



**NORTHEAST REGIONAL SCHOOL**  
**of Biotechnology**  
**and Agriscience**

***NERSBA: The Spirit of Innovation***

# **Scholar Handbook**

## **2016-2017**

**1215 St. Andrews St.**  
**Jamesville, NC 27846**  
**Phone: (252) 792-0241**

**[www.neregionalschool.org](http://www.neregionalschool.org)**

Dear Scholars and Parents:

On behalf of the Board of Directors, faculty and staff, welcome to NERSBA! We are proud of the accomplishments of our scholastic community since our conception. We look forward to the contributions you will make to NERSBA this year.

This handbook contains specific information regarding the policies and procedures for the day-to-day operations at NERSBA. Please become familiar with these protocols as we begin the 2016-2017 academic calendar.

I personally wish you the best and am looking forward to the 2016-2017 school year.

Sincerely,

Hallet S. Davis, Jr.  
NERSBA Principal

### **NERSBA VISION STATEMENT:**

The Northeast Regional School of Biotechnology and Agriscience is a regional high school delivering advanced, innovative education in biotechnology and agriscience in a unique educational setting, empowering scholars with project based learning, communication and leadership skills needed to succeed as global citizens.

### **NERSBA MISSION STATEMENT:**

SCHOLARS WILL BENEFIT FROM AN ENRICHED LEARNING ENVIRONMENT, EXPERIENCING THE IMPORTANCE OF BIOTECHNOLOGY AND AGRISCIENCE THROUGH INTERACTIVE INSTRUCTION WHILE PARTNERING WITH DYNAMIC AGRICULTURAL ENTERPRISES. SCHOLARS WILL PREPARE FOR CAREERS AND ACHIEVE COLLEGE CREDIT TOWARDS INDIVIDUAL EDUCATIONAL GOALS.

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## **School Calendar**

NERSBA operates on a 200 day calendar with 12 Home Satellite Days and 3 Scholar Volunteer Days. Home Satellite Days are scheduled to provide an opportunity for scholars to work from home using lessons and activities assigned by the NERSBA staff via the use of online technology and resources. Scholars will be responsible for completing all assignments in accordance with guidelines set by each instructor.

The attached school calendar (see Appendix A) provides specific information regarding school closings, home satellite days, volunteer days, and respective grading periods. This information can also be found on NERSBA website <http://www.neregionalschool.org>

## **Communication From NERSBA**

Weekly updates regarding NERSBA events and schedules will be sent out via phone messages on Sunday evenings at approximately 8:00 p.m. Additional phone may be sent out as needed to keep everyone informed of any changes or as a reminder for important dates throughout the school year. This information will also be posted on the NERSBA website <http://www.neregionalschool.org>

## **Emergency Closings/Delays**

When necessary to close or delay NERSBA due to inclement weather or any other unforeseen occurrence that presents a threat to the safety of scholars or causes major damage to school property, the administration shall notify parents via a phone message. This information will be posted on the NERSBA website and local news outlets (i.e., WITN).

**NOTE: The use of phone messages requires that NERSBA has up-to-date and accurate phone contact information for parents/guardians. When phone numbers and email addresses change, please contact the school at (252) 792-0241.**

## **Attendance**

Attendance in school and active participation daily in class are integral components of academic achievement and the teaching-learning process. Through regular attendance, scholars develop patterns of behavior essential to professional and personal success in life. According to the NC Compulsory Attendance Law, regular attendance by every scholar is mandatory (G.S. 115C-378). Parents/guardians are responsible for ensuring that scholars attend and remain at school daily.

In order to be considered in attendance, a scholar (except for hospital/homebound) must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activities may include field trips, FFA contests, scholar conventions, or any similar approved activity. Except as above, a

scholar must be present at least one-half of the school's instructional day in order to be recorded present for that day

Perfect Attendance will be awarded to those scholars who do NOT miss any part of a school day for the entire school year.

#### Excused Absences

In order for an absence to be considered excused, the parent/guardian must send a signed note explaining the absence to the school the day the scholar returns to school. Absences due to extended illnesses, 3 or more days, require a statement from a physician explaining the illness. An absence may be excused for any of the following reasons:

- personal illness or injury that makes the scholar physically unable to attend school;
- isolation ordered by the State Board of Health;
- death in the immediate family;
- medical or dental appointment;
- participation under subpoena as a witness in a court proceeding;
- a minimum of two days each academic year for observance of an event required or suggested by the religion of the scholar or the scholar's parent(s)/guardian(s);
- participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
- pregnancy and related conditions or parenting, when medically necessary; or
- visitation with the scholar's parent/guardian, at the discretion of the principal, if the parent/guardian
  - (a) is an active duty member of the uniformed services and
  - (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of absences and short-term out-of-school suspensions, the scholar will be permitted to make up his or her work according to NERSBA policy (refer to the **Academic Expectations** section of this handbook).

#### Absences for School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. The NERSBA principal shall ensure that classes missed by scholars due to school-related activities are kept to a reasonable amount. The following school-related activities will not be counted as absences from either class or school:

- field trips sponsored by the school;
- job shadows and other work-based learning opportunities;
- school-initiated and scheduled activities; and
- Career and Technical Education scholar organization activities approved in advance by the principal

Assignments missed for these reasons are eligible for makeup by the scholar according to NERSBA policy (refer to the **Academic Expectations** section of this handbook).

#### Excessive Absences/Tardies

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Scholars are expected to be at school on time and to be present at the scheduled starting time for each class. Scholars who are tardy to school or class for unexcused reasons will be subject to those consequences outlined in NERSBA guidelines for scholar behavior (see the **Scholar Behavior** section in handbook) up to and including dismissal from NERSBA. NERSBA shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

- a. After 3 unexcused absences have been accumulated, NERSBA will notify legal guardians via a phone call and a letter will be sent home with the scholar;
- b. After no more than 6 unexcused absences, legal guardians will be notified via mail;
- c. Once a scholar accumulates 10 or more unexcused absences, NERSBA will request a conference with legal guardian and scholar to discuss a future plan of action.

