved in advance and signed by Principal or Assistant Principal prior to the date being excused. The parent must send a letter in writing in advance requesting an Educational Absence.

### Child Abuse/Neglect

All employees of Pitt County Schools who have reasonable cause to suspect the abuse or neglect of any child under the age of eighteen shall comply with the provision of the Child Abuse Reporting Law as contained in Article 44 of the NC Juvenile Code.

All employees will extend their full and complete cooperation to personnel from the Pitt County Department of Social Services and to any state and local law enforcement officers who may be called upon by the Department of Social Services to assist in the investigation and evaluation of any report of abuse or neglect.

The superintendent or their designee shall develop administrative regulations, forms and procedures necessary for the proper implementation of this policy. These regulations will also include extracts of the Child Abuse Reporting Law so that all school personnel may familiarize themselves with their duties and responsibilities. Report any cases of child abuse or neglect to an administrator, guidance counselor, or social worker.

### Chicod Student Government Association

#### **Purpose**

The Student Government Association (SGA) is designed to foster leadership skills, encourage school spirit, and teach democratic principles among students. As a student-run organization that represents the entire student body, SGA allows students to express concerns and take a stand on important issues. SGA strives to lead by example in the areas of academics, extra-curricular activities, community service, school spirit, student events, and student-teacher relations. SGA members should be role models for other students, both in and out of the classroom. The SGA at Chicod School strives to provide effective leadership opportunities for students to bring about positive change in our school and community.

#### **Membership-Elections**

Homeroom teachers must review the purpose of SGA, and the qualifications of an SGA member prior to the selection process.

Class Representatives: Elections September 23-26.

Each homeroom class in grades 4-8 elects 2 representatives.

Link to input class representatives: 2024-2025 TBD

Officers: Candidates Campaign October 15-21; Election Day October 22.

Each class representative in grades 6-8 will have the opportunity to be a candidate and be elected as an SGA officer for the following positions:

President - 8th grade

Vice President - 7th grade

Secretary - 6th grade

### **Meetings**

SGA Meetings will be held once a month.

### **Service Projects**

One of the primary goals of SGA is to organize, and coordinate community and school service projects. Example: "Operation Santa Claus."

### **Faculty Advisor/Sponsor**

Mrs. Jennifer Sumerlin

### **After-School Enrichment Program**

This program will be offered at Chicod School through Pitt County Schools and Recreation Department beginning the first day of school and the end on the last day of school. The program will operate on regular school days from 2:45 p.m. until 6:00 p.m. and on teacher workdays from 7:30 a.m. until 6:00 p.m. The program will also follow the Pitt County Schools' early dismissal and closing procedures for weather emergencies. Parents will be responsible for picking up children in the event of such early closings. This program will not operate if schools are closed due to inclement weather and the program will not operate during holidays and certain designated days.

### **Early Sign-out & Ride Changes**

- Due to the overwhelming number of early sign-outs and ride changes, we have asked if parents are signing students out or making ride changes, they need to do so before **1:45** during normal operating hours. Parents are directed to your voicemail, email or the designated communication app.
- **No Bus changes will be approved**

### **Athletic Eligibility**

#### **Athletic Insurance for 2024-2025 School Year**

You may acquire information regarding this insurance through the Athletic Director, Daniel Hall or on the Pitt County Schools website.

**Attendance Policy for Participating on Sport Teams/Events**

1. A student must be in attendance 85% of the previous semester to be eligible for a sport.
2. Students must be present in school until 11:30 am or report to school by 11:30 am to be eligible to participate in a game the same day.

**Athletics Academic Policy**

Athletes are expected to be students first. Students must pass 5 out of 6 classes the previous marking period. If a student fails more than one class during the season that student will be removed from the team. Grades will be checked periodically throughout each sport's season.

