

Mattamuskeet Elementary School



Student Handbook 2019 - 2020

60 Juniper Bay Rd.
Swan Quarter, NC 27885
Phone (252) 926-0240

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HYDE COUNTY SCHOOLS MISSION STATEMENT

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

Dear Students and Parent(s):

On behalf of the MES Family and Community, it is our pleasure to extend a warm and heartfelt welcome as we begin the 2019-2020 school year. Thanks for entrusting us with your child's education. You are encouraged to become involved in the activities of our school through the Parent Teacher Organization (PTO) and your child's classroom. Being an active parent improves academic success. We are committed to helping your child become a life-long learner who is a well-prepared, caring, and respectful citizen.

We strive to provide a quality learning environment for all students by utilizing strong instructional practices, positive behavior interventions, and thoughtful reflection. Please assist us with this goal by letting us know how we can best meet your home/school needs.

We have compiled this handbook to inform you about the routines and procedures in place at MES. If you have any questions concerning this handbook or any other matter, please feel free to contact your child's teacher and/or the school administration.

Sincerely,

Allison Etheridge, Principal

MATTAMUSKEET ELEMENTARY SCHOOL STAFF

Allison Etheridge	Principal
Floy Loftus	Administrative Assistant
Paula Privett	Data Manager
Kathy Perry	School Finance Officer

Grade Level	Teacher	Room # - Wing	Assistant
NC Pre-K	Vacant	148 Blue	
NC Pre-K	Roberta Weikert	146 Blue	Theresa Midgette
EC Teacher	Callie Luker	147 Blue	Mavis Williams
EC Resource Teacher	Gwen Ballance	149 Blue	
Kindergarten	Julie Midgette	144 Blue	Kristy Lawrence
Kindergarten	Cheri Smith Tate	145 Blue	Valerie Spencer
First	Jean Credle	141 Blue	Megan Gibbs
First	Heather Whitfield	140 Blue	Megan Gibbs
Art	Robert Sinclair	143 Blue	
Computer Lab	Sandra O'Neal	139 Blue	
Guidance Counselor	Kristi Gibbs	123 Main	
Physical Education	Nicholas Cuthrell	120 Main	
School Nurse	Stephanie Stewart	118 Red	
ESL Teacher	Julio Morales	119 Red	
Second	Julie Watkins	107 Red	
Second	Alyssa Areford	108 Red	
Third	Paige Smith	105 Red	
Third	Samantha Parker	106 Red	
Fourth Grade	Sherri Cox	101 Red	
Fourth Grade	Emilie Miller	102 Red	
Fifth Grade	Kristy Marslender	103 Red	
Fifth Grade	Louise Beirne	104 Red	
Third - Fifth Grade Science	Sherry Harris	109 Red	
Environmental Services (Custodians)	Jaleel Spencer Cynthia Farrow		
21 st Century Program Manager	TBD	114 Red	
Behavior Specialist	Jonathan Reed	142 Blue	Tara Liverman
Admin. Lead Teacher	Tracie Asby	124 Main	
School Social Worker	Christina Smith	MECHS	

**Mattamuskeet Elementary School
Daily School Hours**

7:30 a.m. School is open for students

**Parents may drop off students at this time*

7:40 a.m. 1st Bell

7:45 a.m. 2nd Bell /Tardy Bell

7:35 – 7:45 Pre-K - 5 Breakfast

LUNCH SCHEDULE

10:45 – 11:15	PK Lunch
10:55 – 11:25	Kindergarten Lunch
11:00 – 11:30	First Grade Lunch
11:15 – 11:45	Second Grade Lunch
11:20 – 11:50	Third Grade Lunch
11:15 – 11:45	EC Lunch
11:25 – 11:55	Fourth Grade Lunch
11:25 – 11:55	Fifth Grade Lunch

2:55 Dismissal Bell Release of: Car riders/21st Century/ Start moving toward the buses

3:00 Final Bell

****Please note: This schedule is subject to change due to the campus-wide busing plan.***

Breakfast and Lunch

Breakfast and lunch are provided at school.

