

This is subject to change

# Mattamuskeet Early College

Grades 6-13



## Student and Parent Handbook 2021-2022

School Media

Webpage: [www.hyde.k12.nc.us](http://www.hyde.k12.nc.us)

Facebook Hyde County Schools: <https://www.facebook.com/HydeCountySchools>

Facebook Mattamuskeet Campus: <https://www.facebook.com/MattamuskeetSchoolCampus>

20392 US HWY 264  
Swan Quarter, NC  
Phone (252) 926-0221

# Hyde County Schools

“Striving for Excellence in Educating Future World Shakers and History Makers”



**Hyde County Schools Vision:** The vision of Hyde County Public Schools is to be a school district of excellence that graduates all students with the skills to be competitive in a global society.

**Mission Statement:** The mission of Hyde County Public Schools is to be accountable to all stakeholders and provide the personnel and resources needed for all students to be productive members of society.

## **BELIEF STATEMENTS**

- We believe that all students should be provided opportunities to learn using the best resources and most current technology.
- We believe that all students can and will learn when taught by caring, highly qualified teachers in a safe and secure learning environment where respect and dignity are the foundation of their relationships with one another.
- We believe that education is an equally shared responsibility between the school, students, parents, community and supportive board of education.
- We believe that all avenues of funding must be pursued in order to provide a well-rounded education for all students in academics, technology, athletics, healthy and socially acceptable behaviors, and the arts.
- We believe that opportunities must be provided for all students to develop 21st Century skills in order to be a productive citizen capable of adapting to the inevitability of change and pursuing one's fullest potential.

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## General Information About Staffing & Schedules

### Principal Message

Hello Laker Families,

Our vision is that every student at Mattamuskeet Early College High School graduates ready for career, college and life. We want to always do what is best for students. We are what is known as a Comprehensive Innovative High School (CIHS). We do not expect all of our students to attend a four year university. That is a big misconception of early colleges. We are tasked with providing structured opportunities for students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree that provide entry-level jobs skills. We want to personalize our education to meet the needs of each student and promote within them a growth mindset. Each student will have opportunities to take advantage of dual credit classes, for which they will receive high school and college credit. We have CTE (Career and Technical Education) classes at MECHS and through our partnership with Beaufort County Community College.

At Mattamuskeet Early College High School, some of our students choose to go into the military after graduation. We work with them to support them in their choices. Other students work toward a certification that will lead to a job upon graduation. Some students complete an associates degree in four years, during high school, while others opt to stay a fifth year for theirs. These students can transfer those college credits to a four year university and enter as a college junior, thus saving thousands of dollars in the process. Almost all careers require some kind of training beyond high school. With us, you can get that while you are here. If there is a class that your child is interested in that we don't have on campus, we can utilize the online option of the North Carolina Virtual Public School (NCVPS). If your child wants French, Chemistry or other classes, we can provide it through NCVPS.

You have heard of Vocational Education and how many wish that it would come back. Did you know that **it never went away**. It changed years ago to Career and Technical Education (CTE). CTE has progressed over the years to become more relevant to today's career fields. Yes, we still have Agriculture. However, these classes are not the classes that your older generations took. It is so much more. We now offer such CTE classes as Entrepreneurship, so that students can understand how to create and maintain a business. We offer Network Security classes, where students can earn certification to work in the cybersecurity field upon graduation. Some students can graduate as a certified nursing assistant. They have job offers even before they graduate high school. We have students who will work as welders, thanks to our college partnership with BCCC. Some students can take Adobe, which opens the door to creating digital content that can get you paid or make you famous, or both.

We are continually working with our middle school students to prepare them for the career, college and life journey. Middle school students will engage in game design, such as Minecraft. All will engage with STEM activities, such as forensic investigations, engage hands on with small engines (Energy and Power), laser technology, computer science, personal finance, alternative energy, health science and agriculture. We want the students to be aware of career opportunities and have an opportunity to explore them.

At Mattamuskeet Early College High School, we believe in the family/school partnership and welcome you with open arms. Thank you for working with us in the education journey of your child/children. We always strive to do what is best for students. On that note, we are always looking to do things better and the policies in this book are subject to change for the benefit of students.

Wesley D. Floyd  
Principal

## **Vision**

To ensure every student graduates ready for college, career, and life.”

## **Mission**

MECHS faculty will utilize and integrate 21st century teaching strategies that provide rigorous learning experiences for all students.

## **Goals**

All tested subject areas will grow.

Staff will receive professional development that aligns toward the need within their area.

Students will receive personalized instruction in which they are utilizing 21st century skills that will prepare them for college, career, and life.

**School Colors:** Black and Gold

**School Mascot:** Goose

Established in 1965

## **Staff**

### **Administration**

Mr. Wesley Floyd-Principal

Mrs. Jamie Smith-Assistant Principal

### **Faculty And Staff**

Vacant: 6-8 STEM

Ms. Vanessa Bryan:t 9-12 ELA

Mrs. Jennifer Cahoon: 6-12 CTE

Mrs. Sandy Carawan: 6-8 ELA

Ms. Jaclyn Myer: 6-7 ELA

Mrs. Linda Fulford: Information Highway

Ms. Millicent Gerni: 6-12 CTE

Mrs. Lori Gibbs: 6-8 Math

Mr. Doug Skipper 6-12 PE/Health and AD

Mr. Joe Ludolph: Science

Mrs. Charlotte Ludolph: 6-8 Science

Vacant: 6-8 Math

Nezha Chraibi: 6-12 EC Teacher

Mrs. Kristy Mann: Teacher Assistant

Mrs. Jessica Mooney: 6-12 CTE

Mr. Richard Perry: 9-12 Social Studies

Mr. Sean Sands: 6-8 Social Studies

Mrs. Patricia Scripture: 6-12 EC Teacher

Mr. Robert Sinclair: K-12 Art

Kirstie Armstrong: EC Teacher Assistant

### **Office and Support Staff**

Ms. Desiree LaPorte : Social Worker

Mrs. Linda Fulford: Parent Coordinator

Mrs. Connie Gibbs: Media Coordinator

Mrs. Shelby Gibbs: Chief Technology Officer

Ms. Mary Hamrick: School Counselor

Ms. Malinda Harris: Administrative Assistant

Mrs. Barbara Howard: Custodian

Vacant: Instructional Tech. Facilitator

Mrs. Ella Merrick: Head Custodian

Mrs. Kathy Perry: Campus Treasurer

Ms. Paula Privett: Campus Data Manager

Mr. Jonathan Reed: Behavior Specialist

Mr. Jaleel Spencer: Custodian

Mrs. Stephanie Stewart: School Nurse

## School Improvement Team (SIT)

The School Improvement Team meets the first Wednesday of each month. Parent and student representatives on the School Improvement Team are needed. If you are not on the SIT team and would like to join a meeting, you are welcome to come.

Principal	Wesley Floyd
Assistant Principal	Jamie Smith
SIT Chair	
Counselor	Mary Hamrick
Social Worker	Desiree LaPorte
EC Representative/Secretary	Patricia Scripture
CTE	
HS Content	
HS CTE	
MS Content	

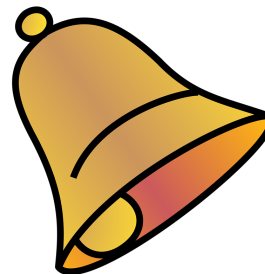
## Grades 6-8 Bell Schedule

### Regular Bell Schedule

Block	Time
Unload Bus & Breakfast	7:40-8:00
First Block	8:00-9:30
Second Block	9:33-11:03
Third Block	11:06-12:36
Lunch	12:36-1:01
SEL TIME	1:01-1:26
Fourth Block	1:30-3:00
Dismissal	3:00

### Early Dismissal Bell Schedule

Block	Time
Unload & Breakfast	7:40-8:00
First Block	8:00-9:00
Second Block	9:03-10:03
Third Block	10:06-11:06
Fourth Block	11:06-12:06
Lunch	12:06-12:30
Dismissal	3:00



### One Hour Delay Bell Schedule

Block	Time
First Block	8:40-10:00
Second Block	10:03-11:23
Third Block	11:26-12:49
Lunch	12:46-1:11
SEL TIME	1:11-1:40
Fourth Block	1:40-3:00
Dismissal	3:00

### Two Hour Delay Bell Schedule

Block	Time
First Block	9:40-10:45
Second Block	10:48-11:53
Lunch	11:56-12:21
SEL TIME	12:21-12:46
Third Block	12:50-1:55
Fourth Block	1:58-3:00
Dismissal	3:00

### Three Hour Delay Bell Schedule

Block	Time
First Block	10:40-11:40
Second Block	11:43-12:43
Lunch	12:43-1:00
Third Block	1:03-2:03
Fourth Block	2:06-3:00
Dismissal	3:00

## Grades 9-12 Bell Schedule

### Regular Bell Schedule

Block	Time
Breakfast	7:40-8:00
First Block	8:00-9:30
Second Block	9:33-11:03
Third Block	11:06-12:36
SEL TIME	12:36-1:01
Lunch	1:01-1:26
Fourth Block	1:30-3:00
Dismissal	3:00

### Early Dismissal Bell Schedule

Block	Time
Unload & Breakfast	7:40-8:00
First Block	8:00-9:00
Second Block	9:03-10:03
Third Block	10:06-11:06
Fourth Block	11:06-12:06
Lunch	12:06-12:30
Dismissal	3:00

### One Hour Delay Bell Schedule

Block	Time
First Block	8:40-10:00
Second Block	10:03-11:23
Third Block	11:26-12:49
SEL TIME	12:46-1:11
Lunch	1:11-1:40
Fourth Block	1:40-3:00
Dismissal	3:00