**Athletics Discipline Policy**

<b>Office Referral</b>	<b>Athletics Discipline</b>
1 <sup>st</sup> Referral	No practice or game the day of referral and/or 1 game Suspension
2 <sup>nd</sup> Referral	No practice or game the day of referral and/or 2 game Suspension
3 <sup>rd</sup> Referral	Off the team for the remainder of that sports season
OSS	Off the team for the remainder of that sports season
>=2 OSS	Ineligible for any sport the remainder of school year.

**★ Cafeteria:**

Breakfast and lunch are served in the cafeteria. Menus are sent home on a monthly basis. Students may pay daily or on a weekly/monthly/yearly basis by having money placed in an account. Money is to be sent in a sealed envelope with the student's and teacher's name. The money is deducted each time the student purchases an a la carte item. Parents may request that the account is flagged to indicate "no charging allowed" or "no snacks". This request needs to be sent to the Cafeteria Manager in writing.

**Breakfast  
Free for all**

**Lunch  
Free for all**

### **Returned Check fee is \$25.00**

**All students may apply for the Free and Reduced Lunch Program. Contact the school office or cafeteria staff if they are interested in an application. The application process may take up to two weeks.**

Each student is provided a lunch number for the cafeteria.

### **Cafeteria Charge Policy**

Occasionally a student may forget his or her money. Students may only charge for a maximum of 2 days or total of \$5.00. Only complete meals may be charged. Students may not charge snacks or extra items. Child Nutrition will be responsible for sending home a charge letter to inform parents. If the student does not bring money after reaching the maximum charge of 2 days or \$5.00, then he /she may not charge again. A partial tray consisting of a roll, fruit and milk will be provided to the student each day until the charge is paid. Parents may send a bag lunch until the charge is paid if you do not want your child receiving a partial tray.

Students who currently have an outstanding balance are not allowed to purchase a la carte items. The cashiers will remove the a la carte items from a student's tray that has an outstanding balance.

Adult meals must be paid for at the time of purchase.

[PCS Medical Statement for Meals](#)

[Bag Lunch Request Form](#)

### **STUDENT DISCIPLINE**

★ [LINK TO MAJOR-MINOR CHART- MAJOR/MINOR CHART](#)

At Chicod School, we have clearly defined rules and expectations, which lead to a safe and positive learning environment. The Positive Behavior Interventions & Supports (PBIS) system will be utilized to encourage positive behaviors. Any behavior that disrupts the learning environment for others is unacceptable, and will result in consequences for the offender. Teachers are expected to provide rigorous and engaging learning activities through extensive lesson planning to help minimize student disengagement and minimize student disruptions. Teachers and administration will use a systematic approach in assigning consequences for general student misbehaviors (excluding Levels II, III, IV, and V according to the PCS Code of Conduct).

**Classroom/Bus Consequences Assigned by Teacher/Bus Driver (excluding Levels II, III, IV, and V Offenses)**

1ST OFFENSE	WARNING - PARENT CONTACT
2ND OFFENSE	BOUNCE/SILENT LUNCH/RECESS DETENTION - PARENT CONTACT
3RD OFFENSE	SILENT LUNCH/RECESS DETENTION/ASD - PARENT CONTACT
4TH OFFENSE	OFFICE REFERRAL- PARENT CONTACT

**\*All Classroom Consequences must be documented in the Educators Handbook. This Classroom Behavior Rubric repeats itself after each subsequent Office Referral.**

Office Referral Consequences (excluding Levels II, III, IV, and V Offenses)

1ST OFFICE REFERRAL	Administrative Conference
2ND OFFICE REFERRAL	1 Day PROJECT EQUAL/Alternative Discipline
3RD OFFICE REFERRAL	2 Days PROJECT EQUAL/Alternative Discipline
4TH OFFICE REFERRAL	3 Days or PROJECT EQUAL/Alternative Discipline
5TH OFFICE REFERRAL	OSS 1 DAY
6TH OFFICE REFERRAL	OSS 2 DAYS
7TH OFFICE REFERRAL	OSS 3 DAYS

SUBSEQUENT OFFENSES	OSS 5 DAYS AND/OR RECOMMENDATION FOR LONG TERM SUSPENSION
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## BUS CONDUCT