If a scholar is absent (excused and/or unexcused) for more than eight days in a semester or 16 days in a year-long course, the principal or a committee established by the principal, shall consider whether the scholar receives credit for the course. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the scholar completed missed work. A committee will recommend to the principal and the principal may make any of the following determinations:

- scholar will not receive course credit for the semester;
- scholar will receive the grade otherwise earned; or
- scholar will be given additional time to complete the missed work before a determination of the appropriate grade is made.

#### Scholar Dismissal During School Hours

No scholar shall leave the school grounds during school hours without prior permission from NERSBA principal or school designee. Permission to leave will be granted under the following conditions:

- a. NERSBA has received written permission (via signed note, email with a scanned parental signature, or fax) from legal guardian prior to dismissal;
- b. Scholar is participating in school sponsored event or educational opportunity with prior approval from legal guardian; and/or
- c. A legal guardian or approved individual(s) reports to the main office to sign scholar out.

Scholars who sign out of school or class for unexcused reasons will be subject to those consequences outlined in NERSBA guidelines for scholar behavior (see the **Scholar Behavior** section in this handbook) up to and including dismissal from NERSBA.

#### Transportation Procedures

##### Buses to/from NERSBA Campus

NERSBA will arrange transportation for all scholars in collaboration with a scholar's home Local Education Agency (LEA) transportation services from either Beaufort, Martin, Pitt, Tyrrell, and Washington counties. Transportation will be provided to and from NERSBA campus on all school calendar days in which scholars are required to report to the Jamesville campus for instruction. Unlike traditional bus routes, NERSBA and the local LEA will determine pick-up and drop-off locations prior to



the start of the academic year based on data received from yearly enrollment in terms of scholars' addresses.

### Buses to/from MCC Campus

Those scholars who are enrolled in face-to-face classes at Martin Community College will be provided transportation to and from the Jamesville Campus during designated hours of the school day.

**\*\*Riding the bus is a privilege, not a right, and scholars may be denied that privilege based on NERSBA behavior expectations and independent LEA policies regarding bus behavior\*\***

Scholars may attend school during periods of suspension from the bus with transportation being provided by parent/legal guardian.

### Parking/Driving

#### NERSBA Campus

The administration may assign individual scholar parking spaces or designate parking areas for scholars. Whenever individual spaces are designated or assigned, first priority will be given to individuals with physical disabilities and scholars participating in school-related internships or off-site learning opportunities. Pursuant to G.S. 115C-46, the administrator may request for the registration of vehicles and remove cars parked in violation of school rules.

**Parking on school grounds is a privilege, not a right.** Parking privileges may be revoked as a consequence for violating parking rules or for violating scholar behavior policies, school standards or school rules. Scholars' cars parked on school property may be searched in accordance with scholar search policies. NERSBA is not liable for any damage and/or lost or stolen items relating to scholars' vehicles while on campus.

Scholars will be required to complete and submit a parking request each academic year. It is the responsibility of the scholar to keep the school informed of any changes to this information. Provided decals must be displayed at all times.

NERSBA will comply with state guidelines regarding the reporting of scholar's grades to maintain a valid NC driver's license/permit. If a scholar is identified as needing to be referred to NCDMV due to inadequate progress, the parents/guardians will be notified. Within 10 days of notification, the parents/guardians may submit a hardship request for consideration and review. If after the 10 days, no hardship request has been received or the hardship submitted was denied, names of identified scholars will be submitted to NCDMV. Please refer to NCDMV for more information regarding adequate progress and reinstatement.

### Off-site Scholar Parking

Scholars participating in school-related internships or off-site learning opportunities will adhere to location specific parking rules and regulations. NERSBA is not liable for any damage and/or lost or stolen items relating to scholars' vehicles while off-site. Scholars who are permitted to drive to college courses offered at Martin Community College are to park in the parking lot near Building 4.

## **Five-Year Plan**

Acceptance to attend NERSBA requires commitment to an academic plan of up to 5 years with the goals of graduating with both a High School Diploma and at least 60 college credits that includes graduating with an Associate's Degree or a career studies certificate(s). In order to achieve these goals, scholars will adhere to a schedule of classes that is similar to, but not exclusive to, the following outline:

First Year NERSBA Scholar: Earth & Environmental Science, Math 1 & Fundamentals OR Math 2 & 3, English 1 & 2, World History, Agriscience Applications, ACA 122-College Success and Health 110-Personal Health and Wellness, and completion of 50 hours in a Supervised Agricultural Experience (SAE) project.

Second Year NERSBA Scholar: Biology, Chemistry, Math 2 & 3 OR Math 4, English 3 & 4, Civics & Economics, CTE course - part 1, up to 3 college courses, and completion of 75 hours in a SAE project.

Third Year NERSBA Scholar: Math 4 (if needed), CTE course - part 2, up to 8 college courses, and completion of 100 hours in a SAE project.

Fourth Year NERSBA Scholar: CTE course, up to 8 college courses, and completion of 120 hours in a SAE project.

Fifth Year NERSBA Scholar: CTE course, Seminar, up to 10 college courses, and completion of internship/SAE project requirements (130 hours).

## **General NC High School Graduation Requirements**

English (4 credits)- English I, II, III, IV

Math (4 credits)- Math I, II, III & 4th Math Course to be aligned with the scholar's post high school plans

Science (3 credits)- A physical science course, Biology, Environmental Science

Social Studies (4 credits)- Civics & Economics, World History, American History I\*, American History II\*

World Languages- Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system\*

Health/PE (1 credit)- Health/Physical Education\*

Electives (6 credits)- CTE and any other subject areas\*

CPR/1st Aid

\*Indicates courses that are provided via non-NERSBA offerings (i.e., dual credit with MCC/NCSU/MOU or NCVPS)

## **Honors Courses**

All NERSBA courses will be taught at Honors level, with the exception of the Math 1 Foundations course.

## **Dual Credit**

According to the State Board of Education, NERSBA scholars may receive high school credit for post-secondary courses completed under dual enrollment through NERSBA.

### **Scholar Promotion & Accountability**

NERSBA believes that scholars should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, scholars should be given as much time or as little time as they need to be proficient at a particular level of study. Scholars will be promoted to the next level of study as described in this policy.

