

# Mattamuskeet Early College High School



## Student/Parent Handbook 2019 - 2020

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Swan Quarter, NC 27885  
Phone (252) 926-0221

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# HYDE COUNTY SCHOOLS

## *MISSION STATEMENT*



### The Mission of the Hyde County Schools

**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.**

**HYDE COUNTY SCHOOLS  
2019-2020 School Calendar  
Mattamuskeet Early College**

Required 185 student days OR  
302.5 instructional hours  
Teacher contract days - 215

**Holidays**

July 4, 2019 - Independence Day  
September 2, 2019 - Labor Day  
November 11, 2019 - Veterans Day  
November, 2019 - Thanksgiving  
December 24, 25, 26 - Christmas Holiday  
January 1, 2020 - New Year's Day  
January 20, 2020 - Dr. Martin Luther King, Jr. Day  
April 10, 2020 - Good Friday  
May 27, 2020 - Memorial Day

**Marking Periods**

August 7 - October 11  
October 14 - December 20  
January 3 - March 10  
March 11 - May 22

**Report Cards Issued**

**July 2019**

M	T	W	T	F
1	2	3	H	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**August 2019**

M	T	W	T	F
			W	W
RW	RW	7	8	9
12	13	14	15	16
19	20	21	RW	23
26	27	28	29	ED

**September 2019**

M	T	W	T	F
H	3	4	5	6
9	10	11	12	ED
16	17	18	19	20
W	24	25	26	27
30				

**October 2019**

M	T	W	T	F
	1	2	3	ED
7	8	9	10	11
14	15	16	17	W
21	22	23	24	25
28	29	30	31	

**November 2019**

M	T	W	T	F
				ED
4	5	6	7	ND
H	11	13	14	15
18	19	20	21	22
25	26	AL	H	AL

**December 2019**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	ED
AL	H	H	H	AL
AL	AL			

Holiday
BOCIS Start / End Days
Workday
Student 1st day/last day
Workday (2) to be used as AL
Annual Leave
Non-Day
Early release for students - 12:30 PM

**January 2020**

M	T	W	T	F
		H	RW	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28	29	30	31

**February 2020**

M	T	W	T	F
3	4	5	6	ED
10	11	12	13	14
17	18	19	20	21
W	25	26	27	28

**March 2020**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	W
ND	17	18	19	20
23	24	25	26	ED
30	31			

**April 2020**

M	T	W	T	F
		1	2	3
6	7	8	9	H
H	AL	AL	AL	AL
20	21	WD	23	24
27	28	29	30	

**May 2020**

M	T	W	T	F
				1
4	5	6	7	ED
11	12	13	14	15
18	19	20	21	22
H	RW	RW	W	29

**June 2020**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## **MECHS Important Days**

2019 - 2020 School Calendar

August 5	Open House 6:30 PM
August 7	First Day of school for students
August 22	Work Day/No School
August 30	Early Release/Professional D/Planning
September 2	Labor Day Holiday – No School
September 13	Early Release/Professional D/Planning
September 23	Work Day/No Schools
TBD	Picture Day
October 4	Early Release/Professional D/Planning
October 11	End of 1 <sup>st</sup> Nine Weeks Grading Period
October 18	Work Day/No School
November 1	Early Release/Professional D/Planning
November 8	Non-Day/No School
November 11	Veteran’s Day Holiday – No School
November 27 & 29	No School
November 28	Thanksgiving Holiday – No School
December 20	End of 2 <sup>nd</sup> Nine Weeks Grading Period
December 20	Early Release
December 23-31	Holidays - Christmas/Winter Break
January 1	New Year’s Day Holiday – No School
January 2	Work Day/No School
January 3	1 <sup>st</sup> Day of Second Semester
January 20	MLK, Jr. Holiday – No School
February 7	Early Release/Professional D/Planning
February 24	Work Day/No School
March 10	End of 3 <sup>rd</sup> Nine Weeks Grading Period
March 13	Work Day/No School
March 16	Non-Day/No School
March 27	Early Release/Professional D/Planning
March 27	Prom
April 10	Good Friday Holiday – No School
April 13	Easter Monday Holiday – No School
April 14 - 17	Spring Break
April 22	No School
May 8	Early Release/Professional D/Planning
May 15	Athletic Awards – 5:30 PM (Gym)
May 19	Senior Dinner – 6:30 PM (Cafeteria)
May 20	Academic Awards – 6:30 PM (Gym)
May 22	End of 4 <sup>th</sup> Nine Weeks Grading Period
May 22	Student Last Day – Early Release
May 22	Graduation – 7:00 PM
May 26 - 28	EOG Remediation/EOG Retake

# **MATTAMUSKEET EARLY COLLEGE HIGH SCHOOL STAFF**

## **Administration**

Mr. Wesley Floyd – Principal  
Mrs. Ramona Kirkman Armstrong – Assistant Principal

## **Faculty and Staff**

Ms. Kali Beach: 6 – 12 CTE	Mrs. Jessica Mooney: 6 – 12 CTE
Ms. Dail Berry: 6 – 8 CTE	Mr. Richard Perry: 9 – 12 Social Studies
Ms Vanessa Bryant: 9 – 12 ELA	Mrs. Patricia Scripture: 6 – 12 E.C. Teacher
Mrs. Jennifer Cahoon: 9 – 12 Science	Mr. Robert Sinclair: K – 12 Art
Mrs. Sandy Carawan: 6 – 8 ELA	Mrs. Catlin Stevens: 9 – 12 Math
Mrs. Jackie Driscoll: 6 – 12 CTE	Mr. Scott Watkins: 6 – 8 Social Studies
Mrs. Lori Gibbs: 6 – 7 Math	Ms. Jessica Whittemore: 6 – 7 ELA
Mrs. Linda Fulford: Information Highway	TBD – Math
Mr. Codey Horton: 6 – 12 PE/Health and AD	TBD – E.C. Teacher
Ms. Renee Mackey: 6 – 12 E.C. Teacher	TBD – Science
Mrs. Kristy Mann: Teacher Assistant	

## **Office and Support Staff**

TBD – School Counselor	Mrs. Kathy Perry – Campus
Treasurer	
Mrs. Linda Fulford – Parent Coordinator	Ms. Paula Privett – Campus Data
Manager	
Mrs. Connie Gibbs – Media Coordinator	Mr. Jonathan Reed – Behavioral
Specialist	
Mrs. Shelby Gibbs – Chief Technology Officer	Mrs. Christina Smith – School Social
Worker	
Ms. Malinda Harris – Administrative Assistant	Mr. Jaleel Spencer – Custodian
Mrs. Barbara Howard – Custodian	Mrs. Stephanie Stewart – School
Nurse	
Mrs. Lynn King Bowen – Instructional Technology Facilitator	Mrs. Sylvia Whitfield – Custodian
Mrs. Ella Merrick – Head Custodian	TBD – JCPC

## **Cafeteria Staff**

Mrs. Mamie Brimmage – Child Nutrition Director  
Mrs. Debbie Cahoon – Cafeteria Manager  
Ms. Nora Hill  
Ms. Shirlene Kennedy  
Ms. Sylvia Shaw

## **PURPOSE AND OPPORTUNITY OF EARLY COLLEGE HIGH SCHOOL**

Mattamuskeet Early College High Schools vision is, “To ensure every student in North Carolina graduates ready for college, career, and life.” As an Early College High School, students in grades 9 through 13 have the opportunity to pursue an associate’s degree or college trade certificate (CTE) **free of charge!** Students will be instructed in a rigorously engaging curriculum which will prepare them both in content knowledge and problem solving communication skills to be ready for post-high school opportunities.

