



# ECU<sup>®</sup>

## LABORATORY SCHOOL

### Parent-Student Handbook 2017-2018

811 Howell Street

Greenville, North Carolina 27834

**Office:** 252.737.5600 **Fax:** 252.737.0207

Office Hours: 7:20a-5:00p

**School Email Address:** [eculabschool@ecu.edu](mailto:eculabschool@ecu.edu)



**Explore and Learn with Us!**

The ECU Lab School is located within six classrooms at South Greenville Elementary. Students will receive access to state of the art resources in literacy, science, math, and technology. Opportunities for additional learning time will occur through planned extended day and year activities.

## *Message from the Principal*

Ahoy, Mateys!,

Arrrrgghhhh, you ready for an exciting year? I certainly am! Now, I just want to warn you that I will continuously use some kind of pirate lingo in my letter, because if you haven't figured it out already, 'We are the Pirates, of E-C-U, aye!!' Told ya....a lot of references to pirates.

Did you know that ECU has not had a lab school in over 100 years? I cannot tell you how excited I am to be a part of history with you as we open up our school. To be chosen to charter these 'unknown waters' as your cap'n of this ship makes me happy. And guess what, mateys? It is my job to make sure that we learn many new, innovative and exciting things while 'at sea.' As the youngest pirates of East Carolina University's history, you have the opportunity to learn differently, think differently, and be exposed to a world of education you did not think existed! Yes, that's right, mateys! Yer college students!!! Other than using the fact that you are a student of the ECU Lab School as bragging rights, you can brag on the fact of being in college. Not many children your age can say that.

Now that yer 'hooked,' I want to encourage you to be prepared to change your life. Our teachers, ECU faculty and partners, have been working tirelessly for over a year to prepare for all of you, including the biggest partners of all; our parents/guardians.

I did not forget about my families! I will need your support every step of the way through this journey. It is going to take all of us to work hard to provide what's best for our children. All I ask is that you trust the process, the teachers, your cap'n (me of course), but more importantly, your children. They CAN and WILL learn!

Sincerely,

Tasha Rodriguez  
ECU Lab School Principal

**ECU Lab School's Website** (*access to the full policy manual can be located here*)

<http://www.ecu.edu/cs-educ/labschool/>

**School Facebook Page**

<https://www.facebook.com/ECUlabschool/>

## **Table of Contents**

Mission & Vision Statements	4
Arrival/Departure Protocol	5
Attendance	6
Cafeteria	6
Discipline Procedure	7
Drills	8
Dress Code	8
Extended Day Program	8
Field Trips	9
Media Center/Multimedia Access	9
Medical/Health Information	10-13
Safety	14
Student Progress Notification	15
Student Services	15
Tardiness	15
Weekly Folders	16
Appendices	17-57

*On November 1st, 2016, UNC President Margaret Spellings publicly announced that East Carolina University has been selected as one of eight universities across the state to open a laboratory school as a training site for future teachers and administrators. The lab school at ECU is a collaboration between the East Carolina University and Pitt County Public Schools, operating within South Greenville Elementary School. The ECU Lab School will open in the fall of 2017 for grades 2 through 4. The school will expand over three years to eventually serve students in grades Pre-K through 5.*

*The ECU Lab School is designed to build upon students' strengths and provide real world learning experiences with research based instruction to include a variety of wrap-around services to maximize each child's potential. It will not only address students' academic needs, but will also provide students with additional resources to enhance their development physically, socially, and emotionally.*

#### **Mission:**

To educate the whole child through a web of support that thrives through our partnerships.

#### **Vision:**

We will build a school culture that emphasizes safety, respect and love of the children and families we serve. It is our mission to engage children in learning experiences that support their curiosity, creativity, inquiry, and intellectual growth. It is our mission to create a school that respects children's strengths and meets their needs. The ECU lab school acknowledges and supports the integration of health, wellness and learning. Through the ECU Lab school, we will empower students, families and teachers to become informed engaged and resilient citizens in our community. It is our mission to cultivate and support a love of lifelong learning and growth for students and their families.

#### **A Partnership between ECU and Pitt County Schools**

East Carolina University has a long standing tradition of preparing educators and engaging in partnership with Pitt County Schools. In 1914, East Carolina Teacher Training School (which later was renamed East Carolina University) opened a laboratory school in collaboration with Greenville Graded Schools (which is now a part of Pitt County Public Schools). The model school was designed to provide an opportunity for school-age students to be exposed to innovative teaching methods from university faculty and teachers in training. The Model School was renamed Wahl-Coates Laboratory School in honor of two educators who had served the school for 30 years. The school expanded and moved to several sites to include the site where Wahl-Coates Elementary is currently located. With the expansion of East Carolina University, the laboratory school was disbanded and Wahl-Coates Elementary was absorbed into the local school system.

The ECU Lab School is a new chapter in the partnership between East Carolina University and Pitt County Schools, a venture that will maintain the strengths of the past lab school models and the long-standing relationship of the two organizations while once again coming together to create a spectrum of services for children while providing a space for innovation, practice and research.

## ***Arrival/Departure Protocol***

### **Arrival**

The protection of daily instructional time is a priority. Time on task is critical to learning. Daily attendance is imperative. The instructional day begins at 7:50 a.m. Please be sure your child is in school by 7:45a.

In order to provide a safe, orderly environment for all students, please adhere to the following procedures when dropping off or picking up students. Parents transporting their children to and from school should use only the circular drive near our office area to drop off and pick up students. **Students should not be dropped off before 7:15 a.m.** If you arrive to school before 7:15, your child **must** wait in the car with you until 7:20 a.m. Do not park in staff or bus parking areas to drop off or pick up students. These areas are not safe drop off/pick up zones due to uncontrolled traffic access. **If your child arrives to school after 7:50, a parent/guardian will be required to come in with the child to sign him/her in late in the office. Please make sure you park your car in the designated parking spaces prior to coming inside to sign your child in.**

### **Departure/Early Check-Out**

When picking up your child at 5:00 p.m., staff members will meet in the large, fenced in parking lot. Please pull in slowly and near the person on duty. Due to buses loading safely for dismissal, no cars will be allowed to pull in behind them or around them. Please have your car rider tag # visible to the staff member on duty. The parking attendant will call via a walkie-talkie requesting that your child/children assigned to that car tag # be sent out front for pick-up.

Once a late pick up takes place after the **third offense**, the parent/guardian will be required to place the child on a PCS' bus.

The parent will be required to come into the school and sign out the child who is being picked up late.

If changes to students' regularly scheduled way of going home, **written notification must be sent to the teacher detailing how your child will get home. If your child will be a car rider, then the note must include the name of the individual who will be picking up your child, date and working phone number.** The original note is to be sent to the office where a copy will be made and kept. The original note will be returned to the teacher. **If a note is not sent, the student will be sent home his/her regular way.** Simply telling the student to make the change is not acceptable. Phone calls, during the day, without a note, will not be accepted because we have no way of verifying who is actually on the phone. This is for the safety of our children, staff and families. **There will be no transportation changes after 2:15 pm.**

**Changes requiring the student to ride a different bus will be made on a case by case basis.** The ECU Lab School has made student assignments based on bus capacity, and all buses are filled to capacity. Safety guidelines will not allow the number of students riding to exceed each bus's capacity. If space is available, administration will consider bus change requests ONLY for the bus they regularly ride. In other words, if a change needs to be made to drop off/pick up at an address already on their regular bus route, then it will be approved. If the address is on a different bus, then it will not be approved.

### **Loading/Unloading**

**Buses** will begin unloading on Ames Street at 7:30am. They will load at 5:00pm in the circle near the front office. Students may not ride a different bus home. Students may only ride the bus that goes to their legal residence.

**Car riders** will unload at the circle near the ECU Lab School entrance. Staff will be on duty to provide assistance for students from 7:20am – 7:45am and again at 5:00pm. Car riders will be issued cards with their names and numbers on them. These cards should be placed in the car windshield for afternoon pickup.

**Walkers** utilize the designated doors and hallways to enter the building. They should follow the directions of the crossing guard when crossing the street. The gates will be named as KP Walkers and Glendale Walkers.

At dismissal, students will be walked to Ames Street and monitored by staff and ECU Police Department (if needed) for safety measures.

## ***Attendance***

The Advisory Board, staff, and administration of the ECU Lab School believe regular attendance in school is of extreme importance to a student's success. Absences for whatever reason are missed learning opportunities, and make up work can replace only some of the day's learning. Research has shown that students who have good attendance records do better in school.

Regular school attendance is mandated by the North Carolina Compulsory Attendance Law. Lawful (**excused**) absences are given for the following reasons:

- Illness, injury, or quarantine
- Death in the immediate family (Copy of obituary required)
- Medical or dental appointments (Copy of doctor notes required)
- Court or administrative proceedings
- Religious observances
- Approved educational opportunities (Prior approval from principal required)

\*Please note that absences resulting from a bus suspension are **unexcused** absences.

Parents/guardians will be notified in writing when a child has accumulated three (**3**) unexcused absences and six (**6**) unexcused absences. When ten (**10**) unexcused absences are recorded and the parents/guardians have not made a good faith effort to comply with the Compulsory Attendance Law, the parents/guardians may be prosecuted pursuant of G.S. 115C-378 by the District Attorney.

## ***Cafeteria***

Children need healthy meals to learn. The ECU Lab School will utilize meal access offered through Pitt County Schools. Pitt County Schools offers healthy meals every school day. The Pitt County Schools Board of Education has approved for the ECU Lab School to participate in the Community Eligibility Provision provided by the Healthy, Hunger Free Kids Act of 2010. During the 2017-2018 school year, all students at the ECU Lab School will be eligible for free lunch and breakfast without completing a free and reduced lunch application.

Breakfast will be available to eat in the classrooms from 7:45am-8:00am. Car riders and walkers who plan to eat breakfast must arrive at school **no later than 7:45 am**. Lunch is served in the cafeteria. Students have a 30-minute lunch period. Menus are sent home on a monthly basis and will be available on the school website. Students may pay daily or on a weekly/monthly/yearly basis for single items by having money placed on an account. Money is to be sent in a sealed envelope with the student's and teacher's name. Parents/guardians may also put money in the account electronically using the website [www.payforit.net](http://www.payforit.net). Money is deducted each time the student purchases an extra item.

Each student is provided a lunch number for the cafeteria. Please assist your child in memorizing his/her lunch number by September 18, 2017. Students will be required to enter this number in a key pad each day.

## ***Cafeteria Expectations***

The ECU Lab School will enjoy lunch with the South Greenville Elementary School students. Cafeteria expectations will be followed in accordance to SGE's set policy:

- Talk quietly (inside voices).
- Have money ready.
- Know lunch number.
- Go through the line only once. Snacks must be purchased as the student goes through the line. No more than two snacks can be purchased each day.
- Pick up all food and trash from table.

## ***Discipline Procedures***

Policies are in place to help ensure a safe and orderly environment in which the stated goals of the school can be successfully pursued and achieved, and in which students feel safe and secure.

We believe that children who have self-respect, respect for others, and respect for the environment will become responsible community role models. Our students learn that self-respect includes working hard, making good choices, and self-advocating. They learn that respecting others means treating others as they would expect to be treated, and respect for the environment means taking the necessary steps to keep the environment clean, safe, and a source of community pride. Parents/guardians are invited to support us as we teach our children how they can be respectful and respected individuals.

We ask that parents carefully read over the following **Appendix I: Code of Conduct** with your child and discuss the importance of the rules, as well as your expectations of school, bus, and recess behavior. Below you will see Our Way, which is how everyone will be expected to follow:

### **ON THE ECU LAB SCHOOL SHIP:**

We give our

**PERSONAL BEST**

We stay

**IMPROVEMENT-FOCUSED**

We act

**RESPONSIBLY**

We

**ACTIVELY LEARN**

We are

**TEAM-MINDED**

We are

**EMPOWERED**

We are ECU

**SCHOLARS**

Our school will utilize LiveSchool to track behaviors throughout the day. Students will have the opportunity to use points earned to cash in for classroom and/or school incentives. We ask for your support in reviewing expectations at home and encouraging your child to do their best.

***\*More information is to come on how to sign up to access from any mobile device along with a chart of expectations for each area of the school.***

## **Drills**

### **Fire Drill**

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

### **Lockdown Drill**

- Lockdown drills will occur at regular intervals throughout the school year and are important safety precautions.
- The signal for the drill will be an announcement for staff and students to LOCKDOWN!
- When the announcement is made everyone must follow the lockdown procedures.
  - Students remain in classrooms
  - Doors are locked
  - Windows are covered
  - Lights are turned off
  - Everyone is to remain silent
  - Students are expected to be quiet, alert, and attentive during the drill. The drill is a practice.

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

### **Tornado Drill**

- Tornado drills will take place periodically during the school year. THIS DRILL TAKES PRECEDENCE OVER EVERY OTHER SCHOOL ACTIVITY.
- The signal for the drill is a bell ringing for five (5) seconds
- It is essential that when the first signal is given, everyone obeys orders and promptly relocates to designated areas.
- Students will be seated on the floor with their backs to corridor walls or glass areas. Cover heads, arms, and legs so as to reduce the number of injuries from flying glass and other debris.
- Students are expected to be quiet, alert, and attentive during the drill. The drill is a serious practice.

### **Weather Warning Definitions**

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

### **Severe Weather Plan**

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

## **Dress Code**

To be sure that the teaching/learning process continues in an orderly manner with minimal distractions, a school-wide dress code is mandatory for all students in the ECU Lab School. Students must adhere to the regulations specified in the **Appendix II: Dress Code Policy**. The ECU Lab School's shirt colors are solid white, purple or gold/yellow. Students will be provided with 2 uniform shirts at no cost. Shirts must be returned



to the ECU Lab School in the event of being withdrawn from the school. Uniform pants/skirts/dresses/shorts must be solid khaki, black or navy.