#### **Class of 2020 and thereafter**

- 10th Grade- 8 High School Credits out of the required 22 General NC High School Graduation Requirements (including ACA & English I), and completion of 50 hours in a Supervised Agricultural Experience (SAE) project\*.
- 11th Grade- 18 High School Credits out of the required 22 General NC High School Graduation Requirement (including English II & 7 college credit hours), and completion of 75 hours in a SAE project.
- 12th Grade- 26 High School Credits (including English III & 21 college credit hours), and completion of 100 hours in a SAE project.
- 13th Grade- Complete NC High School Graduation Requirements, 36 college credit hours, and completion of 120 hours in a SAE project.
- Graduation- NC High School Graduation Requirements, 60 college credit hours, successful completion of 13th year Seminar Course including internship requirements, and successful completion of 4 SAE projects.

#### **Class of 2019**

- 11th Grade- 12 High School Credits out of the required 22 General NC High School Graduation Requirements (including English II & 6 college credit hours), and completion of 75 hours in a SAE project.
- 12th Grade- 18 High School Credits out of the required 22 General NC High School Graduation Requirement (including English III & 18 college credit hours), and completion of 100 hours in a SAE project.
- 13th Grade- Complete NC High School Graduation Requirements (including English IV & 36 college credit hours), and completion of 120 hours in a SAE project.
- Graduation- NC High School Graduation Requirements, 54 college credit hours, successful completion of 13th year Seminar Course including internship requirements, and successful completion of 4 SAE projects.

#### **Class of 2018**

- 12th Grade- 18 High School Credits out of the required 22 General NC High School Graduation Requirement (including English III & 12 college credit hours), and completion of 100 hours in a SAE project.
- 13th Grade- Complete NC High School Graduation Requirements (including English IV & 30 college credit hours), and completion of 120 hours in a SAE project.

Graduation- NC High School Graduation Requirements, 48 college credit hours, successful completion of 13th year Seminar Course including internship requirements, and successful completion of 3 SAE projects.

### **Class of 2017**

13th Grade- Complete NC High School Graduation Requirements (including English IV & 18 college credit hours), and 120 hours in a SAE project.

Graduation- NC High School Graduation Requirements, 36 college credit hours, successful completion of 13th year Seminar Course including internship requirements, and successful completion of 2 SAE projects

### **Appeals of Promotion Decisions**

Pursuant to G.S. 115C-288, the principal has the authority to promote or retain scholars based upon the standards approved by the board and any applicable standards set by the State Board of Education. The principal's decision to promote or retain a scholar may be appealed to the board in accordance with the procedures set forth in the scholar and parent grievance procedure section of this handbook. The board may overturn the principal's decision only upon a finding that the principal's decision was arbitrary and capricious (i.e., without a rational basis) or was otherwise an abuse of discretion.

### **Academic Expectations**

It is the goal of NERSBA that all scholars will make adequate academic progress each year and thereby acquire the skills necessary for secondary education and career success. To realize this goal, it is important to evaluate on a continuous basis scholar performance and progress as it pertains to NERSBA's graduation requirements to ensure suitability of scholar enrollment.

### **Academic Concerns**

At the completion of the first grading period of each semester, if a scholar is failing a course the specific NERSBA instructor will initiate a PEP (Personalized Education Plan) in an effort to promote academic success.

If a scholar fails 2 or more classes (NERSBA or non-NERSBA) in a semester, then the scholar will be on probation and the legal guardian and scholar will be required to meet with the principal and create an academic plan to discuss necessary efforts to promote success.

If a scholar fails 4 or more classes (NERSBA or non-NERSBA) in a school year, the he/she will be referred back to their home LEA.

If a scholar fails 4 or more classes (NERSBA or non-NERSBA) during the fall semester, then he/she will be referred back to their home LEA.

If a scholar fails 2 grade levels, then he/she will be referred back to their home LEA.

### **Make-up Work**

When a scholar is absent from class, whether excused, unexcused, or due to school-related activities, it is their sole responsibility to contact their instructor(s) in an effort to determine what assignments and/or work was missed.

When absent from school/class, scholars will have 3 school days to complete and submit all missed work upon returning to school UNLESS they have made other arrangements with each individual instructor within this timeframe.

### NERSBA Grading Scale

NERSBA will be using a 10-point grading scale beginning the 2015-2016 school year. Grades will be issued using the following scale:

90-100.....A  
80-89.....B  
70-79.....C  
60-69.....D  
59 & below....F

\*NOTE: Pursuant to G.S. 116-11(10a), effective with the freshman class of 2015-16, the weighting for Honors courses shall be one-half (.5) of a quality point. In addition, the state weighting system adds the equivalent of one (1) quality point to the grade earned in community college courses included on the most recent Comprehensive Articulation Agreement Transfer List, and for courses taught at four-year universities and colleges.

### Final Exams

Final exams will be administered in all NERSBA courses. Exams will consist of state issued standardized tests or teacher-made finals when no state test is required. Final exam grades will count 25% of the scholar's overall final course grade.

Scholars and legal guardians will be given prior notice of exam schedules and dates.

### Academic Recognition

Principal's List- Scholars maintaining all A's in classes (NERBSA and non-NERSBA) for the grading period will be placed on the principal's list and receive recognition.

Honor Roll- Scholars maintaining all A's and B's in classes (NERSBA and non-NERSBA) for the grading period will be placed on the honor roll list and receive recognition.

### Religion in the School

The United States Constitution and North Carolina Constitution protect the right of an individual to subscribe to any religious beliefs or to no religious beliefs at all. It is NERSBA's policy to comply with federal and state law regarding religion and religious expression in the schools. NERSBA will neither advance nor inhibit any religion or religious belief, viewpoint, expression, or practice. It is also the policy of NERSBA to support, within the framework of the United States Constitution and the North Carolina Constitution, the free, private exercise of individual religious beliefs by scholars. NERSBA will not prevent, or otherwise deny participation in, constitutionally protected prayer in the system's schools, consistent with guidance issued by the U.S. Department of Education and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U.S. Constitution.

### Religious-Based Exemptions from School Programs

If parents have religious-based objections to certain programs, they may petition to exempt their child from participation. Any request for exemption should be submitted to the superintendent in accordance with the following guidelines.

- a. The request must be in writing.
- b. The request must specify the activities or studies that violate their religious beliefs and explain how their religious beliefs are violated by the activity.
- c. The request may suggest a proposed alternate activity or study.

