

Ocracoke School



Parent and Student Handbook

2019-2020

P. O. Box 189
Ocracoke, NC 27960
(252) 928-3251
Fax (252) 928-5380

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Important Dates for Ocracoke School (subject to change)

Open House for Prek-5, 1-3pm	Aug. 23
First day of school	Aug.26
Labor Day holiday, no school	Sept. 2
Open House for Ocracoke School	Sept 5
Interim progress reports for first grading quarter	Sept 26
Halloween Carnival and half day dismissal	Oct 18
End of first grading period	Oct 28
Picture day	Nov. 4
Weather make up date IF NEEDED. If not, no school	Nov 8
Veterans' Day- no school	Nov 11
Thanksgiving Holiday, No School	Nov. 27, 28, 29
Interim progress reports for second grading period	Dec 4
Christmas Program	Dec. 19
Christmas Holiday- no school	Dec. 20-Jan 1
Students return to school	Jan. 2
First semester exams (High school)	Jan. 16 and 17
End of second grading period and first semester	Jan. 17
Martin Luther King Holiday, no school	Jan. 20
Teacher workday- no school for students	Jan 21
Second semester starts/third nine weeks	Jan. 22
Early Release	Feb. 14
teacher workday- no school for students	Feb 24
Interim progress reports for third grading period	Feb. 25
Weather make up date if needed. If not, no school	March 16
Early Release	March 27
End of 3 rd grading period	March 30
Spring Break, no school	April 10-19
Students Return	April 20
Interim progress reports for fourth grading period	May 5
MS and HS Athletic Awards	May 12
Academic Awards Banquet	May 21
Early Release	May 22
Holiday- Memorial Day, no school	May 25
3-8 Testing	May 29-June 3
Awards Assembly/Last Day/Early Dismissal	June 12

Ocracoke School Staff

Administration:

Leslie Cole- Principal

Mary McKnight- Assistant Administrator

Faculty and Staff

PreK- Jennifer Daniels	9-12 English- Charles Temple
PreK assistant- Jessica Fawcett	9-12 Math-Shea Youell
Kindergarten- Amanda Gaskins	9-12 Social Studies- Michael SHOemaker
1st grade- Alice Burruss	9-12 Science- Jennifer Garrish
2nd grade- Claudia Lewis	9-12 Vocational Ed- Jeramy Guillory
3rd grade- Martha Taylor	PE Prek-12/AD- Adam Burleson
4th grade- Karen Teklinsky	PreK-12 Art- Robert Chestnut
5th grade/testing coordinator - ens	School counselor- Mary McKnight
6-8 ELA- Rebecca Gallaher	Computer/Business - Casey Robertson
6-8 Math- Louise Salerno	Exceptional Childrens- Katie O'Neal
6-8 Social Studies- Gwen Austin	ESL- Flavia Burton
6-8 Science- Patricia Piland	Heather O'Neal- EC teacher assistant
LouAnn Gaskins- classroom assistant	

Office and Support Staff:

Administrative Assistant- Lisa Caswell
Powerschool/NCIH Facilitator- Serina O'Neal
Custodian- Cindy Austin
Custodian/Maintenance- Saloman Vergara- Cabos
Custodian/Maintenance- Igancio De La O
Claire Senseney- After School Coordinator
Lynn King- Instructional Technology Facilitator
Nancy Leach- Director of Student Services and Grants Management
Lynn King- Instructional Technology Facilitator

Hyde County Board of Education

PO Box 217 Swan Quarter, NC 27885

Randy Etheridge, Chairman

Thomas Whitaker, Vice Chairman

Angie Todd, member

Aleta Cox, member

Lindsey Mooney, member

Hyde County School Central Office Personnel

252- 926-3251 Fax: 252 926-3083

Mr. Steve Basnight, Superintendent

Kaila Williams, Payroll, Personnel and Licensure

Ken Chilcoat, Finance Officer

Tammy Sadler, Administrative Assistant to the Superintendent, Transportation Director

Montez Fulford, Maintenance Employee

Alison Potter, Administrative Assistant

Karen Hutson, EC Director/Federal Programs

Charmayne Johnson, Accounting

Mr. Thomas Cole, Director of Instructional Programs and Assessments

OCRACOKE SCHOOL MISSION STATEMENT

The mission of Ocracoke School is to prepare lifelong learners who are equipped with the critical skills to reach their global potential in a 21st century society.

HYDE COUNTY SCHOOLS 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.

Ocracoke School Hours:

The Ocracoke School day for k-12 is 7:55-3:00pm. Lunch is from 11:10-11:55.

(Prek is from 7:55am-2:50pm with lunch in the classroom.)

Breakfast can be purchased from 7:15- 7:45 in the commons. The Elementary building is closed to students until 7:45am.

Prek- 5 are self contained classrooms. Please see those teachers for their specific daily schedules.

Middle School- Grades 6-8

1st period: 7:55-9:10

2nd period: 9:15-10:25

PE/Computers/Art 10:25-11:10

lunch 11:10-11:55

PE/Computers/Art 11:55-12:30

3rd period-12:35- 1:45

4th period- 1:50-3:00

Half Day MS Schedule:

1st- 7:55-8:40

2nd 8:45-9:30

3rd- 9:35-10:20

4th- 10:25-11:10

High School-Grades 9-12

1st period: 7:55-9:30

break and homeroom: 9:30-9:40

2nd period: 9:40-11:10

3rd period: 11:55-1:25

4th period: 1:30-3:00

Half Day HS Schedule:

First Period: 7:55-8:43

Second Period: 8:45-9:30

Third Period: 9:30-10:25

Fourth Period: 10:27-11:10

Academics

ACADEMIC HONORS

Academic Excellence Banquet

Parents and students who have been named to the honor roll each nine weeks will be invited to attend the Academic Excellence Banquet near the end of the school year. Students will be recognized who have earned all grades 85-100 for the entire school year. High School students who sign up for 2 work study programs per semester are not eligible.

Honor Roll Assemblies

Three Honor Roll Assemblies will occur each year at the end of the first three nine week grading periods. Students will be recognized for earning all numerical grades of 85-100 for the nine weeks and will be placed on the Ocracoke School Honor Roll.

Honor Roll and Annual Awards

Students in grades 3-12 may earn distinction as an Honor Roll student each nine weeks/end of the semester. Students who earn all grades 85-92 will earn a spot on the Ocracoke School Honor Roll. Students who earn all grades 93-100 will be on the Ocracoke School Principal's List. NCVPS offers nine week progress reports which will be used to determine eligibility for the Honor Roll. BCCC classes will be required to submit current grades to see if a student is eligible to be on the honor roll. The names of students earning honor roll status will have their names published in the newspaper. The honor roll students will also be recognized at an assembly each nine weeks.

Annual awards will be given to students with highest academic averages in grades 3-5, 6-8, and 9-12, at the end of year awards assembly.

Beta Club

Ocracoke School provides for membership in the National Beta Club to recognize students for academic achievement, moral character, and for service to the school and community. The minimum academic requirement is a grade point average of 3.2 (90 numerical average) for all

courses completed. The minimum GPA must be maintained to remain a member of the Beta Club. Invitations may be issued to students anytime after completion of the first semester of the ninth grade. Once inducted into the Beta Club, students must earn twenty service points each year. New inductees must only earn fifteen hours the first year. The faculty sponsor and the principal must approve projects and activities for service points. Attendance at meetings generates one service point per meeting. The Beta Club meets monthly. Prior notice for absence is required if the member cannot attend a meeting.

Valedictorian and Salutatorian

The Valedictorian will be the graduating senior who has attained the highest weighted scholastic average from the beginning of ninth grade through the third nine weeks grading period of twelfth grade. The Salutatorian will be the graduating senior who has attained the second highest scholastic average from the beginning of ninth grade through the mid May of twelfth grade. Averages will be computed to three places after the decimal. A student must have a minimum GPA of 3.0 to be eligible for valedictorian or salutatorian honors. A student must be enrolled in Ocracoke School for the entire senior year to be considered for valedictorian or salutatorian.

Marshals

Marshals for graduation will be selected from the junior class. Students must have demonstrated leadership, citizenship and scholarship to be eligible to be a marshal. A minimum weighted GPA of 3.0 is required. Marshals may be selected from those qualified. Beta Club members may be selected to serve as Marshals if there is a need because of size of the junior class and/or lack of qualified candidates from the junior class.

Honors Credit for Courses

Students may receive honors credit for courses designated as honors classes in the subjects of English, math, science, social studies, and foreign language. Honors classes will be designated on a student's transcript.

Senior Projects

All seniors must complete and pass a Senior Project their graduating year to be eligible for graduation.

AP Courses are online and will be offered year for eligible students. The student will have an opportunity to take the AP test at the end of the year to obtain college credit.

ACADEMIC INFORMATION
K-12 CURRICULUM AND INSTRUCTION/NC STANDARD
COURSE OF STUDY

COURSE & CREDIT REQUIREMENTS

North Carolina high school students are expected to meet specific course and credit requirements in order to receive a high school diploma. Over the past few years, the State Board of Education has changed graduation requirements to better reflect the skills and knowledge needed for success at community colleges, colleges and universities, and in business and industry. The course and credit requirements in place for students are commonly known as the Future-Ready Core.

To determine your course and credit requirements, look in the colored block for the section that matches when you entered ninth grade for the first time. Students should also be aware that local districts may impose graduation requirements above state requirements. School counselors are available to answer any questions you may have about what you need to graduate.

Courses Required*	State Requirements	Local Requirements
English	4 sequential (English I, II, III, and IV)	
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***	
Science	3 (a physical science course, Biology, and earth/environmental science)	
Social Studies	4 (including American History: Founding Principles, Civics and Economics; American History Parts I and II; and World History)****	
Health/P.E.	1	
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education, or World Language;	

	4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)*****	
Total Credits	22	

Ocracoke School requires 28 credits to graduate. Students choose which electives to satisfy this requirement.

North Carolina Scholars Designation

Students who complete the requirements of an academically challenging high school program prescribed by the state will be named North Carolina Academic Scholars. These students will have a mark of recognition on the graduation program, will have a seal of recognition attached to their diplomas, may be considered for additional scholarships, and will have their status acknowledged on their transcripts when they apply to post-secondary institutions. A student must be eligible to receive a diploma, have maintained an overall four-year 3.5 average or its equivalent, as determined by the board of education, and have completed these 22 required units among others:

<u>Discipline</u>	<u>Units</u>	<u>Specific Courses</u>
<u>English</u>	4	I, II, III, IV
<u>Math</u>	4	Algebra I, Geometry, Algebra II, and one unit of Advanced math for which Algebra II is a prerequisite; three must be taken in high school
<u>Science</u>	3	Physics or Chemistry, Biology and an Earth Environmental Science
<u>Social Studies</u>	4	Civics/Economics, World History, AP U.S. History (and one SS elective) or American History I & II
<u>Foreign Language</u>	2	Two levels of the same Language
<u>Health & PE 1 Health & P.E.</u>	1	Health and PE
<u>Additional Units</u>	2	One credit in Career Technical and one credit in Art Education
<u>Electives</u>	5	At least two second level or advanced courses.

Graduation Requirements

Students of Ocracoke School must meet the following requirements to earn a High School Diploma. Students will earn 28-credits including all state required credits for the appropriate

course of study based on their first year of high school as well as the following local requirements:

- Complete graduation project as outlined in the senior project proposal guidelines.
- Complete a career or university cluster of four credits including at least one second level course
- Complete and document 10 hours of community service per year at Ocracoke School. The community service hours must be at an approved location and/or have principal designee's approval prior to completing the service. Students will meet with the Guidance
- Counselor to develop their individualized graduation plan.

All seniors will be required to complete the graduation project course. Details about course requirements can be found on the following link.

<http://www.ncpublicschools.org/graduationproject/>

Community Service

Hyde County Schools require ten hours of community service completed every year while in High School, in order to graduate. These hours are to be turned in to the office by May 15 each year.