## **COLLEGE COURSE ENROLLMENT / GENERAL GUIDELINES**

Students will complete a college application with the Beaufort County Community College (BCCC) liaison who is on our campus once a week. The college liaison is a BCCC employee and is the point of contact for all college questions, coordinating student scheduling for college courses and college advising. Early College High School students, who are enrolled in community college courses, are treated as every other community college student and must follow the procedures outlined by BCCC. Students should refer to the BCCC webpage and student handbook for a full understanding of these procedures. Additionally, for students to receive high school credit for college coursework, they must sign a privacy release waiver so the course grades can be shared between the two schools. Also, in order to take courses with BCCC, students will have to complete and sign the NCIH/BCCC Handbook. All school purchased BCCC textbooks must be turned in to the media center at the conclusion of the course.

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

**If a student wishes to drop a community college course, it must be done within the first ten days of the college course.** Students are expected to call and email the BCCC liaison and copy the email to Mrs. Jamie Cohick and MECHS school administration, stating the reasoning of the drop request (please note this does not grant permission to drop the class; MECHS administration will have to approve the drop). Once a student is dropped from their BCCC course, they will be assigned an alternate high school class. Additionally, all school purchased BCCC textbooks must be turned in to the media center immediately.

## **BRING YOUR OWN DEVICE/ STUDENT LAPTOP COMPUTER INITIATIVE**

In order to engage students in a meaningful way and to expose them to every resource possible as well as prepare all students for college and career, MECHS is working toward creating a 1:1 environment in which every student has an electronic learning device. We are now able to provide a device for students in grades 6-13. Students must turn in a technology use form and the appropriate device form, in order to get a device. The school issued device will be subject to inspection and will be monitored for appropriate use. Please understand that the school will relinquish the device if it is not being used appropriately. Also, if a student has not turned in a device from a previous year, they will not get another one until they have returned the machine or paid for a replacement. Students need to take care of the device they are issued. The device they are issued early in high school will remain with them throughout the years. Laptops will be issued to students who have classes that require them. If students are no longer taking a class that requires a laptop, they will be asked to return their devices. If a student would like to bring a device from home, he/she may do so upon filling out the form stating HCS will not be responsible for that device. They will also need to see the Chief Technology Officer to be set up on the school’s wireless network.

## **School Improvement Team (SIT)**

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

### **SIT Members**

Wesley Floyd, Principal  
Dail Berry – Chair  
Sandra Carawan  
Jamie Cohick  
Kristy Mann  
Jonathan Reed

Ramona Armstrong, Assistant Principal  
Vanessa Bryant  
Jennifer Cahoon  
Lori Gibbs  
Richard Perry  
Patricia Scripture, Secretary



## Middle Grades Bell Schedules

### Regular Daily Schedule

Breakfast	7:30 – 7:45
7:45	
1st Block	7:48 – 9:18
8:48	
2nd Chance Breakfast	9:18 – 9:30
9:51	
2 <sup>nd</sup> Block	9:30 – 11:00
10:54	
3rd Block	11:03 – 12:33
– 11:55	
Lunch	12:33 – 12:56
– 12:30	
Remediation	12:59 – 1:27
4th Block	1:30 – 3:00
Dismissal	3:00

### Early Dismissal Schedule

Breakfast	7:30 –
1st Block	7:48 –
2nd Block	8:51 –
3rd Block	9:54 –
4th Block	10:57
Lunch (dismiss from cafeteria)	11:55

### 1 Hour Delay Schedule

1st Block	8:30 – 9:45
10:30	
2nd Block	9:48 – 11:03
11:33	
3rd Block	11:06 – 12:21
12:33	
Lunch	12:24 – 12:46
– 12:56	
Remediation	12:49 – 1:27
– 1:27	
4th Block	1:30 – 3:00
– 3:00	
Dismissal	3:00
3:00	

### 2 Hour Delay Schedule

1st Block	9:30 –
2nd Block	10:33 –
3rd Block	11:33 –
Lunch	12:33
Remediation	12:59
4th Block	1:30
Dismissal	

### 3 Hour Delay Schedule

1st Block	10:30 – 11:20
7:45	
2nd Block	11:23 – 12:13
9:02	
Lunch	12:16 – 12:36
9:20	
3rd Block	12:39 – 1:27
– 10:43	
4th Block	1:30 – 3:00
12:02	
Dismissal	3:00
12:35	

### Assembly Schedule

Breakfast	7:30 –
1st Block	7:48 –
2nd Chance Breakfast	9:05 –
2nd Block	9:23
3rd Block	10:45 –
Lunch	12:05 –
4th Block	12:38 –
2:10	(12:38 –
1:22/1:25 – 2:10)	
Assembly/Club	2:15– 3:00

### Advisory/Club Schedule

Breakfast	7:30 – 7:45
1st Block	7:48 – 9:02
2nd Chance Breakfast	9:05 – 9:15
Clubs	9:15 – 10:00
2nd Block	10:03 – 11:17
3rd Block	11:20 – 12:33
Lunch	12:33 – 12:56
Remediation	12:59 – 1:27
4th Block	1:30 – 3:00
	(12:38 – 1:22/1:25 – 2:10)
Dismissal	3:00

**Club Sign-up will be Wednesday, August 28**

**Club days are as follows:**

September 5; October 3; November 7, January 9, February 6, March 5, April 9, May 7

**Advisory days are as follows:**

August 7, August 28, September 26, October 31, November 21, January 30, February 27, March 26, April 30, May 21

### Upper Grades Bell Schedules

#### Regular Daily Schedule

Breakfast	7:30 – 7:45
7:45	
1st Block	7:48 – 9:18
8:48	
2nd Chance Breakfast	9:18 – 9:30
9:51	
2 <sup>nd</sup> Block	9:30 – 11:00
10:54	
3rd Block	11:03 – 12:33
– 12:00	
Remediation	12:36 – 1:04
– 12:30	
Lunch	1:07 – 1:27
4th Block	1:30 – 3:00
Dismissal	3:00

#### Early Dismissal Schedule

Breakfast	7:30 –
1st Block	7:48 –
2nd Block	8:51 –
3rd Block	9:54 –
4th Block	10:57
Lunch (dismiss from cafeteria)	12:03