The principal shall review the request in accordance with any constitutional or statutory standards and shall accommodate the request when required to do so by law. If accommodation is not required by law, the principal or designee may choose to accommodate such a request after weighing factors, such as the interest of the scholar, the impact on other scholars, and the availability of alternative activities or materials. An appeal of the principal's decision may be made to the board through the scholar grievance procedure.

### NERSBA Honor Code

Scholars at the Northeast Regional School of Biotechnology & Agriscience will be asked to read and sign the following Honor Code:

"As a scholar at the Northeast Regional School of Biotechnology & Agriscience, I confirm my commitment to the ideals of civility, diversity, and excellence.

I value the unique opportunities afforded to me at the Northeast Regional School of Biotechnology & Agriscience and the significance of personal integrity in establishing these ideals throughout our scholastic community. I pledge that I will not lie, cheat, steal, nor tolerate unethical behaviors and accept the consequences of these actions."

### Scholar Behavior Guidelines

All decisions related to scholar behavior are guided by NERSBA's educational objective to teach responsibility and respect for cultural and ideological differences and our commitment to creating a safe, orderly, and inviting school. Scholar behavior policies are provided in order to establish (1)

expected standards of scholar behavior; (2) principles to be followed in managing scholar behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

### Applicability

Scholars must comply with NERSBA behavior expectations in the following circumstances:

- a. while in any school building or on any school premises before, during or after school hours;
- b. while on any bus or other vehicle as part of any school activity;
- c. while waiting at any school bus stop;
- d. during any school-sponsored activity or extracurricular activity;
- e. when subject to the authority of school employees; and
- f. at any place or time when the scholar's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

### Behavior Expectations

1. The following behaviors are in violation of the NERSBA Honor Code and are specifically prohibited:
  - a. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
  - b. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
  - c. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
2. Scholars are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of NERSBA.
  - a. intentional verbal or physical acts towards other scholars and NERSBA staff that are perceived as disrespectful or disruptive to day-to-day functions;
  - b. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
  - c. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature while in a school setting;
  - d. interfering with the operation of school buses;
  - e. cursing or using vulgar, abusive or demeaning language;
  - f. failing to comply to all reasonable requests from any authorized school personnel;
  - g. reckless, belligerent, or horseplay-type behavior; and
  - h. inciting a riot or disturbance or encouraging others to disrupt school environment.
3. Scholars are prohibited from using wireless communication device(s) when used under the following circumstances:
  - a. as a disruption to the classroom/scholar learning process;
  - b. use without prior permission from instructor;
  - c. to reproduce images of tests, obtain unauthorized access to school information or assist scholars in any aspect of their instructional program in a manner that violates any NERSBA policy, administrative regulation or school rule;
  - d. to bully or harass other scholars;

- e. to send illicit text messages;
  - f. to take and/or send illicit photographs; or
  - g. in any other manner that would make more severe disciplinary consequences appropriate;
4. NERSBA will not tolerate theft, trespass or damage to property by any scholar, scholars are prohibited from:
    - a. stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property
    - b. damaging or attempting to damage school or private property (including school buses)
  5. Criminal or other illegal behavior is prohibited.
    - a. Any scholar who the principal reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate actions as stated in the corrective strategies section of this policy, and may also be subject to criminal prosecution;
    - b. The principal may take reasonable or legally required measures to preserve a safe, orderly environment when a scholar has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities.
  6. State and federal laws prohibit the sale, distribution, or use of tobacco products in school buildings, on school campuses, and in or on any other school property. For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.
  7. Scholars are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following (regardless of whether it occurs on school property):
    - a. narcotic drugs;
    - b. hallucinogenic drugs;
    - c. amphetamines;
    - d. barbiturates;
    - e. marijuana or any other controlled substance;
    - f. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Spice,” “K2”);
    - g. any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor;
    - h. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the scholar’s mood or behavior;
    - i. drug paraphernalia; or
    - j. counterfeit (fake) drugs

**NOTE:** Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with NERSBA policy regarding the administration of medicines to scholars (refer to medication section of this handbook).

8. Weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of scholars or employees are prohibited.



- a. A firearm is defined as:
    - i. a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
    - ii. the frame or receiver of any such weapon; or
    - iii. any firearm muffler or firearm silencer.
  - b. An inoperable antique firearm, a BB gun, a stun gun, an air rifle, an air pistol, and all other similar devices are not defined as a firearm by state and federal guidelines under the zero-tolerance policy but are prohibited from school property.
  - c. A weapon is defined as, but not limited to:
    - i. brass/metal knuckles;
    - ii. crossbow or arrow;
    - iii. any item with a blade exceeding 3 inches other than those tools used for instruction and maintenance
  - d. Items with blades less than 3 inches are prohibited from NERSBA and will be addressed using appropriate corrective strategies
9. Physical contact between individuals that is intended to cause bodily harm or injury is prohibited.

### **Behavior Classification and Corrective Strategies**

Behavior Classification Level 1- behaviors or acts that disrupt the orderly operation of the classroom, school function, or extracurricular activities.

- a. Unexcused tardies/early dismissals- totality is based on accumulation from all classes (i.e., an unexcused tardy for 1st period and then a tardy for 2nd period would account for 2 incidents)
- b. Dress code violations
- c. Failure to comply with class rules
- d. Horseplay
- e. Use of a wireless communication device as a disruption to the classroom/scholar learning process or without prior permission from instructor

Corrective Strategies Level 1 -

- a. 1st-3rd Offense The scholar will receive a verbal warning and be informed that the incident will be documented. The scholar will also be notified of their total offense count to date.
- b. 4th Offense The designated person in charge of discipline will call the parents & meet with the scholar.
- c. 5th Offense The scholar is suspended for 1 day.
- d. 6th Offense The scholar is suspended until a parent conference occurs at NERSBA. The parents, scholar & person in charge of discipline will create a contract for the scholar. Subsequent offenses will follow the procedures listed in the contract.

Corrective strategies listed above will be implemented following the accumulation of violations in 3 separate categories.

- a. Dress code
- b. Unexcused tardies/early dismissals
- c. All other Level 1 behaviors listed

Behavior Classification Level 2- behaviors that significantly interfere with the learning and/or well being of others.