At Chicod School, we have clearly defined rules and expectations, which lead to a safe and positive environment for all bus riders. If a student behaves in a way that is distracting or dangerous to the driver, the driver is to report the misbehavior to the office. Pitt County Bus Rules are found on page B-54 of this handbook. The driver will assign seats and post a seating chart at the front of the bus. Chicod has summarized the rules and expectations as follows:

- 1. Be at your bus stop (15 minutes prior to assigned pick up time) and follow safety guidelines when boarding the bus.**
- 2. Follow the directions of your driver.**

3. **Take a seat quickly and remain seated until exiting the bus.**
4. **Keep your hands and feet to yourself.**
5. **No eating, drinking, or chewing gum while on the bus.**
6. **Talk quietly to your seat partner.**

Students at all times while riding a schoolbus or other school vehicle shall observe the directives of the school bus driver. The following conduct (Pitt County School Board Policy #6.201-F) is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

1. **Delaying the bus schedule.**
2. **Fighting, smoking, using profanity, and/or refusing to obey the driver's instructions.**
3. **Tampering with or willfully damaging the school vehicle.**
4. **Getting off at an unauthorized stop.**
5. **Distracting the driver's attention by participating in disruptive behavior while the driver is operating the bus.**
6. **Failing to observe established safety rules and regulations.**
7. **Trespassing on a school bus.**
8. **Violating any other rule of the Code of Student Conduct while on the bus or other school vehicles.**

If a student is suspended from the bus, it is the parent's responsibility to transport the student to and from school.

**Consequences for Bus misbehavior:** (Exceptions: Fighting, drugs, and weapons): Refer to the PBIS Major/Minor Chart.

First Offense:	Verbal warning
Second Offense:	1 Day Bus Suspension
Third Offense:	3 Day Bus Suspension
Fourth Offense:	5 Day Bus Suspension
Fifth Offense:	10 Day Bus Suspension
Six or more:	10 Day Bus Suspension and/or year long suspension

### **Cafeteria Behavior**

- (1) Students will remain silent while in the lunch line until they have passed the cashiers.
- (2) Have money ready.
- (3) Know the lunch number.
- (4) Students may only go through the line once.

(5) Each classroom is to assign at least one adult and two students to clean up the lunch area. Tables and seats need to be wiped off, swept under and all trash thrown away.

## Dance Participation Policy

Dances sponsored at the school require students to comply with the standard code of conduct expected at any other extracurricular activity. Staff members are expected to chaperone one dance per year and will receive comp time for their service.

*Dress code:* The length of skirts and shorts should still fall within the guidelines set forth in the standard uniform policy. Tight fitting articles of clothing are not allowed and at no time should undergarments be visible. Dress Code for the 8th Grade EOY Dance will be outlined in a separate letter to allow semi-formal clothing.

*Behavior:* Students are required to stay in the location of the dance throughout. There is to be no loitering outside and students are not permitted in any other location of the building.

**Students that fail to comply with the attendance or dress requirement will be banned from future dances for the remainder of the school year (including prom).**

**Students who receive a Category I suspension from the beginning of the school year until the first dance are not allowed to attend that dance. The same procedure will apply for the time period between future dances. Students receiving a Category II, III, or IV suspension will not be allowed to attend any dances for the remainder of the school year. The dance sponsor should request suspension information a week prior to the dance to notify ineligible students.**

## Immunizations

Immunizations are to be checked for all students (K-8). If immunizations are complete, the data manager should sign and initial the front of the cumulative folder. If immunizations are not complete, email a list of student names to Mrs. Piscorik **no later than September 25, 2024.**

## Locks

Students with lockers on the 600 wing will be given a school lock for the year in order to use a locker. This is to ensure the lock is keyed to the school master key. The cost of a replacement lost lock is \$5. This lock would only be used during their PE period and may be brought from home.) **See PE Coaches for locks!**

## ★PCS Student Dress Code and Appearance Policy

### Chicod School Student Dress Code and Appearance Expectations

STUDENT DRESS CODE AND APPEARANCE FOR CHICOD SCHOOL Policy Code:  
4316

The board believes that responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment.