#### 1 Hour Delay Schedule

1st Block	8:30 – 9:45
10:30	
2nd Block	9:48 – 11:03
11:33	
3rd Block	11:06 – 12:21
12:33	
Remediation	12:24 – 1:05
– 1:05	
Lunch	1:07 – 1:27
– 1:27	
4th Block	1:30 – 3:00
– 3:00	
Dismissal	3:00
3:00	

#### 2 Hour Delay Schedule

1st Block	9:30 –
2nd Block	10:33 –
3rd Block	11:33 –
Remediation	12:33
Lunch	1:07
4th Block	1:30
Dismissal	

### 3 Hour Delay Schedule

1st Block	10:30 – 11:20
7:45	
2nd Block	11:23 – 12:13
9:02	
3rd Block	12:16 – 1:05
9:20	
Lunch	12:07 – 1:27
– 10:43	
4th Block	1:30 – 3:00
12:02	
Dismissal	3:00
12:35	

### Assembly Schedule

Breakfast	7:30 –
1st Block	7:48 –
2nd Chance Breakfast	9:05 –
2nd Block	9:23
3rd Block	10:45 –
Lunch	12:05 –
4th Block	12:38 –
2:10	
Assembly	2:15– 3:00

### Club Schedule

Breakfast	7:30 – 7:45
1st Block	7:48 – 9:02
2nd Chance Breakfast	9:05 – 9:15
Clubs	9:15 – 10:00
2nd Block	10:03 – 11:17
3rd Block	11:20 – 12:33
Remediation	12:36 – 1:04
Lunch	1:07 – 1:27
4th Block	1:30 – 3:00
Dismissal	3:00

**Club Sign-up will be Wednesday, August 28**

#### Club days are as follows:

September 5; October 3; November 7, January 9, February 6, March 5, April 9, May 7

#### Advisory days are as follows:

August 7, August 28, September 26, October 31, November 21, January 30, February 27, March 26, April 30, May 21

## School Arrival

### Student Discipline Bus Requirements

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

1. delaying the bus schedule
2. fighting, smoking, using profanity or refusing to obey instructions of school authorities or a bus driver while riding on a school bus
3. tampering with the bus
4. refusing to meet the bus at designated stops
5. unauthorized leaving of the bus when in route

6. playing, throwing trash, paper, or other objects, or otherwise distracting the driver's attention while the bus is in operation: and/or
7. failure to observe established safety rules and regulations.

Since the start of the new hand signals used by the bus drivers, it seems there are some new logistical items to clear up. While we have trained students and alerted parents (with both connect-ed messages and a paper reference), other community members and highway travelers may not be aware of the new protocols for the school bus. Below is a list of items that must be followed by both bus driver and passengers:

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

### **School Bus Passenger Rules**

1. Get to the bus stop at least 3 to 5 minutes early. Be on time and ready to board the bus when it arrives. When the driver has to wait unnecessarily, that bus will arrive late on campus. This may cause all students on that bus to have a shortened breakfast, miss breakfast entirely, or be late to class.
2. Listen to and obey the bus driver's instructions.
3. When students arrive on campus, they are to sit quietly on their buses until the bell rings and they are dismissed by the bus drivers. Then they are to proceed to the cafeteria for breakfast.
4. Load and unload the bus in an orderly manner.
5. Remain in your assigned seat.
6. Do not throw objects of any type out of the window.
7. Remain seated until the bus has stopped before attempting to leave the bus.
8. Keep hands and arms inside the bus.
9. The use of profanity is not allowed.

Students shall be out at the bus stop and visible by the bus driver upon arrival. Failure to do so will result in the bus moving on to the next stop. The bus cannot hold up traffic and pausing in the road for extended periods of time can result in confusion of other drivers and also a potential dangerous situation for our students. The only exception to this is during extreme or inclement weather (active precipitation, freezing temperatures).

**Students in Pre-K must have a parent/guardian home to receive them at the end of the school day. Parent/Guardian must be visible when the bus arrives at the stop in order for the bus driver to allow the student to exit the bus. Also, an older sibling or family member (under the age of 18) who is also riding the bus cannot be considered the guardian. Failure to comply with this NCPReK standard will result in a conference with school administration along with the school social worker.**

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

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

### **Consequence(s):**

1<sup>st</sup> Offense – Counsel with student; parent notification and maximum 3 days off the bus.

2<sup>nd</sup> Offense – Counsel with student; parent notification and maximum of 5 days off the bus.

3<sup>rd</sup> Offense – Counsel with student; parent notification and maximum of 10 days off the bus.

4<sup>th</sup> offense – Counsel with student; parent notification and minimum of 10 days off the bus. Student may be suspended from the bus for the remainder of the semester or the school year.

### **Coming to School by Car**

1. Students who arrive by car must also adhere to the daily arrival and departure times.

2. Students may be dropped off in the parking lot in front of the 600 building. Once they are dropped off,

they must report directly to the cafeteria. The cars must circle around and leave the far driveway by the softball field. For the safety of our bus riders, car riders are not permitted to be dropped off in front of the main office (building 500) due to the buses unloading students. It is unsafe to have cars in motion on the parking lot while students are moving through campus.

### **Student Driving Regulations**

Driving to school and parking on campus are privileges for students; therefore, certain conditions and expectations are attached to this privilege. Students who fail to uphold the conditions will be subject to either monetary fines or loss of parking privileges:

- Vehicles must be registered with the school. Permits will cost \$10.00 (non-refundable) and must hang from the rearview mirror when the vehicle is on campus.
- Students will be assigned individual parking spaces, seniors and juniors will be given first priority. Registration will begin on the first day of school.
- The speed limit is ten (10) miles per hour on campus.
- Students shall not pass another vehicle in the parking lot/driveway areas.
- Students shall not pull out in front of the school buses as they are either entering or exiting the parking lot/driveway areas.
- Students will use the appropriate Enter/Exit Only driveways.
- Students will not be allowed to park on the grass.
- Students are to enter their assigned building immediately upon arriving on campus
- Students must get permission from the office in order to go back to the parking lot once entering the building.
- Students who are given permission to go back to the parking lot will be escorted by a member of the office staff.
- Students who cannot follow these guidelines will be given an office referral.

### **Students arriving after 7:48 AM are tardy and must report to the office before being admitted to class.**

Students arriving late miss beginning instructions and interrupt their teachers and classmates who have already begun. Students who miss school regularly do not receive the same instruction as their classmates. The instructional day is very important for each student to complete each day. We value this time with the children and plan lessons accordingly. **Excessive tardiness will be addressed as a discipline issue by administration.**

**Checking In/Out of School**

Students who check in late or check out early must sign the Check In/Out book in the receptionist’s area. Each student must present a note signed by the parent with a valid phone number for verification of the note. A student will not be allowed to leave school with another high school student unless the parents have contacted the school via note or phone call regardless of the student’s age. Parents are encouraged to schedule medical and dental appointments for the afternoon and teacher workdays whenever possible. All early dismissal notes are to be turned into the main office prior to first period with a contact phone number. Students are prohibited from leaving school upon their arrival without permission from the parent.