- a. Confrontation/Disrespect with NERSBA staff or any authorized school personnel
- b. Non-Compliance with reasonable requests of any authorized school personnel
- c. Bullying another scholar (refer to Bullying & Harassment)
- d. Confrontation/Disrespect with another scholar
- e. Cheating/plagiarism/copyright violations
- f. Intentional verbal or physical acts that are perceived as disrespectful or disruptive
- g. Possessing or distributing illustrations or literature that significantly disrupts the educational process or that are obscene or unlawful
- h. Engaging in behavior that is Indecent, immoral, disreputable, lewd, or overly sexual nature
- i. Interfering with the operation of school buses
- j. Cursing or using vulgar, abusive, or demeaning language
- k. Reckless or belligerent behavior
- l. Possession of prohibited items under section 8b and 8d of the behavior expectations section of this handbook
- m. Sale, distribution, or use of tobacco products

Corrective Strategies Level 2-

- a. 1st Offense Office Referral with parent/guardian contact, scholar conference. The principal or designee may also confiscate any related item(s) and/or remove the scholar from school for the remainder of the school day.
- b. 2nd Offense Office Referral and conference with parent/guardian and scholar at NERSBA within 1 week of the behavior with the creation of a contract that promotes positive behavior. Subsequent offenses will follow the procedures listed in the contract.

Behavior Classification Level 3-

- a. Inciting a riot or disturbance or encouraging others to disrupt school environment
- b. Theft, trespassing, or damage to property
- c. Criminal behavior
- d. Possessing, using, transmitting, selling, or being under the influence of unauthorized or illegal drugs and alcohol
- e. Presence of weapons, firearms, or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to scholars or employees
- f. Physical contact between individuals that is intended to cause bodily harm or injury

Corrective Strategies Level 3-

Any Level 3 behavior will result in the scholar being immediately directed to the office to meet with principal or designee. Parents/legal guardians and/or law enforcement will be contacted to remove the scholar from campus. Suspension will occur until a parent/legal guardian conference has occurred to discuss length of suspension and/or referral back to scholar's home LEA. NERSBA will have a zero tolerance policy for the use of long-term suspensions.

Range of Corrective Strategies

Principal or designee may authorize to implement any strategies in Levels 1, 2, or 3 and/or any additional strategies not listed based on the severity of the incident.

### Exceptional Children

Corrective strategies for scholars identified as exceptional children according to North Carolina guidelines will conform to *Policies Governing Services for Children with Disabilities* as adopted by the State Board of Education.

### Dress Code

#### General

- a. No full head coverings (i.e., hats, beanies, hoodies) on INSIDE of the building
- b. No sunglasses on a scholar's face in the building
- c. Headphones are allowed OUTSIDE OF CLASS (must not be audible to others), unless specified by teacher
- d. No bedroom shoes
- e. clothing that is substantially disruptive, provocative, or obscene

#### Tops

- a. No undergarments showing
- b. No cleavage showing
- c. No offensive language/graphics
- d. straps must be 3" in width (width of a dollar bill)
- e. Shirt must meet pants (standing and sitting)

#### Bottoms

- a. No undergarments showing
- b. Shorts/skirts no shorter than 4" above the knee and no holes 4" above the knee (cannot be shorter than the length of a dollar bill)
- c. Athletic wear - including "muscle shirts", sweatpants, gym shorts, yoga pants - may only be worn in the gym while playing a sport. No athletic wear is to be worn during the academic day
- d. Leggings/skinny jeans are allowed with a top long enough to cover your bottom at all times (sitting, standing, and bending over)- the shirt should be at least mid-thigh length

Reasonable accommodations will be made by the school principal for those scholars who, because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular guideline.

### FFA Official Dress

Each scholar is responsible for purchasing the FFA jacket upon entering NERSBA. There will be several days throughout the school year in which the scholars will be required to wear their FFA Official Dress. The Official Dress for Males include: Official FFA jacket (zipped to the top), black slacks (NO jeans), white collared shirt, Official FFA tie, black socks, and black dress shoes (no boots, sandals, open-toed shoes or tennis shoes). The Official Dress for Females include: Official FFA jacket (zipped to the top), black skirt (MUST be knee length), white collared shirt, Official FFA blue scarf, black nylon hosiery, and black closed heel and toe dress shoes. Females may wear black slacks when traveling and participating in outdoor activities.

### Consequences

- a. "Official" offenses will be recorded after the dress code is presented to scholars during the first week of school.
- b. If the scholar cannot "fix" the issue on their own AND cannot have someone bring them a change of clothes, they will be required to wear, (AS IS), an oversized shirt provided by NERSBA.
- c. ALL offenses addressed by a faculty member will be addressed according to Level 1 Corrective Strategies even if the scholar is able to "fix" the issue on their own.

### **Bullying & Harassment**

NERSBA acknowledges the dignity and worth of all scholars and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate scholar learning and achievement. NERSBA prohibits discrimination on the basis of race, color, national origin, sex, disability, or age and will provide equal access to designated youth groups as required by law. NERSBA will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs.

### Discrimination, Harassment, and Bullying

Scholars, NERSBA employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.

Any violation of this policy is serious and NERSBA staff shall promptly take appropriate action. Based on the nature and severity of the offense and the circumstances surrounding the incident, the scholar will be subject to appropriate consequences and remedial actions up to and including removal from NERSBA.

When considering if a response beyond the individual level is appropriate, the principal will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include harassment and bullying prevention programs and other measures deemed appropriate by the principal to address the behavior.

### Retaliation

NERSBA prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the principal shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

### Application of Policy

This policy prohibits unlawful discrimination, harassment, and bullying by scholars, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

- a. in any school building or on any school premises before, during or after school hours;
- b. on any bus or other vehicle as part of any school activity;
- c. at any bus stop;
- d. during any school-sponsored activity or extracurricular activity;
- e. at any time or place when the individual is subject to the authority of NERSBA personnel; and
- f. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline at NERSBA.

### Definitions

For purposes of this policy, the following definitions apply:

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.

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

- a. places a scholar or NERSBA 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 scholar's educational performance, opportunities, or benefits.
- c. 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.

Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

## Reporting and Investigating Complaints of Discrimination, Harassment, or Bullying

NERSBA takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of this policy. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations to NERSBA staff. Reports may be made anonymously.

Employees are required to report any actual or suspected violations of this policy. Scholars, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

Reports of discrimination, harassment, or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

### Filing a Complaint

Any individual, who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to NERSBA principal and/or staff.

In addition, complaints may be filed with:

Office for Civil Rights  
U.S. Department of Education  
4000 Maryland Ave, SW  
Washington, DC 20202-1475  
Telephone: 202-453-6020 TDD: 800-877-8339  
FAX: 202-453-6021 Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

### Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

### Informal Resolution

NERSBA acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. NERSBA promotes the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence, complaints by a scholar of sexual harassment perpetrated by

an employee, or when otherwise inappropriate. Informal procedures may be used only if the parties involved voluntarily agree.

The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of NERSBA.

#### Appeal of Investigative Report

If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the board chair. The appeal must be submitted in writing within five days of receiving the investigative report. The board chair may review the documents, conduct any further investigation necessary, or take any other steps he/she determines to be appropriate in order to respond to the complaint. The board chair shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

#### **Participation in Extracurricular Activities**

The board recognizes the value of extracurricular activities in promoting leadership and team skills, practicing democratic principles, and encouraging the lifelong learning process. Scholars are encouraged to participate in opportunities provided by NERSBA. All activities are open to all NERSBA scholars unless a restriction is justified and has been approved by the principal. The principal shall ensure that scholars and parents are notified of the various opportunities for participation in extracurricular activities. The principal shall establish any rules necessary for school- and scholar-initiated extracurricular activities.

Participation in off-site extracurricular activities, including field trips/competitions/conferences, is a privilege, not a right, and may be reserved for scholars in good academic standing and have met behavior standards established by NERSBA (refer to behavior section of handbook). Participation in off-site extracurricular activities may be restricted if a scholar is not passing all courses with a 60 or higher, including non-NERSBA courses, or has violated any of the NERSBA behavior expectations resulting in the completion of a contract at any point in the current academic year. Additional requirements may be applied to specific off-site extracurricular activities as determined by NERSBA staff and approved by principal.

When choosing to exercise the authority to restrict participation in off-site extra-curricular activities based on any additional requirements identified in this policy, NERSBA shall provide said requirements to all parents/guardians and scholars.

#### Special Circumstances

Extracurricular activities may be used as a component of a scholar's educational plan. The educational plan may include providing for or restricting the scholar's participation in extracurricular activities. If the plan restricts the scholar's participation, the plan must include other strategies designed to improve scholar performance.

## Medication

NERSBA recognizes that scholars may need to take medication during school hours. NERSBA staff may administer drugs or medication prescribed by a doctor upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. NERSBA staff should not agree to administer any medication that could be taken at home.

### Administering of Medication

NERSBA staff members are authorized to administer drugs or medication when all of the following conditions have been met:

- a. The scholar's parent or legal guardian has made a written request that NERSBA staff administer the drug or medication to the scholar and has given explicit written instructions describing the manner in which the drug or medication is to be administered.
- b. A physician has prescribed the drug or medication for use by the scholar (for over-the-counter medications as well as medications available only by a physician's prescription).
- c. A physician has certified that administration of the drug or medication to the scholar during the school day is necessary (for over-the-counter medications as well as medications available only by a physician's prescription).
- d. NERSBA staff administers the drug or medication pursuant to the written instructions provided by the scholar's parent or legal guardian.
- e. Legal guardian has completed and submitted to NERSBA the appropriate School Health Program documentation.

### Self-Medication

NERSBA recognizes that scholars with certain medical conditions may need to possess and self-administer certain medications on school property.

Before a scholar will be allowed to self-administer medicine pursuant to this section, the scholar's parent or guardian must provide to the principal or designee all of the documents listed below.

- a. written authorization from the scholar's parent or guardian for the scholar to possess and self-administer medication;
- b. a written statement from the scholar's health care practitioner verifying:
  - i. that the scholar has a medical need;
  - ii. that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
  - iii. that the scholar understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the scholar's health and for medication use by the scholar;



- d. a statement included on the NERSBA School Health Program form signed by the scholar's parent or guardian acknowledging that NERSBA and its agents are not liable for injury arising from the scholar's possession and self-administration of medication; and
- e. any other documents or items necessary to comply with state and federal laws.

### **Reporting Injuries/Illness**

If a scholar is injured at NERSBA or during a sponsored activity, he/she must immediately report the injury to NERSBA staff so that an Incident Report can be completed. Proper steps in reporting an injury/illness:

- a. Incident is reported immediately
- b. Medical treatment depending on the severity of the incident/illness
- c. Contact parent/guardian immediately depending on severity

### **Scholar Searches**

The principal and/or school designee has the authority to conduct reasonable searches of scholars and to seize scholars' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct. This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

#### **Searches of Personal Effects**

1. The principal and/or school designee may search a scholar's desk area, motor vehicle, and/or personal effects, including but not limited to purses, book bags, and outer clothing.
2. "Pat-down" Searches- The principal and/or designee may conduct a frisk or "pat-down" search of a scholar. The search must be conducted in private by a school official of the same gender with an adult witness present.
3. Metal Detector Searches- A metal detector may be used to search a scholar and/or personal effects.
4. Suspicionless General Searches- In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner and may not be used to single out a particular individual or category of individuals.
5. Search of Wireless Communication Device(s)- wireless communication devices and their contents, including, but not limited to, text messages and digital photos, may be searched whenever the principal and/or school designee has reason to believe the search will provide evidence that the scholar has violated or is violating a law or NERSBA behavior expectation(s).

#### **Seized Items**

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement authorities.

#### **Failure to Cooperate**

A scholar's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the scholar to appropriate consequences.

### **NERSBA Grievance Process**

Whenever a scholar or parent/guardian believes that he or she has been adversely affected by a decision of a school employee, the scholar or parent or guardian may file a grievance as provided in this policy.