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:

1. Clothing should be age appropriate, properly fitted, and suitable for the learning environment.
2. Spirit wear, district/county programs/colleges/universities and community organizations clothing items are permissible.
3. Shirts/tops must have sleeves, cover the chest and back from arm to arm.
4. Bottoms (pants, shorts, skirts) must be mid-thigh in length and worn at the waist.
5. 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.
6. Shoes must be worn at all times and must conform to requirements for specific classes.
7. 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:

1. 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.
2. Pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.

3. Headgear including hats, hoodies, bandanas, sunglasses, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.

4. Manufacturer's logos, personal monograms or principal/school approved logos, insignias, logos, labels, graphics, words and/or pictures that are appropriate may be displayed on shirts.

#### C. EXCEPTIONS:

##### 1. 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.

##### 2. 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.

Legal References: G.S. 115C-47, -390.2

Cross References: Student Behavior Policies (policy 4300), School Plan for Management of

Student Behavior (policy 4302), Disruptive Behavior (policy 4315), Gang-Related Activity

(policy 4328)

Adopted: August 1, 2016

Revised: June 5, 2017

Revised: May 5, 2018

Revised: May 24, 2018 (technical corrections only)

Revised: August 3, 2020

Revised: May 2, 2022

## Artificial Intelligence Usage

We will embrace the responsible use of AI as a learning tool while maintaining academic integrity. For each assignment, I will clearly specify the allowed level of AI usage, ranging from no AI use to full AI collaboration. When AI is used, you must always cite this assistance, provide links to AI interactions, and include your original work. You are expected to follow these guidelines and be prepared to discuss and evaluate AI contributions. This policy will help you learn digital, proper citation practices, and critical thinking while you develop essential writing and analytical skills. Remember, the goal is for everyone to learn and grow in their abilities.

### Student Agreement

Artificial intelligence (AI) can help me learn better and is important for my future, so I promise to use it responsibly and make smart choices.

- I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
- I will not share personal or confidential information with an AI tool.
- I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
- I will be honest about when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own. I will always cite AI assistance when I use it.
- If I use AI, I will review its work for mistakes.
- I will check with my teacher when unsure about what is acceptable.

Student Signature \_\_\_\_\_

**Section III  
Committees**

**2024-2025**

**PTA Officers**

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
Suzanne Brooks	President	ps.brooks08@gmail.com	919-412-6121
Jenna Albritton	Vice President (will also handle Hospitality)	jja0912@gmail.com	252-702-8700
Ally McDonald	Secretary	allykmcDonald@gmail.com	252-413-8658
Gale Boice	Treasurer	galeboice@yahoo.com	904-338-1738

**Committee Chairs**

Heather Creech	Advocacy	heatherleanne_18@yahoo.com	252-341-6048
Nikki Weber	Communications	1202nweber@gmail.com	252-341-2313
Nikki Weber	Membership		
Open Position	Fundraising		
Kaysi Kallweit Naomi Bruhn	k-5 Events	<a href="mailto:kaysikallweit@gmail.com">kaysikallweit@gmail.com</a> <a href="mailto:njbruhn@gmail.com">njbruhn@gmail.com</a>	252-864-4542 720-289-5709
Laura Turrone Tara Hardison	6-8 Events	<a href="mailto:lauraturrone@gmail.com">lauraturrone@gmail.com</a> thardison1011@gmail.com	252-717-2898 252-341-4426
Brooke Roberts	Volunteer	br2infinity@gmail.com	801-556-6670

**Members-at-Large**

Amanda Willey	Member-at-Large	amandac.willey@gmail.com	518-598-6628
Sarah Pittman	Member-at-Large	sbyelv@aol.com	252-717-7301
Ashliegh Minton	Member-at-Large	abm0222@yahoo.com	252-916-6356