Early Graduation

If a student desires to graduate high school and meets all standard graduation requirements, s/he may complete an early graduation application to meet with the counselor to ensure all standard high school requirements may be achieved. 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 superintendent. If a student graduates early, s/he is **not** eligible for valedictorian/ salutatorian honors or to attend other senior trip or homeroom activities.

UNC System Minimum Admission Requirements

In addition to the requirement that students should hold a high school diploma or its equivalent, the University Of North Carolina Board Of Governors has, since 1988, established minimum course requirements for undergraduate admission.

Six course units in **language**, including

- four units in **English** emphasizing grammar, composition, and literature, and
- two units of a **language other than English**.

Four course units of **mathematics**, in any of the following combinations:

- algebra I and II, geometry, and one unit beyond algebra II,
- algebra I and II, and two units beyond algebra II, or

- integrated math I, II, and III, and one unit beyond integrated math III.
- Common Core I, II, III

(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in **science**, including

- at least one unit in a life or **biological science** (for example, biology),
- at least one unit in **physical science** (for example, physical science, chemistry, physics), and
- at least one **laboratory course**.

Two course units in **social studies**, including one unit in **U.S. history**, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

MINIMUM ADMISSIONS REQUIREMENTS (for HS GPA and SAT Scores)

All applicants for first-time admission as freshmen must meet minimum high school GPA and SAT scores.

Year	Minimum GPA	Minimum SAT (Critical Reading + Math)	Minimum ACT Composite
Fall 2013 and beyond	2.5	880	17

Schedule for Reporting Pupil Progress

Report cards will be issued four times during the school year. Interim progress reports will be issued at the midpoint (4.5 weeks) of each grading period. It is recommended that parents and teachers schedule periodic conferences to discuss pupil progress.

<u>Interim Report</u>	<u>End of Nine Weeks</u>
September 26, 2019	October 28, 2019
December 4, 2020	January 17, 2020
February 25, 2020	March 30, 2020
May 5, 2020	June 12, 2020 ████████████████████

Grading

Numerical grades will be used to indicate pupil progress and achievement for grades 3-12. The 10 point scale was determined by the state of North Carolina for all public schools.

	<u>Quality Point Scale</u>	<u>Comparable Letter Grade</u>	
Superior	90 - 100	4	A
Above Average	80 - 89	3	B
Average	70-79	2	C
Below Average	60-69	1	D
Not Passing	Below 59	0	F

Symbols of progress for grades PK-2 include:

O	Outstanding
S	Satisfactory
U	Unsatisfactory
I	Incomplete

COMMON CORE STATE STANDARDS AND ESSENTIAL STANDARDS

Starting with the 2012-2013 school year, the new Common Core State Standards and the North Carolina Essential standards will be taught and assessed.

Common Core State Standards

North Carolina adopted the Common Core State Standards in K-12 Mathematics and K-12 English Language Arts released by the National Governors Association Center for Best Practices and the Council of Chief State School Officers. With the adoption of these state-led education standards, North Carolina is in the first group of states to embrace clear and consistent goals for learning to prepare children for success in college and work.

Essential Standards

The Essential Standards includes the standards for the adopted curriculum in the following areas: English as a Second Language, Science, Social Studies, World Languages, Arts Education and Healthful Living.

Exams, NC Final Exams, EOCs and EOGs

Final exams will be given in all classes for grades 9-12. All exams are 20% of the final grade. All students will take final exams for nine-week, semester, and year courses. The principal must approve make up of an exam. CREDIT FOR END-OF-COURSE TESTS – GRADES 9-12

- All State End-of-Course Test scores will count 20% of student's grade for the course.

- If the student's grade average is below 60, credit for the course will not be received.

Some final exams may be end-of-course tests prepared by the NC Department of Instruction. Final exams and/or end-of-course tests will count 20% of the student's final grade in any given class. For a year-long course, the final grade will be an average of the 1st semester, 2nd semester, and exam/end of course grades. Students will take a midterm and final exam (or end-of-course test) in year-long classes. If a student, with English as a second language, fails an EOC twice, the student's parents may request a waiver of the Hyde County School System.

The North Carolina End-of-Course Tests are used to sample a student's knowledge of subject-related concepts as specified in the North Carolina Standard Course of Study and to provide a global estimate of the student's mastery of the material in a particular content area. The North Carolina End-of-Course tests were initiated in response to legislation passed by the North Carolina General Assembly – the North Carolina Elementary and Secondary Reform Act of 1984.

MATH I END-OF-COURSE (EOC) TEST

The North Carolina End-of-Course Test for Math I is used to sample a student's knowledge of concepts as specified in the North Carolina Common Core for Math I (Content Standards) and to provide a global estimate of the student's mastery of the course material in Math I. The end-of-course test must be administered during the last week (block schedule or summer school) or the last two weeks (traditional schedule) of the instructional period.

BIOLOGY END-OF-COURSE (EOC) TEST

The North Carolina End-of-Course Test for Biology is used to sample a student's knowledge of concepts as specified in the North Carolina Standard Course of Study for Biology (Content Standards) and to provide a global estimate of the student's mastery of the course material in Biology. The end-of-course test must be administered during the last week (block schedule or summer school) or the last two weeks (traditional schedule) of the instructional period.

ENGLISH II END-OF-COURSE (EOC) TEST

The North Carolina End-of-Course Test for English II is used to sample a student's knowledge of concepts as specified in the North Carolina Common Core for English II (Content Standards) and to provide a global estimate of the student's mastery of the course material in English II. The end-of-course test must be administered during the last week (block schedule or summer school) or the last two weeks (traditional schedule) of the instructional period.

MATH III END -OF-COURSE (EOC)

The North Carolina End-of-Course Test for Math III is used to sample a student's knowledge of concepts as specified in the North Carolina Standard Course of Study for Math III (Content Standards) and to provide a global estimate of the student's mastery of the course material in Math III. The end-of-course test must be administered during the last week (block schedule or summer school) or the last two weeks (traditional schedule) of the instructional period.

End of Grade tests will be given in the following:

**End-of-Grade Assessments
Number of Items, Item Types, and Estimated Test Time (Minutes)
Published Spring 2013**

The following chart provides the number of test items, item types, estimated test time, and the maximum time allowed for the North Carolina READY End-of-Grade Assessments of English Language Arts (ELA)/Reading, Mathematics, and Science (i.e., paper-and-pencil, online).

Subject	Grade Level	Number of Items	Item Types	Estimated Test Time (Minutes)	Maximum Time Allowed (Minutes)
ELA/Reading	3-5	52	All Multiple-Choice	180	240
	6-8	56			
Mathematics	3, 4	54	All Multiple-Choice	180	240
	5	54	Calculator Inactive includes 19 Multiple-Choice and 8 Gridded-Response Calculator Active includes 27 Multiple-Choice		
	6-8	60	Calculator Inactive includes 7 Multiple-Choice and 11 Gridded-Response Calculator Active includes 42 Multiple-Choice		
Science	5 and 8	75	All Multiple-Choice	180	240

Note: The total test time is the time the North Carolina Department of Public Instruction (NCDPI) estimates it will take for nearly all students to complete the assessment. Students who are not finished at the end of the estimated time must be given sufficient time to complete the assessment. However, no administration of the end-of-grade assessment may exceed the four-hour maximum time allowed. The estimated time and maximum time allowed do not include time for breaks or general instructions.

PreACT, ACT AND WORKKEYS

North Carolina high school students are getting their ACT together. The nationally recognized college admissions and career readiness program is being administered in North Carolina high schools. The ACT College Admissions Assessment will be given to every 11th grader, the PLAN assessment will be given to every 10th grader and the WorkKeys assessment will be administered to 12th grade Career and Technical Education concentrators. Both the ACT and PLAN are geared to the Common Core, the state curriculum standards initiative now accepted by 45 states and the District of Columbia.

PreACT

PreACT simulates the ACT testing experience within a shorter test window on all four ACT test subjects: English, math, reading and science.

Results predict future success on the ACT test, and provide both current achievement and projected future ACT test scores on the familiar 1-36 ACT score scale.

All public school students including traditional, charter, and regional school students, in grade ten (10) according to PowerSchool, will participate in the PreACT in October.

The ACT

The ACT assessment will be given free of charge to all North Carolina 11th graders in late February/ Early March 2020. ACT test results are widely accepted by college admissions offices and considered an accurate gauge of classroom achievement. ACT results may be used at the high school level to identify students who need assistance with certain subject areas or academic skills, evaluate effectiveness of instruction, and make adjustments to curriculum to improve instruction. Colleges use the ACT for admissions decisions, course placement, academic advising and loans and scholarships. ACT offers a dedicated website for NC that is specifically related to our administration of the ACT. You can find the NC specific ACT website at <http://www.act.org/stateservices/northcarolina/>.

WorkKeys:

Students who complete the four-course Career and Technical Education sequence are administered the WorkKeys examination in the 12th grade. WorkKeys provides a gauge of career readiness and is widely recognized as an industry credential. WorkKeys assessments measure “real world” skills critical to job success. These skills are valuable for any occupation – skilled or professional – at any level of education, and in any industry.

The SAT – Scholastic Aptitude Test

Students planning to attend college should prepare to take the SAT during their junior and senior years. Students may get details and registration materials in the guidance office. Students who cannot afford the cost may receive assistance.

Important information for U.S. registration deadlines

- U.S. deadlines apply to students testing in the United States and U.S. territories.
- U.S. registration materials that are mailed **must be postmarked** by the U.S. deadlines. **The deadline expire at 11:59 p.m. Eastern Time, U.S.A..**

2019- 2020 SAT Test Dates and Registration

SAT Test Date	Registration Deadline	Late Registration Deadline
August 24, 2019	July 24, 2019	August 11, 2019
October 5, 2019	September 5, 2019	September 23, 2019
November 2, 2019	October 2, 2019	October 20, 2019
December 7, 2019	November 7, 2019	November 25, 2019
March 14, 2020	February 13, 2020	February 24, 2020
May 2, 2020	April 2, 2020	April 20, 2020
June 6, 2029	May 6, 2020	May 23, 2020

Programs for Children With Special Needs

The Purpose of Programs for Exceptional Children

The main purpose of exceptional children's programs is to ensure that students with disabilities develop mentally, physically and emotionally to the fullest extent possible through an appropriate, individualized education in the least restrictive environment.

Children with special needs are students who because of permanent or temporary mental, physical, or emotional disabilities need special education and are unable to have all their educational needs met in a regular class without special education or related services. Children with special needs include those who are autistic, hearing impaired (deaf and hard of hearing), mentally handicapped (educable, trainable, or severely/profoundly), multi-handicapped, orthopedically impaired, other health impaired, pregnant, behaviorally-emotionally handicapped, specific learning disabled, speech-language impaired, traumatic brain injured, and visually impaired (blind or partially sighted). See Section .1501 or Procedures Governing Programs and Services for Children with Special Needs for definitions of these classifications.

Programs and services for children with special needs may be classified as both instructional programs and instructional support services, depending on the educational need of an individual student.

Content Sequence

Curricula for most children with special needs follow the curricula for students in general education. Emphasis must be given to instruction in English language arts, arts education, social studies, healthful living, mathematics, science, career and vocational education, depending on the needs of the individual student. Attention must focus upon cognitive, affective, motor and

vocational development within the curricular areas. The Individualized Education Program for students with disabilities is based on a comprehensive assessment, and states in writing the special education offerings to be provided to each student with a disability.

Learning Outcomes

Learning outcomes - knowledge, skills, concepts, understandings, and attitudes - for students with disabilities will differ from student to student. For many exceptional students, the same learning outcomes developed for students in general education will be appropriate. Some exceptional students will meet the learning outcomes at a different time and in a different manner than students in general education. Some students with severely limiting disabilities might not meet these outcomes in general education and will need a totally different curriculum.