**Driver’s Education**

Driver’s education will be offered after school hours. Due to the increase in prices, parents/students can pay \$40 up front for both the online and behind the wheel course or the package could be paid a la carte, meaning a fee of \$25 for the online course and \$25 for behind the wheel which will be a total of \$50. Announcements will be issued from the office regarding when registration sessions will be opened.

**Driver’s Eligibility:** A student must pass three of four classes per semester and be promoted to the next grade within the past calendar year to be eligible to receive a permit or retain a driver’s license.

**Academics**

**Classroom Grading Policy**

final grade

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

**EOC/NCFE/CTE/Exam finals** will count as 20% of the

for high school courses only

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

Marking Period	Progress Reports	End Date	Release Date	Student Led Report Card Conferences
1 <sup>st</sup> Nine-Weeks (Aug. 7 <sup>th</sup> – Oct. 11 <sup>th</sup> )	August 28 <sup>th</sup> September 18 <sup>th</sup>	October 11 <sup>th</sup>	October 17 <sup>th</sup>	October 17th and 18th for all students
2 <sup>nd</sup> Nine-Weeks (Oct. 4 <sup>th</sup> – Dec. 20 <sup>th</sup> )	November 4 <sup>th</sup> December 5 <sup>th</sup>	December 20 <sup>th</sup>	January 10 <sup>th</sup>	All students who failed a semester course and /or a year long course for the first semester.
3 <sup>rd</sup> Nine-Weeks (Jan. 3 <sup>rd</sup> – Mar. 10 <sup>th</sup> )	January 27 <sup>th</sup> February 17 <sup>th</sup>	March 10 <sup>th</sup>	March 19 <sup>th</sup>	March 19th - 26th for all who failed a semester course and/or a year long course for the semester.
4 <sup>th</sup> Nine-Weeks (Mar. 11 <sup>th</sup> – May 22 <sup>nd</sup> )	April 2 <sup>nd</sup> May 5 <sup>th</sup>	May 22 <sup>nd</sup>	June 10 <sup>th</sup>	Report Cards mailed home

**Exams**

Teachers will administer exams in all courses. The North Carolina Department of Public Instruction requires specific end of grade (EOG) tests in reading, math and 8th grade science as well as end of course (EOC) tests in Biology, English II, Math I and Math III. All other courses require NCFE except for CTE and specified teacher-made tests. **All testing will constitute 20% of the final course grade as per State Board Policy.** Additionally, students will be administered benchmark tests throughout the marking

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

### **College Credit Courses**

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

### **Quality Point System for the 2019-2020 Academic Year**

High schools are required to use the 10 point scale for all grades of students; the grading scales of elementary and middle schools can be determined by LEA's, although it is recommended they use the 10-point scale as well.

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

### **Academic Course Load Requirements**

**All students will be enrolled in a full course schedule.**

### **Late Work Policy**

In the case of excused absences and out-of-school suspensions, the student will be permitted to make up his or her work. 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. At-risk students who miss days or class may be allowed to make up the missed time during non-school hours.

## **Graduation / Promotion Standards**

### **Graduation Requirements**

Students of Mattamuskeet Campus must meet the following requirements to earn a High School Diploma. Students who entered 9<sup>th</sup> grade 2012-2013 or after will earn 27 credits to graduate. In addition to the 27 credits requirement, students must also complete a career or university cluster of four credits including at least one second level course

### **Promotion Standards**

6<sup>th</sup> - 9<sup>th</sup> Grades

- Score a Level 3 – 5 on the North Carolina EOG tests in Reading, Math and 8th Science
- Score a Level 3 – 5 on the North Carolina EOC tests in Biology, English II and Math I
- Passing final grades in Math, Language Arts, Science and Social Studies for the academic year
- Recommendations from the teacher, guidance counselor and principal regarding classroom performance and maturity of student

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

10<sup>th</sup> Grade – 6 Credits including Math I and English I

11<sup>th</sup> Grade – 13 credits including English II

12<sup>th</sup> Grade – 20 to 27 credits including English III and English IV

13<sup>th</sup> Grade – 27 credits including English IV

Only students classified as juniors or seniors may participate in those grade level appropriate activities, including prom, the NC State Fair Trip, the senior trip, senior week, and other graduation related events.

**Work Co-Op is for Juniors and Seniors only.**

### **Transfer Students**

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

### **Applying for Graduation**

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

### **Early Graduation**

If a student desires to graduate high school in the Fall Semester and they meet all standard graduation requirements, they may complete an early graduation application to meet with the counselor to ensure all standard high school requirements 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 school principal, and the decision will be notified in writing. If a student graduates early, they will be eligible to participate in senior activities up to the semester they achieve allowable graduation requirements. **They will also be eligible to participate in the graduation ceremony.**

### **Alternative Diploma**

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

## **NC Course of Student Graduation Requirements**

Content Area	Future Core Reading Course of Study Requirements	Future Core Reading Course of Study Requirements	Occupational*** Course of Study
	Students who entered 9 <sup>th</sup> grade 2011-12 school year	Students who entered 9 <sup>th</sup> grade 2012-13 & after	Placement Required
English	4 Credits I, II, III, IV	4 Credits I, II, III, IV	4 Credits Occupational English I, II, III, IV
Mathematics	4 Credits Math I, II, III, and one Advanced Math	4 Credits Math I, II, III, and one Advanced Math	3 Credits Occupational Mathematics I, II, III



Science	3 Credits A Physical Science Course, Biology, Earth/Enviro Science	3 Credits A Physical Science Course, Biology, Earth/Environmental Science	2 Credits Life Skills Science I, II
Social Studies	3 Credits Government/Economics (ELPS) US History, World History I & II	4 Credits Government/Economics (ELPS), American History 1 & 2, World History	2 Credits Social Studies I (Government/US History) Social Studies II (Self- Advocacy/ Problem Solving)
Health and Physical Education	1 Credit Health & PE	1 Credit Health & PE	1 Credit Health & PE
Second Language	2 Credits of a CTE, Arts, or Foreign Language Sequence	2 Credits of a CTE, Arts, or Foreign Language Sequence	Not Required
Career Technical			4 Credits Career/Technical Education Electives
Arts Education (Visual Arts, Dance, Music, Theatre Arts)			Recommend at least one credit in an art discipline and/or requirement by local decision.

\*\*Completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment.

### **Entry into a University of North Carolina Institution**

To enroll in any of the sixteen public universities, which make up the University of North Carolina System, undergraduates must meet these minimum requirements and have earned a high school diploma with a cumulative GPA of 2.5.