### ***Extended Day Program***

As an ECU Lab School student, they will be required to participate in this innovative extension of the day from 3:00pm-5:00pm. This will provide additional time to enhance the successful social-emotional, physical, and academic development of the students. Students will be taught specific Health Education and Physical Education with a heavy emphasis on literacy in an innovative environment. Field trips will be planned within this extension on occasion. Healthy snacks/drinks will be provided. Please be sure to send notice to your child's teacher of any allergies. Students may be allowed to bring their own snacks/drinks, but they must be considered healthy by the coordinator's program guidelines. Transportation will be provided through PCS each day. There will be no extended day on early release days. Please refer to **Appendix VII: 2017-18 School Calendar.**

### ***Field Trips***

Classes may take field trips throughout the year. Field trips serve an instructional purpose by extending the North Carolina Standard Course of Study goals and objectives and support the ECU Lab School curriculum to promote learning. Classroom teachers and other chaperones accompany students on field trips. You must sign a permission form before your child can attend a field trip. **All money paid for field trips is nonrefundable.**

Any student may order a bag lunch through the cafeteria for the trip. If your child requires medication on a field trip, parents/guardians must discuss this with the Integrated Health Navigator/Nurse and teacher prior to the day of the trip.

**Students are required to use the mode of transportation being used by the school for the trip to be counted present for the day.** Students who will be riding with a parent/guardian to/from a field trip must have completed a "Permission to Travel with Parent" form. Some field trips may be for students only.

Occasionally, parents/guardians will be requested to serve as chaperones on class field trips, and while this is not required, parents/guardians are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for all students. Chaperones are asked to take this responsibility seriously and to remain attentive to the students' needs throughout the trip. Children who are not enrolled in the class may not accompany the chaperones.

### ***Media Center/Multimedia Access***

Technology Policies and Guidelines Internet access through ECU's network is a powerful educational resource which will allow students to find information on the worldwide electronic network. Students will be able to connect to and correspond with businesses, major universities, national libraries, other schools and/or other students around the world. Just as students learn social codes and behaviors which are acceptable at school, they must also learn the correct procedures and rules for using this network of information services. We require all students to adhere to these guidelines. If any student breaks any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, continued use of the system will be in jeopardy and consequences will be enforced as indicated in the *Code of Conduct Appendix I*.

The ECU Lab School will utilize SGE's media center as well as have access to materials through Joyner Library. Students are encouraged to make full use of the library facilities. All library materials will be checked out before being taken from the library media center. Each student is responsible for all library materials

checked out in his/her name. Books are due back to the library media center two weeks after the checkout date.

Students are encouraged to read and will be able to check out books on a weekly basis or as often as needed. Students who lose or damage books are subject to a fine or replacement charge and may not check out books until the debt is paid.

During the school year, many teachers photograph, videotape, and record students for various instructional purposes. We often publish some pictures to our website or submit them to the local newspaper. **Please inform your child's teacher in writing if you wish for your child not to be photographed, videotaped or recorded.**

### ***Medical/Health Information***

ECU Lab School's full-time registered nurse or trained clinical assistant are on duty each school day from **7:30 a.m. to 3:30 p.m.** They are available to assist in administering medications, treating minor cuts and abrasions, and contacting parents if necessary. In most cases, parents will be contacted to determine a course of action in the event of a child illness or a non-emergency injury. Emergency services through Vidant Medical Center will be contacted in more serious cases. A copy of the school's **Clinic Policy and Procedures** is available on the school's website or in the Front Office.

### **Student Physical Exams (Student Health Assessment)**

Pursuant to NCGS 130A-440, all kindergarten children and all students entering the public schools in North Carolina for the first time, regardless of grade level, shall receive a health assessment made no more than 12 months prior to the date of school entry:

1. A completed health assessment form must be presented by the parent/guardian to the principal on or before the child's first day of attendance. This form is the blue Health Assessment Report form (PPS-2K) and is the only acceptable form.
2. A 30-calendar day grace period after school entry is allowed. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented. Such absences will not be considered as a suspension, and the student will be given an opportunity to make up work missed during the absence as required by law.
3. Within 60 calendar days after the commencement of the school year, principals are required to file health assessment status reports with the Department of Environment, Health and Natural Resources on forms provided by the Department.
4. Religious exemptions from North Carolina Health Assessment requirements must be documented according to NCGS 130A-442.

### **Illness**

Parents/guardians are encouraged to keep ill children home. Students who are too ill to function in the classroom will be brought to the Front Office by the teacher, by another student (grades 3-5 only), or sent with an aide or volunteer. Decisions are made on an individual basis as to whether or not to contact parents/guardians. However, parents/guardians will be notified in all incidents of injury to and about the head. The school nurse will notify teachers immediately if the child will not be returning to class. Your child will be allowed to stay in the clinic for 45 minutes, if they are feeling ill. If, at the end of that time, he/she is not able to return to class, parents/guardians will be contacted to arrange pickup.

Other responsible adults can also pick up children **AS LONG AS THEY ARE LISTED ON THE EMERGENCY FORM**. Children will not be released to any person under the age of eighteen (18) without written consent from

the parent(s)/guardian(s). Students remaining in the clinic longer than the allowed time may be transported to an Emergency Room for his/her safety.

## **Immunizations**

No child shall attend a school (pre-K-12) unless a certificate of immunization indicating that the child has received the required immunizations has been provided to the school. Please refer to **Appendix III: Immunizations** for the full list.

If documentation of the required immunizations is not presented on or before the first day of attendance, it is the duty of the school principal/designee to notify the parent/guardian of the deficiency. The parent/guardian shall have 30 calendar days from the first day of attendance to obtain the required immunization(s). If the administration of the vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days may be allowed to obtain the required immunizations upon certification by a physician.

The student will not be allowed to continue beyond the 30 calendar days or the extended period unless the

required immunization(s) has/have been obtained.

Medical or religious exemptions from North Carolina immunization requirements must be documented according to NCGS 130A-156 or NCGS130A-157. Documentation of any exemption must be on file at the school in the student's permanent record. Parents/guardian seeking an exemption should contact the Pitt County Health Department at (252) 902-2305.

## ***Non-Reportable Contagious Conditions***

The following procedures are recommended for these non-reportable contagious conditions:

1. **Chickenpox:** Student is excluded from school until all blisters have formed scabs.
2. **Pediculosis (Head Lice):** Student is excluded from school until treatment is completed and documentation of treatment is provided to school. Student's hair should be free of lice and nits upon return to school.
3. **Scabies:** Student is excluded from school until one (1) treatment with prescription medication for 12 to 24 hours is completed. Requires doctor's note to return to school.
4. **Conjunctivitis (Pink Eye):** student is excluded from school if:
  - There is yellow (purulent) discharge.
  - Condition has lasted more than three (3) days.
  - There is an epidemic in the school or it appears that cases are being transmitted from one student to another.
  - Requires doctor's note to return to school.
5. **Impetigo:** Student is excluded from school if he/she has more than two or more draining, crusting, exposed sores (i.e. face hands). Requires doctor's note to return to school.
6. **Streptococcal and Staphylococcal Infections:** Student is excluded from school until treated with a prescription antibiotic for 24 hours.

7. **Ringworm:** For ringworm of the skin, parent/guardian must send the box top of the antifungal medicine with the child when he/she returns to school. For ringworm of the nails or scalp, parent/guardian must send a doctor's note to school verifying treatment. Students may return to school once treatment begins.

8. **MRSA (Methicillin-Resistant Staph Aureus):** Student is excluded from school until antibiotic treatment is started or a doctor's note is provided stating that antibiotic treatment is not necessary.

Lesion(s) must be covered with a bandage/dressing that is sealed (taped) on all four sides.

9. **Vomiting or Diarrhea:** Student is excluded from school – should be free from vomiting or diarrhea for 12 to 24 hours before returning to school

10. **Fever:** Student is excluded from school with temperature of 100 degrees and above – should be fever-free for 24 hours without use of fever-reducing medications before returning to school.

### **Administration of Medication**

It is the policy of the ECU Lab School that medications should not be administered to a student during school hours or by school personnel unless the health of the student will be adversely affected. If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, school personnel may administer medication with proper documentation from physician and parent.

The ECU Lab School defines medication to mean “any prescription or over-the-counter medication or supplement which a medical care source deems essential to be administered during school hours.”

The intent of this policy is to encourage students to take required medications prior to school hours and to discourage students from bringing prescription and nonprescription medicines to school or administering such drugs to themselves without assistance of school officials. Neither the ECU Lab School nor any of its employees are responsible for the improper self- administration of prescription or nonprescription drugs at school.

### **Medication Procedures:**

1. Parent will complete an “Authorization for Medication” form.
2. “Authorization for Medication” form may be obtained at the health care provider's office or the school's administrative office.
3. All medication administered (prescription and nonprescription) by school personnel must be presented in the original container.
4. If a student needs a non-prescription (over-the-counter) medication, an “Authorization for Medication” form needs to be signed by the physician and the parent specifying the dosage, time and frequency of Medication. If the need is short term (less than a week), only a parent's note is required that states the medication, dosage, time and frequency of medication. The parent always has the option to come to school and administer the medication.
5. School personnel responsible for dispensing medication (prescription and non- prescription)

shall document on the "Medication Log".

6. Parents are responsible for informing the school principal of any serious changes in the child's health or any change in the medication to be administered. Changes in medication, including altered dosage and changes in time and frequency of administration, requires authorization from the prescribing physician on a new "Authorization for Medication" form.
7. All medications shall be transported to and from school by parent/guardian for elementary and middle school students. The only exception is that with prior documentation on the "Authorization for Medication" form, students who have permission to self-medicate may carry rescue medications; (Examples: asthma inhalers, insulin)
8. It is a privilege for students to be allowed to self-medicate during school hours. Abuse of this privilege will result in its revocation.
9. Under no circumstances will unauthorized over-the-counter medication be given to any student by any member of the school staff.
10. At the end of the year, authorization for medication forms and daily medication logs shall be filed in student's health folders.
11. At the end of each school year, schools will notify parents/guardians that medications should be picked up from school or they will be disposed of if they remain on school property after a designated date.

#### **Medical and Dental Appointments**

If the student is going to leave school during the day for a medical, dental or other appointments, a note must be brought to school and shown to the teacher. The student must deliver the note to the Front Office before they are dismissed. Parents/guardians must come inside to the Front Office to sign out the students. The Front Office must be notified in writing when anyone other than a parent/guardian is sent to pick up a child. The person is expected to show proper identification. Returning from the appointment, the student is to report to the Front Office for an Admission Slip to class.

#### **Minor Accidents**

Minor accidents are reported to the Front Office immediately and a note will be given to the child to bring home at the end of the school day. In some cases the parent may be contacted by telephone.

#### **Major Accidents**

Procedures for Major accidents include:

1. In most cases the nurse or an administrator (or designee) will determine if emergency services are necessary. Teachers in charge of the students at the time of the accident have the discretion to request immediate emergency services.
  2. Possible 911 contact for Emergency Services.
  3. Immediate parent contact attempted.
  4. Arrangements will be made to have the student transported to the emergency room of the nearest hospital.
  5. Teachers will be made available to speak with emergency personnel, if necessary.
  6. The nurse or another member of the school staff will accompany the child to the hospital and remain until parents arrive.
  7. A written report will be filed by the supervising teacher by the end of the school day.
  8. The school nurse will provide the teachers any necessary information related to the injury or illness.
- Your child will be given first aid when minor illnesses or accidents occur at school. If your child becomes ill or is involved in a more serious accident, every effort will be made to contact the parent as soon as possible. If the parent cannot be reached, the emergency number listed on the student's emergency contact form will be called. In the event of an emergency, the student will be transported to the hospital.

Anytime a student has an accident/injury, the teacher or designee will contact the parent/legal guardian that day by phone or a letter sent home. An Accident/Injury Report will be completed. A copy of the report will be made available upon parent request.

## ***Safety***

Providing a safe school environment is one of the school's major goals. Frequent inspections by the State Fire Marshal, environmental specialists from the Health Department, and university personnel help to ensure a safe environment for the students. The following procedures have been developed to help provide a safe, orderly environment for the students who attend the ECU Lab School.

### **Doors**

All doors will be locked at 7:45am. Visitors must report to the ECU Lab School Front Office through the ECU Lab School entrance. Staff members will monitor doors at all times. Students are not to open any outside doors for anyone.

### **Visitors**

1. **ALL VISITORS MUST REPORT TO THE FRONT OFFICE BEFORE ENTERING THE SCHOOL.** This includes, but is not limited to: volunteers, parents, family members, service personnel, ECU students, and guests.
2. All visitors must sign into the electronic security system and receive a name badge. School personnel will report to administration all unauthorized visitors on campus.
3. Parents/guardians reporting for scheduled conferences must check in at the Front Office and wear an official badge. Parents/guardians are asked not to visit classrooms unless a conference is scheduled. If parents wish to visit a classroom, for any reason, they will need to check in at the Front Office. Office personnel will contact the teacher concerning the requested visit. Teachers may not be immediately available and visitors will need to schedule an alternative date and time.
4. Please park in a designated parking area, not on the yellow curb.
5. Sign out when you leave the office.

### **Volunteers**

The ECU Lab School encourages the community and parents to be involved in and support the school and educational program. The school actively seeks help from the community. We realize your help makes ECU's Lab School an even better place for your child to learn. Parents may share a book, hobby, or career with students by scheduling an appointment. If you would like to volunteer or have a special talent you would like to share, please contact your child's teacher or the office. The following initial protocol will apply:

- All volunteers will be asked to complete and submit a volunteer application.
- All volunteers are requested to sign in and sign out with each visit in our security system in the office and receive a volunteer pass.