Curriculum Adaptation

The purpose for adapting or changing curricula and teaching and learning strategies for students with disabilities is to help them achieve at their highest level, and to prepare them to function as independently as possible. Completion of school experience by students with disabilities is determined by meeting the requirements for graduation or by attaining the goals in the Individualized Education Program, or both. To graduate with a diploma, an exceptional student must earn the State mandated units of credit based on successful completion of course work, and acceptable scores on tests adopted by the State. Exceptional students who do not meet the State and local requirements for a diploma, but meet other requirements for graduation, will be eligible to participate in graduation exercises and receive a certificate of achievement.

Although course requirements are the same for exceptional students and non-exceptional students, the instruction must be tailored to meet each student's individual needs. Instruction is based on the curricula needs (academic, affective, motor, and vocational) of each student with a disability. Instruction varies from student to student so curricula may vary also. The key to all education for students with disabilities is the Individualized Education Plan.

North Carolina Information Highway

Ocracoke School provides distance learning opportunities for students and for the community. Courses not available at the school may be offered through distance learning. Courses for college credit, high school credit, enrichment, and general knowledge may be taken from various sites over the information highway. Students enrolled in classes over the Information Highway are responsible for the purchase of required textbooks and materials. Details on classes offered and expenses may be obtained from the school counselor.

On-Line Classes

Students may participate in online (Internet) classes approved by the principal. Tenth, Eleventh and Twelfth grade students in good academic standing are eligible for participation in online courses. Students may see the counselor for information about classes over the Internet. Failure in an online class may result in the student being unable to take future online classes.

Character Education

Students will be exposed to the qualities of character which contribute toward making him or her productive citizens. The school system will emphasize a character trait a month. The Beta Club will continue to provide community service as a requirement of membership.

Attendance

Attendance Requirements (Policy Code: 4400)

Student participation, preparation, attendance, and promptness are essential to the learning process. The Ocracoke School faculty and administration wants every student to be successful. Attendance is necessary for student success.

Perfect Attendance

Attendance will be taken each class period. A student has perfect attendance when he/she has attended 100% of all classes during the school year, has not been tardy, has not departed school early or checked out, or missed any part of any class for any reason other than a school-sponsored function. School is in session 180 days.

Compulsory Attendance Requirements

Attendance is defined as being present the entire class period. Students are expected to be in school every day for every class period. Students between the ages of seven and sixteen years of age shall attend school continuously while school is in session. General Statute 115C-81 requires that any child enrolled in kindergarten, and not withdrawn by his or her parents or guardian, must attend kindergarten. It also mandates that any child under age 7 enrolled in grades kindergarten through grade two shall attend school continuously for a period equal to the time to which the school is in session.

In order to be considered in attendance, a student must be in school for the day or be at a place other than school to attend an authorized school activity approved by the principal.

Ocracoke School Attendance and Tardy Policy Absences

Students are encouraged to attend school every day because classroom instruction and experiences are invaluable. However, students who must be absent are expected to make up class work and assignments. Students must bring in a formal dentist or doctor's note from the dentist/doctor's office in order for an absence to be excused and for time not to be required to be made up.

Students in grades K-8 may not be absent more than ten (10) days per year. Failure to meet the attendance requirement may cause retention in grade.

Students may not receive credit if they have more than five (5) absences in a class that meets for 90-minute periods for a semester. If a student does not meet attendance requirements, the student shall receive a grade of 55, or the actual grade earned if lower than 55, for the class. The principal shall have final authority. Students may be given the opportunity to make up instructional time missed at the discretion of the teacher. Also, the time missed with a teacher may be made up with another teacher, however; the teacher of record must agree to this.

1. Parents are encouraged to arrange student absences around the school calendar.
2. When a parent has requested in writing and received prior approval from the principal for trips during the school year for their child, the child is required to meet the following requirements:
 - a. The student is required to make up all work missed during the absences;
 - b. The student is required to keep a journal as outlined by the student's teacher and share his experiences with the appropriate grade or class.

When a student has been absent more than the attendance policy designates, high school students have the opportunity to make up days missed over the maximum allowed according to the outline below:

- The student must make up the missed day or period over 5 days per semester within 8 days of the absence and within the same nine weeks the days were missed; the student will receive an incomplete until the time is made up, but failure to make up the time within 8 days will result in a grade of 55 (or what the student earned if lower) for the nine weeks;
- The student will make up the time and work missed with the teacher or teachers whose classes were missed after school with a teacher designated by the principal;
- The student will make up 1 hour for each 1.5 hours missed, equaling 4 hours for a missed day; The student will make up at least one hour a day;
- A written record of made up time will be kept by the student and verified by the teacher or teachers. Upon completion this written record will be submitted to the principal.
- All doctor/dentist appointments are excused AND not required to be made up for time missed as long as a doctor's note/dentist note from the doctor's office is sent to the office. If you forget to get the note, they can fax us a note at 252-928-5380.
- You may make up time ahead of time prior to your absence so you don't have to do it when you come back.

Tardiness

Students are expected to be in class on time every day for every class. Students arriving late to school must check in at the office prior to attending class. A pass to attend class will be issued from the office after the student checks in and documented in the student agenda. Students have five (5) school days to serve detention time for tardies over 3 per class, per semester. Students

who are tardy after 3 times will serve after school detention for one hour per unexcused tardy that is accumulated. Failure to make up this tardy time will result in a 55 for the class.

The student must leave school grounds after detention or suspension.

1. Kindergarten parents who bring their children late will be asked to report to the office. The kindergarten teacher will call to inform the office.
2. Parents and/or students in grades 1-3 will be asked to report to the office if tardy.
3. Students in grades 4-12 will be sent to the office if tardy.
4. Continued violation of the tardy policy will result in additional consequences as determined by the principal.
5. A written record of made up time will be kept by the student and verified by the teacher or teachers. Upon completion this written record will be submitted to the principal.

Students with a legitimate reason for arriving late to school should bring a note from their parent or guardian.

Admission Procedures after an Absence

Students are required to bring a written note to the office upon return to school after an absence. The note must give the reason for the absence and be signed by the parent. An absence will be coded as unexcused if the student fails to bring a note or if the note is not signed. An official doctor's or dentist's note will be marked as excused.

Coding of Absences

Students may be excused from attending school for the following reasons:

1. Illness or injury.
2. Quarantine.
3. Death in the immediate family.
4. Medical or dental appointments.
5. Court or administrative proceedings.
6. Religious observation.
7. Educational opportunity (requires prior approval of principal).
8. Work (approved by the principal based on need).

Checking Out/In School

Students who leave campus during the school day (except for lunch) must check out through the office. Except for emergency situations, the student should bring a note signed by the parent stating the reason for leaving and the time to be dismissed. Students are not allowed to sign themselves out of school without parent permission no matter the age of the students. Students should have the note signed by the teacher(s) whose class will be missed prior to checking out. Students staying home after the lunch period must check out with a parent note before leaving for lunch or notify the school of the reason for the absence from class immediately. Students

who come to school after 7:55 am must sign in at the office and get a tardy slip prior to going to class. The tardy slip must be turned into the classroom teacher. Failure to check in or out properly is a violation of school policy and will be referred to the principal.

Some parents prefer to come to the school to get students out of class early. Parents should not go to a classroom to get their child for early dismissal. The proper procedure for parents to take students out of class early is:

1. Go to the school office and tell the school secretary that you need to check your child out of school.
2. Tell the school secretary the reason for the early dismissal.
3. Wait in the school office for the secretary to go to the classroom to get your child or will call the classroom for the child to come to the office.

Please note: students are not permitted to sign themselves out of school. Signing out early for any reason may only be done by the parent for students in all grades Prek-12.

GENERAL STUDENT INFORMATION

Bad Weather/Cancellation of School

It is possible that weather conditions or flooding could cause the delay or the cancellation of school. **Disregard announcements on television or radio concerning the cancellation of school for Hyde County Schools unless the announcements specifies Ocracoke School.** If school is delayed or cancelled parents/students will be notified through the ConnectEd phone system, the Hyde County Schools Website, the local television stations and the local radio, WOVV. However, if there are questions, please call the school after 7:00 a.m. at 928-3251.

Athletics and Eligibility

All students who wish to participate in the Ocracoke School Athletics must have an up to date annual physical on file at the school to practice or play in a game. The Ocracoke Health Center works with the school every spring to provide 3 days to offer free physicals for rising 3-12 graders. This is the only time physicals are free for Ocracoke School students.

Students who wish to participate in athletics must have passed all subjects the previous semester and maintain grades between As-Ds and have a GPA of 2.0 and higher. No grades of F and below a 2.0 GPA will be permitted.

For students will have a reported F or below a 2.0 GPA, he /she will be put on a ONE TIME, one week warning to the student delivered by the Athletic Director per season and then the AD will report this to the coach. If the grade does not improve after this one week, the student athlete shall be deemed ineligible. There is ONE warning given to the student athlete per sport. (See strike system (Ineligibility) To retain athletic eligibility after this, a student must pass all subjects at the end of the first semester and meet all requirements of the NC High School Athletic

Association. A player must have been in attendance at least 85% of the previous semester. Athletes must be present at least one half of the school day on a game day. Students must also have a physical examination on file with the school (current year only) and must provide proof of insurance.

Warning

Students Athletes who have ONE grade of F in a class or below a 2.0 GPA shall receive a warning once during that sport for only a period of ONE week After this first time grace, the student shall be expected to have no Fs and a 2.0 or above GPA in order to participate in any sport activities he/she choose to be involved. The student athlete will be notified by the AD and will discuss plans of improvement with the area of concern.

Strike System (Ineligibility)

Ineligible- Strike One

The student athlete shall continue to practice with the team at the coach's discretion. Games: the student athlete shall not travel with the team to away games. If there is a home game during the first strike eligibility, the student shall sit with the team in their uniform. Sitting with the team is up to the discretion of the coach. The student athlete is expected to dress appropriately/professionally when sitting with the team. The student athlete shall meet with the AD and teacher to discuss a plan of action to regain eligibility. Parents will be notified.

Ineligible- Strike Two

The student athlete shall NOT participate in practices. The student athlete shall report to practice. The student athlete shall do homework during this time that shall lead to regaining eligibility. Games: The student- athlete shall not travel to away games and will sit on the bench at home games with uniform on.

The student –athlete shall meet with the athletic director to discuss a plan of action to regain eligibility.

Ineligible- Strike Three

The student athlete will be dismissed from the team. All association with their team shall be terminated for the remained of the season. Uniform will be turned in.

Coaches will provide additional rules for conduct and continued eligibility for athletic teams. All members of athletic teams are expected to have conduct of a nature that complies with all school policies.

Sports Uniforms and Deposits

All students who participate in Ocracoke School Athletics will be supplied with the appropriate uniform(s) for each sport. To get the uniform from the coach, a \$50 cash is required as a deposit. This one time deposit will be used for the student's athletic career. Failure to return the uniform

in its entirety, the deposit will be kept. A new deposit will be collected for the next sport season if the uniform was not returned fully

Weight Room

We have a weight room in partnership with the US Park Service. School students and school employees are allowed to use the weight room. Students are not allowed to use the weight room unless a coach, school employee, approved school volunteer or a park service employee are in the weight room with them. This is for safety reasons. If a student violates this and is in the room without proper supervision, he/she will lose the privilege of using the weight room. Failure to not follow this rule may result in suspension. Additionally, it is expected of all people who use the weight room to rerack the weights and leave the weight room clean and orderly.

Student Insurance

Limited accidental insurance is provided through the school. We encourage all student athletes to purchase this additional insurance. The forms for this are located on the Hyde County Schools website under the parent section and are sent home at the start of the year. this insurance is optional. All paperwork and payment and claims to be filed are done directly from the family to the organization and not through the school.

Milk

All students may receive one free milk per day.