**Special Committees (Non-Voting)**

Crystal Sutton	Beautification	CSutton@agcarolina.com	252-717-2114
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**School Representatives**

Leslie Hayes	Principal	hayesL@pitt.k12.nc.us	
Mandy Rogister	Asst. Principal	rogistm@pitt.k12.nc.us	

Brantley Barrow	Asst. Principal		
Paige Best Heather Waddell	K-2 Rep		
Jana Humbles	3-5 Rep		
Jennifer Sumerlin	6-8 Rep		

**2024-2025 Committees/Representatives**

**2024-2025 School Improvement Team**

Leslie Hayes, Principal

Mandy Rogister, Assistant Principal

Brantley Barrow, Assistant Principal

Kim Guy, Instructional assistant

Heather Landreth, Instructional Coach

Jessica Jones, Media Coordinator

Kristin Jeffries, Counselor

Sherry Hodges, Parent

Melissa Briley, EC Teacher

Amy Jordan, Counselor

Carol Anne Briley, Kindergarten Teacher

Paige Best, 1st Grade Teacher

Stephanie Hall, 2nd Grade Teacher

Christa Peppers, 3rd Grade Teacher

Skylar Pugh, 4th Grade Teacher

Jenna Dudding, 5th Grade Teacher

Ashley Philyaw, 6th Teacher

Tara Forehand, 7th Teacher

Paige Stanley, Encore Teacher/PBIS

Ashley Piner, ELS

**Student Government Association:** Jennifer Sumerlin

**Yearbook Committee:** K. Mills

**News/Media (Daily Reflector):** Renee Sheppard

**NCAE Representative:** TBD

**Lead Mentor:** Joy Ramey  
**National Board Contact:** Heather Landreth  
**PTA Executive Board:** Paige Best, Jana Humbles, Jennifer Sumerlin  
**MTSS: Co-Chairs** Amy Jordan, Heather Landreth  
**Battle of the Books:** Elementary: Vickie Carden, MS: Jessica Jones  
**Beta Club:** Kristin Mills  
**PBIS Committee:** Chair - Kristin Jeffries / Elizabeth Lane  
**ESL Contact** - Brantley Barrow

### Chicod 2024-2025 Problem Solving Team

Leslie Hayes - Principal  
Mandy Rogister - Assistant Principal  
Kristin Jeffries - Counselor  
Amy Jordan - Counselor  
Heather Landreth - IC  
Suzanne Taylor - EC 3-5  
Melissa Briley - EC K-2  
Erica Beyer - EC 6-8  
Jennifer Sumerlin - 6-8  
TBD- 3-5  
Krissy Harrington K-2

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It all starts with the classroom teacher!  
The classroom teacher **MUST** document interventions and strategies that are being used or have been used to address concerns.

Discussion in PLT's is your first line of support!

- Tier 2: Supplemental Supports = **Some**  
–includes supplemental instruction or intervention provided to students not meeting benchmarks
- Tier 3: Intensive Supports = **Few**  
–small group or individual interventions for students showing significant barriers to learning required for success

#### **ATTENDANCE (Student, Parent Engagement)**

Refer to Student Services & they will refer to the PST as needed.

#### **BEHAVIOR (Social & Emotional)**

Refer to Student Services and/or Administration and they will refer to PST as needed.

#### **ACADEMICS (Instruction, Differentiation, Instructional Time, Planning)**

Discussion in PLT's as your first line of support!

Refer to Student Services and/or Administration and they will refer to PST as needed.

## Section IV **Field Trips and Applicable Forms**

### Field Trips

Classes will take a **minimum** of 1 field trip per year. A charge for gas and drivers (if an IA is not used) will be assessed. Please check with the AP and Bookkeeper for the amount to charge for the trip. Teachers will charge appropriately if chartered buses are used for longer trips.

Field Trips are to serve an instructional purpose that is an extension of the NC Standard Course of Study goals and objectives. **Students are expected to use the mode of transportation being provided by the school. Parents must request in writing prior to the trip if alternate transportation is needed.** Any student may order and pay for a bag lunch through the cafeteria for the trip.