### **Volunteer Procedure**

1. **All school volunteers must report immediately to the administrative office at the school for permission to be in the school and obtain a visitor's identification badge from our security system.** This badge must be worn at all times while in the building during the instructional day.
2. **REMEMBER** teachers will be available to conference, upon request from a note or call to the front office to schedule a day/time after school or during the teacher's scheduled planning period, but not during **INSTRUCTIONAL TIME.**
3. Please park in a designated parking area, not on the yellow curb.
4. Sign out when you leave the office.

***It is very important to remember that teachers are preparing for the instructional day along providing breakfast with students between 7:20-7:50 am. If you need to meet with your child's teacher, please call and schedule an appointment in advance.***

## ***Student Progress Notification***

Students will be assessed throughout the school year. Teachers will share students' marking period progress with parents/guardians based on the set schedule located in *ECU Lab School Calendar Appendix 2*.

## ***Student Services***

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

**Counselors** are assigned at each school to provide on-site services and essential student services coordination. Counselors provide developmental, preventive and responsive direct services to students through individual and group counseling, group guidance, academic and career planning, student assessment, and consultation, referral, and follow-up. Indirect services include the coordination of support services within the system and from outside agencies, assisting teachers in integrating guidance goals into classroom instruction and consultation and collaboration within schools, with parent and the community to address student needs.

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

**Psychologists** provide evaluations and analyzed test results to identify students' cognitive strengths and weaknesses and learning, emotional, and behavioral problems. They are extensively involved in all aspects of the Exceptional Children's Program including consultations with staff and parents, behavioral intervention plans, serving as members of School-Based and Administrative Placements Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments.

**Health Specialists** are being provided by East Carolina University to serve the ECU Lab School and community on a daily basis. These professionals are Registered Nurses and have multiple school assignments. Coordination of health care services is provided to promote healthy lifestyles and behaviors, disease and injury prevention education, evaluation of specific medical concerns affecting student's achievement, linking students to health care providers, medication management and assisting with coordinating care of children with exceptional needs.

**To contact any member of the ECU Lab School's Integrated Health Services' team, please call the school office.**

## ***Tardiness***

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

Students entering late/tardy will need to have a Tardy Pass from the office to enter the classroom after being checked in by a parent/guardian. Students will then walk themselves to class and provide the note to their teacher.

### ***Weekly Folders***

The ECU Lab School will send home a weekly communication folder every **Wednesday** in an effort to keep families informed of their child's progress, school information and events. The folder may contain student work samples, notes/newsletters, etc. Please look over the papers with your child. **The folder needs to be signed and returned the next day** so your child's teacher will know that you have seen it. Thank you so much for your cooperation to keep communication open between school and home.

*Note: If a teacher workday or holiday falls on a Wednesday, the folder will be sent the next student day.*



## **Appendices**

### **Appendix I: Code of Conduct**

ECU LABORATORY SCHOOL

BOARD PROCEDURE 10.206

#### **SECTION I – GENERAL INFORMATION AND RULES**

##### **PREAMBLE**

Violation of ECU Lab School Policy, the Code of Student Conduct (also referred to as the Code), regulations issued by the school, or the General Statutes of North Carolina or other state or federal law may result in disciplinary action and/or criminal prosecution.

Breaking local school rules may result in in-school discipline, short-term suspension, long-term suspension, 365-day suspension or expulsion.

Repeated violations of this Code or of local school rules may subject a student to long-term suspension. A serious violation of any of the policies listed in this Code may result in long-term suspension, 365-day suspension or expulsion of a student.

##### **DEFINITIONS**

"Student" means any person attending or enrolled in any of the ECU Laboratory School. Unless the context otherwise requires, pronouns referring to students apply to students of either gender.

For purposes of the Code, North Carolina General Statute numbers will be indicated by the acronym "NCGS".

##### **PURPOSE**

The purpose of this Code is to set forth in one document rules with respect to the conduct of students in the ECU Laboratory School, as the ECU Laboratory School Board deems proper and necessary for the positive governance and operation of the ECU Lab School. This Code shall apply to all students in the ECU Lab School.

North Carolina law delegates to principals the duty and authority for maintaining discipline in their respective schools. This Code is designed to clarify required standards of behavior.

This Code is intended as a guide for school personnel in the exercise of their legal disciplinary responsibilities. It is not intended to restrict the authority of principals to make rules consistent with this Code. Principals are authorized by law to make rules for the governance and operation of their respective schools, and teachers are authorized to make rules consistent with this Code for their respective classes.

This Code is not intended to discourage, restrict or prevent prosecution of students and non-students for misconduct or for violations of state or federal law.

##### **APPLICATIONS**

The following rules apply to all students under the following circumstances: on school grounds at any time

- off school grounds at a school activity, function or event
- on vehicles used for school purposes
- whenever a student is under the jurisdiction of school authorities
- off school grounds for **acts that violate the Code of Student Conduct and/or the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the ECU Lab School or the safety of individuals in the school environment.**

##### **RULES OF STUDENT CONDUCT**

**Rule 1: Compulsory Attendance/School Truancy**

Students shall comply with all policies and procedures of the Board of Trustees and all directions of the principal, teachers, substitute teachers, teacher assistants, and all other school personnel during any period of time when the students are subject to the authority of the ECU Lab School.

Discipline: Conference with administration and/or truancy officer  
Referral made to Integrated Health Services  
Charges may be brought against parent and/or student

**Rule 2: Failure to comply with ECU Laboratory School Board Policy and/or Directions of ECU Lab School Personnel****2A: Failure to Comply**

Students shall comply with all policies and procedures of the Board of Trustees and all directions of principal, teachers, substitute teachers, teacher assistants, and all other school personnel during any period of time when the students are subject to the authority of the ECU Lab School.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:	1 <sup>st</sup> Offense	Up to 3 days Out of School Suspension
	2 <sup>nd</sup> Offense	Up to 5 days Out of School Suspension
	3 <sup>rd</sup> Offense	Up to 7 days Out of School Suspension
	4 <sup>th</sup> Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

**2A: Leaving School Grounds or Class Without Permission**

No student shall leave the school grounds without permission from the principal, teacher, substitute teacher, teacher assistant, or other school personnel.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:	1 <sup>st</sup> Offense	Up to 3 days Out of School Suspension
	2 <sup>nd</sup> Offense	Up to 5 days Out of School Suspension
	3 <sup>rd</sup> Offense	Up to 7 days Out of School Suspension
	4 <sup>th</sup> Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

**2B: Refusal to Submit to Search**

No student shall refuse to submit to a search by ECU Lab School personnel when reasonable suspicion exists.

See ECU Laboratory School Board Policy 10.201 (Search and Seizure).

Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension

### **Rule 3: Disruption of School**

#### **3A: Disruption in Classroom**

No student shall engage in any conduct that causes disruption of any lawful function, mission, or process of the ECU Lab School. No student shall urge any other student to engage in any conduct that causes the disruption to any lawful function, mission, or process of the ECU Lab School.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:	1 <sup>st</sup> Offense	Up to 3 days Out of School Suspension
	2 <sup>nd</sup> Offense	Up to 5 days Out of School Suspension
	3 <sup>rd</sup> Offense	Up to 7 days Out of School Suspension
	4 <sup>th</sup> Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

#### **3B: Disruption of School**

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct intentionally cause the disruption of any lawful function, mission, or process of the ECU Lab School to which he/she is assigned, or to any other school in the system.

While the following list is not intended to be all inclusive, it illustrates the kinds of acts prohibited by this rule:

1. Occupying any school building, school grounds, or part thereof, with the intent to deprive others of its use.
2. Blocking the entrance or exit of any school building, corridor, or room therein with intent to deprive others of lawful access or egress.
3. Preventing students from attending a class or school activity.
4. Blocking normal pedestrian or vehicular traffic on school premises, except under the direction of the principal.
5. Preventing or attempting to prevent by physical act or any other method the convening or continued functioning of any school, class, meeting, assembly, or other activity on the school premises.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:	1st Offense	Up to 5 days Out of School Suspension For a flagrant violation principal has the discretion to recommend long term suspension
	2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

#### **3C: ECU Lab School Unexcused Tardy/Early Dismissal Procedures**

Attendance in ECU Lab School for the full time allotted for classes is essential for student success.

Unexcused Tardies/Early Dismissals cost your child valuable educational instruction. They also interrupt the learning process for other students. Additionally, punctuality is an important trait to reinforce at the ECU Lab School. Students are expected to arrive at school and class on time and stay for the entire day of instruction including extended day activities.

#### **3D: False Fire Alarm**

No student shall give a false fire alarm or damage a fire alarm, fire detection or fire extinguishing system. No student shall intentionally activate a fire alarm that creates danger to others or causes unnecessary evacuation.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

### **3E: Violation of Network/Internet Use Policy**

- A. Internet access at ECU Lab School is intended to be used for class participation, educational or career-development research, and other access that has been approved by ECU Lab School personnel and does not violate the other provisions of this policy in accordance with local and state educational objectives. Other uses of ECU Lab School access are to be considered inappropriate and are not allowed.
- B. Student-created websites relating to the ECU Lab School curriculum must have a faculty member sponsoring them. The faculty member is responsible for monitoring the content of the site and helping the student to update the site regularly. ECU Laboratory School is not responsible for any student-created and student-maintained web sites which are not related to the classroom curriculum.
- C. Users are expected to abide by the common rules of Network etiquette, as follows:
  - a. Students should use appropriate language and be polite in communications across the ECU network or Internet.
  - b. Students should not disrupt or attempt to disrupt the functioning of the ECU or PCS network communications or equipment in any manner, nor should they gain or attempt to gain unauthorized access to the ECU or PCS network or any electronic records maintained by any other organization (hacking).
  - c. Students should not reveal last names, ages, telephone numbers, or other personal identifying information about themselves or someone else to another person across the Internet or network.
  - d. Students should not use another person's ECU network password or give their password to another student for that person's use.
  - e. Students should not access, publish, save, send or display illegal, defamatory, inaccurate, obscene, harmful, or profane images or text.
  - f. Students should not violate copyright laws by copying files, programs, or other materials protected by copyright, or by failing to give credit to Internet sources used in their research.
- D. The following activities and/or materials are specifically not permitted:
  - a. Using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
  - b. Using threatening or obscene material.
  - c. Vandalizing or attempting to vandalize hardware or software including the creation or spread of viruses and hacking.
  - d. Spamming (i.e. sending junk mail), political lobbying, advertising or any commercial uses of the network.
  - e. Wasting limited network resources, including excessive use of the ECU network, downloading files, and loading programs or games to the local workstation or the ECU network without the prior approval of a teacher or administrator.
  - f. Arranging/agreeing online to meet someone in person who is a stranger or non-school district personnel.
  - g. Demonstrating security problems such as distributing someone else's password, personal information, or access to restricted network software to others or failure to notify a teacher and/or staff member when a violation has occurred.
  - h. Distributing material protected by trade secret.
  - i. Sending or soliciting sexually oriented messages or images.
  - j. Sending chain letters or soliciting money for any reason
  - k. Changing settings on computers and/or mobile devices without teacher or administrator permission
  - l. Tampering with hardware/peripherals.
  - m. Disrupting the use of the network.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 3 days Out of School Suspension
2nd Offense	Up to 5 days Out of School Suspension
3rd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal may recommend long term suspension.

***Rule 5: Computer Tampering***

No student shall damage or make unauthorized changes to any ECU Laboratory School's computer programs or equipment as outlined in Policy 10.213.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 3 days Out of School Suspension
2nd Offense	Up to 5 days Out of School Suspension
3rd Offense	Up to 7 days Out of School Suspension
4th Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

***Rule 6: Student Dress Code and Appearance***

Students shall comply with guidelines for appropriate dress and appearance as outlined in the ECU Laboratory School K-5 Student Dress Code and Appearance Policy 10.209 and Procedure 10.209P.

***Rule 7: Tobacco, Lighters, and Matches***

No student shall use or possess any form of tobacco product, electronic cigarettes, lighters or matches in any school building, on school grounds, or on any school or activity bus, or at any school related function.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 3 days Out of School Suspension
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2nd Offense	Up to 5 days Out of School Suspension
3rd Offense	Up to 7 days Out of School Suspension
4th Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

**Rule 8: Possession of Obscenity**

No student shall have or possess any obscene literature, photographs, slides, motion pictures, videos, or other materials. Students shall not access, view, or disseminate such materials through use of the Internet at school. Students will promptly disclose to their teacher or other school employee any message or material they unintentionally access that is inappropriate or makes them feel uncomfortable.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant offense principal has the discretion to recommend long term suspension.

**Rule 9: Unacceptable Language, Signs, or Acts**

**9A: Discourteous, Abusive, or Insulting Language, Signs, or Acts**

No student shall use discourteous, abusive, or insulting language, signs, or other acts toward any principal, teacher, or other school employee, student, or person on school premises, buses, or at any school activity.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 3 days Out of School Suspension
2nd Offense	Up to 5 days Out of School Suspension
3rd Offense	Up to 7 days Out of School Suspension
4th Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

### **9B: Communicating Threats**

No student shall communicate a threat by words or actions towards any principal, teacher or other school employee, student, or person on school premises, buses, or any school activity. This includes acts of extortion or blackmail.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:	
1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant offense, principal has the discretion to recommend long term suspension

### **9C: Harassment**

No student shall direct toward any principal, teacher, or other school employee, student, or person on school premises, buses, or at any school activity any language, signs, or other acts that reasonably place a person in fear of harm, or that are intended to harass or discriminate against a person in violation of the ECU Board of Trustees Anti-Discrimination, Harassment, and Bullying Policy 10.200 and Procedure 10.200-P.