Breakfast and Lunch Program

A selection of breakfast items will be available from 7:15 - 7:45 A.M. Cost of breakfast items are \$1.

Students who participate are expected to follow all school rules and the directions of the supervisor(s). Students who go home for lunch and return to school prior to the start of classes shall report to the school personnel who are supervising during the lunch period immediately upon return to the campus.

Enrollment of Students

Students are enrolled through the principal's office with the guidance counselor. Copies of the student's birth certificate, immunization record, transcript/report card are required. In addition, a physical examination is required for pre-kindergarten and kindergarten students. Demographic information required includes the student's social security number.

Kindergarten students must be five years of age on or before August 31. First grade students must be six on or before August 31, and they must enroll prior to the beginning of the school year.

Students who are not eligible to return to the school from which they are transferring are not eligible for enrollment at Ocracoke School. (Board Policy No. D1 states the requirements for enrollment)

Supplies, Fees, and Textbooks

Students are expected to provide their own supplies for regular class work (pencils, paper, etc.). Students who cannot afford basic supplies should see the principal, the counselor, or a teacher. Students enrolled in music class or NC Information Highway classes must provide their own books, materials and supplies.

There will be no fees required of the student without approval of the principal. Fees owed to the school are a serious student responsibility. Records may be held until all financial obligations are completed, this includes report cards and yearbooks.

Required textbooks are issued to students. Once issued to the student, the student assumes responsibility for proper care of the book. There is a fee for lost or damaged books.

Student Dress

Student dress must comply with health and safety standards of the State of North Carolina, with federal guidelines, and with local board policy. Shoes and shirts must be worn at all times.

Students should be neat, clean, and wear appropriate attire for school. Heads should be uncovered at all times in all school buildings. Clothing that is obscene, contains sexual statements/suggestions/slogans, that advertises alcohol/tobacco/drugs, that contains profanity, or that is revealing is prohibited. Clothing must be worn properly and should not be distracting. Underwear may not be visible. Pants must be worn at the waist and the hem of shorts must have a 4" or longer inseam. Skirts/dresses cannot be more than 3" above the knees. Shirts and blouses must be of sufficient length to cover skin from the shoulders to the top of the trousers, skirts, shorts, etc. Straps on shirts need to be a minimum of 1 inch. Midriffs must be covered. Leggings may be worn with an appropriate length top. Pajamas may not be worn at school. Athletic shoes must be worn for PE.

The dress code applies to all school functions. The principal has final authority whether dress is appropriate for school. For the first offense for inappropriate attire, the teacher or school employee shall direct the student to change clothing or to wear the clothing properly. If proper clothing is not available, the student will be directed to go to the office to call his/her parents to bring clothing. The student shall not return to class until attired appropriately. For any fraction of class time missed, the student is required to make up the time after school with the classroom teacher as needed.

Continued violation of the dress code will result in going to the principal's office for a parent conference.

School Telephones/Cell Phones

Telephones in the classroom may be used for emergencies with the permission of the office. Students are not permitted to place long distance calls. Student cell phones are at teacher discretion for educational use only. If a teacher asks for all cell phones to be collected, it is expected the students will do so.

There is a no cell phone/watch/gizmo rule in the grades Prek-8. If a student brings any type of cellular device to the school, the device will be kept in the student's backpack or locker or turned into the teacher upon entering the class. If a parent needs to get a message to their child, please call the school and the message will be delivered. If a student is caught using a phone, it can be picked up by the parent after school in the main office. Cell phones have become increasingly distracting in the school setting. Computers and chromebooks are offered to our students and the use of cell phones in the classroom are not needed unless directly assigned by the teacher..

Visitors

All visitors, guests, and volunteers shall register in the office prior to visiting a classroom. Groups/individuals are not permitted to interrupt the school for guided tours. Students are not permitted to have a guest attend class with them without approval from the principal and teacher.

Proper footwear is required by everyone when in school buildings at any time.

Parents are always welcome to visit. However, parents also must register with the office prior to visiting a classroom, a student, or a teacher. It is recommended that parents call for an appointment if they wish to visit a teacher.

School Facilities and Equipment

Individual or groups wishing to use school facilities may make a request in writing to the principal. Students are encouraged to use the outside play areas and playground equipment after school hours. However, these areas are not to be used after 9:00 p.m. Students shall not use the porch areas of any school building to congregate or socialize after school hours.

When using school equipment or supplies, remember:

1. Use equipment only for the purpose intended.
2. Return equipment to its proper place.
3. Never remove equipment from the gym unless instructed to by a teacher. Leather basketballs should never be used outside. Persons using a leather basketball owned by the school on the outside court are required to pay replacement costs of the ball (regardless of the condition of the ball when play is observed), and may be subject to disciplinary action for destruction of school property.
4. Removal of equipment from the gym or from the school grounds without permission is theft.

Student Firemen

Student firemen shall be released from class when the fire siren sounds. This privilege will be granted when the student has on file in the office letters from the Fire Chief and the parents

stating permission and the need to release the students. When released for a fire, the students should not be counted absent. Make up of work shall be permitted.

Support Services in the School and Community

Students are encouraged to call upon any member of the school staff for help of any nature. Members of the school staff are available before or after school. An appointment is suggested, but not necessary. Other members of the community or agencies who are willing to offer guidance or render assistance include:

Medical Profession Ocracoke Health Center
Sheriff's Department Hyde County Hotline
Ministers Social Services, Health Department

Your teacher can assist you in contacting any of the above.

PTA

Ocracoke School has an outstanding Parent Teacher Association that has been actively involved in the education of students and the organization and implementation of fundraisers. The thousands of dollars raised by the PTA have funded additional equipment, facilities, field trips and programs for the school. Parents and family members are encouraged to attend meetings and to take an active part in helping the school to educate children. The PTA will send notices home with students announcing dates and times for meetings.

Emergency Procedures

Fire Drill

During a fire drill students should follow the instructions of the teacher and the emergency instructions posted in the classroom. Treat every drill as a real event. Do not talk, and move safely, quickly, and orderly. Use the exit designated for your classroom.

Tornado and Lockdown

Follow the instructions of the teacher and the emergency instructions posted in the classroom.

In any emergency situation, it is important that students remain calm, remain quiet, and follow the instructions of the teacher in a quick and orderly manner.

Parking

There are 11 spaces in the back reserved for faculty and staff parking. Parents and visitors can park to drop off their children by the library and in other spaces not designated for staff/faculty. Please be courteous and not park in the Health Center parking lot or in the street and block traffic

when dropping off your children or picking them up. Visitors, parents and students may park in the front of the school during school hours (7:00 a.m. - 4:00 p.m.).

During the times of: 7:15-8:00 am, 11-12 noon and 2:30-3:15 no parking is allowed in the front circle. Please enter the circle from the right and drop off your child at the front porch.

Accidents or Injury

Accidents or injury to students during school hours, during school activities, and at any time that students are under the supervision of school personnel must be reported. The school secretary has forms for reporting any incident.

It is the policy of the school to notify parents/guardians when a student receives an injury or has an accident.

STUDENT BEHAVIOR

Schools have an obligation to provide a safe and orderly environment conducive to learning. Individuals within the school have an obligation to adhere to a code of conduct that supports and enhances safety, order, learning, and achievement. The rules related to student behavior presented in this section are based upon the basic philosophy that **students have a right to learn and teachers have a right to teach without disruption.**

The rules and policies that follow provide students and parents knowledge of expectations, consequences, rights and due process. Most of the rules are based upon the basic premise that the teaching-learning process is the school's primary objective. Misconduct by students is voluntary, and disruption of the teaching-learning process by improper student behavior will not be tolerated.

Principals are authorized by law to make rules and disciplinary decisions to insure proper government and operation of their respective schools, and the code of student conduct is not intended to restrict the authority of principals to make such rules.

Classroom Discipline

Behavior and activities in the classroom are teacher directed. Teachers will post rules and regulations in the classrooms so students will know what is expected. The teacher may assign students who choose to disregard classroom rules to after school detention. Students who choose to disregard school or board rules will be referred to the administration. The teacher shall contact parents when a student receives more than one warning in the classroom, when assignment is made to detention, or when a disciplinary referral is made to the administration.

Basic expectations for every classroom are that every student will:

1. Be in class on time.
2. Be in their seats when the class starts.
3. Report to class prepared (books, pencils, paper, and assignments).
4. Take an active part in the lesson.
5. Be dressed appropriately.
6. Leave food, drink and gum outside the classroom.
7. Talk only when supporting the lesson, and refrain from disruptive talk, movement, or activity.

Students shall comply with lawful directions of teachers, student teachers, substitute teachers, teacher aides, principals, secretaries, custodians, coaches and other school employees during any period of time when the student is properly under the authority of the school. Teachers and other school employees are to correct student behavior whenever and wherever necessary.

Students assigned to after school detention must attend when assigned. Having an after school job or obligation will not exempt a student from the attendance when assigned. Failure to stay after school will result in a disciplinary referral to the administration.

A student who is assigned to after school detention, to in-school suspension, or out-of-school suspension may not attend or participate in any school-sponsored event on campus or off campus during the duration of the assignment or suspension.

Discipline Behaviors and Consequences-Classroom

Teachers will resolve and provide corrective consequences for behavior violations in their classroom. The teacher is required to inform the principal (in writing) of details of any incident in the classroom requiring disciplinary action related to these behavior violations. These violations observed outside the classroom shall be reported to and resolved by the principal.

Examples of these behavior violations include:

1. Tardiness
2. Skipping class
3. Disruption of class (talking, movement, failure to be prepared)
4. Possession of tobacco products
5. Violation of classroom rules
6. Gambling
7. Violation of dress code
8. Profanity
9. Disrespectful behavior to another student or to staff
10. Insubordination: failure to follow instructions or directions
11. Violation of rules during lunch.

Referral for classroom violations shall be made to the principal for repeated violations.

Consequences for these violations may include (but are not restricted to):

1. Parent conference
2. Referral to after school detention with classroom teacher
3. Saturday detention with classroom teacher
4. Parent attend class with student
5. Written contract for student
6. In-school or out-of-school suspension (principal only)
7. Remove student from class (principal only)

The principal has full authority over the discipline system and may supersede discipline decisions made if it is felt that more severe or less severe consequences are appropriate.

Discipline Behaviors and Consequences-Administration

Behavior violations shall be referred to the administration. These violations include (but are not limited to):

1. Drugs/Alcohol
2. Weapons/Explosive device (including fireworks)
3. Violence/Fighting
4. Theft
5. Damage/Destruction to school property or private property
6. Profanity/Verbal abuse toward school personnel
7. Extortion/Intimidation
8. Forgery
9. Trespass
10. Smoking
11. Other violations (refer to School Board Policy).

Consequences for these Violations include (but are not limited to):

1. Behavior modification activities
2. Out of school suspension (short term, long term, or for the year)
3. Referral to law enforcement agency when necessary and when required by statute

Integrity

Engaging in or attempting to engage in cheating, plagiarism on school work, falsification of any document presented or associated with the school, violation of software copyright laws, or violation of computer assess. Giving or receiving of any authorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work. Copying of the language, structure, idea and/or thought of another and representing it as one's own work.

If a student is found to have cheated, plagiarized or turned in someone else's work as their own, the student may earn a zero on the assignment if the violation pertains to schoolwork; it will be recorded on the student's discipline file in the office with the teacher maintaining a record; and parent notification by teacher. Additionally, the student may receive:

1st offense: Maximum of 3 days suspension
2nd offense- Maximum of 5 days suspension
3rd offense maximum of 10 days suspension.

Any subsequent offenses may result in a recommendation for a long term suspension

Policy Code: 4315 Disruptive Behavior

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Students also are entitled to exercise their constitutional right to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

A. PROHIBITED BEHAVIOR

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system. The following conduct is illustrative of disruptive behavior and is prohibited:

1. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
2. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see policy [4316](#), Student Dress Code);
3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;

4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;

5. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and

6. 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.