### Two Hour Delay Bell Schedule

Block	Time
First Block	9:40-10:45
Second Block	10:48-11:53
Third Block	11:56-12:21
SEL TIME	12:21-12:46
Lunch	12:50-1:55
Fourth Block	1:58-3:00
Dismissal	3:00

### Three Hour Delay Bell Schedule

Block	Time
First Block	10:40-11:40
Second Block	11:43-12:43
Lunch	12:43-1:00
Third Block	1:03-2:03
Fourth Block	2:06-3:00
Dismissal	3:00

### Remote Learning Schedule

Block	Remote Instructional Schedule Ending at 3:00	Remote Instructional Schedule Ending at 1:00
First Block	8:00-9:30	8:00-9:00
Second Block	9:35-11:05	9:10-10:10
Third Block	11:10-12:40	10:20-11:20
Lunch	12:40-1:30	11:20-12:20
Fourth Block	1:30-3:00	12:30-1:30
Dismissal	3:00	1:30-3:00 Office Hours

### Important Calendar Dates

Fall 2021 Holidays/Workdays		Spring 2022 Holidays/Workdays	
<b>August 9th</b>	First Day of School	<b>January 3</b>	Teacher Workday
<b>August 18th</b>	Teacher Workday	<b>January 17</b>	Martin Luther King Day
<b>September 6th</b>	Labor Day	<b>January 18</b>	Teacher Workday
<b>October 8th</b>	Early Dismissal	<b>February 14</b>	NONDAY (No school )
<b>October 22nd</b>	EarlyDismissal	<b>March 11</b>	Early Dismissal
<b>October 25th</b>	Teacher Workday	<b>March 25</b>	Teacher Workday
<b>November 11t</b>	Veteran’s Day	<b>April 15-24</b>	Easter Break
<b>November 12th</b>	NONDAY (No school )	<b>April 27</b>	Teacher Workday
<b>November 24th-26th</b>	Thanksgiving Holiday	<b>May 27</b>	Last Day/Early Dismissal
<b>December 17th</b>	Early Dismissal		
<b>December 18th-31st</b>	Christmas Break		

## RESPONSIBILITY OF STUDENTS

As a student at MECHS, you are expected to be aware of your responsibilities and to be willing to accept them on a daily basis in the following areas:

### The Teaching Learning Process

Students enrolled in our school deserve the best instruction that MECHS is capable of providing. For the student to experience success, a collaborative relationship must be established with teachers. Our teachers aid the teaching learning process when learning goes on in the minds of our students. Learning is a natural process. Unless students work at gaining knowledge and understanding, genuine learning will not occur, regardless of what parents and teachers attempt.

### Respect for the Right of Others

Every right you have as an individual has attached to it an obligation. In our school environment, your rights must be balanced aside the rights of others, and their rights must be balanced alongside yours.

Ultimately, the purpose of schooling and the requirements of the educational process must be considered in deciding who has a right to do what and what behavior may warrant reward or punishment. Our school, like our society, has rules and regulations that will be obeyed. In the end, it is the individual student who is responsible for the choices he or she makes at MECHS.

## Responsibility for Your Own Actions

As a high school student, you – not your parents – nor your friends are responsible for the choices you make. How others are involved is of little importance in determining whether or not you have accepted your responsibility as a law-abiding student of our school. The greatest power any of us have is the power to choose. If you choose wisely, you will be rewarded with a wonderful experience while attending our school. If you chose\* poorly, you will be held responsible for your actions and any consequences you may incur will reflect the policies set forth by the Hyde County Board of Education and the State of North Carolina.

## Parental Responsibilities

Successful student achievement is dependent on the involvement of parents and guardians. Knowledge of the expectations of the school is essential to the successful involvement of parents and guardians.

## Grading Period, Report Card Release and Parent/Teacher Conference Schedule

Marking Period	Marking Period	Progress Reports Go Out	Report Cards Go Out	Parent Teacher Conference Dates
1st Quarter	August 9-October 8	September 3, 2021	October 8, 2021	9/7-9/9
2nd Quarter	October 11-December 17	November 5, 2021		
3rd Quarter	January 4-March 11	February 2, 2022	March 11, 2021	2/8-2/10
4th Quarter	March 14-May 27	April 15, 2022		

## Federal Laws and Communication

### Family Educational Rights and Privacy Act (FERPA)

Parents and guardians have the right to opt-out of sharing directory information. More information about your FERPA rights may be viewed at this link: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation announcements. This also includes information about opportunities for scholarship programs and colleges to be sent to you. Directory information may include a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports. A school may disclose directory information to third parties, for non-commercial use only. Schools will never sell information to third parties for commercial purposes. Directory information will only be used for official purposes and to colleges and universities if you so choose.

Family Policy Compliance Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Please complete and return the form (located in the parent/student information packet) IF you do not want any directory information released on your child during the current school year.**

### Section 504/Americans with Disabilities Act

No otherwise qualified individual with a disability shall, solely by reason of their disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified students with a disability are entitled to a free, appropriate public education. Schools actively seek to locate and identify disabled persons ages three through twenty. Compliance with requirements of Section 504/ADA is coordinated by: Karen Hutson Federal Programs/Exceptional Children

## Communication

### **Communication Tools**

Parents have the following means of communication available to them: conferences, phone calls, texts, Zooms or Google Meets, Canvas (parents can be linked to their child's Canvas account), progress reports, report cards, and many more depending on each teacher's preferred method of communication. Please allow teachers 24 hours to respond to your emails and phone calls.

### **PowerSchool for Parents & Students**

Both students and parents have access to PowerSchool. Please contact Paula Privette for the information needed to gain access to your child's PowerSchool. PowerSchool provides you with timely information on your child's grades and missing assignments. The most accurate grade is found on PowerSchool. While Canvas does have grades post, they are not always immediately synced with PowerSchool.

### **Parent Link Calls**

The principal of the school will authorize automated telephone calls to be made to inform parents and students of upcoming events or noteworthy information. Emergency information is also communicated with this system. Please provide the school with a current telephone number to ensure these calls make it to you and your family.

### **Parent Request to Observe Classroom**

Parents must be accompanied by an administrator to observe their child's class and the parents are required to give a 24-hour notice to an administrator. The parent must arrive before the beginning of the observation period on the day that they observe the class and check in with the receptionist at the main office.

### **Academic Concerns**

We expect all students at Mattamuskeet Early College High School to succeed. If your child is experiencing academic problems, the teacher will contact you as soon as possible to discuss ways to improve your child's performance or to suggest tutoring. If you have concerns about your child's performance, please do not hesitate to contact the teacher. Our teachers want to have ample time to talk with you so please call to schedule your visit before you come. If you feel further discussions are needed after talking with the teacher, feel free to contact administration.

For the safety and convenience of our students and staff, we have established the following procedures;

- Parents and visitors must enter at building 500.
- Parents and visitors must report to the office before entering a classroom.
- Parents may call the teacher or the principal to schedule a conference.
- Conferences should be scheduled at a time which will not interrupt the learning environment.

### **Concerns/Grievances**

Concerns/grievances from parents will receive immediate attention. We ask you to set up an appointment with the teacher. These appointments should be scheduled during the teacher's planning period or after school so learning is not interrupted by the teacher's absence.

If a problem still exists at the end of your meeting, please return to the front office and ask to speak to an administrator. If they are unavailable, please ask to schedule an appointment as soon as possible.

### **Open House**

Open house is an excellent opportunity for parents and students to meet with teachers and staff. Open house will be held at the beginning of each semester. Dates will be announced.

## Parent-Teacher Conferences

Parent-Teacher conferences are scheduled throughout the year. We highly recommend that all parents attend the conferences scheduled on the following conference dates: **September 7 -September 9, 2021 and February 8-February 10, 2022**

## Visitors to MECHS

All visitors must check in at the window in the front lobby upon arrival on campus. When visiting, please make appropriate plans so that teachers and students are not disturbed. Neither students nor teachers will be called out of class to accept visitors, except in extreme emergencies and with the principal's approval. Students are not permitted to bring friends or relatives to class during the school day.

## Medical Information

### Medication/Sickness/Health Concerns

Hyde County employs one school nurse to serve the health needs of the students here on campus. Stephanie Stewart, RN 926-0221 Ext. 3205/3251

We are here to make sure the health needs of our students are met so they can be as successful as possible in the school environment. Here are a few pieces of information you should know before sending your children to school.

- 1-Let your school nurse know of any health problems your child has so that we can make sure your child is cared for appropriately at school. You will receive a Medical history Update Form to fill out on your child. Please fill this form out and return it to your school nurse. Remember that we cannot address health issues if we are not aware of them.
- 2-Let your school nurse know if your phone number or address changes. If your child becomes sick at school or if there is an emergency we will need to be able to contact you. We strongly encourage parents to give necessary medications at home when possible. If needed, we can administer medications to students at school **ONLY if we have a Medication Authorization Form filled out by your child's doctor and signed by you.** If your child needs medication at school, please notify your school nurse and for your child's safety, please do not send medication to school with your child.
3. To protect other students and staff, we will send students home if they show signs of a possible contagious illness. If your child has exhibited a fever, vomiting or diarrhea in the last 24 hours, please do not send them to school.
- 4-Please understand that our nurse is not a physician, therefore she cannot diagnose medical conditions or prescribe medicine. If you think your child is sick and needs medical attention please take them to their pediatrician or primary care provider for treatment.
- 5-Remember that we are here to serve you, so if you have any questions about your child's healthcare at school, please do not hesitate to call us.

### Medication during School Hours

To assure the safe administration of medication to students during the school day and in compliance with General Statutes of N C 115C-307, medications will be administered according to the following:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a Medication Authorization Form from the school, take the form to your child's doctor, and have him/her complete the form by listing the medication(s) needed, dosage, and time of day the medication is to be administered. **This form must be completed by the**

**physician and parent for both prescription and over-the-counter drugs. Prescription medicines must be brought to school in a pharmacy-labeled container. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.**

You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours). In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy. If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact the principal or our school nurse.