### *Field Trips – Meal Request Form*

Teachers are to let the cafeteria know at least **four weeks in advance** if their class will be going on a field trip. The Cafeteria Meal Request form is to be completed and turned into the cafeteria manager as notification. It will be the teacher's responsibility to add or delete names from the list. The last day to make changes on the list is **two days prior** to the field trip; no exceptions. Lunches are to be picked up in the cafeteria the day of the trip.

Grade levels must take at least one field trip, but they are encouraged to take more.

Before any paperwork goes home, you must meet with Mrs. Heath to go over the SchoolCashOnline payment options and prices.

**\*County Forms/Planning Checklist/List of Suggested Field Trips is located on pages 45-50.**

Revised 4/2011

### **Suggested Field Trips**

#### **Kindergarten**

- Agricultural Experience – Briley's Farm – harvest, animals, plants in the field, plant seeds, corn maze (choose fall or spring)

- Kinston Nature Park – will design grade specific program

**1<sup>st</sup> Grade**

- Wilson to Rocky Mount Train Ride
- Imperial Center Children's Museum – Rocky Mount

**2<sup>nd</sup> Grade**

- Washington Estuarium
- Village of Yesteryear / local economics trips

**3<sup>rd</sup> Grade**

- Aurora – Texas Gulf
- Local Community trips – Economy, community helpers, Local Government, Fire/rescue, Library

**4<sup>th</sup> Grade**

- Raleigh – Government Complex – Museum of Natural History
- Tyron Palace – New Bern

**5<sup>th</sup> Grade**

- Atlantic Beach – Fort Macon, NC Aquarium
- Winton – Meherrin Indian culture, dance, drums, pottery, beading

**6<sup>th</sup> Grade**

- Beaufort maritime Museum
- Pitt County Agriculture Center

**7<sup>th</sup> Grade**

- Raleigh – National Weather service and climate office – NC State Centennial Campus
- Health Sciences experience – ECU School of Med/Hospital Tours Surgery, Heliport, etc.

**8<sup>th</sup> Grade**

- Outer Banks – Lost Colony, NC Aquarium, Jockey's Ridge, Blackbeard's Lair
- Raleigh – Agriculture and careers – NC State University Centennial Campus

<b>These places have grade level specific programs.</b>	<b>These places will bring the experience to your school.</b>
Imagination Station – Wilson	NC Museum of Art
River Park North – Greenville	NC Aquarium
Goose Creek	NC Planetarium
Emerge Gallery	Fire Dept/Park Rangers
	Charles B. Aycock Birthplace

**Community Service Projects (Places your students can serve.)**

- Homeless Shelters
- Food Bank
- First Born Community
- Oprah Ambassadors
- Senior Citizen Homes and Groups
- Foster Care Groups

- Operation In As Much

### Chicod Field Trip Planning Checklist

- I.  Trip Approval Forms
- II.  Date/Time Information - **\*Check School's Master Calendar with Amy Morrisette**
- III. School Cash Form must be completed with payroll before letters or a price is determined.
  
- IV.
  - Date \_\_\_\_\_
  - Departure Time \_\_\_\_\_
  - Arrival Time at Destination \_\_\_\_\_
  - Time Returning to School \_\_\_\_\_
  - Dress Code – If uniforms will not be worn, explain why \_\_\_\_\_
  
- V.  Loading/Unloading Area
- VI.  Bus
- Bus # \_\_\_\_\_
- Drivers \_\_\_\_\_
  
- VII.  Cost per Child
- Payer/Account – \*Talk with Malissa.
- VIII.  Chaperones (1/15)
  - Parents
  - Interns
- IX.  Permission Form
  - Phone #/Emergency # on File for Trip
  - Parent Permission to Transport To/From
  
- X.  Medical (30 days prior to event)
  - Authorization on File ( 30 days prior to event)
- XI.  Meds for Students taken during School (30 days prior to event)
- XII.  Lunch / Contact the Cafeteria (How many bag lunches if needed.)
- XIII.   Approval (Hayes/Rogister/Barrow)