Our Child Nutrition Program is participating in the Community Eligibility Provision this school year. All students will have breakfast and lunch at no cost. A student may choose to bring breakfast or lunch from home.

Adult Prices: Breakfast – A la Carte Lunch - A la Crate

Coming to School on the Bus

1. Students riding the bus **must be outside or ready to leave when the bus arrives.** When the driver has to wait unnecessarily, that bus will arrive late on campus. This may cause all students on that bus to have a shortened breakfast, miss breakfast entirely, or be late to class.
2. When students arrive on campus, they are to sit quietly on their buses until the bell rings. Then they are to proceed quickly and quietly, in a line on the right side of the hallway, to their classroom.

Coming to School by Car

1. Students who arrive by car must also adhere to the daily arrival and departure times.
2. **Please respect the following rules.**
 1. Make sure that your child has all necessary books, papers, monies, etc. before you arrive on campus.
 2. **Let them out at the designated area in the front foyer. Please pull over to the right side to unload your child. If you plan to walk in with your child, you must park in the visitors parking lot. Do not block or park in the driveway in the am or pm. Please do not bring your children to school earlier than 7:30am.**

Students arriving after 7:45 AM are tardy and must report to the office before being admitted to class.

- Students arriving late miss beginning instructions and interrupt their teachers and classmates who have already begun. Students who miss school regularly do not receive the same instruction as their classmates. The instructional day is very important for each student to complete each day. We value this time with the children and plan lessons accordingly. Excessive tardies will be dealt with by the principal and/or the school social worker. Parents are not permitted to walk their child to class after the tardy bell rings as this creates a disruption to the normal classroom routine.

Students leaving before or arriving after 11:30 a.m. are counted absent for that day.

Leaving School at the End of the Day – All Students

- A teacher or the assistant will walk with the car riders to the front hall for parent pick-up starting at 2:55 PM.
- **Parents should park in the parking lot**, come inside, and wait in the front hall for their child.
- If the parent is not there, the children will be waiting in the foyer.
- Children are not permitted to stand outside and wait or go to the car without the parent.
- Children are not permitted to leave their classroom after school without an adult.
- Children are not permitted to go to another teachers' room to pick up a student.
- Students suspended from the bus **must** be picked up no later than **3:15 PM**.

Early Checkouts

Parents are encouraged to pick up their children prior to **2:45** p.m. in order to assist in a safe and orderly end to the school day.

Please follow the procedure below:

1. Send a note to the school in the morning that includes the name of the person who will be picking up the student with the time the student is to be picked up.
2. Upon arrival at the school, report to the office, not the classroom, and be prepared to show identification.
3. Someone from the office will call for the student.
4. Sign the student out to provide the reason for check-out on the sign in/out sheet.

Please note: Car riders/all other students are expected to leave school premises by 3:15 p.m.

Hyde County Schools **Student Discipline Bus Requirements**

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 en 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.

School Bus Passenger Rules

1. Be on time. Get to the bus stop at least 3 to 5 minutes early.
2. Listen to and obey the bus driver's instructions.
3. Load and unload the bus in an orderly manner.
4. Remain in your assigned seat.
5. Do not throw objects of any type out of the window.
6. Remain seated until the bus has stopped before attempting to leave the bus.
7. Keep hands and arms inside the bus.
8. The use of profanity is not allowed.

Conduct on the School Bus

Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety policy, may result in temporary or permanent suspension from the privilege of school transportation services as well as suspension from school.

Consequence(s):

1st offense - Counsel with student; parent notification and maximum 3 days off the bus.

2nd offense - Maximum of 5 days off the bus.

3rd offense - Maximum of 10 days off the bus.

4th offense - Minimum of 10 days off the bus and student may be suspended from the bus for the remainder of the school year.

More Serious violations may require additional consequences.

Transportation

**PLEASE DO NOT CALL THE SCHOOL OFFICE AFTER 2:00 P.M.
WITH A TRANSPORTATION CHANGE.**

ALSO, DO NOT LEAVE TRANSPORTATION CHANGES ON THE VOICE MAIL SYSTEM OR SEND BY EMAIL OR SEND A TEXT MESSAGE since we may not have access to phone messages or email until after dismissal is complete.