## **Accidents**

If you are involved in an accident or injured in any way during school or at school sponsored activities, it is the student's responsibility to notify your teacher, coach, or principal as soon as possible. An accident report form will be completed and placed on file in the office. If students should become sick or find it necessary to leave school for other health reasons, they should first report to their teacher and then to the attendance office.

**Due to student safety and health concerns, it is MOST important that students DO NOT USE THEIR CELL PHONE as an initial contact to parents to inform them of potential sickness.**

Students should first inform their teacher or coach that they are not feeling well and then should report to the main office to make parent contact. This process will ensure that school officials are aware of the students' needs and can best assist them until a parent or guardian arrives. School personnel are allowed to perform minor first aid procedures.

**No medication will be administered to students unless approved by both the parent and administration.**

Students with any type of sickness are not permitted to be in the halls or restrooms without the knowledge of their teacher. A parent or guardian will be contacted before the student leaves school. Only those names appearing on the student information card will be allowed to sign students out of school.

## **First Aid**

Students with an injury or sickness should report to the Front Office. Students are requested to refrain from going to the office for aspirin and other over the counter medications. It is unlawful for school officials to supply medicine for a student who is ill and does not have the proper documents on file in the school's Main office (See Medication)

The school can help with such things as emergency first aid. If a student is too ill to attend classes, they are too ill to remain in school. The student should report to the student office and the parent(s) will be notified to come for the student. Students who have medical problems or physical limitations that require special attention regularly or in an emergency should report these conditions in writing to the School Nurse, Stephanie Stewart

## **Academics**

### **North Carolina Standard Course of Study and Graduation Requirements**

#### **North Carolina High School Graduation Requirements**

All public high school students must meet minimum state graduation requirements to earn a diploma and graduate. These graduation requirements are considered the Future-Ready Course of Study (FRC) requirements and prepare students for post-secondary success.

All students must earn at least 22 credits in the Future-Ready Course of Study to graduate from high school. The Future-Ready Course graduation requirements ensure that a student is prepared for life and whatever

pathway they choose after they graduate, workplace, colleges/university or the military. Below are the specific course requirements.

The Occupational Course of Study is available for those students with disabilities who are specifically identified for the program and has adapted course requirements and the same credit requirements as FRC. Below are the specific course requirements.

Although the state requires a designated number of courses and credits for students to graduate high school, local school districts and other public school units may require additional courses and credits to graduate. Families and students are strongly encouraged to check with their high school to determine if their district and/or school have additional requirements for students to earn a high school diploma

## [High School Graduation Requirements](#) (Click to access)

\*Each county may also add additional requirements.

### **Graduation Requirements**

Students of Mattamuskeet Early College High School must meet the following requirements to earn a High School Diploma. Students must earn 28 credits in order to graduate.

#### **Early Graduation**

If a student desires to graduate high school in the Fall Semester and they meet all standard graduation requirements, they may complete an early graduation application to meet with the counselor to ensure all standard high school requirements are met. Once the application is received, and the counselor ensures all graduation requirements can be met early, the student, parent/guardian and principal will conference to discuss early high school graduation. The final decision to allow the student to pursue early graduation will be determined by the school principal and the student will be notified in writing. If a student graduates early, they will be eligible to participate in senior activities up to the semester they achieve allowable graduation requirements. They will also be eligible to participate in the graduation ceremony.

#### **Applying for graduation**

Students will complete an anticipated graduation year intent form at the beginning of the fall semester of their senior year of high school after a conference with the student, counselor, student's parent/guardian, school administrator and college liaison if available.

#### **Alternative Diploma**

A student who is not on track to graduate with their peers or have other extenuating circumstances can request an Alternative Diploma track of study. A student who desires this course of study will meet with the guidance counselor to complete the official request to the school principal for consideration. IF the request is approved, the student's personal education plan will be revised to permit them to graduate from Hyde County Schools under the Alternative Diploma requirements. Only students who have met all the requirements for graduation may participate in the graduation exercises. Students are encouraged to refer to the Mattamuskeet Early College High School Curriculum Guide, provided during registration, and to their individual education plans to determine additional course needs, especially if they are pursuing specific diplomas/special recognitions.

### **Transfer Students**

Transfer students will be assessed individually to determine grade level classification and graduation requirements.

## **Course Load**

Students must register for 8 units of credit each school year. The document, “North Carolina Graduation and Course of Study Requirements”, mandates that students must complete a focused course of study in order to graduate with a diploma. To decrease problems caused by arbitrary schedule changes, students should complete and follow a “Four-Year Academic Plan”, a sequence of courses based on the student’s goals and interests. Yearly meetings will be scheduled to meet with Mary Hamrick, MECHS School counselor to ensure that diploma requirements are in progress or have been completed. Parents may request a meeting with Ms. Hamrick by calling the school.

## **CTE Career and Technical Education**

Kali Beach

Contact Info

School #: 252-926-0221 ext. 3353

Email: [kbeach@hyde.k12.nc.us](mailto:kbeach@hyde.k12.nc.us)

## **Roles**

Curriculum & Instructional Management Coordinator

Career Development Coordinator

Special Populations Coordinator (work with students in the below areas)

- individuals with disabilities
- low-income youth and adults
- individuals preparing for nontraditional fields
- single parents, including single pregnant women
- out-of-workforce individuals
- English learners
- homeless individuals
- youth who are in, or have aged out of, the foster care system
- youth with a parent who is an active duty member of the armed forces.

## **Students- contact me if you...**

Are interested in:

- CTE course planning
- Internships, Advanced Study, Apprenticeships, or Job shadowing
- Looking for a local job
- Job Prep- resumes, applying of jobs, interviewing

Need services based on the special populations categories

## **Parents- contact me if you...**

Are interested in:

- Wanting to know how the CTE department & Early College work together
- Having your student complete a Work-based learning experience
- Knowing how the CTE department can benefit your student
- Being a guest speaker to a class
- Having students job shadow, complete an internship, or being an apprenticeship location at your place of business

- Posting a job opening

Need services for your student based on the special populations categories

## CTE Pathways

**Agricultural, Food, & Natural Resources:** Agricultural Mechanics & Natural Resources

**Arts, A/V Technology, & Communication:** Adobe Academy

**Health Science:** Health Science & Nurse Aide

**Information Technology:** Network Security

## College Credit Courses

Successful completion of a course offered by BCCC that correlates as advanced high school courses, and the Advanced Placement curriculum for college credit courses will allow the student to receive one additional quality point and designation on the academic transcript. College courses that do not count as high school courses will be calculated in the high school GAP.

100-90 =4.0	89-80=3.0	79-70=2.0	69-60=1.0
59 and below=0.0	WF=0.0	FF=0.0	WP=0.0
INC=0.0	AUD=0.0	P=0.0	

WF= Withdraw Fail FF=Fail WP=Withdraw Pass INC=Incomplete AUD=Audit P=Pass

## Beaufort County Community College BCCC

**BCCC Liaison** Stacy Jones

### BCCC Application and Schedule

Students will complete a college application with the Beaufort County Community College (BCCC) liaison, who is on our campus once a week. The college liaison is a BCCC employee and is the point of contact for all college questions. Coordinating student scheduling for college courses and college advising.

If a student wishes to drop a community college course, it must be done within the first ten days of the college course. Students are expected to call and email the BCCC liaison and copy the email to Mary Hamrick, Wesley Floyd, and Jamie Smith, stating the reasoning of the drop request **(PLEASE NOTE THIS DOES NOT GRANT PERMISSION TO DROP THE CLASS; MECHS ADMINISTRATION WILL HAVE TO APPROVE THE DROP!)** Once a student is dropped from their BCCC course, they will be assigned an alternate high school class. Additionally, all school purchased BCCC textbooks must be turned in to the media center immediately.

### College Work & Student Responsibilities

Early College High School students, who are enrolled in community college courses, are treated as every other community college student and must follow the procedures outlined by BCCC. Students should refer to the BCCC webpages and student handbook for a full understanding of these procedures.

Additionally, for students to receive high school credit for college coursework, they must sign a privacy release waiver so that the course grades can be shared between the two schools. Also, in

order to take courses with BCCC, students will have to complete and sign the NCIH/BCCC Handbook. All school purchased BCCC textbooks must be turned in to the media center at the conclusion of the course.

Students who ride the bus to BCCC are expected to adhere to the general rules of our (MECHS) campus. This includes the dress code.

## **Grading Policy**

Each teacher will post their grading policy, including the weight of each category of work on their Canvas Course page.

## **Classroom Grading Scale 6-12**

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

## **Quality Point System**

High schools are required to use the 10 point scale for all grades of students; the grading scales of middle schools are determined by the LEA. Grades 6-8 will also use the 10 point scale.

## **Class Rank**

Each student's class rank will be established at the end of the Junior and Senior years on a quality Point basis using the final grade for each course. An exact rank will be figured by the counselor based on the state-mandated quality point system and will be computed to three decimal places.

## **Marshal Selection**

At the end of the junior year, the seven (7) highest academically ranked members of the junior class, with a GPA above a 3.0, will be designated as Marshals for graduation. These juniors must have attended Mattamuskeet Early College High School their entire junior year. Final averages in all courses taken in the ninth and tenth grades, and through the end of the first semester in the eleventh grade and any additional quality points will be used to compute class rank.

Serving as a marshal is a position of honor as well as academic achievement. Students may not be eligible for this honor if they:

- \*Have received any discipline referral in their junior year that resulted in an Out-of-School suspension (OSS).
- \*Owe money to the school
- \*Do not adhere to other policies established by the Hyde County Board of Education to include, but not limited to attendance, dress code and code of conduct.