B. CONSEQUENCE

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The disciplinary consequences for violations of this policy shall be consistent with Section D of policy [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

Legal References: [U.S. Const. amend. I](#); [N.C. Const. art. I, §14](#); [G.S. 14-132, -132.2, -288.2, -288.4](#); [115C-47, -288, -307, -390.2](#)

Cross References: Student Behavior Policies (policy [4300](#)), Student Dress Code (policy [4316](#))

Adopted: November 2,
2011

Chewing Gum

The use of gum in the classrooms is permitted only when approved by the teacher. Chewing gum is not permitted in the gymnasium or during play activities. Proper disposal for gum is to place it into a waste container. Improper disposal may lead to suspension of use of gum.

Candy, Food, and Drink

Consumption of candy, food or drink in the classrooms by students and/or school employees is permitted only by permission of the principal. Milk and snack breaks are permitted in the elementary classrooms.

Ocracoke School Homework and Testing Policy 2019-2020

Purpose:

Homework is an extension of class work. The purpose of homework is to give the student an opportunity to extend learning toward mastery of the skills to be acquired through accurate practice. In addition, homework may be exploratory, in that the student may begin to develop questions and knowledge about new topics to be learned in class.

Quality:

Homework should always be of high quality. The homework will demonstrate whether the student has or has not mastered the skill(s) taught in class.

Amount:

Homework may be assigned by the teacher based on the following: 3rd grade, 30 minutes; 4th grade, 40 minutes; 5th grade, 50 minutes. This doesn't include nightly reading.

Homework Assistance:

Teachers will be available after school to provide homework assistance until 3:30.

Ocracoke School/Community Library**Hours**

The library is open to students, faculty and staff of the school from 8:00 A.M. to 4:00 P.M. every day that school is in session. During public hours students under 12 years of age must be accompanied by a parent or adult. Students under 18 years of age must have parent permission to use the computer during public hours. Forms are available at the library. Parents must sign the form giving permission to use the computer in the presence of the librarian.

Check-out

Books are checked out for three weeks at a time.

Circulation

Books from the general collection circulate. Some reference books and periodicals may be checked out for overnight use only, with the librarian's approval.

Overdue Books

An overdue fine of \$.10 per day, per book, will be charged all patrons. Student report cards and yearbooks may be held until library fees are paid.

Lost Books

Lost book fees will be charged for lost library materials. The fee will be the original cost of the item. If that cost is unknown, the fee will be \$5.00 for paperbacks and magazines and \$10.00 for hardbacks.

Student Use during the School Day

During the school day (8:00 AM – 3:00 PM), all students must have a library pass, signifying teacher permission, when they go to the library individually.

Student passes are not needed before school, during lunch, after school, or when a teacher is accompanying a group of students.

Hyde County Technology Policies and Procedures

Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy [3226/4205](#), Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information

that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy [4705/7825](#), Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy [4700](#), Student Records. Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.

11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.

14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, timekeeping software, etc.) for an unauthorized or improper purpose.

15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.

17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy [3226/4205](#), Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smartphones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy [4318](#), Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the [4300](#) series).

2. Employees

Employees' personal websites are subject to policy [7335](#), Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 7131](#); [G.S. 115C-325](#)(e) (applicable to career status teachers), - [325.4](#) (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Internet Safety (policy [3226/4205](#)), Copyright Compliance (policy [3230/7330](#)), Web Page Development (policy [3227/7322](#)), Student Behavior Policies (all policies in the [4300](#) series), Student Records (policy [4700](#)), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records - Retention, Release, and Disposition (policy [5070/7350](#)), Use of Equipment, Materials, and Supplies (policy [6520](#)), Network Security (policy [6524](#)), Staff Responsibilities (policy [7300](#)), Employee Use of Social Media (policy [7335](#))

Adopted:

Revised: December 6, 2016

Policy Code: 3226/4205 Internet Safety

A. INTRODUCTION

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

B. DEFINITIONS

1. Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors.

2. Harmful to Minors

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

3. Child Pornography

The term "child pornography" means any visual depiction, including any photograph, film, video picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- c. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

4. Sexual Act; Sexual Contact

The terms "sexual act" and "sexual contact" have the meanings given such terms in [section 2246 of title 18, United States Code](#).

5. Minor

For purposes of this policy, the term "minor" means any individual who has not attained the age of 17 years.

C. ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. The board has determined that audio or visual materials that depict violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The superintendent, in conjunction with a school technology and media advisory committee (see policy 3200, Selection of Instructional Materials), shall make a determination regarding what other matter or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

A student or employee must immediately notify the appropriate school official if the student or employee believes that a website or web content that is available to students through the school system's Internet access is obscene, constitutes child pornography, is "harmful to minors" as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the school principal; employees must notify the superintendent or designee.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or employee who believes that a website or web content has been improperly blocked by the school system's filter should bring the website to the attention of the principal. The principal shall confer with the technology director to determine whether the site or content should be unblocked. The principal shall notify the student or teacher promptly of the decision. The decision may be appealed through the school system's grievance procedure. (See policies 1740/4010, Student and Parent Grievance Procedure, and 1750/7220, Grievance Procedure for Employees.) Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

D. INAPPROPRIATE NETWORK USAGE

All users of school system technological resources are expected to comply with the requirements established in policy 3225/4312/7320, Technology Responsible Use. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including "hacking" and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use, or dissemination of personal identifying information regarding minors.

E. EDUCATION, SUPERVISION, AND MONITORING

To the extent practical, steps will be taken to promote the safety and security of users of the school system's online computer network, especially when they are using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The technology director or designated representatives shall provide age-appropriate training for students who use the school system's Internet services. The training provided will be designed to promote the school system's commitment to educating students in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in policy [3225/4312/7320](#), Technology Responsible Use;
2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
3. compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of policy [3225/4312/7320](#), Technology Responsible Use.

The superintendent shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children's Internet Protection Act, [47 U.S.C. 254](#)(h); Neighborhood Children's Internet Protection Act, [47 U.S.C. 254](#)(l); Protecting Children in the 21st Century Act, [47 U.S.C. 254](#)(h)

Cross References: Professional and Staff Development (policy [1610/7800](#)), Student and Parent Grievance Procedure (policy [1740/4010](#)), Grievance Procedure for Employees (policy [1750/7220](#)), Technology in the Educational Program (policy [3220](#)), Technology Responsible Use (policy [3225/4312/7320](#)), School Improvement Plan (policy [3430](#)), Use of Equipment, Materials, and Supplies (policy [6520](#)), Network Security (policy [6524](#))

Adopted: May 16, 2017 at a public meeting, following normal public notice

Replaces: August 2, 2011

AR Code: 3227/7322-R Web Page Development

I. Applicability

This regulation applies to all system-related websites. A system-related website is defined as any Internet website or webpage that is established in one of the following ways: (1) by school system employees or students on behalf of the system; (2) by any school within the system; (3) by any school-sponsored club or organization within the system; or (4) by students as part of an educational assignment.

II. Responsibility for System-Related Websites

A. All System-Related Websites

Chief Technology Officer will serve as the school system's webmaster. The webmaster will oversee all system-related websites and may develop additional rules or guidelines governing the creation and maintenance of system-related websites.

B. Hyde County Schools Official Website

The superintendent retains ultimate control over the school system's official website; however, the superintendent delegates to the webmaster the responsibility for managing and maintaining the site. Only the superintendent, the webmaster, or school administrators designated by the webmaster may post material on the school system's official website. School system administrators who are assigned work on specific parts of the system website should consult with the webmaster when considering major changes in format or style or when dealing with content that could be sensitive or controversial.

C. Individual School Websites

Each principal has editorial control over and responsibility for the content of his or her individual school's official website, subject to the review of the superintendent and webmaster. The principal may appoint a staff member to serve as the school web manager. The school web manager shall assist the principal in ensuring that the school website adheres to the requirements of board policy, this regulation, and any other rules established by the webmaster. The principal may also appoint a website committee to advise the principal and school web manager regarding the content of the school's website. Only the principal or the school web manager or school administrators designated by the principal may post material on the school website. School administrators who are assigned work on specific parts of the school website should consult with the principal when considering major changes in format or style or when dealing with content that could be sensitive or controversial.

D. Class Websites

Teachers will be provided the opportunity to create individual class websites accessible through the school's website. The teacher has editorial control over and responsibility for the content of his or her class website, subject to review by the principal, the school web manager, the superintendent, and webmaster.

Before a teacher may create a class website, the teacher must annually complete the Hyde County Schools Class Module located in Canvas. Teachers must understand and agree to abide by all rules and requirements in board policy and this regulation and any other rules established by the principal, school web manager, superintendent, or webmaster regarding web page creation and maintenance.

E. Student Web Pages

With the knowledge and written consent of a student's parent or guardian, a teacher may allow a student to create a web page within or linked from the teacher's website only for the following instructional purposes: (1) to teach a student how to create or maintain a web page or (2) to facilitate a student's work on school assignments or research projects. No student pages may be posted or made accessible to the general public until approved by the principal or designee.

III. Formatting and Style of System-Related Websites

A. Page Appearance

All pages on a system-related website should be easy to navigate, be aesthetically pleasing, and not look overcrowded. All pages must adhere to formatting and style standards developed by the webmaster.

Graphics used must be appropriate to the school and should be of a size that will download quickly into a web browser. Large downloadable files, like video and music files, should not be included on school-related websites as they use large amounts of bandwidths.

"Under Construction" messages should not be used on the website. The page should be constructed before it is posted. If an "Under Construction" message is necessary, it should not be used on a page for longer than two weeks.

B. Writing Style

The information on system-related websites should be written in clear, plain language and should take into consideration the literacy and knowledge levels of the students, parents, and community members who will be viewing the website. The information should be grammatically correct and should not contain spelling or punctuation errors. Use of underlining should be avoided as underlined words can look like hyperlinks to the viewer.

IV. Content Standards for System-Related Websites

A. Purpose

1. System-related websites are closed forums for expression. The purposes of system-related websites are to disseminate curriculum-related information; to present the public with information about the system, its schools, and its programs; and to provide the community with each school or department's mission, contact information, activities, organizational format, and instructional program.
2. Any information presented on system-related websites should represent the official position of the school system and may not be false, misleading, illegal, obscene, defamatory, profane, pornographic, harassing, abusive, or considered harmful to minors.
3. System-related websites may not be used to promote personal beliefs, views, or opinions or to endorse political parties or candidates. The superintendent may authorize a principal to allow an exception to this rule for student-created websites that are part of a class assignment or project.
4. Use of system-related websites for advertising or personal commercial gain or profit is prohibited.
5. Any information display that is contrary to the purposes described here may be removed without notice by the superintendent or webmaster.

B. Accuracy

All information on a system-related website should be accurate, verifiable, and current.

C. Standard Information

With the exception of student webpages, each webpage in a system-related website must include the name and email address of the webpage's author and the date produced or last revised. Student web pages must contain the name and email address of the teacher of the webpage's author and the date produced or last revised.

D. Copyright Laws

No information or graphics may be posted on system-related websites in violation of any copyright laws or policy [3230/7330](#), Copyright Compliance. Copyright permission must be obtained for the use of any copyrighted material unless use is permitted as "fair use" under federal law. The Instructional Technology Facilitator and Media Specialist are responsible for maintaining copies of permission granted for the use of copyrighted material.

E. Personal Information

The safety of students and employees must be considered when constructing system-related websites. To protect the safety of students and employees, the following precautions must be taken:

1. home addresses and telephone numbers will not be listed;
2. student e-mail addresses will not be listed; and
3. photographs of students and student work will be used only with appropriate parental permission and/or as approved for release as directory information under policy [4700](#), Student Records, and will include only the student's first name, with no other information about the student.

The principal or Instructional Technology Department is responsible for maintaining records of permission granted for the release of information.