<b>Courses</b>	<b>Units</b>	<b>Specific Courses</b>
<b>English</b>	<b>4</b>	<b>I, II, III, IV</b>
<b>Math</b>	<b>4</b>	<b>NC Math I, II, III and Advanced Math</b>
<b>Science</b>	<b>3</b>	<b>Physical Science, Chemistry or Physics, Biology or Advanced Biology, one lab science, Earth/Environmental</b>
<b>Social Studies</b>	<b>4</b>	<b>American History I &amp; II, U.S. History, World History, Civics &amp; Economics</b>
<b>Foreign Language *</b>	<b>2</b>	<b>Spanish</b>

**\*Recommended, but not required by all. Some universities require two or more years of the same language. Check the specific university you wish to attend. In addition, students are encouraged to take one foreign language and one math course during their senior year.**

### **North Carolina Scholars Designation**

Students who complete the requirements of an academically challenging high school program prescribed by the state will be named as a North Carolina Academic Scholar. These students will have a mark of recognition on the graduation program, seal of recognition on the diploma, 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 unweighted 3.5 average or its equivalent, as determined by the board of education, and have completed these 27 required units among others.

<b>Discipline</b>	<b>Units</b>	<b>Specific Courses</b>
English	4	I, II, III, IV
Math	4	NC Math I, II, III, and Advanced Math
Science	3	Physical Science or Chemistry, Biology and an Earth Environmental Science
Social Studies	4	Civics/Economics, World History, U.S. History I & II
Foreign Language	2	Two levels of the same language
Health & PE	1	Health & PE
Additional Units	2	One credit in Career Technical and one Credit in Art Education
Electives	5	At least two second level or advanced courses

### **Academic Awards**

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

### **Class Rank**

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

### **Marshals**

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

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

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

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

### **Honor Graduates**

Seniors having at least a 3.00 quality point average on the state-mandated scale will be designated honor graduates. Final averages in all courses taken in the ninth, tenth, eleventh grades and through the first

semester in the twelfth grade and additional quality points will be used to compute class rank. Their names will be marked with an asterisk (\*) on the graduation program. Honor graduates will wear gold honor cords during the graduation services.

### **Academic Recognition For Seniors**

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

- Summa Cum Laude - for GPA 3.9 and above
- Magna Cum Laude - for GPA 3.75 through 3.899
- Cum Laude - for GPA 3.50 through 3.749

Graduates receiving this honor will have special marks by their names on the graduation program denoting their achievements. (ie. Ω Δ π)

### **Concerns/Grievances**

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

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

### **Academic Concerns**

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

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

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

### **Locks and Lockers**

Students will get a locker and a combination for the locker at the beginning of the year. They should lock valuables in their lockers. If a student is taking a PE class, they may purchase a lock to use in the locker room to store their valuables during PE time. Students in middle grades must use lockers to store bags and items not needed for class in an effort to eliminate clutter in the classrooms.

### **Telephone use**

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

### **Cellular Phones & Electronic Devices for Grades 6-8 Students**

Students at Mattamuskeet Early College High School in grades 6-8 are prohibited from using cellular phones and electronic devices (iPod, mp3 and/or music playing/gaming devices). They are not permitted to be used on the bus nor are students able to use them during the school day. If a middle grades student remains on campus after school, he/she may not use their cell phone until the campus is cleared (buses and cars picking up students have left campus), which is usually 3:15 P.M. If bus drivers see middle

school students with a cell phone, they are to remind students they are not permitted to use a cell phone and turn in the names of the students to administration immediately. **If brought on campus, cell phones are to be turned off and remain off during the day. Students will hand their phones over to the teacher at the beginning of each class.** Cell phones may not be kept on one's person or in a bookbag. If so and they are seen or heard, they will be confiscated and subject to the consequences of this policy.

**1<sup>st</sup> Offense** – the item will be confiscated, an office referral will be written, administration will notify the parent to come to school to pick up the device(s) at the end of the school day and the student will be assigned to 1 day of In School Suspension.

**2<sup>nd</sup> Offense** - the item will be confiscated, an office referral will be written, administration will notify the parent to come to school to pick up the device(s) at the end of the school day and the student will be assigned to 2 days of In School Suspension.

**3<sup>rd</sup> Offense** – the item will be confiscated, an office referral will be written, administration will notify the parent to come to school to pick up the device(s) at the end of the school day and the student will be assigned to 3 days of In School Suspension. In addition, the administration will inform the student and parents any more incidents of this nature will result in confiscation of the device for the remainder of the year and out of school suspension.

**4<sup>th</sup> Offense** – the item will be confiscated for the remainder of the year, parents notified the device will be returned to them at the end of the school year and the student will be suspended from school.

**Future Offenses** – will result in a suspension from school. The administration has the discretion to determine the number of days, which will be based on the number of offenses. There could possibly be a recommendation for long-term suspension, which is consistent with board policy (if a student continues to bring a cell phone/electronic device on campus).

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

***\*Refusal to surrender a cell phone/electronic device when asked is considered violating the policy. Violation of the policy shall result in disciplinary consequences, including suspension. Parents will be notified.***

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

### **Cellular Phones & Electronic Devices for Grades 9-13 Students**

Cell phones/electronic devices may only be used during breakfast, lunch and at the end of the school day. All other electronic devices, including music playing and “gaming” devices, are prohibited. Please note: the student code of conduct applies to all electronic communication during school hours. **During class/instruction time, cell phones are to be turned off and stored in the class cell area. All other devices, such as headphones, are to be put away. On the first day of school, teachers will show students where the class cell area is located; cell phones are expected to be stored in this container during class time. Students are not permitted to keep their phones in their possession at any time during class period.** Personal electronic devices, mainly but not prohibited to cell phones, have become a major disruption and interference with student learning. Once inside classrooms, students must store their cell phones/electronic device(s) in the location their teacher has shown them. When in the library, cell phones/electronic devices are to remain while the student is in the library. **If a cell phone/electronic device rings, vibrates, plays, or is used for any reason, or visible to the teacher/staff member at any time during class time, or if a student is caught using it on campus during class/instructional time, the device will be confiscated, turned in to administration and a parent will be contacted to come pick up the device. This includes times when a student is allowed to go the bathroom or other areas (office, media center, etc.) during instructional/class time.**

***Devices observed during class time will be handled in the following manner:***

**1<sup>st</sup> Offense** – the item will be confiscated, an office referral will be written, administration will notify the parent to come to school to pick up the device(s) at the end of the school day and the student will be assigned to 2 days of In School Suspension.

**2<sup>nd</sup> Offense** - the item will be confiscated, an office referral will be written, administration will notify the parent to come to school to pick up the device(s) at the end of the school day and the student will be assigned to 3 days of In School Suspension. In addition, the administration will inform the student and parents any more incidents of this nature will result in confiscation of the device for the remainder of the year and out of school suspension.