The student with the highest rank will serve as chief marshal and will lead the seniors into the graduation services. The student with the second highest rank will lead the dignitaries onto the stage. If a student refuses the honor of serving as marshal or is not eligible then the next highest-ranking student will be asked to serve.

## **Exams**

Teachers will administer exams in all courses . The North Carolina Department of Public Instruction requires specific end of grade (EOG) tests in reading, math, and 8th grade science as well as end of course (EOC) tests in Biology, English II, Math I and Math III. Select CTE classes are required to test. All testing will constitute 20% of the final course grade as per State Board Policy.

Additionally, students will be administered benchmark tests throughout the marking period to identify students' academic strengths and weaknesses. We will use that information to guide future instruction and to support success on summative and high-stakes tests. State mandated tests will be administered within the last 10 days of a year-long course and within the last five days of a semester.

<b>6-8 EOG Testing:</b>	ELA: 6th, 7th, 8th Math: 6th, 7th, 8th Science: 8th
<b>CTE Testing:</b>	Health Science 1, Natural Resources, Biomedical Technology
<b>9-12 EOC Testing:</b>	Biology, English II, Math 1 and Math II
<b>ACT:</b>	11th Graders
<b>Pre ACT:</b>	10th Graders
<b>CCRG</b>	Select 11th and 12th grade students

## Promotion Standards

### 6th-9th Grade

- \*Passing final grades in Math, Language Arts, Science and Social Studies for the academic year.
- \*Score a Level 3, 4, or 5 on the NC EOG tests in Reading, Math, and 8th Grade Science
- \*Score a Level 3, 4, or 5 on the NC EOC tests in Biology, English II, and Math 1
- \*Recommendations from the teacher, guidance counselor and principal regarding classroom performance and maturity of the student.

**10th Grade:** 6 credits including Math I and English I

**11th Grade:** 13 credits including English II

**12th Grade:** 20 to 27 credits including English III and English IV

\*ONLY students classified as juniors or seniors may participate in those grade level appropriate activities, including prom, the NC State Fair trip, the Senior trip, Senior Week and othe graduation related events.

\*WORK CO-OP IS FOR JUNIORS AND SENIORS ONLY.

**Note: Any student who does not meet the aforementioned promotion standards will be required to go through a promotion standard waiver process as outlined in school board policy.**

## Honor Roll

An honor roll assembly will be held after each semester to honor students who complete the semester with B or higher in all classes. Students who earn final marks of an A in every class will be recognized for earning the "A Honor Roll". Those who earn a B or higher in every class will be recognized for earning the "A-B Honor Roll". Spring Honor Roll students will be recognized in the fall and fall honor roll students will be recognized in the spring.

## Honor Seniors

Seniors having at least a 3.00 quality point average on the state mandated scale will be designated honor graduates. Final averages in all courses taken in the ninth, tenth, eleventh and through the first semester in the twelfth grade and additional quality points will be used to compute class rank. Their names will be marked with an asterisk (\*) on the graduation program. Honor

graduates will wear gold honor cords during the graduation services.

## **Academic Recognition for Seniors**

The graduating class member who has attended MECHS for his/her entire school year and has attained scholastic rank as below will receive these honors:

- Summa Cum Laude for a GPA of 3.9 and above
- Magna Cum Laude for a GPA of 3.75 through 3.899
- Cum Laude for a GPA of 3.5 through 3.749

**Graduates receiving this honor will have special marks by their names on the graduation program denoting these achievements.**

## **Academic Awards**

Two Academic Awards will be given at the end of the school year for each course taught at Mattamuskeet Early College High School. The top two students having the highest average of all students taking that course throughout the entire school year will receive academic recognition at the annual Academics Awards Ceremony.

## **National Honor Society**

### **Eligibility**

1. The student must meet the basic guidelines of the National Honor Society.
2. The student must have a weighted cumulative grade point average of 4.000 at the end of the first semester of the present school year.
3. The student must be at least a sophomore and enrolled in at least one Honors or A.P. Course.
4. The student should be involved in at least one other extracurricular activity at MECHS, at church, or in the community.
5. Any student who has been assigned in-school-suspension twice or out-of-school suspension once will not be considered eligible for NHS membership.

### **Probation and/or Removal:**

1. The basic guidelines as set forth by the National Honor Society will be enforced.
2. Any member who is punished by an in-school suspension (of one or more full days) is automatically placed on probationary status.
3. Any member who receives a second in-school suspension (of one or more full days) will have their NHS membership terminated.
4. Any member who receives an out-of-school suspension will have their NHS membership terminated immediately.
5. Any member whose grade point average drops below 4.000 will be placed on probationary status. The member will have 90 school days to meet NHS standards. If at that time the standard is not re-achieved, then the NHS membership of that student is terminated.
6. Two unexcused absences from meetings will result in probation. Four unexcused absences from meetings will result in removal. (Any absence will be considered unexcused if the advisor is NOT notified, in writing, the reason for the absence prior to the absence. No notice is required if the student's name is on the absentee sheet the day of the missed meeting).
7. All National Honor Society chapters are required to sponsor a service project. Our chapter's service project is tutoring. Tutoring helps develop all the core components National Honor Society is founded upon. Students must tutor in an academic capacity for a minimum of 10 hours over the course of the school year. Five of the hours are due at the end of the first semester. The remaining five are due towards the end of the second semester. Any student who does not participate in the chapter service project will have their membership terminated.

8. Any behavior resulting in the NHS advisors questioning the leadership, character, or service qualification of a member may result in probation or removal.

### **Faculty Advisory Committee**

Any decision that cannot be made directly by the NHS Advisors will be presented to the Awards Committee. Induction Service This service will be held in the spring of each year. New members will be “tapped in”. Fees In order to join the MECHSI National Honor Society, a one-time local fee of \$25.00 is necessary for the purchase of the membership card, pin, diploma seal, and other club necessities.

### **Makeup Work**

After an absence from school it is the student’s responsibility to check with their teachers immediately upon returning to school for make-up work and tests missed during their absence. This work must be completed within three days upon the student’s return to school. Time to make up work will be scheduled by individual teachers. Opportunities to make up work for credit shall be the responsibility of the student and will be scheduled before or after school hours. Tests can be given the day a student returns if the student was present when the test was announced. Students absent for an extended period of time must establish a time schedule with their teachers which will allow completion of all assignments within a reasonable length of time. A grade of zero will be given for each assignment not made up. If a student is sick, the parent or guardian should call or email the teacher, and/or get homework from a fellow student. The student may also get the work when they return to school.

### **Driver’s Eligibility**

The Dropout Prevention/Driver’s License Legislation became effective August 1, 1998. The law pertains to all individuals under the age of 18 years who received either a permit or license after December 1, 1997 and have not received a high school diploma or its equivalent. A student must pass three of four classes per semester and be promoted to the next grade within the past calendar year to be eligible to receive a permit or retain a driver’s license.

### **Student Work Hours & Limitations**

The administrators and staff of MECHS supports the concept embodied in NCGS 95-25.5, which states that students under the age of 18, who are enrolled in school should not be employed between the hours of 11:00 p.m. and 5:00 a.m., when there is school for that student on the next day.

Additionally, students are expected to be available during remote learning days. Failure to attend classes during remote learning due to work is considered an unexcused absence. If it becomes necessary it could possibly be considered truancy.

The Board further recognizes that in exceptional cases some students are capable of working such hours while maintaining adequate school attendance and appropriate academic performance. In such exceptional cases a waiver of the prohibition of such employment is appropriate. Local school Principals may grant such waivers only when a student has previously demonstrated the ability to work and maintain attendance and academic performance.

### **Laker Time**

LAKER TIME will be held every Wednesday, alternating in Blocks 1, 3, & 4.

LAKER TIME for grades 6-8, will consist of 90 mins of remediation, enrichment, and student academic check-ins with the teacher. High school LAKER TIME is to be determined.

Once a month during LAKERTIME, clubs will meet in place of the remediation, enrichment, and student academic check-ins for middle school and for the block class for high school.

## **ACT/SAT/College Application Fee Waivers**

Fee waivers are available in the Guidance Office for students who receive free or reduced lunch. Students must provide verification of receiving free or reduced lunch from the Child Nutrition Office in order to receive the waiver. Students may also be eligible if they meet other criteria. (Please see a counselor for more information) Once students have provided verification, they are eligible for: 2 SAT waivers, 2 ACT waivers and 4 college application fee waivers (applies only to participating colleges/universities). Students register themselves for the ACT or SAT. Please visit the following websites to register.

**ACT** [www.actstudent.org](http://www.actstudent.org)

**SAT** [www.collegeboard.org/register](http://www.collegeboard.org/register)

## **Absences/Tardies/Change of Address/Enrollment/Withdrawals**

### **Absences**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

### **Attendance Records**

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

### **Excused Absences**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the FIRST BLOCK teacher on the day the student returns after an absence. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school
2. isolation ordered by the State Board of Health
3. death in the immediate family
4. medical or dental appointment
5. participation under subpoena as a witness in a court proceeding
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s); the student will have the opportunity to make up any tests or other work missed due to an absence for a religious observance
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal
8. pregnancy and related conditions or parenting when medically necessary

**All other reasons must be provided in writing and approved by the Assistant Principal or Principal.**

All notes for excused absences must be brought in on the day the student returns to school. Failure to do so shall result in the absence being deemed unexcused. Final decisions will be determined at the discretion of the administration and/or designee.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services, as defined by policy 4050, Children of Military Families; 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 will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent

or legal guardian.

Absences due to extended/chronic illnesses requires a detailed statement from a physician and is only good for that school year. If continued absences are needed the parent should contact the school counselor about a 504 plan.