Harassment behavior is any pattern of gestures or written, electronic, or verbal communications or any physical act or any threatening communication that:

- a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education performance, opportunities, or benefits

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 7 days Out of School Suspension
3rd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant offense, principal may recommend long term suspension

### **9D: Sexual Harassment**

Sexual harassment is prohibited. ECU Laboratory School believes that all students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, students are prohibited from engaging in sexual harassment and students are advised that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including long term suspension and expulsion in certain instances.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

## Discipline

1st Offense	Students who violate this policy for the first time may receive Out of School Suspension up to 10 days for verbal or non-physical sexual harassment. In the case of physical sexual harassment, the student may receive up to 10 days Out of School Suspension and the Principal may recommend long term suspension. Students who commit acts of physical sexual harassment may be required to undergo counseling before returning to school.
2nd Offense	Any student who violates this policy twice or more during a school year may receive a long term suspension or an expulsion if permitted by law.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity, or,
2. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive environment.

Examples of Physical Sexual Harassment: Include, but are not limited to, fondling, grabbing, pinching, kissing, or any other deliberate, unwelcome, and/or offensive touching.

Examples of Non-Physical or Verbal Sexual Harassment: Include, but are not limited to, any unwelcome and/or offensive comments or gestures of sexual nature, including:

1. Continued or repeated sexual or lewd jokes or comments;
2. Sexually degrading words used toward a person or to describe an individual;
3. Continued or repeated verbal remarks about an individual's body
4. Continued or repeated sexual flirtations advances, or propositions;
5. Pressure for sexual activity;
6. Suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats; or
7. The display of sexually suggestive objects or pictures.

### **Rule 10: Bullying Student to Student/Employee**

No student shall direct toward any principal, teacher, or other school employee, student, or person on school premises, buses, or at any school activity any language, signs, or other acts that reasonably place a person in fear of harm, or that are intended to intimidate, bully, harass, or discriminate against a person in violation of the ECU Laboratory Board of Trustees Anti-Discrimination, Harassment, and Bullying Policy 10.2011 and Procedure 10.200-P.

School Employee: Any of the following: an employee of ECU Laboratory School, an independent contractor of ECU Laboratory School, or an employee of an independent contractor of ECU Laboratory School.

Student: Person who has been assigned to a school by ECU Laboratory School or a person who has been suspended or expelled from any of those schools within the last year.

Bullying Behavior: May be characterized as offensive, intimidating, malicious, or insulting behavior. It is an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. It is not limited to behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is



perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Cyber-bullying is one type of bullying behavior.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 7 days Out of School Suspension
3rd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant offense, principal may recommend long term suspension

**Rule 10A: Cyber-bullying – Student to Employee**

No student shall use a computer or computer network to do any of the following:

1. With the intent to intimidate or torment a school employee
  - a. Build a fake profile or web site;
  - b. Post or encourage others to post on the Internet private, personal, or sexual information pertaining to a school employee;
  - c. Post a real or doctored image of the school employee on the Internet;
  - d. Access, alter, or erase any computer network, computer data, computer program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords;
  - e. Use a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a school employee.
2. Make any statement, whether true or false, intending to immediately provoke, or that is likely to provoke any third party to stalk or harass a school employee.
3. Copy and disseminate, or cause to be made, an unauthorized copy of any data pertaining to a school employee for the purpose of intimidating or tormenting that school employee (in any form, including, but not limited to, any printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network).
4. Sign up a school employee for a pornographic Internet site with the intent to intimidate or torment the employee.
5. Without authorization of the school employee, sign up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages with the intent to intimidate or torment the school employee.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 7 days Out of School Suspension
3rd Offense	Up to 10 days Out of School Suspension

For a flagrant offense, principal may recommend long term suspension.

Any student who is convicted under G.S. 14-458.2 of cyber-bullying a school employee shall be transferred to another school within the local school administrative unit. Consideration will be given for placement in an alternative learning program for a finite period of time. If there is no other appropriate school within the local school administrative unit, the student shall be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber-bullying. The Dean may modify, in writing, the required transfer of an individual student on a case-by- case basis.

**Rule 11: Sexual Misconduct**

No student shall engage in sexual misconduct. Sexual misconduct includes, but is not limited to, sexual offenses, consensual sexual activities, inappropriate exposure or fondling of private areas of the body.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to request long term suspension

**Rule 12: Theft, Damage to Personal or Real Property or Possession of Stolen Property**  
**12A: Damage to Personal Property Less than \$200**

No student shall intentionally damage or attempt to damage personal or real property belonging to another person or the school.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 3 days Out of School Suspension
2nd Offense	Up to 5 days Out of School Suspension
3rd Offense	Up to 7 days Out of School Suspension
4th Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

**12B: Damage to Personal Property in Excess of \$200**

No student shall intentionally damage or attempt to damage person or real property belonging to another person or the school

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

**12C: Injury or Damage to Real Property**

No student shall intentionally damage or attempt to damage real property belonging to another person or the school.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

Damages to school property may result in charges being filed and/or restitution being sought

**12D: Theft or Possession of Stolen Property Less than \$200**

No student shall steal or attempt to steal personal or real property belonging to another person or the school. No student shall be unlawfully in possession of property belonging to another person or the school.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

**12E: Theft or Possession of Stolen Property Valued at More than \$1000**

No student shall steal or attempt to steal personal or real property belonging to another person or the school. No student shall be unlawfully in possession of property belonging to another person or the school.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

**12F: Malicious Burning**

No student shall attempt to burn or intentionally burn any personal or real property belonging to another person or the school.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

The willful burning of a school building shall be reported to law enforcement.

**Rule 13: Fighting and Dangerous Conduct**

**13A: Fighting**

No student shall fight, encourage, or engage in any violent or or similar behavior.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 7 days Out of School Suspension
3rd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

**Rule 14: Simple Assault on a Student or Non-Employee**

No student shall assault. Attempt to assault, or behave in a way likely to cause minor injury to a student or non-employee.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 7 days Out of School Suspension
3rd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

**Rule 15: Assault Inflicting Serious Injury to a Student or Non-Employee**

**15A: Assault Inflicting Serious Injury to a Student or Non-Employee – No Weapon Involved**

No student shall assault, or attempt to assault, or behave in a way likely to cause serious physical injury to a student or non-employee.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension. The principal may recommend long term suspension. Must be reported to law enforcement officials

**15B: Assault Inflicting Serious Injury to a Student or Non-Employee – Involving Weapon**

No student shall assault, or attempt to assault, or behave in a way likely to cause serious physical injury to a student or non-employee using a gun or other weapon.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension. The Dean may recommend long term suspension. Law enforcement shall be notified.

***Rule 16: Assault on or Physical Injury to a School Employee, School Official, or Volunteer***

No student shall assault, attempt to assault, or behave in a way likely to cause physical injury to any school employee, school official, independent contractor, or volunteer.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension. The principal may recommend long term suspension. Must be reported to law enforcement officials.

***Rule 17: Weapons, Firearms, and Dangerous Objects*****17A: Possession, Handling, Transportation or Use of Weapons (Not a Firearm) and/or Dangerous Objects**

No student shall possess, handle, transport, or use any weapon or other object that can reasonably be considered or used as a weapon, firearm, or dangerous object on school property or at any school-sponsored activity on or off school property.

Weapons (**not a firearm**) and dangerous instruments include, but are not limited to BB gun, paintball gun, stun gun, air rifle, air pistol, mace/pepper spray or gas (or other chemical of like kind), bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, fireworks, or any sharp-pointed or sharp-edged instrument or any look-a-like weapon. Exceptions may include, but are not limited to, instructional supplies, unaltered nail files and clippers, and tools used under supervision for instruction or for the maintenance and preparation of food. The Principal shall have the latitude to determine that pocketknives inadvertently brought to school and not used by the student may be considered exemptions.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension. Must be reported to law enforcement officials

**17B: Possession of a Firearm or Explosive Device**

No student shall possess or bring a firearm, including but not limited to handgun, shotgun, rifle, pistol, starter pistol; any device designed to destroy or damage property by explosion, blasting or burning; or any bomb or powerful explosive (including but not limited to, dynamite, nitroglycerin, trinitrotoluene, blasting cap) on school property, or any other powerful device, whether operational or not. No student shall possess or willfully and maliciously use any explosive or incendiary device, firecrackers/fireworks, or material to injure or attempt to injure another or to damage or attempt to damage property.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: 10 days Out of School Suspension and the principal shall recommend a 365-day suspension. The Dean does not have the authority to waive a 365-days suspension. The Board of Education, upon recommendation by the Dean may

modify this suspension requirement on a case-by-case basis. (Note: Any student disciplined under this section who is 14 years of age or older shall be recommended for expulsion.) Must be reported to law enforcement officials

**Rule 18: Possession of Ammunition**

No student shall possess any form of ammunition on school property or during school activities. Ammunition includes, but is not limited to, bullets, cartridges, shells, and pellets.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline

1st Offense	Up to 5 days Out of School Suspension
2nd Offense	Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

**Rule 19: Bomb Threats or Bomb Hoaxes**

No student shall make or communicate a bomb threat in any form, including a computer message, or perpetrate a bomb threat hoax by bringing a fake-explosive device, whether openly or concealed, onto school property or to school-sponsored events.

No student shall make a report by any means of communication, knowing or having reason to know the report is false, that there is located on school property or at a school-sponsored activity, any device designed to destroy or damage property by explosion, blasting, or burning.

No student shall conceal, place, or display any device, machine, instrument, or artifact on school property or at a school-sponsored activity so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing serious injury to persons or property.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension. Law enforcement officials shall be notified.

**Rule 19: Over-the-Counter Medication**

No student shall unlawfully possess, distribute, sell, or attempt to distribute or sell any over-the counter medication. The proper use of a drug authorized by written parental permission shall not be considered a violation when the person for whom it is intended takes the drug. Parents of students in elementary and middle schools must turn in medication to the appropriate school personnel for safekeeping and dispensing.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline:

1st Offense	Up to 5 days Out of School Suspension
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2nd Offense

Up to 10 days Out of School  
Suspension and principal may  
recommend long term suspension

***Rule 20: Narcotics, Alcoholic Beverages, Non-Alcoholic/Pseudo-Beer, Controlled Substances, Chemicals, and Drug Paraphernalia***

**20A: Possession, Use, Distribution, or Sale**

No student shall possess, use, distribute, sell, attempt to distribute or sell, transport, or be under the influence of any illegal or controlled substance, or any alcoholic or pseudo-alcoholic beverages. Nor shall any student inhale or ingest any chemical substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or otherwise altering a student's mood or behavior. Substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substances, any alcoholic beverage, non-alcoholic or pseudo-beer, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs. Forbidden products include any substance used to bring about an altered state of mood or behavior.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension. Must be reported to law enforcement officials

**20B: Prescription Drugs**

No student shall possess, sell, transport, or deliver any non-controlled prescription drugs for which the student does not possess a lawful and legitimate prescription.

As outlined in ECU Laboratory Board of Trustees Administration of Medication Policy 10.607 and Procedure 10.607-P, the proper use of a drug authorized by valid medical prescription shall not be considered a violation when the drug is taken by the person for whom the drug was prescribed. Parents of students in elementary and middle school must turn in such medication to the appropriate school personnel for safekeeping and dispensing. The only exception is for any student authorized to carry rescue medications) such as, but not limited to, asthma inhalers or insulin).

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension. Must notify law enforcement officials

**20C: Drug Paraphernalia or Counterfeit Drugs**

No student shall possess, use, or transmit any drug paraphernalia or counterfeit drugs.

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension

**20D: Under the Influence (But Not in Possession) of Controlled Substance, Alcoholic Beverage, or Non-Controlled Prescription Drug**

No student shall be under the influence (but not in possession of) any controlled substance, alcoholic beverage or non-controlled prescription drug for which the student does not possess a lawful and legitimate prescription. (Not state reportable)

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.



Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension

2nd Offense Up to 10 days Out of School Suspension and principal may recommend long term suspension

For a flagrant violation, principal has the discretion to recommend long term suspension

**Rule 21: Violation of Any Criminal Law**

No student shall engage in any conduct on or off campus that would be a violation of state or federal criminal law. When considering the suspension or expulsion of a student for the commission of a criminal act on or off campus, the principal shall consider the following factors:

- a. The nature of the crime and level of offense
- b. The age of the student
- c. The effect of the crime on the school environment
- d. Whether the victim of the crime was a student or school employee
- e. Whether the student's continued presence in school constitutes a clear threat to the safety of other students or employees or constitutes disruption to the school environment

All listed consequences are subject to review in accordance with the ECU Lab School Classroom Management Plan. The disciplinary measures listed may be utilized if deemed appropriate.

Discipline: Up to 10 days Out of School Suspension and principal may recommend long term suspension

**SECTION II – DISCIPLINARY GUIDELINES**

A school climate conducive to serious study and respect for oneself, other people and property is essential for a school to meet the needs of youth. The Principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy.