If a student needs to ride a bus to a different location, it is required that a signed note granting permission for the student to ride that bus be sent in the morning. The date, telephone number, and physical address should be included on the note for verification purposes. Telephone calls will only be accepted in the extreme case of an emergency. Every bus rider will be placed on their designated bus unless otherwise notified. Please keep in mind that it is your responsibility as a parent/guardian to ensure proper supervision at home when arriving home from school. **If you have a student in Pre-Kindergarten through grade one a parent / guardian must be visible in order for the driver to drop off your child.** If this particular circumstance occurs in more than one occasion, a conference will be required to discuss your circumstances, should this issue not be resolved after it, proper authorities may be contacted.

Effective 10/13/11

GRADING SYSTEM

K-2 will use the scale:

- 4= Mastery
- 3= Proficient at Grade Level
- 2= Slightly Below Grade Level
- 1=Well Below Grade Level

3-5 will use the following scale:

Superior		A=90-100
Above Average	B=80-89	
Average	C=70-79	
Below Average	D=60-69	
Not Passing	F=59 and below	

If a student is not working at standard, **the parent will be contacted immediately.** Parents please contact your child's teacher if you have any questions or concerns. Progress Reports will be sent home on the following dates:

Interim Progress Report Schedule

- Sept. 26
- Dec. 05
- Feb. 20
- May 07

2019-2020 Report Card Schedule

Oct. 29	End of First Grading period
Nov. 5	Report Cards /Parent Conference
Jan. 17	End of Second Grading period
Jan. 22	Report Cards /Parent Conference
Mar. 26	End of Third Grading period
Mar. 31	Report Cards /Parent Conference
June 12	End of Fourth Grading period
June 12	Report Card sent home

Concerns/Grievances

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

If a problem still exists at the end of your meeting, please report back to the front office and ask to speak to the principal. If the principal is unavailable, please ask to schedule an appointment as soon as possible.

Academic Concerns

We expect all students at Mattamuskeet Elementary 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.

Telephone use

Telephones are located in each classroom as well as the office. These phones are for staff use only. Students must not expect to use the phone to call home for forgotten homework or permission to stay after school.

Cellular Phones & Electronic Devices

Cellular phones & electronic devices (music playing, and gaming devices) are prohibited at Mattamuskeet Elementary.

1st Offense – parents notified

2nd Offense - parents notified, (1) day ISS.

3rd Offense – at the discretion of the principal

Parent/School Communication

Each student will be given a folder to take home each week. Homework, announcements, and special notes will be in the child's folder. Please form the habit of checking for this each Monday, and making sure that your child has it to return the next day.

Volunteers

We welcome volunteers in our school. A background check is needed before you are able to work with our students on campus. Please stop by the MES office to receive a form. We find that those who volunteer in the school become real champions of public education. If you are interested, please call the school secretary to set up a date and time. Our goal is to put volunteers in the classroom where they are most beneficial.

SAFETY

Knowing how to safely perform the following drills will be extremely important in the event of an actual emergency.

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, this is our fire drill signal to leave the building immediately.

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 DRILL

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 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 of 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 television. Channels WITN TV Channel 7; WNCT TV Channel 9; and WCTI TV Channel 12 are the local channels for this area. If no announcement is made, school will begin at the regular time.

Student Dress Code

Acceptable Bottoms

Jeans, "Dockers/khaki" style pants, dress pants, Capri-length pants, shorts, skorts, and skirts are acceptable with the following conditions:

- All "bottoms" such as pants, jeans, shorts, skorts, and skirts must be securely fastened around the hips. Pants worn below hips are unacceptable.
- Over/under sized sagging or skin tight garments are not allowed.
- All dresses, shorts, skorts and skirts must be no more than 3 inches above the knee.
- Leggings are permitted when worn under appropriate length dress, skirts, shorts, or skorts.
- All undergarments are to be covered.
- Pajamas are not allowed.

Acceptable Tops

- Shirts and tops should be long enough to cover the midriff when sitting or standing.
- Shirts, tops and dresses must cover back, chest and shoulder areas. (no sleeveless)
- Undergarments should not be visible at any time.
- Must be size-appropriate.