Any student who has missed 3 or more consecutive days from school must bring a doctor's note on the day of his/her return to school in order for absences to be counted as excused.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. (See also policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. **The student is responsible for finding out what assignments are due and completing them within the specified time period.**

## **School-Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a)
3. school-initiated and scheduled activities
4. athletic events that require early dismissal from school
5. Career and Technical Education student organization activities approved in advance by the principal

\*\*Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## **Unexcused Absences**

After 6 unexcused absences, notes from parents will not be accepted as valid documentation for excused absences. Students must not accumulate more than 10 unexcused absences in a year according to North Carolina's Compulsory Attendance Law (quoted below). After 10 unexcused absences, parents will be asked to sign an attendance contract requiring doctor's notes for any additional incurred absences. Parent/guardian failure or refusal to sign a contract will result in court involvement regarding truancy.

## **Excessive Absences**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. This includes attending all Zooms or Google meets on Remote Learning Days or Distance Learning. Parents will be notified when their child has accumulated 5 excused absences for year-long classes and three excused absences for semester-long classes. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students will be assigned to ISS for up to two days for truancy.

## **Mattamuskeet Early College High School Attendance Monitoring Absences**

Procedures (per Hyde County Schools Board Policy and G.S. 115C-378)

**Step 1:** Student accumulates 3 unexcused absences...Conference between the administration and student; parent is notified via a phone call; 3 day letter mailed home.

**Step 2:** Student accumulates 6 unexcused absences...Conference between the administration, parent and student; referral to school Social Worker; 6 day letter mailed home; home visit scheduled

**Step 3:** Student accumulates 10 unexcused absences...10 day letter and a letter to parent(s) requesting a conference within 5 days sent by Social Worker.

**During step 3 (after the parent receives the letter),** if the parent **CONTACTS** the school, the Principal, Social Worker and Counselor/School Nurse meet with the Parent/Student to create an Attendance Contract. Adherence to this contract will eliminate the need to file a truancy petition with the magistrate.

**During step 3 (after the parent receives the letter),** if the parent makes **NO CONTACT** with the school, the Social Worker will schedule a parent meeting (with the Principal) to determine “Good Faith Effort” in correcting the attendance issue. If the “Good Faith Effort” is not met, the Principal will file a truancy petition with the magistrate

**\*Excused absences are defined under Policy Code 4400; section B. in the Hyde County Schools Policy Manual.**

## **Tardy Policy**

Tardies are considered when a student arrives at school later than 7:48 A.M. or after the tardy bell rings at the beginning of each class period.

### **Tardy Monitoring Procedures**

Tardy Procedure:

- 6 tardies – After School Detention and phone conference with parent/guardian
- 10 tardies – conference with Administration, two days After School Detention and phone conference
- 11 or more tardies – face to face conference with student, parent/guardian and principal to discuss further consequences, including but not limited to In School Suspension

### **Tardy Summary Details**

1. Students are not to loiter in the hall.
2. If a student does not comply with a request to move along, the student will be reported to administration.
3. When the bell rings, teachers will close their doors.
4. ALL TARDIES ARE CUMULATIVE PER PERIOD.
5. Students tardy more than 2 minutes into class without a note are considered skipping and will be referred to an administrator for disciplinary purposes.
6. Students who are excessively tardy to school may face disciplinary action. \*

## **Late check in to school**

Students arriving late to school must check in with the office before going to class. Parents or Guardians with a student are required to sign in the student. If a parent or guardian does not accompany the student, the student must have a note signed by a parent or guardian explaining why the student is tardy. The student will receive a pass that will indicate whether the tardy is excused or unexcused. Students will use this note as a hall pass to enter class.

## **Early Check out of school**

All early dismissal notes are to be turned into the main office prior to the first period. Students are prohibited from leaving school upon their arrival without permission from the parent. The note must have the following information:

\*Student's name

\* Date

\* Time requested to sign-out

\*Phone number where signing parent or guardian may be reached

\*Parent signature

**Parents are encouraged to schedule medical and dental appointments for the afternoon and teacher workdays whenever possible.**

A student will not be allowed to leave school with another high school student unless the parents have contacted the school by note regardless of the student's age.

Only the adults listed on a student's contact sheet may actually sign a student out. Those on the contact sheet must present a valid picture ID in order to check a student out. Please avoid checking students out after 1:30 pm.

Students leaving campus at any time during the school day without properly checking out through the office will be charged with skipping school. An officially emancipated student not living at home with a parent or guardian who wishes to check out must notify the social worker before leaving.

Students who become sick during the school day must report to the student office with a pass, and the student's parent/guardian will be contacted. Students are not to call from their cell phones or other telephones because office staff will not be aware of the student's condition. Leaving campus without checking out when ill is the same as skipping.

## **New Student Enrollment Process**

1. Parents/guardians should come to the front office to get a new enrollment packet. Parents/guardians can sit in the lobby or take the packet home to complete. Parents will need to provide proof of residence, such as a water bill, lease, power bill or a phone bill.. A cell phone bill will not be accepted.
2. When the enrollment packet is finished, you will then meet with the School Counselor (an appointment may be needed if the School Counselor is not available at that time) who will determine if an affidavit is needed for enrollment. After the School Counselor has reviewed the enrollment packet, the Data Manager will then request records be forwarded to MECHS from the last school attended.
3. The School Counselor will generate a schedule for the student.

## **Change of address**

Student's parent or legal guardian must inform the Counseling office clerk of all changes of address or telephone number, Student's parent/legal guardian must provide two forms of proof of an address change to the Counseling office clerk before the change can be made in the computer. Examples of proof of address are: a lease or mortgage statement and a current utility statement in the parent's/guardian's name. A driver's license is not proof of address.

## **Transferring or withdrawing**

A student who needs to transfer to another school must first be withdrawn from MECHS. The custodial parent or legal guardian, along with the student, must report to the front office clerk to withdraw in order to initiate the process. At this time, students will also need to return any borrowed laptops, hotspots, or other devices. The Data Manager will issue a withdrawal form for the student. The student must turn in books to the teachers who issued them and the student is required to check in all library books to the librarian and pay delinquent accounts. In addition, all financial obligations must be met.

## **General Information for Students & Parents**

### **After school activities liability**

Students attending after-school activities such as football or basketball games, plays, etc. are

responsible for their own transportation to and from the events. Students have 30 minutes from the time the event is over to exit the school campus. Those students who are in violation may be banned from after school activities, suspended and/or charged with trespassing.

## **Announcements**

General announcements will be made at least once per day, when necessary, twice daily. All announcements must be brief, in writing and approved by the supervising sponsor. Announcements will also be made this year through staff and student emails. You will be expected to check your email at the beginning and the end of each day.

## **Assemblies**

During assemblies, the student's behavior should be at all times courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes, but is not limited to: whistling, inappropriate clapping, boisterousness, booing, and talking during the program.

## **Cafeteria**

Students will eat both lunch and breakfast for free. Lunch will be eaten in the classroom or in our expanded outside seating. We were able to procure a grant which provided MECHS with the ability to purchase picnic tables to expand our seating for lunch. We will have 5 different areas for students and staff to eat lunch outside.

## **Candy, Food, and Drink**

Upon teacher discretion, light snacks may be allowed in the classroom; however, only bottled water is allowed. Additionally, in accordance with the health department and school board's memorandum understanding for environmental safety, all food brought to school for distribution to other students will be limited to commercially prepared foods.

## **Care of Student's Personal Property**

Students are cautioned not to bring large amounts of money or any item of significant value to school unless it is necessary to the regular, instructional school day. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. The administration is not responsible for items that are brought to school and are lost or stolen. Students are responsible for items that are left in lockers, desks, locker rooms, hallways, and the cafeteria. All students have the responsibility to report any act of theft to the administration as soon as possible. Situations like this will be dealt with in the highest degree of confidentiality to ensure that anonymity is maintained.

## **Clubs**

MECHS offers students the opportunity to join school clubs and organizations which enhance the classroom learning experience. MECHS will hold a club sign-up day and students are able to sign up for two clubs which meet during the school day and any club which meets after school. Club sponsors will provide information about their club in advance of the club sign-up day in order for students to obtain a parent signature granting them permission to join the club. Students will not be able to be in a club without parent consent. Students who are assigned to In School Suspension or Out of School Suspension are not able to participate in any after school activity or club during the time they are serving their suspension.

## **Dances**

Only guests who have been pre-approved by the principal may attend school-sponsored dances.

Guests with criminal records, or who may be under investigation are not eligible to attend.

MECHS students who owe money or who are assigned to or served ISS or OSS from their regular school program are not allowed to attend. Dancing in an inappropriate manner will not be tolerated at any school-sponsored dance.

## **Fees & Charges**

There are no fees or charges for instructional courses during the current school year. However, charges will be assessed for lost and damaged books, materials, supplies, equipment, and property in accordance with established full replacement or repair costs. All fees/dues are nonrefundable with the exception of lost and found items; students must be able to produce the yellow receipt issued to them in order to be removed from the fees list.

Indebtedness to be carried forward: Any fee or charge due to be paid and not paid at the end of the school year shall be carried forward to the succeeding school year. All fees must be paid in order to graduate.

If a student is on the Indebtedness list, they may not participate in extracurricular activities which include, but are not limited to: athletics, marching band, prom, dances, forensics, and National Honor Society and clubs.