#### **Filing a Grievance**

- a. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the principal or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, scholars, parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of NERSBA to investigate and respond effectively to such complaints.
- b. A scholar or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the NERSBA employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or scholar believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired.
- c. Even if the principal is the employee whose decision or action is at issue, the scholar must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the scholar may submit the grievance directly to the Board of Directors.
- d. If a scholar wants to initiate a formal grievance regarding a decision by the principal that directly and specifically affects the scholar, the general process described in this policy will be used, except that the grievance will be submitted to the Board of Directors.

#### **Investigation**

- a. The principal shall schedule and hold a meeting with the scholar and/or parent or guardian within five school days after the grievance has been filed with the principal. The scholar may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the scholar.
- b. The principal shall conduct any investigation of the facts necessary before rendering a decision.

#### **Response by Principal**

- a. The principal shall provide a written response to the written grievance within 10 days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other scholars or employees that is considered confidential by law.
- b. A copy of the grievance and the principal's response will be filed with the Board of Directors.

### Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant will have the right to appeal a final administrative decision to the board of directors (see subsection E.5.a, Mandatory Appeals, below). If a grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion (see subsection E.5.b, Discretionary Appeals, below).

### Mandatory Appeals

1. If the grievant is dissatisfied with the principal's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the principal's response.
2. A hearing will be conducted.
3. The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

### Discretionary Appeals

1. If the grievant is dissatisfied with the principal's response to his or her grievance but has *not* alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, then within five days of receiving the principal's response, the grievant may submit to the Board Chairman a written request for a hearing before the board of directors.
2. If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson will appoint a three-person panel to review the request and determine whether to (1) deny the appeal; (2) review the principal's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.
3. If the board denies the appeal, the decision of the principal will be final and the grievant will be notified within five days of the board's decision.
4. If the board decides to grant a hearing, the hearing will be conducted.
5. The board will provide a final written decision within 30 days of the decision to grant an appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

### Scholar Personal Property

NERSBA is not responsible for any personal materials (i.e., cell phones, tablets, laptops, purses, or clothing, etc.).

### **Child Nutrition**

Breakfast and lunch are provided through Martin County Public Schools. The cafeteria is located in the Jamesville Elementary school building. Scholars may qualify for free and reduced meals if the appropriate forms are submitted for review by Martin County Schools. Scholars may use their free/reduced lunch status from the previous academic year for the first 30 days of school, allowing time for applications to be submitted, processed, and parent/legal guardian notified. After the first 30 days of school, meals will be charged at full price. NERSBA will send notices home on a regular basis to notify parent/legal guardian of scholar's negative account balances. Payments may be made to Martin County Public Schools via cash or money order.

### **Scholar Records**

NERSBA adheres to FERPA which creates the following 5 rights:

- a. right to be informed of one's rights under FERPA
- b. right to review and inspect one's own educational records
- c. right to challenge the record
- d. right to prevent disclosure of records unless exception
- e. right to complain to the FERPA Office

Detailed explanations of these rights are available upon written request.

### **NERSBA Board Meetings**

NERSBA Board Meetings allow for public input. Meeting dates and times are posted on the NERSBA website. Parents are welcome. If further information is needed, please contact the school via phone at (252) 792-0241.

### **Collections & Solicitations**

Individuals and organizations must secure approval from the principal prior to any collection/solicitation of money and/or goods while on NERSBA campus.

## **Non-NERSBA Courses**

### **MARTIN COMMUNITY COLLEGE**

Martin Community College (MCC) will provide an information session, including a campus tour, at the beginning of each semester for NERSBA parents, scholars and staff.

### **Scholar Safety**

While actively engaged in college courses, college activities, or moving about the MCC Campus, NERSBA scholars will adhere to and be disciplined according to the MCC and NERSBA scholar and honor codes.

NERSBA scholars should convene in the MCC library and/or designated scholar lounge areas while on campus and not involved in a direct college class and/or relevant MCC services. NERSBA scholars to check-in with the NERSBA facilitators as required.

NERSBA scholars requesting modifications/accommodations for MCC courses are required to contact the MCC Counseling Office at the beginning of EACH enrolled course.

Martin Community College

Building 1

1161 Kehukee Park Rd.

Williamston, NC 27892

252-792-1521

### Facilities/Resources

Scholars will have access to instructional and non-instructional resources available at MCC that are provided to all college scholars including, but not limited to: counselors and staff for postsecondary academic advising, career resources, writing lab, tutoring, and library resources.

MCC will provide NERSBA scholars with parking comparable to that provided to MCC scholars at no additional cost.

NERSBA scholars will be allowed to participate in MCC Graduation Exercises at the completion of MCC program requirements. Awarded MCC certificates, diplomas and/or degrees will be presented to NERSBA scholars following the attainment of their high school diploma.

### Inclement Weather

When MCC cancels day/evening classes or closes their campus for inclement weather, the NERSBA Principal will be notified. Scholars will then be notified via a NERSBA phone call.

When NERSBA closes school, the NERSBA principal will notify MCC and MCC will allow scholars to complete any coursework assigned by MCC instructors during the closure (within a reasonably appropriate amount of time as determined by the course instructor).

Inclement weather decisions for MCC and NERSBA are separate decisions and therefore one closure does not guarantee closure for both.

#### Home Satellite & Scholar Volunteer Days

On days NERSBA has scheduled a home satellite or scholar volunteer day, scholars with face-to-face MCC courses will be provided transportation and be required to attend classes on MCC campus.

#### Courses outside of NERSBA's transportation schedule

Scholars choosing to take MCC courses outside of the NERSBA scheduled transportation hours will be responsible for providing their own transportation to attend those courses. These courses will be approved by guardians prior to registration.

#### Eligibility Requirements for Continuing Taking Courses at MCC

To remain eligible for MCC courses, scholars must continue to make progress toward high school graduation, and maintain a 2.0 GPA in college coursework after completing two MCC courses. A scholar who falls below a 2.0 GPA, after completing two college courses at MCC, will be subject to the college's policy for satisfactory academic progress as outlined in the MCC catalog.

### **NC STATE UNIVERSITY/UNIVERSITY OF MOUNT OLIVE**

Scholars interested in NCSU or UMO enrollment will be required to complete and submit a NERSBA application of interest by the assigned deadline for every semester prior to desired enrollment. Based on the applications of interest received, scholars will be selected using a predetermined rubric. If a scholar is selected to attend NCSU or UMO they will be notified and complete the registration process with the NERSBA Career Development Coordinator. Scholars will be required to meet all NCSU and/or UMO admissions and course requirements prior to enrollment.