**3<sup>rd</sup> Offense** – the item will be confiscated for the remainder of the year, parents notified the device will be returned to them at the end of the school year and the student will be suspended from school.

**Future Offenses** – **will result in a suspension from school. The administration has the discretion** to determine the number of days, which will be based on the number of offenses. There could possibly be a recommendation for long-term suspension, which is consistent with board policy (if a student continues to bring a cell phone/electronic device on campus).

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

**\* Refusal to surrender a cell phone/electronic device when asked is considered violating the policy. Violation of the policy shall result in disciplinary consequences, including suspension. Parents will be notified.**

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

### **Volunteers**

We welcome volunteers in our school. We find that those who volunteer in the school become real champions of public education. If you are interested, please call the Administrative Assistant (Malinda Harris) to set up a date and time. Our goal is to put volunteers in the classroom where they are most beneficial. Anyone who would like to volunteer must be approved following a background check.

### **Clubs and Organizations**

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

### **Fundraising**

Fundraisers will be limited and must be approved by the principal. Students and parents are encouraged to take an active part in supporting school fundraising efforts. Any student involved in a fundraiser, who does not return the merchandise and/or monies, will be placed on the indebtedness list. All grade levels are required to have at least one fundraising per year in order to pay for their Junior Prom and to offset their Senior year trip.

## **Dances**

Only guests who have been pre-approved by the principal may attend school-sponsored dances. Guests with criminal records, or who may be under investigation are not eligible to attend. **MECHS students who owe money or who are assigned to or served ISS or OSS from their regular school program are not allowed to attend. No one age 21 or older may attend a school sponsored dance, including the Junior/Senior Prom (the principal may grant an exception to this rule as deemed appropriate).**

Attire for the Junior/Senior Prom should be comfortable but appropriate. This would include clothing that is not too revealing, too tight or too loose-fitting. If the clothing is deemed inappropriate by the staff, the student and guest can be asked to leave. Students may show a picture of their desired attire to administrators to get prior approval before purchasing the item (students will be required to email the desired attire picture to administrators).

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

## **Senior Activities Eligibility**

Students who are not passing current coursework and who are endanger of exceeding the attendance policy will not be able to attend senior activities.

## **Mattamuskeet Library**

The mission of this cooperative library is to ensure that the citizens of Hyde County are effective users of ideas and information, and to bring them the most convenient library services possible.

## **Hours**

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

## **Book Check Out**

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

## **Overdue Fees**

Fees will be charged for all overdue materials:

- Books and Magazines: \$.25 per day (including weekends and holidays)
- Videos: \$1.00 per day (including weekends and holidays)

Students with overdue materials and unpaid fees/fines will be placed on an indebtedness list and will be unable to participate in school activities. A student indebtedness list will be issued to principals and teachers at the end of each month.

## **Identification Cards**

New Identification (ID) Cards will be issued to incoming students. The ID cards are needed to check out library books and are to be scanned for breakfast and lunch. In order to receive a student discount admission to home Laker ball games, students must have their school ID card.

## **SAFETY**

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

## **Fire Drills**

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

## **Tornado Drills**

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

## **Lockdown Drill**

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

## **Adverse Weather Conditions**

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

## **LUNCH DETENTION (LD) AND AFTER SCHOOL DETENTION (ASD)**

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

### **Detention Programs will follow these procedures:**

#### **Two Types of Detention**

The first type of detention will be given by teachers for minor class disruptions and will result in lunch detention. Mrs. Sandy Carawan will serve as the middle grades lunch detention coordinator and Ms. Renee Mackey will serve as the upper grades lunch detention coordinator. To assign lunch detention, teachers will enter a minor referral into Educator's Handbook and email Mrs. Carawan or Ms. Mackey (cc'ing administration) informing them of who has been assigned to them for lunch detention. When students are assigned lunch detention, they must have assignments to work on.

The second type of detention will be given by administration. A referral will be entered into Educator's Handbook prior to the assignment of After School Detention. **Examples** of reasons for these detentions are: excessive tardies, major class disruptions and dress code violation.

#### **When and Where Do We Hold After School Detention?**

Monday through Thursday from 3:00 P.M. to 4:00 P.M. in Mr. Richard Perry's room in Building 600.

#### **While In Detention, Students**

- will be given assigned seats
- will not be permitted to talk
- will work on academic assignments (classwork or homework)
- will not sleep
- will not use electronic devices

### ***For After School Detention***

Students will report to Malinda Harris when the 3:00 P.M. bell rings and wait for Mr. Perry to pick them up.

Parents will be notified by the administration when their child has been assigned detention. Parents must be able to provide or arrange transportation home when their child is assigned to ASD. If the parent is unable to make arrangements for transportation, the student will be assigned to ISS.

- Failure to abide by the rules listed above for LD or ASD, students will be assigned either an extra day of ASD day, a day of ISS or OSS, pending their behavior.
- Teachers will be notified of students who will attend ASD and, if it is their wish to use that time to work with the student(s), they (the teacher) can also report to ASD to act as a tutor.
- Students who are in ASD **may not** report to athletic practices or events as an athlete or spectator after ASD is over. Also, students who are in ASD **may not attend** other after-school activities, including 21<sup>st</sup> Century Program.

### **Student Dress Code**

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

#### **Acceptable Bottoms**

Jeans, Docker/khaki pants, dress pants, capri-length pants, shorts, skorts, and skirts are acceptable with the following conditions:

- All bottoms (such as pants, jeans, shorts, skorts, and skirts) must be securely fastened around the hips. Pants worn below hips are unacceptable. Males must wear a belt if the bottoms have belt loops.
- Over/under sized sagging or skin tight garments are not allowed regardless of age, gender, or body type.
- All dresses, shorts, skorts and skirts must be no more than 4 inches above the knee.
- Leggings are permitted when worn under appropriate length dress, skirts, shorts, or skorts (which must be no more than 4 inches above the knee). Leggings, jeggings, and yoga pants are not to be worn as bottoms alone.
- **Bottoms with holes, rips, tears, shreds or patches are not permitted. This includes jeans.**
- Undergarments should not be visible. See through clothing is prohibited.
- Pajamas are not allowed.

#### **Acceptable Tops**

- Shirts and tops should be long enough to cover the midriff when sitting or standing.
- Shirts, tops and dresses must cover back, chest and shoulder areas - **spaghetti strap tops and tank tops are not allowed.**
- Undergarments should not be visible. See through clothing is not allowed.
- Must be size-appropriate.
- Writing on shirts which express inappropriate words or which have inappropriate pictures are not allowed.
- Tops should not have holes, rips, shreds, tears or patches.

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

#### **Acceptable Shoes - shoes must be secured at all times.**

- Tennis shoes, boots and sandals with a strap around the ankle are allowed.
- Athletic shoes must be worn to PE



## **Unacceptable Shoes**

- Bedroom shoes/house shoes **are not allowed**.
- Flip flops, Crocs, Slides and any type of shoe without a secure heel **are not allowed**.