**A. General Information**

1. Teachers have the responsibility and authority for disciplining students, except in those cases requiring the attention of the principal.
2. The Principal must fully investigate student discipline matters and consider the mitigating and aggravating factors in determining the disciplinary action warranted.
3. If, in questioning a student, the principal determines that a law enforcement officer should carry out the questioning, the principal shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) to give them an opportunity to be present during questioning.
4. Student misconduct at after-school events and other school-sponsored extracurricular activities may lead to additional disciplinary action such as, but not limited to, being banned from extracurricular activities and events for the remainder of the school year.
5. In-school disciplinary actions must not unreasonably compromise the educational environment for others.
6. The Principal may require a student to attend a school detention program for a stated period of time and purpose, provided the parent or guardian has received at least one day's notice and has assumed responsibility for the transportation home.
7. A student may be suspended from school short-term (10 days or less), for cause, by the principal in accordance with the provisions of law and Board Procedure 10.303. The principal shall inform the student and make a good faith effort to notify a parent, guardian or responsible adult.
8. A student may be recommended for suspension from school long-term (more than 10 days) by the principal, in accordance with provisions of law and Board procedure 10.303. ***The Dean or designee shall review the circumstances for the recommended long-term suspension. Following the review the Dean may impose the suspension if it is consistent with board policies and appropriate under the circumstances; may impose another penalty authorized by board policy; or may decline to impose any other penalty.***
9. The principal shall report system-required data on each student suspended or expelled to the ***Dean***.

## **B. State Reportable Offenses**

The following state reportable offenses are to be reported to law enforcement:

1. Assault resulting in serious **personal** injury\*
2. Assault using a weapon\*
3. Assault on school **officials, employees or volunteers**
4. **Making** Bomb Threats or **Engaging in Bomb Hoaxes**
5. **Willfully** Burning of a School Building
6. Death by other than natural causes\*
7. Kidnapping\*
8. Possession of alcoholic beverage
9. Possession of controlled substance in violation of law
10. **Possession of a firearm**
11. Possession of a weapon
12. Rape\*
13. Robbery with a dangerous weapon\*
14. Sexual assault\*
15. Sexual offense\*
16. Taking indecent liberties with a minor\*

*\* These offenses are used in the calculation for Persistently Dangerous Status.*

## **SECTION III – DUE PROCESS PROCEDURES FOR SUSPENSION AND EXPULSION (Board Procedure 10.303 - P)**

### **STATEMENT OF PURPOSE**

In meeting its responsibility to safeguard every student's right to an educational opportunity and to assure an atmosphere conducive to learning while protecting the individual rights of all students, the Board of Trustees has adopted the following procedures for those cases when misconduct is of such a serious nature that it results or might result in material and substantial disruption of normal school functions. The Board believes the procedures adopted meet the standards of due process required by law and accepted standards of fairness.

The procedures adopted concern themselves with those disciplinary matters requiring the attention of the principal or his/her administrative assistants. Any suspension is a serious measure, and the principal should utilize resources reasonably at their disposal in an effort to achieve a different solution. Parent(s)/guardian(s) must be notified in any instance of serious misconduct.

The principal has the final authority on in-school discipline and short-term suspensions. There is no appeal to the Board of Trustees for these decisions, under this procedure. For recommended long-term suspensions and/or expulsions, the procedures provide for

- (1) adequate notice of the charge against a student and the evidence to support the charge,
- (2) a decision supported by the evidence, (3) an opportunity for a hearing, and (4) a fair and impartial decision-maker.

## **I. GENERAL PROVISIONS FOR SUSPENSION**

### **A. Application**

The principal or his/her designee ("principal" hereinafter is used to include any school professional to whom the principal may delegate authority) shall deal with instances of alleged misconduct:

1. Whenever a teacher refers a problem of classroom discipline to the principal
2. Whenever the alleged misconduct violates the ECU Laboratory School's Code of Student Conduct
3. Whenever the principal deems it advisable that he/she deals personally with the misconduct

## **B. Investigation**

The principal shall investigate instances of alleged misconduct and endeavor to hear all available accounts of the controversy. Students may raise any defense believed to be available. The student's record shall be reviewed by the principal to determine whether or not the student is identified according to federal or state law as a student with a disability or special need. Secure written statements and keep all documents and relevant information received about the misconduct on file.

## **C. Power to Suspend**

If upon investigation it is determined that student misconduct has occurred, the principal shall have the authority to suspend for a period of ten days or less any student who willfully violates policies of conduct established by the local Board of Trustees, provided that the suspended student shall be given an opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

# **II. SUMMARY AND SHORT-TERM SUSPENSION**

## **A. Summary Suspension**

If the principal personally observes any serious student misconduct, or receives information about such from a reliable informant, and in the exercise of his/her professional judgment he/she concludes that immediate removal of the student is necessary to restore order or to protect school property or persons on the school grounds, he/she may suspend the student immediately and then investigate as soon as reasonably possible.

## **B. Short-Term Suspension**

A short-term suspension is a denial to a student of the right to attend school, take part in any school function, or be on any ECU Laboratory School's property for a period of time up to ten (10) school days.

The principal may invoke a short-term suspension only after investigating the misconduct and allowing the student an opportunity to be heard, and only for the following reasons:

1. A violation of the ECU Laboratory School's Code of Student Conduct
2. Misconduct of the same type as that prohibited by the ECU Laboratory School's Code of Student Conduct
3. Misconduct that is prescribed by the rules adopted by the Board of Trustees or the ECU Laboratory School
4. Misconduct in violation of state or federal law

Once the principal has decided to invoke a short-term suspension, he/she shall follow the procedure for "Sending a Student Home During the School Day" as hereafter set forth.

The principal has the final authority on short-term suspensions.

## **C. Sending a Student Home During the School Day**

When a student is suspended, the principal shall attempt to reach the student's parents or legal guardian ("parent" or "parents" hereinafter includes legal guardian or legal guardians) to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for their child, the school may transport the student to his/her home, assuming that a parent is there to receive him/her. If the principal cannot reach the parents, then the student may remain on school property until the close of the school day. The age of the student or any special circumstance would be an important consideration in making this decision.

Notwithstanding the above requirement that a suspended student be released only to a parent or responsible adult approved by the parent, the principal may order students to leave the school premises immediately when faced with mass violations of school rules and when, in the exercise of his/her professional judgment, it is not possible to keep the students on school grounds and restore or maintain order or protect school property or people on the school grounds. Even in this case, distance to home and the age and sex of the student may suggest keeping him/her until his/her parents can be contacted.

## **D. Advising Parents**

When a student is short-term suspended, the principal shall:

1. Inform the student and notify the parent/guardian.

2. Provide a statement on an approved form that describes the student's misconduct and the length of the suspension directly to the parents or to the parents by the student with a copy sent through the mail.
3. Make a good-faith effort to give notice in a language that is understood by the parents and/or student.
4. Make an effort to hold a conference with the parents before the student returns to school from a suspension.

### **III. LONG-TERM SUSPENSIONS AND EXPULSIONS**

#### **A. Definitions**

1. A long-term suspension is removal from school for more than ten days through the remainder of the school year. If the violation that results in the recommendation for a long-term suspension occurs during the final quarter of the school year the Dean may include the period up to the remainder of the school year and the first semester of the following school year
2. A 365-day suspension is a suspension for 365 calendar days. Such suspensions are reserved for students who bring a firearm or powerful explosive onto school property

#### **B. Procedural Requirements**

1. The principal retains the authority to invoke a short-term suspension or other disciplinary action instead of long-term suspension if, after their investigation, they deem it preferable.
2. If, following a thorough investigation, the principal determines that a long-term suspension, 365-day suspension or expulsion is appropriate; he/she shall invoke a short-term suspension of ten days and immediately forward a recommendation for the long-term suspension, 365-day suspension or expulsion to the Dean or designee. When recommending an expulsion, the principal shall also recommend long-term suspension.
3. The principal shall immediately inform the student and his/her parent(s) of the recommendation (see below) and provide a copy of the Due Process Procedures for Suspension and Expulsion set forth in the Code of Student Conduct.
4. A student with disabilities will receive all protections required by law.

#### **C. Due Process for Long-Term Suspensions and Expulsions**

##### **1. Notice from the School**

- a. When long-term suspension or expulsion is recommended by the principal, the principal shall invoke the suspension or expulsion and immediately forward the recommendation to the Dean or designee.
- b. The principal shall immediately notify the student and his/her parent(s) by personal contact or by certified mail (return receipt requested) concerning the recommended suspension or expulsion and the right to a hearing. If notice by certified mail (return receipt requested) is returned unclaimed or delivery is refused, the principal or his/her designee shall attempt to notify the student and his/her parent(s) by regular mail, postage prepaid, addressed to the last known address for the student and his/her parent(s).

##### **2. Requesting a Hearing**

- a. In the event the student or parent(s) desire a hearing on alleged misconduct and penalty, they shall give notice to the Dean or his/her designee within three (3) school days of receipt of the notice from the principal.
- b. Upon the receipt of such notice from the parent or student, the Dean or his/her designee shall immediately refer the matter to the Hearing Officer. The Hearing Officer will suggest a date, time and place for the hearing. The principal, the parents and the student will be notified as to the date of the hearing. It is suggested that a hearing be held within five (5) school days of invoking the penalty and in no event later than ten (10) school days.
- c. If witness statements or written materials are to be presented in the hearing process, the principal must first delete any other students' names.

##### **3. Failure to Attend Scheduled Hearing**

If a student or parent(s) who requested a hearing does not show up for the scheduled hearing and has not called twenty-four (24) hours or more in advance to re-schedule it, the hearing will continue as scheduled

in the absence of the student or parent(s). In this case, The dean shall review the circumstances of the recommended long-term suspension and make a decision consistent with board policy.

#### **4. The Initial Hearing**

- a. The Hearing Officer shall be designated by the Dean.
- b. Duties of Hearing Officer
  - i. Schedule the hearing at a specified date, time, and place; authorized to postpone the date and time or change the place for good cause.
  - ii. Answer any questions that the student, his/her parents, or representative may have about the nature and conduct of the hearing.
  - iii. Retain full charge of the hearing: direct its proceedings and control the conduct of all persons present, subject to the general directions of this procedural code. He/she may limit questioning or testimony that is unproductively lengthy or irrelevant.
  - iv. Make a record of any information orally presented at the hearing. In any case in which the student or the parents so request, a record shall be made available to them.
  - v. Write findings of fact and recommendations for action.
  - vi. Transmit the written findings and recommendations to the Dean for review and action as soon as possible after the hearing.

C. The hearing may be attended by the Hearing Officer, the Dean of schools, the principal or principal's designee of the school involved, the student, the parents, and the student's representative. Witnesses may be sequestered. If students are alleged to have acted in concert and the facts are basically the same, group hearings may be held at the discretion of the Hearing Officer.

D. The student may testify or may remain silent without penalty. The principal or his/her designee shall present all notices, statements and other information relating to the misconduct and the penalty invoked.

E. The hearing shall consist of a review of the statements and records presented by the principal or his/her designee and by or on behalf of the student. If the principal, the student, or the Hearing Officer requests that any witnesses appear in person and answer questions, due process requires either that they appear or that their absence be considered by the Hearing Officer in determining the weight to be given to such evidence.

F. The student may be represented by an attorney if he/she chooses. The attorney may present the student's views and question witnesses, and otherwise advise the student or the parents. If attorneys act, they perform in lieu of the parents. The Hearing Officer and the principal must be advised of the decision to have an attorney at least forty- eight (48) hours before the time set for the hearing, so that the School Attorney may be in attendance at these hearings.

G. Parents may be assisted in their presentation by an adult of their choosing.

H. At the discretion of the Dean, the Board of Trustees may provide the principal with an attorney.

I. The Hearing Officer may limit nonproductive questioning or procedures.

J. Based upon the information presented at the hearing, the Hearing Officer shall privately determine whether a preponderance of the evidence has shown that the student engaged in the alleged misconduct. (If the recommended action is expulsion, there must be clear and convincing evidence that the student engaged in the alleged misconduct.) If the Hearing Officer concludes that misconduct occurred, he/she shall provide a recommendation to the Dean of ECU Laboratory Schools concerning what action, if any, should be taken with respect to the student. The recommended action may not be more severe than that invoked by the principal.

K. The Dean will determine what discipline will be imposed.

The Dean may accept, reject and/or modify the recommendation of the Hearing Officer.

L. The Dean will notify the parents or guardian in writing of his/her decision and the basis for the decision. Once a hearing has been conducted and the Dean has set his/her decision, a long-term suspension may be appealed to the Board of Trustees.

#### **5. The Board Hearing**

- a. The student or parent may appeal the Dean's decision to long-term suspend or recommend expulsion of a student to the ECU Board of Trustees. A student or parent

who desires a Board hearing shall notify the Dean's office within three (3) days of receipt of the Dean's decision.

- b. A hearing will be scheduled with the Board within ten (10) days of the request.
- c. The appeal will be based upon the Hearing Officer's report and the written record made from the hearing, in addition to the oral presentations by the parties and their witnesses, if any.
- d. Newly discovered evidence will be considered only as is necessary to avoid substantial threat of unfairness.
- e. If the parents/guardian and student do not want to be present at the Board hearing, the parents/guardian or student will give notice within three (3) days of the scheduled hearing. The Dean may then provide written evidence to support the recommendation to the Board, provided that the Board may elect to request a hearing or request additional records and documents.
- f. The Board will provide the parents or guardian with a written decision and the basis for the decision.
  - i. If the Dean /designee has recommended a 365-day suspension the Board will indicate whether it finds that a preponderance of the evidence supports the 365-day suspension and whether the Board accepts any modification recommended by the Dean. In the event of an expulsion, Board will indicate whether it finds that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.
  - ii. The Board will consider and make a written determination of whether alternative education services will be provided for any expelled student. So long as required by federal or North Carolina law, students with disabilities recognized by the Individuals with Disabilities Education Act must receive alternative educational services during the time of the expulsion in order to continue to receive a free appropriate public education.
  - iii. The Dean decision will be altered only if the Board of Education concludes it to be clearly erroneous or in violation of Board policy.
- g. An adverse decision by the Board of Education may be appealed by the student to superior court.
- H. The Dean will keep all records required by state or federal law on all suspensions made pursuant to this policy.