EXHIBIT 9.404-A

PITT COUNTY SCHOOLS  
FIELD TRIP APPROVAL REQUEST AND PLANNING SHEET

School: \_\_\_\_\_ Group: \_\_\_\_\_

Destination: \_\_\_\_\_ City: \_\_\_\_\_

Dates of proposed trip: \_\_\_\_\_ Number of students: \_\_\_\_\_

Total days of trip: \_\_\_\_\_ Instructional days away from school: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Purpose of trip: List instructional objectives related to North Carolina Standard Course of Study and planned follow-up activities. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chaperones: school personnel:

Chaperones: parents (anticipated number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transportation method: \_\_\_\_\_  
\_\_\_\_\_

Trip cost: \_\_\_\_\_ Cost to student:

Teacher(s): \_\_\_\_\_ Principal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Overnight and out-of-state trips require  
Superintendent (or designee) signature: \_\_\_\_\_

\*\*\*\*\*

OUT-OF-COUNTRY FIELD TRIP APPROVED BY THE  
PITT COUNTY BOARD OF EDUCATION

YES: \_\_\_\_\_ NO: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*The principal must secure approval from the Superintendent or his/her designee for overnight and out-of-state trips, at least one month in advance of the trip.**

PITT COUNTY SCHOOLS  
PARENT/GUARDIAN PERMISSION FORM FOR FIELD TRIP

As parent/guardian of \_\_\_\_\_, I give permission for  
(name of student)

his/her participation in the \_\_\_\_\_ sponsored field trip on \_\_\_\_\_  
(school)

The itinerary includes the following:

Departure \_\_\_\_\_ a.m Return \_\_\_\_\_ p.m

Destination \_\_\_\_\_

Total cost to student \_\_\_\_\_

Place of lodging (if overnight)  N/A  \_\_\_\_\_

**In case of emergency please contact:**

Parent/guardian: \_\_\_\_\_ Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Work phone: \_\_\_\_\_

**If parents cannot be reached, please contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Teacher(s)/chaperones(s) involved:**

\_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_

Signed: \_\_\_\_\_  
(parent/guardian)

Date: \_\_\_\_\_

PITT COUNTY SCHOOLS  
MEDICAL AUTHORIZATION FOR FIELD TRIPS

I understand that the school will provide adult supervision and take reasonable precautions to provide a safe environment for students on field trips. I also recognize that there are risks to travel and Pitt County Schools cannot guarantee my child's safety.

If there is an accident or injury that results in a medical emergency affecting my child while on a field trip, and school personnel are unable to reach me to give permission for treatment, I, the parent/guardian of \_\_\_\_\_, a student at \_\_\_\_\_ School, do hereby grant permission to the adults supervising the school field trip, or to any licensed hospital or physician, to authorize emergency medical treatment for my child during said field trip. I agree to hold the responsible party who grants such permission harmless for that act and hereby release that individual from any liability in connection with granting permission for treatment.

I also specifically inform Pitt County Schools and the responsible adults participating in the field trip that my/our child, \_\_\_\_\_, has the following special medical needs (list medical problems or conditions, allergies, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child needs the following medications, prescriptions, or special diet:

\_\_\_\_\_  
\_\_\_\_\_

In connection with the above specific needs, we will furnish in writing from our child's personal physician all necessary information regarding any special medical needs or conditions that our child may have, together with instruction for appropriately dealing with such needs or conditions, to the adults supervising the field trip.

I acknowledge that I have carefully read the foregoing medical authorization and know that it applies to all field trips taken during the \_\_\_\_\_ - \_\_\_\_\_ school year, and I sign this as my own free act.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature (if 18 or older)

\_\_\_\_\_  
Date

Name and telephone number of health insurance company, if any:

\_\_\_\_\_

Click the link below to access all field trip forms in Spanish. Pages 2 & 3 are to be printed and sent home to parents:

[Spanish Field Trip Forms](#)