## **Accessories**

Accessories are acceptable with the following conditions:

- Items not physically worn as jewelry (examples: combs, picks, bandanas, do-rags, hats, sweatbands, headbands, or rubber bands used as head/sweat bands that are not being used to hold back hair, sunglasses) are not permitted. Items used to hold hair securely away from the face in either “ponytail or man-bun” are school-appropriate and do not constitute a classroom or other venue distraction, as long as only one item is used to create the style. Furthermore, the item allows the hair to lay neatly.
- Winter accessories (examples: gloves, toboggan-style fitted knit hats) are acceptable for outdoor activities only and **must not be worn in the building**.
- **Hats, caps or other head coverings are not permitted indoors.**

## **Other**

- Clothing or accessories relating to gang attire is prohibited.
- **Bandanas are not permitted at any time, including being used for a headband.**
- Clothing or accessories that promote alcohol, tobacco, drugs, sex, profanity, racism or violence are not permitted.

This list is not all inclusive. Other items may be prohibited if they are found to impede student learning.

Students who are out of compliance with school dress code will be addressed by the teacher, who will also notify administration. Please note out of compliance includes situations in which students can “adjust” part of their clothing to become in compliance. Additionally, the following consequences will be issued:

**First offense:** Student will immediately be sent to ISS. Parents will be contacted by administration and they will need to make arrangements for someone to bring the child a change of clothes or to pick up the child to change and return to school. The student will remain in ISS until the dress code can be fixed.

**Second offense:** Student will immediately be sent to ISS. Parents will be contacted by administration and they will need to make arrangements for someone to bring the child a change of clothes. The student will remain in ISS for the day.

**Third offense:** Student will immediately be sent to ISS. Parents will be contacted by administration and they will need to make arrangements for someone to bring the child a change of clothes. The student will remain in ISS for the day and will be assigned to ISS for 3 days.

**Further offense:** Student will immediately be sent to ISS. Parents will be contacted by administration to pick up their child. The student will receive an OSS for the remainder of the day and upon returning to school, will be assigned to ISS for 4 days.

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

## **Student Behavior and Consequences**

Schools have an obligation to provide a safe and orderly environment conducive to learning. Students have an obligation to adhere to a code that supports and promotes a clean, safe and orderly learning environment.

Student instructional time in the classroom is one of the most valuable resources in the school setting. Students should strive to take care of all personal business during class changes. If a student needs to

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

**Category A**

Rough housing  
notification  
Minor Vandalism  
notification  
Display of Affection  
Inappropriate Lang/Materials  
Misconduct/Class Disruption  
days

**Consequences for Behavior**

1<sup>st</sup> offense is 1 day ASD and parent  
2<sup>nd</sup> offense is 1 day ISS and parent  
3<sup>rd</sup> offense is 3 days ISS and ABC  
4<sup>th</sup> offense is 4 days ISS  
5<sup>th</sup> offense is 5 days OSS  
6<sup>th</sup> offense is Administrative decision on OSS

**Category B**

Instigating Fight/Disagreement  
notification  
Threat of Harm to Students (Verbal)  
Skipping (10) minutes  
Verbal Altercation  
Profanity/Gestures  
OSS days.

**Consequences for Behavior**

1<sup>st</sup> offense is 1 day ASD and parent  
2<sup>nd</sup> offense is an ABC  
3<sup>rd</sup> offense is 3 days ISS  
4<sup>th</sup> offense is 4 days ISS  
5<sup>th</sup> offense is 5 days OSS  
6<sup>th</sup> offense Administrative decision on

**Category C**

Theft  
Plagiarism  
Disrespect to faculty (Defiance, talking back)  
Dishonesty (cheating on tests, quizzes, lying)  
Skipping School  
Lewd, obscene, dangerous activities (not physical)  
OSS days.

**Consequences for Behavior**

1<sup>st</sup> offense is ISS  
2<sup>nd</sup> offense is OSS 1  
3<sup>rd</sup> offense is OSS 3  
4<sup>th</sup> offense is OSS 5  
5<sup>th</sup> offense is OSS 10  
6<sup>th</sup> offense is Administrative decision on

**Category D**

Sexual/Racial Misconduct  
Fighting  
Inappropriate Touching  
Threat of harm to staff  
Serious Disrespect

**Consequences for Behavior**

1<sup>st</sup> offense is OSS 3 days  
2 OSS 5  
3 OSS 10  
4 Administrative decision on OSS days.

**Classroom Discipline**

Teachers will use the Mattamuskeet Campus expectations for classroom behavior so students will know what is expected. Students who choose to disregard our expectations for positive behavior will be redirected by the classroom teacher, issued a classroom level consequence such as lunch detention or potentially referred to the administration. The teachers shall contact the parents when a student presents a negative disruption to the learning process. Teachers will document the student misbehavior.

**Candy, Food, and Drink**

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

## **Athletics**

Students are encouraged to participate and attend athletic events throughout the 2019-2020 school year. Being involved in extracurricular activities enhances not only your physical being, but provides you the opportunity to become a team player, leader, motivator, supporter, and develop individual character.

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

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

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

### **Eligibility Requirements:**

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

## **Academics for Athletics**

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

- All athletes must maintain grades between "A's" and "D's" and have a GPA of a 2.0 or higher.
- No grades of "F" and/or below a 2.0 GPA are permitted.
- Student-athletes will undergo a three strike system, as noted below.
- The grade report of all student-athletes shall be checked every Monday by the Athletic Director. If any of our athletes do not meet the criteria above, they are then suspended from competition for a total of one week. If the student is ineligible, it shall be Monday through Friday of that week.
- Administration, parents, teachers and coaches will be notified if a student is deemed ineligible after the Athletic Director has conferenced with the student.
- All North Carolina Eligibility rules still apply with having passed 3 of 4 classes the previous semester.

### **Warning**

Student-athletes who have ONE grade of “F” 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 “F”s” and a 2.0 or higher GPA in order to participate in any and all athletics they choose to be involved in. The student-athlete shall meet with the athletic director to discuss plans for improvement.

### **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 left 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 athletic director to discuss a plan of action to regain eligibility.**

#### **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 the 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 shall be dismissed from the team. All association with their team shall be terminated for the remainder of the season.

### **Online Sports Registration**

We are continuing to offer the convenience of online registration for athletic paperwork through FamilyID (www.familyid.com). FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs.

#### **BEFORE YOU REGISTER:**

Make sure physical is current by checking with Athletic Director, Codey Horton.

#### **INFORMATION NEEDED TO REGISTER:**

Current insurance and primary doctor information.