- Writing on shirts is permitted but shall not express inappropriate or violent thoughts through words or pictures.
- Should not have holes or rips.

Acceptable Shoes

To ensure students' safety and prevent injury, closed-toed shoes must be worn and remain securely fastened at all times. Shoes that have laces must be properly laced and tied and must fit at all times. Athletic footwear must be worn for P.E. and recess. High heels over 1" and bedroom/house shoes are not permitted.

Accessories

Accessories are acceptable with the following conditions:

- Items not physically worn as jewelry (examples: combs, picks, bandanas, hats, sweatbands, sunglasses, press-on fingernails) are not permitted.
- Winter accessories (examples: gloves, toboggan-style fitted knit hats) are acceptable for outdoor activities only and must not be worn in the building.
- Baseball caps are not permitted.

Other

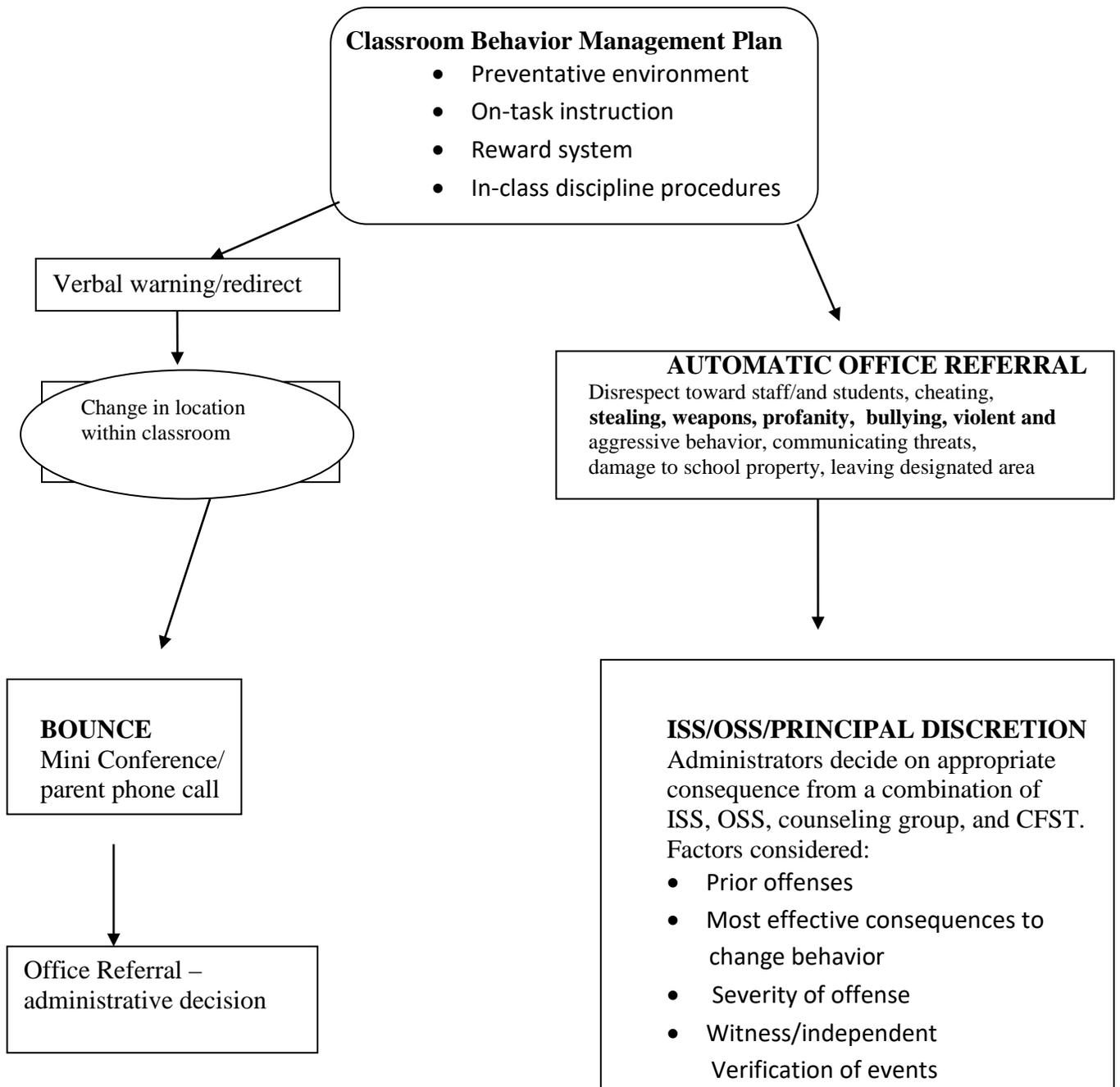
- Any clothing/accessories in word or image that promotes alcohol or tobacco advertisement, illegal drug symbolism, sexual promiscuity, profane language, obscenities, vulgarities, racism, or depictions of harm or violent acts are not permitted.
- Clothing or accessories relating to gang attire, including but not limited to: gloves, bandanas, cut-off pants with knee-high socks, unfastened bib overalls, wristbands, hats, hairnets, towels, excessively long belts, belt buckles stamped with a letter, jewelry commonly recognized as being related to a group or gang which provokes other to act violently shall not be worn on campus or at any school activity.