### **ALL POST-SECONDARY/NCVPS/NON-NERSBA COURSES**

#### Costs

NERSBA will be responsible for all required instructional resources (textbooks, computer, software) as listed on individual course syllabi for enrolled courses. For clarification, traditional school supplies (notebooks, paper, pen, etc) will be the responsibility of scholars along with any other suggested and/or additional resources the scholar would prefer to purchase independently. Scholars will be responsible for any lost/damaged resources provided by NERSBA.

Scholars enrolling in postsecondary courses during summer sessions will be responsible for all tuition, fees, and required materials as listed on the course syllabus. When available, NERSBA may provide necessary textbooks to help reduce cost, but scholar is responsible for any lost/damaged items.

### Course Withdrawals

Scholars who decide to withdraw from a course must complete a NERSBA Request to Withdraw form by the deadline as determined by NERSBA. All completed forms will be submitted to the NERSBA Career Development Coordinator. Scholars and parents/guardians will be required to meet with NERSBA staff and obtain principal approval prior to completing the official withdrawal process. Once the withdrawal process is complete, the scholar will receive a “W” on their college transcript and a notation indicating withdrawal on their high school transcript for any dual credit courses.

Scholars withdrawing from more than 5 college courses during their NERSBA enrollment, as of August 2015, will be asked to return to their “home LEA”. Administrative withdrawals, and any other involuntary withdrawals, will be counted towards the total number of course withdrawals.

Scholars who are withdrawn, or otherwise unenrolled, from all online course work may be required to complete additional academic tasks during their scheduled “NERSBA online facilitated class(es)”.

### Schedule Changes

Scholars interested in completing an add/drop must complete a NERSBA Add/Drop form by the deadline as determined by NERSBA. All completed forms must be submitted to the NERSBA Career Development Coordinator. Upon review and obtainment of principal approval, the official add/drop process will be completed. Once the official add/drop process is completed, the scholar will either be removed from the course and have the course deleted from all transcripts or be enrolled into the desired course.

Due to the limited timeframe of the add/drop periods at institutions, any forms received after the indicated NERSBA deadline will not be processed. Any requests for courses to be deleted that is received after the deadline will be returned to the scholar who will need to complete the withdrawal process.

### Grade Policy

Non-NERSBA instructors will grade and/or evaluate NERSBA scholars and award them credit per individual institution guidelines. NERSBA will determine the high school credit awarded for any dual enrollment courses. Any course not on a 10 point scale, will be adjusted on all NERSBA documents accordingly.

### Transcripts

Scholars may obtain unofficial/official transcripts according to the institution’s policies and procedures. Any fees associated with this request are the responsibility of the scholar.

### Attendance

Scholars will adhere to institution's attendance policy for both online and face-to-face courses as provided in their course syllabi. It is the responsibility of the scholar to make prior arrangements and receive approval from each instructor for any absences that are beyond the constraints of the course syllabi and understand the consequences of these absences. Please note that failure to adhere to attendance guidelines with/without prior approval may result in failure of the course.

### Falsifying Information

Scholars should not falsify any information regarding their courses. If a scholar is found falsifying any information, consequences will be given according to NERSBA's academic policy.

Scholars will adhere to all individual institutions' guidelines (ex: cheating, plagiarism, etc.). Failure to follow these guidelines will result in actions as outlined in each institution's' guidelines in addition to NERSBA's academic policy.

### Scholar Responsibility

Scholars are required to print and read all individual course syllabi. It is recommended that scholars record deadlines of all assignments in a calendar as outlined by NERSBA facilitators, however scholars are ultimately responsible for their own time management and organization. Scholars should communicate with instructors and/or NERSBA facilitators regarding any course specific questions or concerns.

It is expected that scholars login to ALL active educational email accounts and learning management systems (Blackboard, Canvas, Moodle, Wolfware, etc) on a daily basis to ensure successful communication between scholars and staff.

### Proctored Exams

Any scholars requiring a proctored exam need to notify the NERSBA Career Development Coordinator via email no later than 2 weeks before the assessment is made available. Keep in mind that failure to do so may result in an inability to allot time for the exam to be proctored during school hours while on NERSBA campus.

### Junior/Senior/Super Senior Attendance Privileges for Online Courses

All scholars are required to attend scheduled "NERSBA online facilitated class(es)" for the first four weeks of each online course. Any scholar with an 80 or above in ALL online courses AND a cumulative weighted GPA of 3.5 or higher on their NERSBA transcript will be exempt from attending their scheduled "NERSBA online facilitated class(es)", but not exempt from completing assignments. These scholars will be required to attend a scheduled face-to-face meeting with their assigned facilitator every two weeks to monitor progress. If scholars fall below an 80 in ANY online course, he/she will be required to attend scheduled "NERSBA online facilitated class(es)" adhering to NERSBA attendance policies, until the



guidelines are met during a scheduled face-to-face meeting with the assigned facilitator. Cumulative GPA requirements will be determined on a semester basis.

#### Academic Impact of Non-NERSBA Courses

Any course taken for dual credit purposes through entities other than NERSBA will be reflected on the scholar's transcript and impact cumulative GPA. All course credits will be considered for promotion/graduation requirements. Please refer to the Graduation/Promotion Requirement Section of this handbook for specifics.

## **Master Class Schedule 2016-2017**

7:30 a.m.	Administrative Office Opens
7:45 a.m.	Faculty/Staff Arrive on Campus
8:20 a.m.	Scholars Arrive on Campus - Breakfast
8:30 a.m. - 9:45 a.m.	1st Period NERSBA Class
9:50 a.m. - 11:05 a.m.	2nd Period NERSBA Class
11:10 a.m. - 12:25 p.m.	3rd Period NERSBA Class
12:25 p.m. - 1:25 p.m.	Maverick's Corral/Lunch
1:30 p.m. - 2:45 p.m.	4th Period NERSBA Class
2:45 p.m.	Scholars Dismissed
3:30 p.m.	Conclude Faculty Workday
4:00 p.m.	Administrative Office Closes