## **Field Trips**

### **Students**

1. Students who are suspended from school or assigned to in-school suspension on the day of a school trip are prohibited from participating in the trip.
2. Participation in an approved school trip will be considered an excused absence. However, the student must make up missed assignments as required by the student's teacher(s).
3. All students who participate in a school trip must provide signed parental consent forms to participate, unless a student is officially emancipated, in which case the student can sign on his or her own behalf.
4. A student who fails to provide a signed consent form may be denied participation in the trip.
5. No student's grade may be lowered if the student's parent or guardian refuses consent to participate in the school trip.
6. Students must abide by all applicable board policies, regulations, the Code of Student Conduct, and school rules at all times during school trips.
7. Students must also abide by any additional rules established by the principal to govern the conduct of students during participation in school trips. Students will be notified of such rules in advance of the trip.
8. If a student is found to have violated any of these rules and regulations and the trip sponsor deems it necessary to remove the student from a trip or from an activity during the trip, the student must be supervised by a teacher or chaperone at all times. If a student is sent home early, he or she must be accompanied by a teacher or chaperone until he or she is released to the physical custody of his or her parent or guardian.

### **Chaperone Requirements**

1. All school trips require at least one chaperone for every eight students. However, depending on the nature of the trip, the principal may require more or fewer Chaperones.
2. Chaperones must be current school system employees or volunteers, including parents, who meet the standards established by policy 5015, School Volunteers.
3. Chaperones must abide by all other applicable board policies, regulations, and school rules. At all times during a school trip, chaperones are strictly forbidden from engaging in any behavior that would violate board

policy if an employee engaged in the behavior on school property. This includes, but is not limited to consuming, using, possessing, or being under the influence of alcoholic beverages, controlled substances, or tobacco products, or possessing a weapon.

4. If applicable, a special needs student will be accompanied by a designated aide or nurse in accordance with the student's IEP or Section 504 plan. The aide or nurse will not be considered a chaperone for purposes of meeting the required student-chaperone ratio.

## **Hall Passes**

When a student leaves a teacher's room for any reason, they must have an official written pass with them giving the student's name, the date, time, and destination. If a student is caught in the hall without a pass they can be charged with skipping. It is the student's responsibility to ask for a pass. No passes will be issued the first 10 minutes or last 10 minutes of class.

## **Locks & Lockers**

Students will get a locker and a combination for the locker at the beginning of the year. Students in middle grades must use lockers to store bags and items not needed for class in an effort to eliminate clutter in the classrooms.

## **Lost & Found**

Any personal belongings found on school grounds should be turned in to the front office. Any student missing personal belongings should check with Malinda Harris; however, the school cannot be responsible for money, books, clothing, etc. left unattended. Unclaimed personal items will be donated to a local charity periodically.

## **Messages**

Messages from the parent/legal guardian of the student requesting the student to take their assigned school bus home will be taken by the clerical staff and delivered to the student. Under no circumstances will MECHS personnel deliver a message to wait for a ride after school or to ride home with another student or adult.

## **Prom**

No one age 21 or older may attend a school sponsored dance, including the Junior/Senior Prom (the principal may grant an exception to this rule as deemed appropriate). Attire for the Junior/Senior Prom should be comfortable but appropriate. This would include clothing that is not too revealing, too tight or too loose-fitting. If the clothing is deemed inappropriate by the staff, the student and guest can be asked to leave.

Students may show a picture of their desired attire to administrators to get prior approval before purchasing the item (students will be required to email the desired attire picture to administrators).

Dancing in an inappropriate manner will not be tolerated at any school-sponsored dance.

## **Safety Drills**

### **Fire Drills**

During a fire drill, all persons should walk in single file to their assigned area(s) outside the building. The class and teacher should stand quietly together and wait for additional instructions. The fire drill signal consists of a series of short beeps over the intercom system. When you hear the shrill short bursts, everyone is required to leave their building immediately in a quiet, organized manner and report to the designated area for their building.

## **Tornado Drills**

During a tornado drill, everyone should quickly and quietly move into the hallway areas away from any windows. Students should cover their heads with their hands and arms, and wait for further instructions. The tornado drill signal consists of one long, continuous bell over the intercom system.

## **Lockdown Drills**

When the code is announced over the intercom, our campus will be in a lockdown situation. This means no one will be allowed to enter the building, leave the classroom or exit the building. Doors will be locked and blinds will be closed. Lockdown will remain in effect until the situation is safe. Two lockdown drills will occur during the school year.

## **Adverse Weather Conditions**

School closings and delays will be announced at the earliest possible time on our system wide Connect Ed program. Parents will receive a telephone recording or text message pertaining to the delay or dismissal. Therefore, it is very important to let the school know when your telephone number has changed. Also you can get these announcements on these television channels: WITN TV Channel 7, WNCT TV Channel 9 and WCTI TV Channel 12. If no announcement is made, school will begin at the regular time.

## **SGA**

Elections will be held in September. Grades 6-8 will have 2 representatives per class. Elections will be held in the classroom. Grades 9-12 will have officers for each grade level (President, Vice President, Secretary-Treasurer and Parliamentarian. Students considered 5th year will be added with 12 grade students. There will be an Executive Board made up of one freshman, one sophomore, one junior and one senior. The executive board members must be available for any called meetings. We recommend that these students are students who do not travel to Beaufort daily because they need to be available for called meetings. The members must meet certain academic and behavioral standards. We hold meetings twice a month with special called meetings when necessary. The student council is responsible for planning the homecoming presentation. If you would like more information please contact Vanessa Bryant.

## **Senior Information**

- Senior Breakfast (Date to be determined)
- Senior Awards & Dinner (Date to be determined)
- Graduation Practice (Date to be determined)
- Graduation Parade Across Lake Mattamuskeet, (Time to be determined)
- Graduation (Time and location to be determined)
- Senior Picnic (Date to be determined)
- Senior Day (Date to be determined)

## **Important Reminders:**

- Dress Code for Graduation:
  - Males (Black dress pants, white collared dress shirt, black tie, black dress shoes)
  - Females (Dress of any color, black sandals or dress shoes, black dress pants, white blouse).
  - Graduation caps are not to be decorated.
  - Tip: Hang gown now to remove wrinkles and cover with a garment bag or large garbage bag to prevent any stains before the big day!
- Pictures for Yearbook:
  - Students are being asked to submit a baby picture to Ms. Scripture for the yearbook. Pictures may be sent to her email [pscripture@hyde.k12.nc.us](mailto:pscripture@hyde.k12.nc.us) or texted to (252) 398-7108.

- Student Must Regularly Check MECHS Email:
  - Important Information is being sent via email including scholarship opportunities, voting for senior activities/events, deadlines, etc.
  
- Scholarship/ College Acceptance Letters:
  - Please email our counselor Ms. Hamrick ([mhamrick@hyde.k12.nc.us](mailto:mhamrick@hyde.k12.nc.us)) with your child's scholarship and college acceptance letters. These accomplishments will be shared on the MECHS Facebook page. Letters of verification must be included. We want to brag about our students!
  
- Indebtedness List:
  - If your child owes money to the school for any reason (books, damaged technology, fundraising, etc.) they will not be able to participate in graduation practice or participate in the graduation ceremony. All money can be given to Mrs. Kathy Perry.
  
- Graduation Practice:
  - Graduation practice (Date to be determined). Those who do not attend, will not be able to participate in the graduation ceremony.
  
- Yearbook Ads:
  - More information to come.
  
- Parent Contact Number and Email
  - Parents, please text or email Ms. Scripture or Ms. Hamrick your phone number and email so you may receive information.
  -

## **Support Staff & Programs**

### **School Counselor**

Mary Hamrick Email: [mhamrick@hyde.k12.nc.us](mailto:mhamrick@hyde.k12.nc.us)

School counselors provide a comprehensive school counseling program that improves student achievement and enhances the academic, career and personal/social development of all students. The comprehensive school counseling program is delivered through classroom lessons, individual student planning sessions, and individual and group counseling. School counselors collaborate with parents, teachers, administrators and other school staff to promote student success. School counselors also provide leadership and advocacy to promote equity and access to opportunities and rigorous educational experiences for all students.

### **MECHS COUNSELOR VISION STATEMENT**

To maximize the potential of all our students, the MECHS counselor will coordinate and implement a comprehensive school counseling program which adheres to the American School Counselor Association (ASCA) National Model and the North Carolina Guidance Essential Standards.

Meeting the needs of our students, parents, staff, and community is our primary focus. Accentuating the importance of good citizenship and college/career readiness, we commit to assisting every student in becoming a 21st Century, lifelong learner.

## **MISSION STATEMENT**

Professional School Counselors will strive to meet the needs of all students within our school community. We foster high achievement, good attendance, appropriate behavior, & safe and healthy choices for all students. A school counseling program uses a variety of delivery methods, which may include classroom guidance, small group meetings, and individualized student counseling. Our goals include the cognitive, career, and socio-emotional development of every student. We will use data and collaborate with our students, parents, staff, and community to continually improve our counseling program.

## **BELIEF STATEMENTS**

- All students have diverse, individual abilities and are capable of learning with support from family, community, and educators.
- All students have the right to be treated with dignity and respect and learn in a safe, supportive environment.
- An ideal school counseling program:
  - Is comprehensive in scope
  - Reaches every student
  - Advocates for all students
  - Is proactive in design and developmental in nature
  - Is an integral part of a total educational program for student success as globally competitive learners
  - Is facilitated by a credentialed school counselor following ethical professional guidelines
  - Is conducted in collaboration with students and other educators using available community resources
  - Uses data to drive program decisions

Services available here at MECHS include, but are not limited to, the following topic areas:

- Academic Concerns
  - Section 504 accommodations/modifications
  - MTSS
  - Transcript Information (GPA, Class Rank, Courses Taken/Grades)
  - Scheduling Concerns
  - BCCC Coursework
  - Scholarship Information
- Behavioral Concerns
  - PBIS
  - Behavior Interventions/Strategies
  - Small Groups
  - Individual Concerns
  - Whole Group Lessons
  - Whole Group Presentations
- Social/Emotional Concerns
  - Mobile Crisis
  - DREAMS
  - [Counselor Referral Sheet](#)
  - [Hotline Numbers](#)
  - Whole Group Lessons
  - Whole Group Presentations

## **Social Worker**

MECHS School Social Worker is Desiree LaPorte. You can contact her by calling the main office.