**D. Long-Term Suspensions in Student Records**

- 1. Pursuant to Section 115C-402(b) of the General Statutes of North Carolina, any student who has been suspended for a period of more than ten (10) days or has been expelled following the procedures set forth above, shall have notice of said suspension or expulsion and the conduct for which the action was taken placed upon his or her school record.
- 2. Said notice shall be removed from the record of the student if (1) the student or parent requests the removal, (2) the student either graduates from high school or is not expelled or suspended again for a period of two years after his or her return to school, (3) the Dean or Dean's designee determines that maintenance of the record is no longer needed to maintain safe and orderly schools, and (4) the Dean or Dean's designee determines that maintenance of the record is no longer needed to adequately serve the child.
- 3. Notwithstanding number 2 above, a Dean or Dean's designee may remove notice of suspension or expulsion from a student's official record without a request from the student or parent if all the other above criteria are met.

**SECTION IV - IDENTIFIED EXCEPTIONAL CHILDREN OR SECTION 504 STUDENTS**

**I. Students Identified as Disabled under the Individuals with Disabilities Education Act (IDEA)**

**Note:** Refer to the ***ECU Laboratory School Exceptional Children's Discipline Procedures*** when disciplining students identified as disabled or suspected of being disabled under IDEA.

**A. General Guidelines for Disciplining Students with Disabilities**

1. At the eleventh (11) day of suspension within a school year and prior to each suspension thereafter, the ECU Laboratory School's IEP Team must be convened to make a manifestation determination. At a manifestation determination meeting, the IEP Team determines if the behavior was caused by the student's disability or was the direct result of a failure to implement the IEP. (It is ECU Laboratory School's policy to operate under the premise that the 11th day of suspension constitutes a change of placement which would trigger manifestation determination. In situations where school personnel believe that additional suspensions would not constitute a change of placement, documentation should be presented to the Exceptional Children's Director or designee).

The parent must immediately be notified of the disciplinary removal and invited to attend this meeting. ECU Laboratory School personnel should use form DEC 5(a) to serve as the notice and the invitation to the manifestation meeting. The most recent version of the Handbook on Parents' Right must be given on the same day a decision is made to make a removal that constitutes a change of placement.

A FBA (functional behavioral assessment) must be completed and a BIP (behavior intervention plan) implemented prior to the 11th day of suspension. If a current and relevant BIP has been previously developed, it should be reviewed, and modified as necessary, to address the behavior.

Educational services must be provided during any removal from school after the 10th day in a school year.

**Note:** A removal for more than 10 consecutive school days always constitutes a change of placement that triggers the above actions.

2. If the IEP Team finds no direct relationship between the disability and the behavior, or a failure to implement the IEP, the principal may follow the ECU Laboratory School Code of Student Conduct. Educational services must be continued during any removals from school.
3. If the IEP Team determines that there is a manifestation between the student's disability and the behavior or a failure to implement the IEP, the student cannot be suspended or have a disciplinary change of placement for any reason. The student must immediately return to the school placement from which he or she was removed, unless the parent and IEP Team agree to a change of placement.

**B. Special Circumstances for Discipline Related to Drug Offenses, Weapon Offenses, and Offenses Resulting in Serious Bodily Injury**

1. The principal may remove a student to an interim alternative educational setting (IAES) for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the student:
  - Carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the LEA;
  - Knowingly possess or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the LEA; or
  - Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the LEA.

Upon the end of the not more than 45-school day removal the student must be returned to the placement from which he/she was removed, unless the parent and the IEP Team agree to another placement.

2. A manifestation meeting must occur within 10 school days of the decision of the principal to remove a student to an IAES. Regardless of the decision of the manifestation determination, the student can remain in the IAES for up to 45 school days or be returned to school if the principal determines it to be appropriate. While the principal has the authority to assign a student to an IAES, the IEP Team determines the setting for services.
3. The principal must notify the parents immediately and provide the parents with the most recent version

of the Handbook on Parents' Rights. Additionally, the principal must immediately notify the Exceptional Children's Director when implementing an up to 45-school day IAES for special circumstances.

4. An up to 45 school day assignment to an IAES is not a suspension. Educational services must be provided during assignment to an IAES.
5. Definitions:
  - Weapon, as defined in 18 U.S.C. 930 (g), means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length
  - Illegal drug, as defined in 21 U.S.C. 812 (c), means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal Law. Controlled substance is a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substance Act (21 U.S.C. 812(c)).
  - Serious bodily injury, as defined in 18 U.S.C. 1365 (h) (3) and 20 U.S.C. 1415(k) (7) (D), means a bodily injury that involves a substantial risk of death; extreme physical pain; protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

#### **C. Dangerous, Violent or Abusive Students (not meeting requirements for discipline under Special Circumstances)**

1. Nothing in federal or state law prohibits a principal from contacting law enforcement to forcibly remove a violent student or a student who has committed a crime at school. Category III and IV offenses require the principal to notify law enforcement.
2. If the principal believes that maintaining the student in the current placement is substantially likely to result in injury to self or others, he/she should consult with the school board attorney and the director of the Exceptional Children's Program for guidance in obtaining a court order to change the student's placement.

#### **D. Students Served Under Section 504**

Disciplinary procedures as listed above for students served with disabilities under the Exceptional Children's programs (IDEA) shall be followed except in the following instances:

If no manifestation is found between the disciplinary infraction and the student's 504 disability, then the student is disciplined as a non-disabled student and may be suspended. No educational services are required during the suspension.

504 students whose behavior is determined to be a manifestation of their 504 disability cannot be suspended beyond ten (10) consecutive days, even when charged with a weapons violation or serious injury. If safety is a concern, contact the Executive Director of Student Services to discuss options to suspension prior to the student returning to school. If safety is not a concern, the student is reinstated in their regular education program, unless otherwise agreed upon by the parent and administration.

A forty-five (45) school day assignment to an Interim Alternative Educational Setting (IAES) is only applicable to students served under Exceptional Children's programs (IDEA), and not to students served under Section 504.

Students served under Section 504 who are charged with use of any controlled substance or alcoholic beverage on school grounds, on a school bus, or at a school function, activity, or event are not protected under Section 504. No manifestation meeting is required, and the student may be disciplined as a non-disabled student.

### **SECTION V – INVOLUNTARY COMMITMENT**

North Carolina law defines a dangerous student as:

- One whose behavior is out of control, very inappropriate to a given situation, or very irrational,
- One who has harmed himself/herself, threatened to harm himself/herself, or has been unable to care for himself/herself, or



- One who has recently caused serious bodily harm to another or has destroyed property, and based on evidence of past incidents it is expected that this behavior will happen again.

When faced with a student who presents as a danger to himself/herself or others, the school may want to refer the student for emergency/involuntary commitment to a hospital for treatment. The steps for that process follow:

1. Principal /Counselor/Designee attempts contact with the student's parents to involve them in the escalating situation. Ask the parent if the student is enrolled with an area mental health provider.
2. Principal /Counselor/Designee calls the mental health provider treating the student or calls East Carolina Behavioral Health (ECBH) at 1-877-685- 2415. The Access to Care clinicians at ECBH may assist the school staff in linking with the student's current mental health provider, in arranging for the student to be seen by a private mental health provider, or in determining if the caller needs to pursue the magistrate.
3. Principal reports to the magistrate's office and signs the petition.
4. The magistrate will send a law enforcement officer to the school to take the student for evaluation, or the School Resource Officer may be designated to transport the student.
5. The student will be transported to their area mental health provider or to ECU Medical Center for evaluation.
6. There will be three possible outcomes:
  - The student will not fit the criteria for hospital admission, will be given emergency room treatment and will be sent home.
  - It will be unclear whether the student fits the criteria for hospital admission. The student will be given an outpatient commitment and a court hearing will be set up in ten (10) days.
  - The student will fit the criteria for hospital admission and will be admitted to the hospital.

## **SECTION VI – SUBSTANCE ABUSE PROCEDURES**

(Board Procedure 10.207 – P)

### **ALCOHOL & DRUGS**

#### **I. PROCEDURE FOR DISCIPLINE OF STUDENTS**

##### **A. Narcotics, Alcoholic Beverages, Non-Alcoholic or Pseudo-Beer, Controlled Substances, Chemicals, and Drug Paraphernalia**

No student shall possess, use, distribute, sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, non-alcoholic or pseudo-beer, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

##### **B. Periodic searches may be conducted by school officials in accordance with the policy 10.201 (Search and Seizure).**

**C. The possession or proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this Rule when the drug is taken by the person for whom the drug was prescribed. Students in elementary and middle schools who have prescription drugs must turn in such drugs to the appropriate school personnel for safekeeping and dispensing.**

##### **D. Possession, Use, or Being Under the Influence of an Unauthorized Intoxicant described in I. A.**

**First Offense:** Any first-time offender who possesses, uses or is found to be under the influence of an unauthorized substance is automatically suspended for ten (10) days and may be recommended for long-term suspension. A student who has not participated in Project FIND (Families Involved in Normal Development Program) during any school year shall be eligible for Project FIND an alternative to long-term suspension. The decision to refer a student to Project FIND an alternative to long-term suspension is at the discretion of the Dean. In addition to school discipline, a student may be prosecuted under state juvenile or criminal laws. **Second**

**Offense:** The student is automatically suspended for ten (10) days. The principal may also recommend a long-term suspension. The student shall be referred to the appropriate alcohol or drug agency for assessment, which may include an outpatient or inpatient program. Documentation of assessment shall be verified prior to the student returning to school in another school year. The student may also be prosecuted under the juvenile and criminal laws of the state.

**E. Sale or Distribution of an Intoxicant**

A student who has sold or distributed or has been involved in the sale or distribution of an intoxicant in violation of this policy shall:

- Receive a ten (10) day suspension.
- The principal may recommend a long-term suspension.
- Be referred to Project FIND, if eligible.
- Be prosecuted under the juvenile or criminal laws of this state.
- Be considered for re-admittance to school during the current school year if enrolled in Project FIND.
- Be considered for re-admittance to school during a subsequent school year if the Project FIND Program requirement has been completed.

**F. Possession with Intent to Sell, Distribution, Sale, or Conspiracy to Distribute or Sell Schedule I or Schedule II Controlled Substances**

**II. PROCEDURES TO BE FOLLOWED FOR IMPLEMENTING ALCOHOL OR DRUG REFERRAL, AN INTERVENTION PROGRAM FOR STUDENTS (Project F.I.N.D.)**

- A. The student shall be immediately suspended for ten (10) days and may be recommended for long-term suspension.
- B. An investigation by the school administration shall take place. If the offense is a violation of a criminal act, it shall be reported to the appropriate law enforcement authorities for action at their discretion.
- C. Parents will be notified immediately regarding the offense and informed of their right to a formal hearing before a hearing officer. In the hearing, the parent(s)/guardian(s) and/or the school administrator may request that the Dean consider referring the student to Project FIND as an alternative to long-term suspension.
- D. If the student is offered the opportunity to enroll in Project FIND as an alternative to long-term suspension for a first offense as outlined in I.D. 1, the parent(s)/guardian(s) will be provided with information regarding the content and requirements of Project FIND. The parent(s)/guardian(s) must immediately contact Project FIND to schedule an intake appointment.
- E. If the offer of Project FIND is refused or if the student does not follow through with Project FIND, the school district will proceed with the long-term suspension process.
- F. The parent(s)/guardian(s) must give written permission for participation in the program.
- G. In the event a student who has completed the intervention program commits another substance abuse violation, school officials must recommend the student for long-term suspension or expulsion.
- H. A complete intake process will be completed for Project FIND by PORT Human Services on each student, parent(s) or guardian(s) referred to the intervention program. The purpose for doing the complete intake is to assess the student for problems he/she may be experiencing and, when deemed appropriate, referring the student to an appropriate agency.
- I. Parents of students will be required to sign a release of information at intake so that evaluation data can be obtained from the respective schools.
- J. The student and parent will be in structured workshops for a period of eight (8) weeks. A report will be completed after the final session. These reports will be sent to the school referring the student. These reports will focus on attendance and willingness to become part of the structured group experience.
- K. If a student has any unexcused absences from the intervention program classes, is non-compliant with the program, or is dropped from the program for these or any other reasons, the student's long-term suspension will be reinstated. A representative of Project FIND from PORT Human Services will notify the school administration of this action as soon as possible, but no later than five days upon the decision to drop the student from the program.

L. The initial Project FIND enrollment fee shall be paid by the Board of Trustees to encourage students to stay in school. Parents/guardians will be responsible for paying other costs for this program through insurance or sliding scale fees.

### **III. PROCEDURES TO BE FOLLOWED FOR VOLUNTARY ADMISSION OF ALCOHOL OR DRUG USE**

A. A student may at any time voluntarily share with the school official that he/she has a chemical or substance abuse problem and desires intervention assistance. ECU Laboratory School officials will then meet with parents/guardians (or surrogate parent approved by the Board of Trustees) in setting up an appointment to explain the content and requirements of the volunteer intervention program. The principal will assist parent(s)/guardian(s) in setting up an assessment interview with PORT Human Services. Appropriate steps shall be taken to ensure confidentiality for individuals in the referral and follow-up processes.

B. The principal will follow-up with PORT Human Services to ascertain if follow-up from the assessment interview was conducted.

**I. Purpose**

The ECU Laboratory School believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The School also feels that wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

**II. Information Dissemination**

On a yearly basis, school officials will communicate with parents/guardians information concerning the uniform policy by using one or more of the following: newsletters, parent forums, PTA meetings, Parent Advisory Council meetings, TV and radio announcements, flyers and posters.

**III. Appearance**

In addition to being required to wear school uniforms, all students are to be groomed and dressed appropriately for school and school activities. A student's dress and/or appearance shall:

1. Support, not disrupt, the learning environment
2. Constitute no threat to health or safety
3. Be tasteful and unable to be construed as provocative or obscene
4. Reflect practices of good hygiene and cleanliness

IV. Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal's designee on an annual basis. In considering a waiver request, the principal and/or principal's designee have the right to request additional documentation from medical officials and/or religious leaders.