Consequences for Non-Compliance during a Calendar Month

Students who are out of compliance with school dress code will be directed to the office. Please note out of compliance includes situations in which students can "adjust" part of their clothing to become in compliance. Additionally, the following consequences will be issued:

- **First offense:** Parents will be contacted and items will be confiscated or covered if appropriate. Parents will be given the opportunity to bring the child a change of clothes. If the parent chooses not to bring a change of clothes, the child will be assigned to ISS for the school day.
- **Second offense:** Parents will be contacted and students will be issued 1 day of in school suspension (ISS).
- **Third offense:** Parents will be contacted and students will be issued up to 3 days out of school suspension (OSS).

Mattamuskeet Elementary Discipline Path



Process for Disruptive Student

1. Verbal warning/redirect
2. Change in location within the classroom
3. Bounce student to another teacher (not the hallway). The student must be sent to that teacher with a referral that includes a reflection to be completed. If the student misbehaves in the “bounced” room, that teacher will note that on the referral and send the student and the referral to the office. Also required at this stage is a parent contact, either by phone or a conference. One copy of the reflection sheet will be placed in the teacher’s discipline notebook. Another copy needs to be made and given to Mrs. Etheridge. If the “bounced” student behaves in the room in which he/she was sent, the referral needs to be given back to the teacher that initially wrote it. Also, one copy needs to be placed in the discipline notebook and the other copy will need to be given to Mrs. Etheridge
4. If student misbehaves in classroom again after returning from “bounced” room, student will be sent to the office immediately with referral.

**The slate will be wiped clean daily for each student.

Bouncing Behaviors

Off task	Talking	Passing Notes
Class Disruption	Showing Off	Playing
Sleeping	Arguing	Shouting out
Out of seat	Defiance	Food/Drink/Gum
Inappropriate Behavior		Harassing/Distracting others
Disrespectful Attitude		

Hallway/Breezeway Expectations

No Talking
Walk in the second block
Hands to self
Walk single file in a straight line

Restroom Expectations

Only four children at a time in stalls
No talking

Cafeteria Expectations

Throw plates away when teacher designates
Use inside voice and only talk to others at your table
Unless given permission, stay in seat

Health Services

Hyde County employs one school nurse to serve the health needs of the students here on campus. 926-0240 **Ext.** 3205/3251

We are here to make sure that the health needs of our students are met so that 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.

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.

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 however, 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.

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.

Please understand that our nurses are not physicians, therefore they 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.

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.
- (3) 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.

HCS Board Policies

Policy [1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying](#) and policy [1720/4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure](#) can be located on the Hyde County Schools website (www.hyde.k12.nc.us) under Board of Education: Policies. A paper copy is also available at the office of MES.

Mattamuskeet Elementary School Code of Student Conduct is available upon request.