### **School Social Work Involves:**

- Addressing student and family needs
- Promoting home and school communication
- Collaborating with and supporting school staff
- Assisting teachers to access resources
- Supporting special education services
- Establishing partnerships with community resources
- Implementing prevention programs
- Providing crisis intervention

### **JCCP**

The program provides individual / group counseling for identified at-risk youth, 11-17, and family members. Other referrals will be considered on a case by case basis. Individual student/parent sessions are held with each participant followed by small group sessions as appropriate. Individual parent/guardian sessions are also held to enable the JCPC Counselor to work effectively with identified youth. Individual youth and youth group sessions focus on anger and stress management, peer relations, and developing positive interactions with adults. Botvin, Life Skills curriculum is regularly implemented with participants.

### **21st Century Afterschool Program**

The 21st Century Community Learning Center (CCLC) Afterschool Program is free and open to students in grades kindergarten through twelve. The afterschool program will be held every Monday through Thursday from 3:05 P.M. to 5:30 P.M. Students are provided a healthy snack, homework assistance and individual or small group tutoring, as well as offer a variety of fun enrichment activities such as: arts and crafts, music, choir, gardening, computers and technology, recreational activities, etc. Transportation will be provided. Students enrolled in the program will ride the school bus home at the end of the afterschool program. For more information on the program please contact:

ELAYA JOHNSON

21st Century After School Coordinator

Mattamuskeet Elementary

(252) 926-0240 Ext. 3203

### **Mattamuskeet Campus Media Center**

The school library will open daily at 7:30 A.M. and close at 3:00 P.M. Students will be able to check out and return books as needed. Teachers may sign up and bring their classes for special programs.

### **Book Check Out**

Students can check out materials for a two-week period unless the material has been designated otherwise. Students may return books and check out new ones as they finish with a book.

### **Overdue Materials**

Students with overdue materials and unpaid fees will be placed on an indebtedness list and will be unable to participate in school activities. The campus treasurer will have a copy of the indebtedness list.

# Athletics

## **Athletics**

Students are encouraged to participate and attend athletic events throughout the 2021-2022 school year. Being involved in extracurricular activities enhances not only your physical being, but provides you the opportunity to become a team player, leader, motivator, supporter, and develop individual character.

The opportunity to be involved in athletics is a privilege. Student athletes are expected to adhere to the MECHS Dress Code, Student Code of Conduct, rules set in the North Carolina Department of Public Instruction High School Athletic Handbook, and the Hyde County Co-Curricular Handbook.

Students may not attend or participate in any athletic event while on Athletic Probation as defined by the North Carolina Department of Instruction High School Handbook, if they:

- are convicted of a felony
- served ISS on the day of the athletic event.
- were suspended from the regular school program.

### **Eligibility Requirements:**

1. Students who pass seventy-five percent of the attempted coursework and meet promotion standards for Hyde County Schools. Promotion is defined as being placed in the next grade.
2. A student shall not participate if he/she becomes 19 years of age on or before August 31st of that year or 15 years of age for a middle school team.
3. An athlete's eligibility will be determined on the first day of the new semester. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester.
4. Additionally, a student must have a completed physical on file with the office in the past calendar year. The physical must be kept up to date to remain eligible.

### **Academics for Athletics**

Student-athletes at Mattamuskeet Early College High School are expected to maintain a high academic standard. Failure to do so shall result in suspension and/or removal from athletics and activities as outlined in our warning-strike system.

- All athletes must maintain grades between "A's" and "D's" and have a GPA of 2.0 or higher.
- No grades of "F" and/or below a 2.0 GPA are permitted.
- The grade report of all student-athletes shall be checked every Monday by the Athletic Director.

If any of our athletes do not meet the criteria above, they are then suspended from competition for a total of one week. If the student is ineligible, it shall be Monday through Friday of that week.

- Administration, parents, teachers and coaches will be notified if a student is deemed ineligible after the Athletic Director has conferenced with the student.
- All North Carolina Eligibility rules still apply with having passed 3 of 4 classes the previous semester.

## **Coaches**

<b>Coach</b>	<b>Sport</b>	<b>Coach</b>	<b>Sport</b>
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	Fall AND Winter High School Head Cheerleading Coach,	Millicent Gerni	High School Head Volleyball Coach
	Fall AND Winter High School Assistant Cheerleading Coach, MECHS		High School Head Varsity Boys Basketball Coach
	Fall and Winter Middle School Head Cheerleading Coach		High School Head Junior Varsity Boys Basketball Coach
Rick Perry	High School Head Football Coach		High School Assistant Volleyball Coach
Doug Skipper	High School Assistant Football Coach	Mary Hamrick	Middle School Head Volleyball Coach
	High School Assistant Football Coach/Middle School Assistant Football Coach		Middle School Head Boys Basketball Coach
Doug Skipper	High School Baseball	Tommy Floy	High School Softball
	Middle School Head Football Coach/High School Head Girls Basketball Coach		Middle School Head Girls Basketball Coach

## Discipline Policy

Schools have an obligation to provide a safe and orderly environment conducive to learning. Students have an obligation to adhere to a code that supports and promotes a clean, safe and orderly learning environment. Student instructional time in the classroom is one of the most valuable resources in the school setting. Students should strive to take care of all personal business during class changes.

At Mattamuskeet Early College High School I we believe that good discipline is essential to learning. Each student has the right to a positive, nurturing interaction with the faculty, staff, and administration and the right to be free from distractions caused by the inappropriate behavior of others.

Each student will receive a copy of the “**Hyde County Schools Student Code of Conduct**” book, which defines the system’s expectations for proper behavior. In addition to the violations and consequences listed in the “Hyde County Schools Student Code of Conduct” students are also advised of the following guidelines.

At Mattamuskeet Early High School we believe parents play a vital role in support of the discipline process and should expect contact from school personnel when an incident occurs. Each teacher will maintain a discipline plan/folder for each student. Listed below are the progressive steps teachers will follow in disciplining a student for minor behavior issues:

1. Warning/conference with student (call parent) (Documented in Educator’s Handbook)
2. Consult with School Counselor (Documented in Educator’s Handbook)
3. Contact Exceptional Children Case Teacher (if applicable) (Documented in Educator’s Handbook)
4. Detention before or after school (parent notification) (Documented in Educator’s Handbook)
5. Parent, Teacher and School Counselor conference (face to face only) (Documented in Educator’s Handbook)
6. Administrative referral (with complete discipline file) (Documented in Educator’s Handbook)

Drop down policy: Some serious situations, outlined below, will allow bypassing the steps listed above and dropping down to administrative intervention. ( Major behaviors) These types of incidents may also require law enforcement notification.

1. Fighting
2. Physical assault with school personnel/student
3. Vandalism
4. Weapons/drugs/alcohol
5. Bomb threat
6. Sexual harassment
7. Arson
8. Profanity directed toward teachers or administration
9. Disruptive behavior (cell phone use in classroom)

### Fighting

Fighting is strictly prohibited on property owned or controlled by Hyde County Schools to include:buses, and bus stops. Students found guilty of fighting will be suspended up to 10 days for their first offense. If a student has subsequent fighting charges, a disciplinary reassignment will be recommended.

## **Sexual Harassment**

Unwelcome sexual advances and sexually motivated physical contact may constitute sexual harassment. Also included are verbal and visual forms of behavior that are sexual in nature. Grievances may be filed with Mr.Floyd or Mrs.Smith. Please contact either Mr.Floyd or Mrs. Smith for all questions concerning sexual harassment.

## **Dress Code**

In order to provide an educational environment that is safe, conducive to learning, promotes school pride and student self-esteem the following dress code will be instituted in accordance with Hyde County Board of Education policy.

\*Hats, hoodies, skull caps and do-rags (without strings showing) are acceptable as long as they don't cover eyes and ears! (If you've got earbuds in you're not listening and if we can't see your eyes we can't see your engagement with the learning environment.)

Straps such as those found on tank tops, muscle shirts, halter tops, tube tops and/or spaghetti strap tops are not permitted.

All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt, are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose undergarments or skin around the midsection.

Ripped pants should not in any way be near the inseam area of males and females. If you are unsure about what an inseam is please ask your parents, teacher, or administrator.

Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Students wearing any article of clothing that is deemed inappropriate, offensive, or a distraction to the educational environment by a staff member will be required to change.

\*Please wear shoes of a reasonable nature that will not be a deterrent to your movement around the school. SHOES are REQUIRED to be worn at school. (NO BEDROOM SHOES)

**\*\* Please note that classroom/building temperatures may fluctuate. Students are encouraged to bring a jacket or layer clothing to ensure comfort. Blankets are not allowed on campus or on buses.**

MECHS supports equitable educational access and does not support policies that reinforce stereotypes or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. All community members should understand that they are responsible for managing their own personal "distractions" without regulating an individual's clothing/self expression.

### **If the dress code is violated**

Students who are out of compliance with the school dress code will be addressed by the teacher, who will also notify administration if needed. Additionally, the following consequences will be issued:

**First offense:** Students will immediately adjust their clothing if possible. IF it is not possible to adjust the clothing, parents will be contacted by the teacher and they will need to make arrangements for someone to bring the child a change of clothes or to pick up the child to change and return to school. The student could be possibly placed in ISS until the dress code can be fixed.

**Second offense:** Students will immediately adjust their clothing if possible. IF it is not possible to adjust the clothing, parents will be contacted by the teacher and they will need to make arrangements for someone to bring the child a change of clothes or to pick up the child to change and return to school. The student could be possibly placed in ISS until the dress code can be fixed.