PARENT/STUDENT TECHNOLOGY RESPONSIBLE USE AGREEMENT *Policy Code 3225-A, 3226, 3227, 3230, 4205, 4312, 7320, 7322-R, 7330, and 7335-R*

Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policies [3225-A](#), [3226](#), [3227](#), [3230](#), [4205](#), [4312](#), [7320](#), [7322-R](#), [7330](#), [7335](#), [7335-R](#) that are found under the school Board of Education Tab on the Division's webpage. If you have any questions about these policies, contact your supervisor or your student's principal.

I understand and agree to abide by the School Division's Technology Responsible Use Policy and all other policies referenced in the above paragraph. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail, downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or any of the policies in the above paragraph, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Printed Name of Student _____

Signature of Student _____ **Date** _____

I have read this Agreement and Policies **3225-A, 3226, 3227, 3230, 4205, 4312, 7320, 7322-R, 7330, and 7335-R**. I understand that access to the computer system is intended for educational purposes and the Hyde County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement and policies with my student.

I grant permission for my student to use the computer system in accordance with Hyde County School Division's policies and for the School Division to issue an account for my student.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____ **Date** _____

Hyde County Device Procedures, Expectations, and Agreements

1:1 Chromebook Initiative Agreement Contract

Terms and Conditions of the Loan:

Students are required to pay a **nonrefundable technology fee of \$35.00 annually** and abide by the terms of this agreement. It is imperative that the device the student is issued be maintained and handled in a responsible way. Students in the following grades sixth through thirteenth will be issued a Chromebook that they will carry with them at all times. The Chromebook, case and power cord remain the property of Hyde County Schools and are loaned to you as an added privilege of your enrollment at Hyde County Schools. Special care is to be taken while the Chromebook is in your possession.

Routine Maintenance and Updates:

Student Chromebooks will be checked periodically (by the Chief Technology Officer, Instructional Technology Facilitator or designee) and at the end of the school year for routine maintenance and updates. Chromebooks must be turned in at all requested times. If inappropriate material is found on your Chromebook, it will be restored to its original settings. Student information may be lost if this happens.

Loss or Damage:

If a Chromebook is stolen, a police report must be filed for insurance to cover the lost machine. The filed police report must be turned into the school immediately. A lost Chromebook that is not stolen is **not** covered by the insurance policy. The current replacement cost for a Chromebook will have to be paid for by the student. Students shall **immediately** report any damages or problems concerning their Chromebooks to the Chief Technology Officer or the Dean of Student Services, who will submit an online technology work order form. In the case of serious damages, the Chromebook, charger/power cord, and case shall be collected by the office staff and brought to the technology

department along with the repair form. (Note: Students or Parents will be responsible for replacement cost.)

The following fees apply to students and parents for damages to or loss of a Chromebook:	
1 st Offense: Accidental Damage	No Fee Accessed
2 nd Offense: Accidental Damage	\$50.00 Damage Repair Fee
3 rd Offense: Accidental Damage	\$100.00 Damage Repair Fee
4 th Offense: Accidental Damage	Full Cost of Repair or Replacement of Device (see Device Cost Sheet)
1 st Offense: Theft of mobile device with accompanying police or Sheriff's report	No Fee Accessed
Anytime Offense: Theft of mobile device without police or Sheriff's Report	Full Cost of Replacement of Device (see Device Cost Sheet)
Anytime Offense: Lost/stolen charger or case (not included with insurance coverage)	\$30 Replacement Fee or student may purchase replacement and turn in at end of year to technology dept.
Anytime Offense: Damage due to misuse or neglect, intentional damage, serious damage or loss of mobile device	Full Cost of Replacement of Device (see Device Cost Sheet)
<i>Note: At any time deemed necessary, the Hyde County Schools Administration has the right to suspend the Chromebook use privileges of any student determined to be abusive or negligent to the equipment loaned to them or may restrict them to classroom use only.</i>	

Internet and E-mail Rules:

While teachers and staff make every attempt to monitor Internet access, students are ultimately responsible for appropriate behavior. The Internet is to be used for academic purposes and as a means of obtaining needed educational information. Students are responsible for all content that is on or accessed through their assigned Chromebook, including media accessed via the Internet at home.

A Wi-Fi connection is required for Internet access outside the school. Students and parents are responsible for their own Wi-Fi setups at home; Hyde County Schools will not be able to provide technical support for this setup. Parents are responsible for monitoring their child's use and care of the Chromebook outside of school and are encouraged to monitor Internet access at home. At all times, you must comply with the Hyde County Schools Acceptable Use Policy, found online at <http://www.hyde.k12.nc.us>. E-mail is to be used for legitimate and responsible communication between students and other instructional staff for educational purposes. Inappropriate use of e-mail will be dealt with through the school's discipline policy.

Security:

Each Chromebook has a unique serial number and identification tag. Students are responsible for the Chromebook assigned to them. They should keep their assigned Chromebook with them at all times or in a secured area such as their locker. Students should refrain from loaning their Chromebook to another student from Hyde County Schools or any other school. Students are responsible for reporting any damage to or information on their Chromebook.

Technical Support:

Teachers and staff will be available to assist students with in-class technical support; however, off-hour technical support from Hyde County School staff will not be available.

Proper Care and Expectations:

Please take special care of your Chromebook. The better students treat them, the more we will get out of them.

- Please avoid eating or drinking around the Chromebook.
- Please do not lay Chromebook on the floor or throw it down.
- Chromebooks should be kept in their cases at all times to reduce chance of damage.
- Please do not carry it inside your backpack or book bag with other books.

- Students may customize their issued Chromebook background after receiving it as long the picture meets the school expectation of appropriateness reflected in the student code of conduct and dress code.
- Please do not use any cleaner such as Windex or water to clean the screen.
- Do not put stickers on any part of your Chromebook.
- Chromebooks must never be left in any areas where they can be exposed to extreme temperatures, such as a vehicle. Additionally, Chromebooks should not be left in a damp environment, as condensation inside the Chromebook will severely damage the components.
- Chromebooks should be charged every night in preparation for following school day. Students will be given two “charging” card passes each year that can be given to their teacher (who will then destroy the card) if they need to charge their Chromebook for the day. Lost cards will not be replaced under circumstances. Cards cannot be transferred or given to others.

Storage of Information:

Students should save files in the Cloud via his/her Chromebook using Google Drive, DropBox, or a similar app, but all files should be saved in more than one location. Students are encouraged to use their email, DropBox, flash drive, etc. to create a personal backup of any files created on his/her Chromebook.

Loss of Privileges:

Please be mindful that Chromebooks are to be used for *educational purposes*. If you are attempting to find a way around security measures or trying to access something that is blocked, you are violating this agreement and will be subject to severe consequences.

Violation of procedures outlined in this manual or misuse of the Chromebook will result in the following disciplinary actions:

1st Offense: 5 school days loss of Chromebook privileges

2nd Offense: 10 school days loss of Chromebook privileges

3rd Offense: 1-month loss of Chromebook privileges

4th Offense: Loss of Chromebook privileges for the remainder of the school year.



Hyde County School System 1:1 Chromebook Initiative Parent and Student Release Form

Please sign and date that you have read and agree to the policies in the Acceptable Use Policy for Hyde County Schools 1:1 Chromebook Program, as well as, paid the **nonrefundable** technology fee of \$35.00

I understand that intentional or excessive damage, loss or theft without a police report of my assigned Chromebook is not covered by the insurance policy. I will be responsible for the current replacement cost to the school if this happens. I also understand that any violation of the procedures outlined in the Acceptable Use Policy will lead to loss of Chromebook privileges. I agree the Chromebook and power cord will be returned to the school when requested or scheduled.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____

_____ I have paid the nonrefundable technology fee of \$35.00.



Hyde County School System 1:1 Chromebook Initiative Parent and Student Release Form

Second Issue Chromebook Agreement

In the original Chromebook Agreement students and guardians agreed to certain terms.

“If a Chromebook is stolen, a police report must be filed for insurance to cover the lost machine. The filed police report must be turned into the school immediately. A lost Chromebook that is not stolen or is intentionally damaged is not covered by the insurance policy. The current replacement cost for a Chromebook will have to be paid for by the student.”

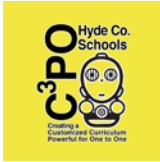
A second Chromebook can be issued to the student upon request if the first one has been stolen or lost. The second Chromebook will have the same agreement as the first one and the student will still be held accountable for the first one. The cost will be determined by the Purchase Order amount which will be determined by the Technology Director.

I, _____, understand that I will still be held accountable for the missing Chromebook and that I will have to replace the cost for the Chromebook.

_____ I agree to replace the cost of my first Chromebook

Student Signature

Parent/Guardian Signature



Hyde County Schools 1:1 Laptop Acceptable Use Policy

Introduction:

Hyde County Schools is committed to prepare students to be successful in a global economy and to be able to develop 21st Century skills. Providing a technology rich environment will assist our graduates to be prepared for the workplace and be able to use modern technologies that will be part of daily life. The 1:1 computer program will help our teachers and students achieve these goals. For our program to be successful, the following policies should be understood and followed by students and parents.

General Regulations and Laptop Care:

- Laptops will only be loaned after parents and students sign the agreement and pay the **nonrefundable \$35.00 technology fee**.
- The laptop computers will remain the property of Hyde County Schools and will be randomly collected for maintenance and inspection. Students will immediately surrender the laptops loaned to them when requested by their teacher, administrators, or members of the technology department. Parents will be notified of any violations of the Acceptable Use Policy.
- The laptop computers are intended for educational purposes and classroom activities. Students are responsible and accountable for acceptable use of the data, internet visitation history, computer files, and software on the laptops they have assigned to them at all times.
- The Hyde County Schools Laptop Acceptable Use Policy is considered part of and in addition to Hyde County Schools Policy Code: C-18 Acceptable Use Policy.
- Students must show up every day with their laptops and power cords for high school core classes and appropriate college courses. Laptops must be fully charged and ready to be used when student gets to school.
- Students must not ever loan the laptop assigned to them to any other person for any reason including classmates outside of the classroom. Students that do so may lose their laptop privileges and will be responsible for fines or fees if the computer is damaged or used in an unacceptable manner.
- Laptops will be collected toward the end of each school year for maintenance, security, and re-imaging. Students will receive the same laptop the following school year.
- Students must always transport the laptop in the case provided by Hyde County Schools. Laptops may not be transported in backpacks unless the backpacks are provided by Hyde County Schools and designed for laptop transportation. Students must **not** put books or other materials in the laptop case. Students must not throw or drop laptop cases onto a surface. These actions will result in damage to the computer.
- Students should never leave the laptop unattended or in an insecure place.
- Students will be responsible for saving important files on a storage device other than the laptop. An example could be a digital drop box such as Google docs or a flash drive.
- Students shall immediately report any damages or problems concerning their laptops to the Technology Director or the Dean of Student Services, who will submit an online technology work order form. In the case of serious damages, the laptop, charger/power cord, and case shall be collected by the office staff and brought to the technology department along with the repair form. (Note: Students and parents shall be responsible for replacement cost.)