V. Reasonable accommodation shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to athletics, career and technical education, P.E. classes, special events, and other activities that require non-conforming dress on a school campus during a school-sponsored event.

**VI. Financial Considerations**

Parents and/or guardians who have concerns about the affordability of a school uniform should contact the school social worker. The social worker will assist the family with identifying community resources. The school system will not be responsible for funding uniforms for any students.

**VII. School Uniform**

The principal and/or principal's designee will implement the school uniform and appearance policy in a manner that is age and developmentally appropriate.

Good judgment in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and appearance. The manner of a student's wear of the school uniform shall be neat, clean, properly fitted, age-appropriate and suitable for the learning environment.

**Requirements**

#### A. Shirts

1. Shirts must be solid white, purple, or gold/yellow.
2. Students must wear long or short-sleeved shirts with a collar. Shirts may have one or two chest pockets.
3. With the exception of school approved logos, shirts may not have insignias, logos, labels, words, or pictures. Shirts with school approved logos must have collars.
4. Shirts must be appropriately sized and tucked in unless the shirt is designed for outside wear and is no longer than 3 inches below the natural waist.
5. Shirts shall be long enough to cover the midriff when sitting or standing. Furthermore, shirts must cover the chest and back so the chest and the back of the body are not inappropriately exposed.
6. Undergarments may not be visible at any time. Students may wear T- shirts or camisoles which are plain white, purple or gold/yellow.
7. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
8. Clothing shall be worn appropriately (correctly sized; not inside-out or backwards; no rolled up pants legs, etc.).

#### B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts

1. Colors: solid khaki, black, or navy.
2. Denim is permitted but must be solid blue, black or khaki.
3. Must be free of graphics and embroidery. With the exception of small labels, they may not have insignias, logos, words, or pictures.
4. Shorts, skirts, skorts and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three inches above the top of the knee when standing.
5. No pants or shorts with pockets halfway down the legs.
6. Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants must be worn with the waistband at or above the hipbone.
7. Clothing shall be worn appropriately (not inside-out or backwards; no rolled up pants legs, etc.).
8. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
9. If belts are worn, they must be solid black or brown with a plain belt buckle that is not oversized. All belts must be buckled.

#### C. Dresses

1. Dresses may be solid white, purple, gold/yellow, or khaki.
2. Denim dresses/jumpers are permitted in solid blue, black or khaki.
3. Students may wear long or short-sleeved dresses with a collar. Dresses may have one or two chest pockets.
4. With the exception of school approved logos, dresses may not have insignias, logos, labels, words, or pictures.
5. Dresses must cover the chest and back so the chest and the back of the body are not inappropriately exposed.
6. Dresses shall be modest and of sufficient length. The length of the dress shall be no shorter than three inches above the top of the knee when standing.
7. Undergarments may not be visible at any time. Students may wear T- shirts or

camisoles which are plain white, purple, or gold/yellow.

8. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.

#### D. Shoes

1. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, science labs, etc.).
2. Shoes that have laces shall be laced and tied.
3. No bedroom shoes shall be allowed.

#### E. Outerwear

1. Students may wear plain unhooded sweaters, sweatshirts, or vests including those made out of lightweight fleece material over school uniforms. The items may be solid white, purple, or gold/yellow. Down vests and denim vests or jackets are not acceptable.
2. Light weight fleece jackets, which are the school approved colors and do not have a hood, are allowed.
3. Sweaters and sweat shirts, which are the school approved colors, with the exception of school approved logos, may not have insignias, logos, labels, words, or pictures. Sweaters and sweat shirts with school approved logos may not have hoods.
4. Coats
  - a. Coats may not be worn inside the school building during the school day.
  - b. Coats may be worn during a class change if the student is exiting the building.
  - c. Coats may be worn to school and placed in the student's locker. If a locker is not available, it may be hung in the classroom or another location designated by the principal and/or the Principal's designee.
  - d. The principal and/or the principal's designee may make an exception if the building/classroom is unusually cold.

#### 5. School Spirit Wear

Principal approved school spirit wear may be worn on special days (field trips, spirit days, etc.) as directed by the principal.

#### F. Other Clothing Items or Accessories

1. Students may not wear large pendants or medallions.
2. No adornment is allowed that reasonably could be perceived as, or used as, a weapon (such as chains, spikes, etc.).
3. No gang-related clothing, accessories, symbols or intimidating manner of dress, as identified by local law enforcement agencies, are allowed.
4. No headwear and no sunglasses shall be worn inside school buildings.
5. No bandanas shall be allowed.
6. Solid color, pattern or stripe ties may be worn. They may not have any insignias, logos, labels, words, or pictures.
7. Leggings and footed tights may be worn only as an accessory under skirts, skorts, dresses, shorts, pants, or capris that meet uniform requirements. They must be solid white, purple, or gold/yellow.
8. No jeggings allowed.
9. Only school activity buttons, approved by the principal are permitted to be worn on a student's school uniform.

#### G. Other Uniform Requirements

1. Students are expected to be dressed according to the uniform standards at all

times school is in session including the ECU Lab School Extended Day.

2. Principal may make exceptions to the uniform policy for special events such as jeans day.

#### VIII. **Enforcement**

The principal and/or principal's designee shall ensure that the policy is enforced in a consistent manner and require the student and the student's parent or guardian to take appropriate action to remedy situations determined to be in conflict with this policy. Disciplinary action shall be taken for violation of the School Uniform and Appearance Policy in accordance with the ECU Lab School Code of Student Conduct. (ECU Lab School Policy 10.206 and Procedure 10.206)

Appropriate disciplinary actions for violations may include the following:

**First Offense:** Students shall be informed that they have violated the policy. They shall be given the opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, the students may be placed in in-school suspension or isolation for the remainder of the day.

**Second Offense:** A second infraction of the policy may be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference may be held.

**Third (and additional) Offenses:** A third or additional infraction of the policy may be categorized as a Category I Offense as outlined in the ECU Laboratory School Code of Student Conduct (Policy 10.206 and Procedure 10.206-P), subject to the consequences outlined therein, including out-of-school suspension.

Disciplinary action may vary when a student has a record of other student conduct violations during the current school year.

Students who do not comply with the School Uniform and Appearance Policy also may be excluded from participating in certain school programs, including graduation ceremonies. Copies of the School Uniform and Appearance Policy shall be made available to students and parents.

Students new to ECU Laboratory School will be given a two week grace period from enrollment to obtain and wear the proper school uniforms.

**Legal References:** G.S. 115C-47, -390, -391

**Cross References:** Policy 10.206 (Code of Student Conduct).

#### ***Appendix III: Immunizations***

## IMMUNIZATIONS

No student shall attend a school (pre-K-12) unless a certificate of immunization indicating that the child has received the required immunizations has been provided to the school.

North Carolina State Law requires the following minimum doses:

- 5 DTaP, DTP, or DT doses (If 4th dose is after 4th birthday, 5th dose is not required; DT requires medical exemption.)
- 1 Tdap booster required for students entering 6th grade on or after 8/1/08 if five or more years since last tetanus/diphtheria booster.
- 4 Polio Vaccine doses (If 3rd dose is after 4th birthday, 4th dose is not required.)
- 1-4 Hib doses (Series complete if at least 1 dose given on/after 15 months and before 5 years of age; not required after age 5.)
- 3 Hep B doses.
- 2 Measles doses (at least 28 days apart; 1st dose on/after 12 months of age).
- 2 Mumps dose (at least 28 days apart; 1st dose on/after 12 months of age) children who entered school prior to 7/1/08 require only 1 dose.
- 1 Rubella dose (on/after 12 months of age).
- 1 Varicella dose (Children born on or after April 1, 2001 without documented history of disease).

If documentation of the required immunizations is not presented on or before the first day of attendance, it is the duty of the school principal/designee to notify the parent/guardian of the deficiency. The parent/guardian shall have 30 calendar days from the first day of attendance to obtain the required immunization(s).

If the administration of the vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days may be allowed to obtain the required immunizations upon certification by a physician.

The student will not be allowed to continue beyond the 30 calendar days or the extended period unless the required immunization(s) has/have been obtained.

Medical or religious exemptions from NC State Immunization law must meet the requirements of the law. Documentation of any exemption must be on file at the school in the student's permanent record. Parents/guardian seeking an exemption should consult the local health department.

**Legal References:** N.C.G.S.A. § 130A-155

**Cross References:** None

### ***Appendix IV: Conduct and Safety Rules for School Bus Passengers***



The school bus is an extension of the school. All school rules and regulations apply. Failure to comply with these rules could result in the denial of transportation privileges and/or suspension/expulsion.

A. Meeting and Entering the Bus

1. Safe Route: In walking to a bus stop, passengers should select the safest route. If there is no sidewalk, they should walk on the left side of the street or highway on the road shoulder facing traffic.
2. Being on Time: Passengers must be on time. The driver has a schedule to follow and cannot wait for tardy passengers. Bus drivers will only wait a maximum of 60 seconds at a bus stop.
3. Waiting for the Bus: Passengers must stay off the street or roadway while waiting at a bus stop. They should never play but pay attention to the traffic, and move out of the way quickly if a vehicle appears to be closely approaching. As the bus arrives, they should never run alongside the bus or approach it, but wait until the bus comes to a complete stop. If the street or highway must be crossed to enter a bus, they should not cross until the bus and all traffic have stopped, unless traffic is controlled at the crossing by stop and go signals.
4. Entering the Bus: As soon as the bus has stopped, passengers should walk quickly (not run) to the bus. If the highway or street has to be crossed, passengers should look in all directions and make sure the way is clear of traffic, the bus door is open, and bus signals working before crossing. They should then walk quickly (not run) across the highway or street approximately ten feet in front of the bus in full view of the driver to the front bus entrance.

B. On the Bus

1. Taking a Seat: Passengers entering the school bus should take their assigned seat quickly and remain seated. They should refrain from moving around in the bus when it is in motion.
2. Opening Windows: Passengers must ask the driver for permission if a window needs to be opened.
3. Keeping Inside: Passengers must keep their head, arms and feet inside the bus at all times.
4. Throwing Objects, Shouting, Waving: Objects should never be thrown about in the bus or out of the window. Passengers should not shout and wave to pedestrians or occupants of other vehicles from bus windows.
5. Eating: Passengers should never eat or drink in the school bus. Eating on a school bus can be dangerous.
6. Keeping the Aisle Clear: Passengers should never pile books, musical instruments, lunch boxes, or other objects in the bus aisle. If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle when possible.
7. Indecent Language ,Tobacco: Passengers must not use profane, indecent language or use tobacco products while riding on a bus.
8. Diverting the Driver's Attention: Passengers shall not be loud, boisterous, or distract the driver's attention in any other way. They shall not talk to the driver, except in an emergency, while he is operating the bus.
9. Playing: Playing or scuffling on the school bus will not be tolerated.
10. Railroad Crossings: Passengers must maintain complete silence at all railroad crossings.
11. Emergency Door: Passengers must never tamper with the emergency door or any other part of the bus. An open emergency door is very dangerous while the bus is in motion.

12. Care of the Bus: Passengers must never mar or deface the bus in any way. They shall not cut or damage seat coverings. Passengers are to pay for any damage they cause.
13. Fire Extinguishers and First Aid Supplies: Passengers must never tamper with fire extinguisher and first aid supplies. The fire extinguishers and first aid supplies are placed in the school bus only for the driver to use in an emergency.
14. Bus Assignment: Passengers shall not ride on a school bus unless assigned to it by the principal.

C. Arrival on the School Grounds

1. Remain Seated: Passengers shall remain seated until the bus reaches the unloading area, has come to a complete stop, and the driver has opened the front door.
2. Front Passengers First Off: Passengers shall not rush to get off the bus. Passengers in front should move out first. They should walk quickly and in an orderly manner to the front, hold the handrail, and step out of the bus. They must never leave the bus through the emergency door or window except in an emergency.
3. Move Away from Bus: Passengers shall not loiter or play near a stopped bus, but shall walk quickly away from the bus to the school building.
4. Parking Area Restricted: During the school day, all persons shall stay away from the bus parking area. They must never re-enter a bus during the school day without permission of the principal, and must never eat lunch or play in a bus.
5. Use Care: Passengers should be careful not to hit the driver or other students with their book bags when entering or exiting the bus.

D. Entering the Bus after School

1. Follow Instructions: Passengers shall obey and follow instructions of the principal and teachers in a planned system for going to the bus parking area and entering the bus after school.
2. Be Orderly: Passengers shall not run but walk quickly to the bus and get on as soon as the principal, teacher, or bus driver permits.
3. Take Places Quietly: After entering the bus, passengers shall take their places and be quiet, so the driver and all passengers can hear instructions. Passengers will sit in their assigned seats.
4. Written Permission: If a friend is going home with a passenger, he/she will have written permission from the principal before the driver will allow him/her to ride.

E. Leaving the Bus En Route Home

1. At Unassigned Stop: A passenger must leave the bus only at his/her designated stop. Only with permission of the principal will the driver be permitted to let a passenger leave the bus at any stop not designated for him/her.
2. At Stores or Service Stations: Passengers must not get off the bus at unauthorized stops to make purchases, visits or perform errands. Neither shall they request the driver to make unauthorized stops for such purposes. The driver is not permitted to make accommodations of this kind.
3. At Assigned Stop: When the bus arrives at the assigned stop, passengers shall remain in position until the bus has completely stopped, then walk quickly to the front of the bus. No passengers should attempt to open the door, but should wait for the driver to open it. When the door is opened, passengers getting off the bus shall hold the handrail, watch the steps, and alight from the bus with caution.
4. Care in Leaving Bus Stop: If the highway must be crossed after getting off the bus, passengers shall move about ten feet to the front of the bus, make certain the stop signal is extended, and all traffic is stopped. On a signal from the driver, each passenger must look both ways, make sure the way is clear, and walk quickly in full view of the driver across the highway or street. Each must be sure to stay out of the

line of traffic until the roadway is free from any danger. If the highway is not crossed after getting off the bus, passengers shall move quickly away from the bus in view of the driver, and go directly home. They must never remain near the bus to talk with, frolic with, or touch hands with bus passengers.