**Third offense:** Students will immediately be sent to ISS by the teacher. (Staff will notify an administrator of the ISS placement.) Parents will be contacted by the teachers and they will need to make arrangements for someone to bring the child a change of clothes. The student could be possibly placed in ISS until the dress code can be fixed. Referral to counselor.

**Further offense:** Students will immediately be sent to ISS. Parents will be contacted by administration to pick up their child. The student will receive an OSS for the remainder of the day. Before returning to school a meeting with counselor, administrator, student, and family will be necessary to find out why the student has recurring dress code violations.

**\*Any situation not specifically addressed in this policy will be handled at the discretion of the administration, based on its severity, and on an individual basis.**

## **Cells and Electronic Devices**

### **Use of Wireless Communication Devices Policy 4318**

**Wireless communication devices (such as cellphones) are permitted on school grounds, but shall not be used by students unless directed to do so by a teacher/administrator. School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible without teacher/administrator approval. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parents.**

Refusal to surrender a cell phone/electronic device when asked is considered a violation of the cell phone policy. Violation of the policy shall result in disciplinary consequences, including suspension. Consequences are determined first by the teacher and the teachers will contact and inform parents of the incident.

**\*Any situation not specifically addressed in this policy will be handled at the discretion of the administration, based on its severity, and on an individual basis.**

**MECHS will not assume any liability for lost, stolen, or damaged cellular phones and/or any other electronic devices either in school or in their possession.**

### **Consequences:**

**1st Offense** – The item will be confiscated and the issue resolved within the classroom teacher's discipline policies and the teacher will call the parents. Confiscated wireless communication devices will be returned only to the student's parents. This will be documented by the teacher.

**2nd Offense** - The item will be confiscated and the parent will be called by the classroom teacher to set up a conference to discuss the issue. Confiscated wireless communication devices will be returned only to the student's parents. This will be documented by the teacher.

**3rd Offense** -The item will be confiscated and the parent will be called by the classroom teacher to set up a conference to discuss the issue. Confiscated wireless communication devices will be returned only to the student's parents. This will be documented by the teacher.

At this point teachers will refer the student to administration. Teachers will bring the documented incidents and the documentation of previous meetings/calls with the parents. Parents, students, teachers and administrators will meet to discuss why the student is unable to follow the policy. By the time it comes to administration students may receive a ban on bringing their phone to school.

**Future Offenses** –Will be at the discretion of the administration.

## **Bus Conduct**

Riding the school bus is a privilege and is the safest means of transportation to and from school. Students must obey the instructions of the bus driver. No students shall violate the school bus rules. Any student violating the rules below is subject to both bus consequences as well as possible school consequences, up to and including suspension or dismissal from school.

Riding a school bus is a **PRIVILEGE**, not a right. All school bus passengers must adhere to the rules and regulations set by the state and local board of education. Failure to observe these rules and regulations could result in losing the privilege to ride the school bus. These rules may include, but not limited to, any of the following:

1. delaying the bus schedule
2. fighting, smoking, using profanity or refusing to obey instructions of school authorities or a bus driver while riding on a school bus
3. tampering with the bus
4. refusing to meet the bus at designated stops
5. unauthorized leaving of the bus when in route
6. playing, throwing trash, paper, or other objects, or otherwise distracting the driver's attention while the bus is in operation: and/or
7. failure to observe established safety rules and regulations.

Below is a list of items that must be followed by both bus driver and passengers:

- The bus driver shall only use the horn to alert danger (there is no courtesy honk to let parents/students know that the bus is there).
- The bus driver shall know the hand signals and complete the series whenever a student is going to be crossing the street.
- The bus driver shall follow the route given by the Transportation Director and follow a schedule as closely as possible (please keep in mind that at certain times of the year there are many slow moving vehicles that are hard for a bus to get past and allow for a few minutes of wiggle room).
- The bus driver shall follow the policy in place for Hyde County Schools.

## **School Bus Passenger Rules**

1. Get to the bus stop at least 3 to 5 minutes early. Be on time and ready to board the bus when it arrives. When the driver has to wait unnecessarily, that bus will arrive late on campus. Students shall be out at the bus stop and visible by the bus driver upon arrival. Failure to do so will result in the bus moving on to the next stop. The bus cannot hold up traffic and pausing in the road for extended periods of time can result in confusion of other drivers and also a potential dangerous situation for our students. The only exception to this is during extreme or inclement weather (active precipitation, freezing temperatures).
2. Listen to and obey the bus driver's instructions.
3. When students arrive on campus, they are to sit quietly on their buses until the bell rings and they are dismissed by the bus drivers. Then they proceed to the cafeteria for breakfast.

4. Load and unload the bus in an orderly manner.
5. Remain in your assigned seat.
6. Do not throw objects of any type out of the window.
7. Remain seated until the bus has stopped before attempting to leave the bus.
8. Keep hands and arms inside the bus.
9. The use of profanity is not allowed.

Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop and willfully trespassing upon a school bus is prohibited. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as suspension from school.

Although many bus rules and regulations have been outlined above, please remember students will be held accountable for any misbehavior that is compromising the safety of those on the bus. These specific situations may not be listed but can still carry a consequence.

**Consequence(s):**

**1st Offense** – Counsel with student; parent notification and maximum 3 days off the bus.

**2nd Offense** – Counsel with student; parent notification and maximum of 5 days off the bus.

**3rd Offense** – Counsel with student; parent notification and maximum of 10 days off the bus.

**4th offense** – Counsel with student; parent notification and minimum of 10 days off the bus.

The student may be suspended from the bus for the remainder of the semester or the school year.

## **Coming to School by Car**

1. Students who arrive by car must also adhere to the daily arrival and departure times.
2. Students may be dropped off in the parking lot in front of the 600 building. Once they are dropped off, they must report directly to the cafeteria. The cars must circle around and leave the far driveway by the softball field. For the safety of our bus riders, car riders are not permitted to be dropped off in front of the main office (building 500) due to the buses unloading students. It is unsafe to have cars in motion in the parking lot while students are moving through campus.

## **After School Discipline**

Students are reminded that they are responsible for their actions at all after-school activities (including but not limited to athletic practices and games, dances, and field trips.) A student will be disciplined for any infraction of the Student Code of Conduct that occurs during an after-school activity and may face possible restriction from attending school-sponsored activities or other consequences as defined in the student code of conduct.

## **Off Campus Discipline**

If students engage in any kind of conspiracy or confer with one another at school, their actions away from school may be subject to school authority. Conspiring to act is the same as committing the act. The principal is required by law to report the following acts to law enforcement immediately after he or she becomes aware of them (assault resulting in serious personal injury, sexual assault or sexual offense, rape, kidnapping, taking indecent liberties with a minor, assault involving the use of a weapon, possession of firearm or weapon, and possession of a controlled substance.)

## **Leaving the Classroom**

If a student needs to leave the classroom during class time, they must obtain permission from the teacher and have a hall pass signed. Each teacher will determine their procedures (i.e. how many outs in a week, etc.). Students who have documented medical issues will be provided adequate modifications to the aforementioned procedure with approval from a school administrator. No students will be allowed out of class for the first 10 minutes or last 20 minutes of the block unless it is an emergency.

## **Lunch Detention (LD)**

Lunch Detention (LD) will be designed to keep students in their educational environment as much as possible by providing teachers and administrators the option of issuing a detention instead of ISS or OSS.

Lunch detention will be given by teachers for minor class disruptions. Ms. Mann will serve as both the middle grades and high school lunch detention coordinator. Teachers will enter a minor referral into Educator's Handbook and email Ms. Mann (cc'ing administration) informing them of who has been assigned to them for lunch detention. When students are assigned lunch detention, they must have assignments to work on. They will be provided with lunch.

## **Security**

1. All criminal acts committed on campus during school hours will be referred to the Hyde County Sheriff's Department. These acts include, but are not limited to fighting, battery, theft, disorderly conduct, school disruption, weapons and possession or sale of drugs or alcohol.
2. Surveillance cameras are used in common areas, both inside and outside the buildings. These cameras record images for the safety and security of students and staff 24 hours a day, seven days a week. The tapes may be used as evidence in disciplinary actions including suspension, expulsion, or legal proceedings where school or district rules are broken or where the law is violated.

## **Search Regulations**

"Reasonable cause for a search" means circumstances exist which would cause a school official to believe that the search of a particular person, place, or thing would possibly lead to the discovery of evidence of a violation of the student code of conduct.

### **Personal Searches**

A student's person and/or personal effects (purse, or bookbag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

### **Locker Searches**

Students' lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, will conduct random inspection of lockers at any time, without notice, without student consent, and without a search warrant.

### **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school has the authority to conduct routine patrols of the student parking areas and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections will be conducted without notice, without student consent, and without a search warrant.

**Canine Searches**

At various times throughout the school year, the MECHS campus, including vehicles, will be subject to searches by the Hyde County Sheriff's Department via the use of drug dogs.

**In-School Suspension**

When students are put into In School Suspension they will be placed with Kristi Mann in the 700 building. They will have access to school assignments and are expected to work on and complete their assignments. If a student is placed in ISS they will not be allowed to attend extra-curricular activities where they participate or as spectators.

## **Student Handbook Agreement for 2021-2022**

We (Student and Parent) acknowledge the school handbook is on the district webpage and will read the handbook to ensure we understand all of the policies and procedures set forth by Hyde County Schools and Mattamuskeet Early College High School. We agree to abide and follow these policies and procedures within this handbook for the 2021-2022 school year. We understand if we wish for a hard copy of the handbook, we need to complete the form provided in the student information packet, and return it to the school.

Student Signature		Date	
Parent Signature		Date	
Teacher Signature		Date	

Please return this page to the school by August 13, 2021