The following fees apply to students and parents for damages to or loss of a Laptop:	
1 st Offense: Accidental Damage	No Fee Accessed
2 nd Offense: Accidental Damage	\$50.00 Damage Repair Fee
3 rd Offense: Accidental Damage	\$100.00 Damage Repair Fee
4 th Offense: Accidental Damage	Full Cost of Repair or Replacement of Device (see Device Cost Sheet)
1 st Offense: Theft of mobile device with accompanying police or Sheriff's report	No Fee Accessed
Anytime Offense: Theft of mobile device without police or Sheriff's Report	Full Cost of Replacement of Device (see Device Cost Sheet)
Anytime Offense: Lost/stolen charger or case (not included with insurance coverage)	\$30 Replacement Fee or student may purchase replacement and turn in at end of year to technology dept.
Anytime Offense: Damage due to misuse or neglect, intentional damage, serious damage or loss of mobile device	Full Cost of Replacement of Device (see Device Cost Sheet)
<i>Note: At any time deemed necessary, the Hyde County Schools Administration has the right to suspend the laptop use privileges of any student determined to be abusive or negligent to the equipment loaned to them or may restrict them to classroom use only.</i>	

The following is a list of unacceptable uses of the laptop and is prohibited:

- Accessing, downloading, posting, or publishing any obscene, pornographic, threatening, illegal or inappropriate material is prohibited at any time or any place.
- Writing on, defacing, or placing stickers on the equipment.
- Use of profanity in any form.
- Commercial use of the laptops.
- Use of the laptop for gambling.
- Student use of email (other than school issued email for school-related purposes), instant messaging, chat rooms, or other forms of communication are prohibited unless specifically approved by HCS administration. This includes Yahoo mail, Google mail, AIM and others.
- Downloading and installation of ANY files or software without the permission of the technology department or HCS administration is prohibited. This includes any software, mp3 files, video files, toolbars such as Yahoo or Google, screensavers, weather programs. Any unauthorized downloads will result in having the computer re-imaged and the \$25.00 fee applied.
- Installation or attachment of additional equipment without the permission of HCS administration.
- Illegal use or transfer of copyrighted materials.
- Any attempt to disable or get around the installed internet content filter.
- Using proxy sites.
- Making changes to the laptop system setup. This includes screensavers, themes, display setups, sound setups, etc. Any changes will result in re-imaging along with the re-imaging fees.
- Attempting to take apart any laptop or attempting to access any internal components for any reason.
- Providing passwords to another student or attempting to login as another student on any computer

or any software provided by the HCS.

- Visiting websites, Facebook, SnapChat, Instagram, Twitter, or other media sites. Also prohibited are visits to blogs, wikis, or other communication sites unless assigned for classroom instruction.



Hyde County Schools Student Laptop Acceptable Use Agreement

I have discussed and understand the Hyde County Schools Laptop Acceptable Use Policy and agree to abide by this policy. I further understand that violations are unethical and will result in the loss of my laptop privileges, the payment of fines or fees, and other disciplinary action.

Student Name: _____ Date: _____
(Please Print)

Student Signature: _____ Date: _____

As a parent or guardian of this student, I have reviewed the Hyde County Schools Laptop Acceptable Use Policy and understand its meaning. I will support the effort of Hyde County Schools in seeing that my child will also understand and follow its guidelines. I grant permission for my child to receive the loan of a laptop for educational purposes and understand that my child will have access to the internet and will not hold Hyde County Schools accountable for risks associated with internet usage. I also understand that occasionally their work may be published on the internet as an extension of their classroom studies.

Parent Name: _____ Date: _____
(Please Print)

Parent Signature: _____ Date: _____

_____ I have paid the nonrefundable technology fee for \$35.00.



Hyde County Schools Personal Laptop Use agreement

I understand that Hyde County Schools is not liable for my child's laptop being stolen or damaged. It is the responsibility of the parent/guardian to replace or fix the laptop.

I agree to abide by the Technology Responsible Use Agreement. I further understand that violations are unethical and will result in the loss of my laptop privileges.

Student Name _____ Date _____
(Please Print)

Student Signature _____

As a parent or guardian of this student, I have reviewed the Hyde County Schools Technology Responsible Use Agreement and understand its meaning. I will support the effort of Hyde County Schools in seeing that my child will also understand and follow the agreement. My child will use the laptop for educational purposes. I understand that my child will have access to the internet and will not hold Hyde County Schools accountable for risks associated with internet usage. I also understand that occasionally their work may be published on the internet as an extension of their classroom studies.

Parent's Name _____ Date _____
(Please Print)

Parent's Signature _____



Hyde County School System
Nook Device
Parent and Student Release Form

Please sign and date that you have read and agree to the policies in the Acceptable Use Policy for Hyde County Schools Program, as well as, paid the nonrefundable technology fee of \$35.00

I understand that intentional or excessive damage, loss or theft without a police report of my assigned Nook is not covered by the insurance policy. I will be responsible for the current replacement cost to the school if this happens. I also understand that any violation of the procedures outlined in the Acceptable Use Policy will lead to loss of Nook privileges. I agree the Nook and power cord will be returned to the school when requested or scheduled.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____

_____ I have paid the nonrefundable technology fee of \$35.00.

Student are required to complete a mobile device incident report for any damages or issues related to the devices.



Hyde County Schools Mobile Device Incident Report

Student's Name:	
Serial Number:	
Password:	
Date of Incident:	
Date Reported:	
Parent's Name:	
Phone Number:	
Email Address:	

Type of Incident (Please check the appropriate box)

Accidental Damage:	Intentional Damage:	Theft with police report:	Theft without police report:	Loss of device:	Hardware Issues:	Other (describe):

Who did the damage? Example: I did the damage

Where did the damage occur? Example: At my kitchen table

When did the damage occur? Example: Last night

What is damaged or not operating on the device? Example: The keys are not working.

Describe what happened to the device? Example: left in sun, spilled water on it

Student's Signature _____ Date _____

Teacher's Signature _____ Date _____

Technology Signature _____ Date _____

Device Cost Sheet

ITEM	REPLACEMENT COST
Samsung Chromebook	\$245
Samsung Screen	\$90
Samsung Charger	\$47
Samsung Case	\$42
HP Chromebook	\$250
HP Screen	\$90
HP Charger	\$50
HP Case	\$55
Lenovo N21 Chromebook	\$200
Chromebook Charger	\$40
Chromebook Case	\$40
Lenovo N22 Chromebook	\$200
Lenovo N23 Chromebook	\$200
Nook	\$250
Nook Charger	\$20
Nook Case	\$45
Ipad 2	\$430
Ipad 3	\$530
Ipad 4	\$530
Ipad Screens (All)	\$260
Ipad mini	\$300
Ipad Charger	\$38
Ipad AIR 2	\$479
Dell 5570 laptop	\$1017
Dell 3550	\$850
Dell Laptop Bag	\$37
Dell Charger	\$90
TI Calculator	\$100

Costs are subject to change

APPENDIX

A

CONTENTS

CONFIDENTIALITY OF STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

POLICY ON MEDICATION FOR STUDENTS
DURING THE SCHOOL DAY
(SCHOOL BOARD POLICY NO. D10)

CODE OF STUDENT CONDUCT
(Revised)

STUDENT PROMOTION AND ACCOUNTABILITY
(Revised)

ATTENDANCE

Confidentiality of Student Records

The Hyde County Board of Education maintains a variety of records for each student enrolled in the Hyde County Schools. These records include administrative data (such as name, address,

date of birth, grade level completed, attendance records, scholastic grades, and emergency data), achievement and aptitude tests, teacher and counselor observations and ratings, and records of extracurricular activities.

In an attempt to preserve the privacy to which every American citizen is entitled, the Hyde County Board of Education has adopted a policy of making these records available only to the parents of students or, where the student is over 18 years old, the student himself/herself, except upon authorization in writing from the parent or in certain cases exempted by law.

The written policy of the Board with respect to these student records is available at your local school. Should you wish to inspect your child's records, you may arrange to do so by making an appointment with your local principal's office.

In the event that you have difficulty in understanding any portion of the policy, you may contact the office of the Superintendent of Hyde County Schools.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

(FERPA)

Notice to Parents

The Family Educational Rights and Privacy Act (FERPA) afford to parents/legal guardians of students, and to students themselves who are over 18 years of age, certain rights with respect to the student's education records maintained by the Hyde County School System. These rights are outlined below:

1. The right to review and inspect the student's education records within 45 days of the day the district receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. They should write the principal and clearly identify the part of the record they believe is inaccurate or misleading. If the school decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and inform them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student or parent when notified of a right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school board as an administrator, supervisor, teacher, or support staff member (including health

and medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on a official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities for the district. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirement of FERPA. The name and address of the office that administers FERPA are:

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

School Board Policy N. D10

Policy Code: 6125 Administering Medicines to Students

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

A. STANDARDS FOR ADMINISTERING MEDICINES

1. School employees are authorized to administer drugs or medication when all of the following conditions have been met.

a. The student's parent or legal custodian has made a written request that school personnel administer the drug or medication to the student and has given explicit written instructions describing the manner in which the drug or medication is to be administered.

b. A physician has prescribed the drug or medication for use by the student (for over-the-counter medications as well as medications available only by a physician's prescription).

c. A physician has certified that administration of the drug or medication to the student during the school day is necessary (for over-the-counter medications as well as medications available only by a physician's prescription).

d. The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian.

2. The superintendent shall develop procedures for the implementation of this policy. These rules and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.

a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.

b. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

c. No student may possess, use or transmit any drug or counterfeit drug prohibited by policy [4325](#), Drugs and Alcohol.

d. The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place.

e. All school personnel who will be administering medicines must receive appropriate training.

f. Only drugs clearly prescribed or intended for the student may be administered by school personnel. At the time a parent brings a drug to school for administration, if school personnel have concerns regarding the appropriateness of a drug or dosage for a student, a confirmation should be obtained from the student's doctor or another doctor prior to administering the medicine or allowing a student to self-administer a medicine.

g. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.

h. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

B. OVER-THE-COUNTER MEDICATION

Consistent with the above requirements, over-the-counter medications will only be given during school hours by school personnel if they are labeled by a pharmacist, complete with instructions (like a prescription drug). Parents who want school personnel to administer over-the-counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

C. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine.

D. STUDENT SELF-ADMINISTERING ASTHMA MEDICATIONS

The board recognizes that students with asthma and/or subject to anaphylactic reactions may need to possess and self-administer asthma medication on school property. As used in this policy, “asthma medication” means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. The superintendent shall develop procedures for the possession and self-administration of asthma medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Before a student will be allowed to self-administer medicine pursuant to this section, the student’s parent or guardian must provide to the principal or designee all of the documents listed below.
 - a. written authorization from the student’s parent or guardian for the student to possess and self-administer asthma medication;

 - b. a written statement from the student’s health care practitioner verifying:
 - 1) that the student has asthma and/or an allergy that could result in anaphylactic reaction;

2) that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and

3) that the student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;

c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes and for medication use by the student;

d. a statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of asthma medication; and

e. any other documents or items necessary to comply with state and federal laws.

2. Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any accompanying device.

3. Finally, the student's parent or guardian must provide to the school backup asthma medication that school personnel are to keep in a location to which the student has immediate access in the event of an emergency.

All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the principal for a student to possess and self-administer asthma medication will be effective only for the same school for 365 calendar days. Such permission must be reviewed annually.

A student who uses his or her prescribed asthma medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the asthma medication.

The board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12134](#), [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400 et seq.](#), [34 C.F.R. pt. 300](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); [G.S. 115C-36, -307\(c\), -375.2](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000

Cross References: Parental Involvement (policy [1310/4002](#)), Drugs and Alcohol (policy [4325](#))

Adopted: March 27,
2012

Appeals Process

Promotion standards for Hyde County Schools include meeting attendance requirements, earning a passing grade in class work, and achieving at or above grade level on end-of-grade tests. K-2 students are promoted to the next grade level when they have mastered competencies of the Standard Course of Study, received the recommendation for promotion from the classroom teacher, and have received approval from the principal. Students in grades 3-8 who do not achieve at grade level on the EOG tests have an opportunity for a re-test (after intervention) to rule out the student having a “bad testing day.” After the first re-test, 3-8 students can take the end-of-grade test one more time after attending summer school for focused intervention.

North Carolina State Board of Education policy provides that a student in grades 3-8 does not have to be automatically retained in grade if he/she does not reach grade level during the multiple testing opportunities. A request may be made by the parent or the teacher to promote the student. A teacher and/or parent may present documentation about the student’s learning and skill level during a review to determine the student’s ability to succeed at the next grade level. Parents and/or teachers may present this documentation to a panel of practicing educators who are not from the student’s school. The committee that conducts the review must be made up of teachers and a principal from another school within the district. The parents have a right to attend the review session and to present information on their child’s behalf, but they are not voting members of the review panel. The review panel considers the information provided and makes a recommendation to the student’s principal whether that child should be promoted or retained. The principal makes the final decision to promote or retain a student.