In crossing in front of a school bus, passengers should never stop for any reason unless they have first informed the driver of this intention. After passengers have alighted and moved away from a bus at a bus stop on the route or on the school grounds, they should not return to the bus without first getting the attention of the bus driver.

F. Passenger Behavior

1. There are numerous student behaviors which create safety hazards and consequently must be corrected. Therefore, students may be suspended for violating any of the following rules:
  - a. Delaying the bus schedule.
  - b. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a bus driver while riding a bus.
  - c. Tampering with the bus.
  - d. Refusing to meet the bus at the designated stop.
  - e. Unauthorized leaving of the bus when en route from home to school or vice versa.
  - f. Playing, throwing paper or other objects, or otherwise distracting the driver's attention while the bus is in operation.
  - g. Failure to observe established safety rules and regulations.
2. The following actions may be taken if a child is reported for any of the above listed violations:
  - a. When a student is initially reported to the appropriate school official, he/she will be called for a conference during which he/she will have the opportunity to justify his/her behavior and the school official will attempt to reach an understanding with the student which will prevent further trouble. At this time parents will be notified of the student's misconduct and the subsequent steps to be taken.
  - b. If a student is guilty of a second offense or if any rider commits a serious offense, he/she may be suspended from the bus for 3 to 5 days.
  - c. If a previously suspended student misbehaves again, he/she may be suspended from the bus 1 to 2 weeks.
  - d. If a student who has been suspended twice and is guilty of another offense, he/she may be suspended or forfeit transportation privileges for the remainder of the year. He will be allowed to resume riding only at the discretion of the principal

G. Students with Disabilities

Students with disabilities, like all other students, are subject to disciplinary action(s) pursuant to the written rules of state and local education agencies.

However, school bus disciplinary or suspension action requires an IEP review when this service is being provided as a related service. A student with a disability may not be subjected to punitive action solely on the basis of the disability. It is necessary to determine the relationship between the proposed disciplinary action and the disability.

When the behavior for which the student is to be removed from transportation is the result of the student's disability, the student cannot also be deprived of access to special education. If

the behavior is of danger to the driver and/or to students, transportation may be interrupted. Such interruption should result in an emergency IEP meeting to determine the relationship of the behavior causing disciplinary action to the child's disability, and to determine alternative transportation services or methods.

Suspension of transportation services may not exceed five school days in a given school year. Should a suspension of transportation services exceed five school days, the child and parents must be provided with procedural safeguards. An IEP meeting should be called to determine if the student's disability was a significant cause of the behavior that prompted the disciplinary action. If the determination is "yes," then the suspension should be rescinded.

In some cases a change in education placement to a more restrictive environment might be required because of the severity of transportation problems. However, in most instances, other intervention, such as additional supervisory staff or management strategies, should succeed in correcting the situation.

In order to deal equitably with suspension issues, written procedures are essential. Matters regarding suspensions of transportation services are subject to due process review under P. L. 94-142.

## ***Appendix V: Information Waiver***

ECU LAB SCHOOL

POLICY 4.301

The ECU Lab School believes in and supports fair, accurate, and balanced news media coverage. The ECU Lab School is also committed to the protection of confidential information regarding students and employees.

The ECU Lab School will authorize the release of student or employee information that will ensure fair, accurate, and balanced news media coverage as determined appropriate.

Student information of a protected or confidential nature will be released for the purpose of responding to a news media inquiry only if written permission by a parent, guardian, or emancipated student is obtained by the principal or news media representative.

Employee information of a protected or confidential nature will be released for the purpose of responding to a news media inquiry only if written permission by the employee (or former employee) is obtained by the work site supervisor or news media representative.

## **Appendix VI: Web Page Policy**

### **ECU LAB SCHOOL**

### **POLICY 2.502**

The ECU Lab School Advisory Board encourages the development of web pages to support the academic mission of the ECU Lab School. Web pages produced in this context should provide one or both of the following:

- a. community-wide access to information about the academic and extra-curricular activities of ECU Lab School; and
- b. an electronic medium for teaching, learning, and research.

Contents of all pages attached or linked to/from the school web site must support education and must comply with district policies as well as local, state and federal laws.

Electronic publications will be subject to the same policies and standards as print publications. The ECU Lab School's web site is an official publication of the school and ECU. The School web site is the copyrighted property of ECU. All text and photographs appearing on this web site is copyrighted and should not be reproduced without written permission from the appropriate school official.

The web page procedures shall be implemented to ensure that all information provided is accurate, professionally presented and of educational or operational interest. The principal shall be responsible for the integrity of the information placed on-line to the school's website.

### **PROCEDURE 2.502-P**

#### **PROCEDURE FOR ECU LAB SCHOOL WEB PAGES**

##### **1. Content**

The principal has the ultimate responsibility for determining the content to be posted online. The principal may appoint a committee to review and approve all pages written by school employees or students and to make decisions about the appropriateness of content and links before the pages are posted to a the ECU web server.

All subject matter on the school's web site or those linked from it should relate to curriculum, instruction, school-authorized activities, or general information about the school that is appropriate and of potential interest to the community. Neither staff nor students may publish personal home pages as part of or linked from the school web site, or home pages for other individuals or organizations not directly affiliated with the school. Staff or student work may be published on a school web site only as it relates to a class project, course, or other school-related activity.

Material(s) owned by others, i.e., copyrighted work(s), may not be placed on a web page without the express permission of the copyright owner. If something from another web page is to be included, then a link to the page must be established.

Documents may not contain objectionable material or link to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies, or material that violates the standards set forth in the school's Acceptable Use Policies (Policy 7.028 and Policy10.213).

Every effort should be made to ensure that all web pages are accurate and free of spelling and grammatical errors. Before any World Wide Web document is made available to the public, spelling and syntax should be checked and links should be verified. This process, for those who have a File Transfer Protocol (FTP) account, should be undertaken prior to uploading the file(s) to the web server

##### **2. Timeliness**

It is the responsibility of the creator of each web page on the school web site to keep the information accurate

and updated. Information, particularly time-sensitive information such as award announcements and press releases, should be posted as promptly as possible. Out-of-date information should be removed or updated promptly by the person(s) responsible for the web site. Removed pages may be added back to the site whenever their purpose or usefulness are relevant again.

Classroom web pages should be updated frequently to keep students and parents apprised of what is occurring in the classroom, and these pages should be deleted whenever a staff member leaves the school at the end of a semester or school year, or when an assigned project ends. School web pages should be updated frequently to reflect events occurring in the school.

### 3. Links

With the approval of the webmaster, the following people may link from the school's web site to their web site or web page: teachers, students, directors, coordinators, administrators, Board members, student organizations, parent/teacher organizations and school committees. If they support the mission of the school and have obtained Advisory Board approval, other organizations may link from the web site.

All requests for establishing links from the school's web site, should be sent to the site webmaster utilizing the established ticketing system. Should approved pages later change in a manner that violates any of the guidelines or policies identified, the links must be terminated until the violations on those pages are corrected.

A link is a URL (factual address) and is, therefore, not copyrightable. Any pages that are linked to or from the district's site must be tested and work before being posted.

All pages must bear the name of the "owner" of the page or web site and provide a clear method for returning to the district or school web site. All linked pages must comply with the guidelines and policies of the ECU Lab School, use network etiquette as defined in ECU Lab School's Acceptable Use Policy 7.028 and Policy 10.213, and inform people that you made a link to their site or page(s). Links to other Web sites must be removed if the owner objects.

The main page of the website must contain caveats that state, "Links that are provided to other websites are not official sites of ECU Lab School," and "Links that are provided to other websites may include advertising, since those websites belong to their owners and not ECU Lab School's."

Dead links inevitably occur on WWW servers as pages are modified, moved, or deleted over time. The responsible party for each web page will monitor and maintain the links. Corrections or removals of dead links should be made as soon as possible through the updating of web pages.

Personal academic pages for teachers or other education professionals may be linked to school pages if they (1) are of a professional nature, (2) support the academic purpose of the site, and (3) adhere to school policy as well as local, state, and federal laws. Web pages written by employees must not include links to any other sites that do not adhere to ECU Lab School policy as well as local, state, and federal laws. Include a caveat for the website that states, "This is not an official site of The ECU Lab School. Every effort is being made to keep this site current."

Personal pages must receive approval from the principal for the website design and content and must be submitted for reconsideration if any subsequent major changes are made to the design/content of the website. When a staff member puts a downloaded image on his or her page, permission to do so must have been obtained from the person who owns the page from which the image was taken. (That permission may be given via e-mail and is often gained simply by sending an e-mail request to the person who has developed the page where the image is located.)

Commercial Web pages should not be linked from school pages unless that link provides access to educationally relevant information.

### 4. Pictures and Video

During the school year, students are likely to be recorded, videotaped, photographed, interviewed, and /or quoted for the ECU Lab School's Web page. Every person has a right to privacy, which includes the right to restrict the use of his/her own image or comments. If someone does not wish to be interviewed, recorded, videotaped or photographed, they must contact the principal of the school in writing to express the restriction

for the Web page or other ECU Lab School publications. Any images or videos included within the ECU Lab School website should be accompanied by a media consent form granting permission to utilize said images/videos.

Permission must be received from the webmaster before a video clip can be placed on the school's Web Site due to lengthy download time and amount of space a video file will take on the server.

5. Student Work

Student work may not be published on the World Wide Web without the written permission of the parent/guardian(s) and the student.

6. Commercial Activity or Private Business

Faculty, staff, and students are not permitted to run a private business or solicit business on any website linked to the school or the school network.



## Appendix VII: ECU Lab School Calendar



### 2017-18 ACADEMIC CALENDAR FOR STUDENTS

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

  

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

  

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

November 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

  

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	First/Last day of School
	Teacher Workdays
	School Designated Workdays
	Early Release Days
	Marking Periods
	Annual Leave Days
	Holidays
August 2017	
17-21	Teacher Workdays
22	School Designated Workday
23	Teacher Workday
24	School Designated Workday/Open House
25	Teacher Workday
28	First day of School
September 2017	
4	Labor Day
October 2017	
10	Early Release Day
11	Teacher Workday
27	End of 1 <sup>st</sup> Nine Weeks
November 2017	
9	Early Release Day/K-8 Conferences
10	Veteran's Day
22	Annual Leave Day
23-24	Thanksgiving Holiday
December 2017	
20	Early Release Day
21-22	Annual Leave Days
25-27	Christmas Holiday
26-29	Annual Leave Days

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

  

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

  

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

  

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

  

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

  

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	

January 2018	
1	New Year's Day
15	Martin Luther King Jr. Day
19	End of 2 <sup>nd</sup> Nine Weeks
19	End of 1 <sup>st</sup> Semester
22	Teacher Workday
23	School Designated Workday
February 2018	
26	Teacher Workday
March 2018	
13	Early Release Day
28	End of 3 <sup>rd</sup> Nine Weeks
30	Good Friday
April 2018	
2-6	Spring Break/Annual Leave Days
12	Early Release Day/K-8 Conferences
May 2018	
28	Memorial Day
June 2018	
7	End of 2 <sup>nd</sup> Semester
7	End of 4 <sup>th</sup> Nine Weeks
8	School Designated Workday
11-30	June 11-June 30 - Extended Year
1-6	July 1-July 6 - Extended Year
4	Holiday
6	Last Day of School

A Partnership between East Carolina University and Pitt County Schools



## East Carolina University LABORATORY SCHOOL

A Partnership between East Carolina University and Pitt County Schools

### INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a closing, delayed opening, or early dismissal of school for any reason, ECU Lab School officials will adhere to Pitt County Schools (PCS) policy. Specific details will be announced on area television and radio stations. Information will also be posted on the PCS website ([www.pitt.k12.nc.us](http://www.pitt.k12.nc.us)).

### MAKE-UP DAYS

Make-up days are scheduled in the school calendar to be used in case of school closings due to inclement weather or any other circumstances that cause a day of school to be missed. If vacation or family plans are made on any of these days, one should be aware of the possibility that these days could become student days. In addition, the Chancellor/Designee may designate Saturday as a school make-up day during the same week in which the day was lost.

### POSSIBLE MAKE-UP DAYS

October 11, 2017	Teacher Workday
November 22, 2017	Annual Leave Day
January 23, 2018	School Designated Day
February 26, 2018	Teacher Workday
March 13, 2018 & April 12, 2018	Early Release Days

### EARLY RELEASE DAYS

On Early Release Days, the ECU Lab School will dismiss at 11:30 a.m. Lunch will be served.

### OPEN HOUSE

4:00 PM - 6:30 PM  
August 24, 2017

### MARKING PERIODS

Week	End Date	Report Card Issue Date
1 <sup>st</sup> 9 Weeks	October 27, 2017	November 6, 2017
2 <sup>nd</sup> 9 Weeks	January 19, 2018	January 29, 2018
3 <sup>rd</sup> 9 Weeks	March 28, 2018	April 16, 2018
4 <sup>th</sup> 9 Weeks	June 8, 2018	Mailed Home

### PARENT CONFERENCES

3:00 PM - 7:00 PM

November 9, 2017  
April 12, 2018