**APPENDIX
B**

CONTENTS

ATTENDANCE

Policy Code: D3 ATTENDANCE

Importance of Regular Attendance

Students who attend school on a regular basis receive the greatest benefit from education. Regular attendance develops habits that are essential for success in the workplace. Parents, students, and the school share the responsibility for developing the habit of good attendance.

Compulsory Attendance

G.S. 115C-378. Every parent, guardian or other person in this state having charge or control of a child between the ages of seven and sixteen years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. Every parent, guardian, or other person in this State having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. The parents, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy. If a parent fails to assure the child's attendance at school, the parent may be found guilty of committing a Class 3 misdemeanor.

The school principal has a special role in enforcing the compulsory school attendance law. When a child has **accumulated three unexcused absences**, the principal or designee must notify the child's parent, guardian, or custodian. After not more than **six unexcused absences**, the principal or designee must notify the parent, guardian, or custodian by mail that he/she may be subject to prosecution for violating the compulsory school attendance law if the absences cannot be justified under the established attendance policies of the state and local board of education. Once the parents are notified, the school social worker shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. After the child accumulates **ten unexcused absences**, in a school year, the principal shall review any report or investigation prepared by the school social worker in accordance with N.C. Gen. Stat. §115C-381 and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not, she shall notify the district attorney. If he determines that the parent, guardian, or custodian has not met their duty, he may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid excuse.

The absence of a student resulting from suspension or expulsion of that student for misconduct is not counted as a compulsory attendance violation.

EXCUSED ABSENCES

G.S. 115C-379 authorizes the State Board of Education to prescribe what constitutes unlawful absences and what are legitimate excuses for temporary non-attendance. Unless an absence is excused for any of the reasons listed below, it is considered unexcused and, therefore, unlawful. The following shall constitute valid excuses for the temporary non-attendance of a child at school if satisfactory evidence of the excuses is provided to the appropriate official.

A. **Illness or Injury.** An absence is excused when the absence results from illness or injury, which prevents the child from being physically able to attend school.

B. **Quarantine.** An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.

C. **Death in the Immediate Family.** An absence is excused when it results from the death of a member of the immediate family of the child. For purposes of this regulation, the immediate family of the child includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.

D. **Medical or Dental Appointments.** An absence is excused when it results from a medical or dental appointment of a child and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.

E. **Court or Administrative Proceedings.** An absence is excused when it results from the attendance of a child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.

F. **Religious Observances.** An absence may be excused if the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event. The approval of the absence should be granted unless the religious observances, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the child.

G. **Educational Opportunity.** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval must be obtained from the principal prior to the absence. Within five days after returning to the school setting, the student shall present to the principal for his approval, a log of activities and a written report explaining what insight or perspective the student gained by this trip.

Checking-In and Checking-Out

Students who check in late or check out early must sign the Check-In/Check-Out book in the principal's office. Each student must present a note signed by the parent/guardian granting permission to check out. The office staff may contact the parent/guardian for verification. Parents are encouraged to schedule medical and dental appointments after school hours whenever possible.

Tardies

A student is considered tardy if he/she comes to class late. Being on time is a responsibility our students should develop before their future entry into the workplace. Be sure all students get a tardy slip in the office before coming into class.

Enrollment

School personnel will telephone a student's former school to determine that he/she left in good standing and is eligible to enroll. A student who is under suspension or expulsion is not eligible to enroll until he/she is eligible to return to his/her former school.

A student who does not enroll until after the first day of school, or who has a delay in enrolling as a result of transfer, will be required to make up work in accordance with the Hyde County Schools Attendance Policy.

Policy Code: 4400

Attendance

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.

A. 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.

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. 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);

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;
or

9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the 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.

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.

C. 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; and

6. in-school suspensions.

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.

D. 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. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

The principal shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive absences. Students may be suspended for up to two days for truancy.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;

3. the student will receive the grade otherwise earned;
or

4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Legal References: [G.S. 115C-47, -84.2, -288\(a\), -375.5, -378 to -383, -390.2\(d\), -390.5, -407.5](#); [16 N.C.A.C. 6E .0102, .0103](#); State Board of Education Policies TCS-L-000, -002, -003

Cross References: Education for Pregnant and Parenting Students (policy [4023](#)), Children of Military Families (policy [4050](#)), Short-Term Suspension (policy [4351](#))

Adopted:
11/02/2011

Revised:
07/23/2013

A. Purpose

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

B. Student Promotion Standards

The superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student's readiness to progress to the next level of study and shall submit the standards and process to the board for approval. The standards will be based, in part, upon proficiency in reading. The standards and process must provide multiple criteria for assessing a student's readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio or anthology of the student's work and, when appropriate, accepted standards for assessing developmental growth. The standards and process will incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third grade students as described in G.S. 115C-83.6 *et seq.* and State Board of Education Policies GCS-J-002 and -003.

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the board directs school administrators and teachers to use personal education plans as required in policy 3405, Students at Risk of Academic Failure, to address the needs of students who are not making adequate academic progress.

C. Diploma Standards

To receive a North Carolina high school diploma, a student must complete the requirements set forth in policy 3460, Graduation Requirements.

D. Appeals of Promotion Decisions

1. Appeal to the Superintendent

Within five workdays of receiving the principal's written decision to promote or retain a student, the student's parents may appeal the decision to the superintendent. The superintendent may overturn the principal's decision only upon a finding that the principal's decision was arbitrary and capricious (i.e., without a rational basis) or was otherwise an abuse of discretion.

The superintendent must render a decision within 10 workdays of receiving the appeal. The superintendent may support the principal's decision, remand it back to the principal for consideration of additional issues or reverse the decision.

The superintendent's findings must be in writing and must be provided to the parents.

2. Appeal to the Board of Education

The superintendent's decision to promote or retain a student may be appealed to the board in accordance with the procedures set forth in subsection E.5 of policy 1740/4010, Student and Parent Grievance Procedure.

E. Promotion Standards for Students with Disabilities

To the extent possible, students with disabilities must be held to the same promotion standards as all other students. However, for students who take alternative assessments in lieu of the end-of-grade (EOG) or end-of-course (EOC) tests, promotion decisions must be based on criteria recommended by the IEP team.

All intervention strategies and other opportunities, benefits and resources that are made available to students without disabilities must be made available to those students with disabilities who are subject to the student promotion standards. Such opportunities must be in addition to the special education services provided to the student.

F. Acceleration

Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore subjects in greater detail or providing different types of educational experiences. To challenge a student sufficiently, the principal may reassign the student to a different class or level of study and/or may identify concurrent enrollment or other curriculum expansion options (see policy 3101, Dual Enrollment).

The principal, after consulting with the professional staff and the student's parents, may determine that skipping a grade level is appropriate. If permitted by state law and State Board policy, credit toward high school graduation may be awarded for advancement or placement out of a high school course. The superintendent shall provide any additional criteria necessary to make a determination of whether credit may be awarded.

G. Reporting Requirements

1. Superintendent's Report to the Board

At least on an annual basis, the superintendent shall provide the board with the following information for each school:

- a. aggregate student performance scores on state-mandated tests and any other standardized tests used by a school or the school system;
- b. the number and percentage of students retained and/or not meeting the standards for their grade level;
- c. the number and percentage of third grade students exempt from mandatory third grade retention by category of exemption as listed in state law; and

- d. remedial or additional educational opportunities provided by the school system and the success of these efforts in helping students meet promotion standards.
2. Report to the North Carolina State Board of Education and Department of Public Instruction

Pursuant to statutory requirements and standards established by the Department of Public Instruction, all required information regarding student performance will be provided annually to the State Board of Education and the Department of Public Instruction.

3. Publication on the School System Website

Information about the reading performance of third grade students will be posted on the school system website in accordance with state law.

H. Resources

Consistent with the objective of improving student performance, the board will provide schools with maximum flexibility in the allocation of state funds. School personnel are expected to budget financial resources in a manner that will meet the standards established in this policy. The board will consider requests to transfer funds from other funding allotment categories to intervention strategies as part of the school improvement plan submitted by school officials. All funds will be used in a fiscally sound manner in accordance with policy 8300, Fiscal Management Standards.

I. Notification to Parents

The superintendent or designee shall provide information regarding promotion standards to all students and parents. In addition, if a kindergarten, first grade, second grade or third grade student (1) is demonstrating difficulty with reading development; (2) is not reading at grade level; or (3) has a personal education plan under G.S. 115C-105.41, the student's

teacher shall provide the student's parents timely written notice advising that if the student is not demonstrating reading proficiency by the end of third grade, the student will be retained, unless exempt from mandatory retention for good cause. Parents are encouraged to help their children meet the promotion standards and will have opportunities to discuss the promotion standards and procedures with teachers and the principal. Information provided to parents should be in the parents' native language when appropriate foreign language resources are readily available.

The teacher of a student who does not meet promotion standards must notify the student's parents that the student has failed to meet the standards for progression to the next level of study and must provide the parents with information concerning retesting, intervention, review and appeal opportunities. When a student is to be retained, the principal shall provide the student's parents written notice of the retention and, if the student will be retained in accordance with G.S. 115C-83.7(a) for failure to demonstrate reading proficiency, (1) written notice of the reason the student is not eligible for a good cause exemption as provided in G.S. 115C-83.7(b) and (2) a description of proposed reading interventions that will be provided to the student to remediate identified areas of reading deficiency. Teachers shall provide parents of students retained under G.S. 115C-83.7(a) at least monthly written reports on student progress toward reading proficiency. The evaluation of a student's progress will be based upon the student's classroom work, observations, tests, assessments and other relevant information.

J. Children of Military Families

As required by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and policy 4155, Assignment to Classes, school administrators have the authority to exercise flexibility in waiving course or program prerequisites or other preconditions for the placement of children of military families in courses or programs offered by the school system.

Legal References: G.S. 115C-36, -45(c), -47, -81, -83.2, -83.7, -83.8, -83.9, 83.10, -105.21, -174.11, -288(a), -407.5; State Board of Education Policies GCS-J-002, GCS-J-003

Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Goals and Objectives of the Educational Program (policy 3000), Dual Enrollment (policy 3101), Students at Risk of Academic Failure (policy 3405), School Improvement Plan (policy 3430), Graduation Requirements (policy 3460), Extracurricular Activities and Student Organizations (policy 3620), Children of Military Families (policy 4050), Assignment to Classes (policy 4155), Fiscal Management Standards (policy 8300)

Other Resources: *Guidelines for Testing Students Identified as Limited English Proficient*, N.C. Department of Public Instruction Division of Accountability Services/North Carolina Testing

Program (September 2010); *North Carolina Read to Achieve: A Guide to Implementing House Bill 950/S.L. 2012-143 Section 7A* (N.C. Department of Public Instruction 2013)

Adopted: 11/02/2011

Revised: 07/23/2013

ATTENDANCE *Policy Code: 4400*

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.

A. 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.

B. Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. 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);
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; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the 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.

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.

C. 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; and
6. in-school suspensions.

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.

D. 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. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
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4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

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Cross References: Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Short-Term Suspension (policy 4351)

Adopted: 11/02/2011

Revised: 07/23/2013

Calendar of Important Events

Dates Are Tentative and Subject to Change

**STUDENT HANDBOOK
AGREEMENT FOR THE SCHOOL YEAR 2019-2020**

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 Ocracoke School. We agree to abide and follow these policies and procedures within this handbook for the 2019-2020 school year.

I understand if I wish for a hard copy of the handbook to be provided; I need to check the box below.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

****STUDENTS RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY SEPT. 16, 2019**

____ **I wish to have a hard copy of the student handbook provided.**