#### **REGISTRATION PROCESS:**

**A parent/guardian should register by clicking on this link:** <http://www.familyid.com/mattamuskeet-early-college-high-school>

#### **Follow these steps:**

1. To find your program, click on the link provided by the Organization above and select the registration form under the word **Programs**.
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first time using FamilyID, click **Create Account**. Click **Log In**, if you already have a FamilyID account.
3. **Create** your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the FamilyID Terms of Service. Click **Create Account**.
4. You will receive an email with a link to activate your new account. (If you don’t see the email, check your E-mail filters (spam, junk, etc.).)

5. Click on the link in your activation E-mail, which will log you in to FamilyID.com
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the **Save & Continue** button when your form is complete.
8. Review your registration summary.
9. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s).

To view a completed registration, select the 'Registration' tab on the blue bar.

#### **SUPPORT:**

- If you need assistance with registration, **contact** FamilyID at: [support@familyid.com](mailto:support@familyid.com) or 888-800-5583 extension 1
- Support is available 7 days per week and messages will be returned promptly.

#### **ADVANCE TICKETS**

Advance tickets may be purchased at reduced rates **for MECHS students only**. They are available for purchase on the day of all middle and high school athletic events in the main school office during non-class time.

Students who are participating in athletics after school must be with a coach **at all times**. Athletes are responsible for acquiring their own transportation home.

### **Student Support Services**

#### **Health Services**

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

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

Let your school nurse know of any health problems your child has so that we can make sure your child is cared for appropriately at school. You will receive a Medical history Update Form to fill out on your child. Please fill this form out and return it to your school nurse. Remember that we cannot address health issues if we are not aware of them.

Let your school nurse know if your phone number or address changes. If your child becomes sick at school or if there is an emergency we will need to be able to contact you.

We strongly encourage parents to give necessary medications at home when possible. If needed, we can administer medications to students at school however, only if we have a Medication Authorization Form filled out by your child's doctor and signed by you. If your child needs medication at school, please notify your school nurse and for your child's safety, please do not send medication to school with your child.

To protect other students and staff, we will send students home if they show signs of a possible contagious illness. **If your child has exhibited a fever, vomiting or diarrhea in the last 24 hours, please do not send them to school.**

Please understand that our nurses are not physicians, therefore they cannot diagnose medical conditions or prescribe medicine. If you think your child is sick and needs medical attention please take them to their pediatrician or primary care provider for treatment.

Remember that we are here to serve you, so if you have any questions about your child's healthcare at school, please do not hesitate to call us.

### **Medication during School Hours**

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

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

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

You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).

In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact the principal or our school nurse.

### **Child and Family Support Team (CFST)**

CFST is a support program consisting of a social worker and nurse and is designed to link students and families to community resources, improve overall student health, and increase academic achievement. Students can be referred by self-referral, teachers/staff, and concerned parents. The CFST team can also assist students in behavioral change, improved self-esteem, chronic disease management, and improved coping strategies such as anger management. Referrals can be made by telephone, email, written notice, or digitally through our website. Please see our website or contact Mrs. Christina Smith for more information, helpful blog topics, and community resources.

### **21<sup>st</sup> Century Afterschool Program**

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

### **School-Based Therapy Services**

Dream Provider Care Services provides school-based therapy services for all students enrolled in Hyde County Schools. Contracted Licensed therapists can provide interventions for students struggling with mental illness, grief, depression, anxiety, behavioral issues, and many other childhood struggles. Please contact the school social worker Mrs. Christina Smith for more information on this service.

## **Juvenile Crime Prevention Council (JCPC)**

The program provides individual / group counseling for identified at-risk youth, 11-17, and family members. Other referrals will be considered on a case by case basis. Individual student/parent sessions are held with each participant followed by small group sessions as appropriate. Individual parent/guardian sessions are also held to enable the JCPC Counselor to work effectively with identified youth.

Individual youth and youth group sessions focus on anger and stress management, peer relations, and developing positive interactions with adults. Botvin, Life Skills curriculum is regularly implemented with participants.

## **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.

## **Attendance Records**

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

## **Excused Absences**

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

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

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

***All notes for excused absences must be brought in on the day the student returns to school.***

***Failure to do so shall result in the absence being deemed unexcused. Final decisions will be determined at the discretion of the administration and/or designee.***

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services, as defined by policy 4050, Children of Military Families; and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

**Absences due to extended/chronic illnesses requires a detailed statement from a physician and is only good for that school year. If continued absences are needed the parent should contact the school counselor about a 504 plan. Any student who has missed 3 or more consecutive days**

**from school must bring a doctor's note on the day of his/her return to school in order for absences to be counted as excused.**

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

### **School-Related Activities**

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

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

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

### **Unexcused Absences**

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

### **Compulsory Attendance Law**

#### ***Article 26.***

#### ***Attendance.***

#### ***Part 1. Compulsory Attendance.***

#### ***§ 115C-378. Children required to attend.***

1. Every parent, guardian or custodian in this State having charge or control of a child between the ages of seven and 16 years shall cause the 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 custodian 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 the 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.
2. No person shall encourage, entice or counsel any child of compulsory school age to be unlawfully absent from school. The parent, 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 board policy.
3. The principal, superintendent, or a designee of the principal or superintendent shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause that does not constitute unlawful absence as defined by the State Board of Education. The term "school" as used in this section includes all public schools and any nonpublic schools which have teachers and curricula that are approved by the State Board of Education.



4. All nonpublic schools receiving and instructing children of compulsory school age shall be required to make, maintain, and render attendance records of those children and maintain the minimum curriculum standards required of public schools. If a nonpublic school refuses or neglects to make, maintain, and render required attendance records, attendance at that school shall not be accepted in lieu of attendance at the public school of the district to which the child shall be assigned. Instruction in a nonpublic school shall not be regarded as meeting the requirements of the law unless the courses of instruction run concurrently with the term of the public school in the district and extend for at least as long a term.
5. The principal or the principal's designee shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated **three unexcused** absences in a school year. After **not more than six unexcused** absences, the principal or the principal's designee shall notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and the child's 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. The attendance counselor may request that a law enforcement officer accompany him or her if the attendance counselor believes that a home visit is necessary.
6. After **10 accumulated unexcused** absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's 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 or the principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal or the principal's designee determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal or the principal's designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

Documentation that demonstrates that the parents, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall constitute prima facie evidence that the child's parent, guardian, or custodian is responsible for the absences. (1955, c. 1372, art. 20, s. 1; 1956, Ex. Sess., c. 5; 1963, c. 1223, s. 6; 1969, c. 339; c. 799, s. 1; 1971, c. 846; 1975, c. 678, s. 2; c. 731, s. 3; 1979, c. 847; 1981, c. 423, s. 1; 1985, c. 297; 1991 (Reg. Sess., 1992), c. 769, s. 2; 1998-202, s. 13(aa); 2001-490, s. 2.38; 2003-304, s. 3; 2009-404, s. 1.)

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

### **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 will be expected to report to ASD and may be assigned to ISS for such offenses. **Parents will be notified when their child has accumulated 5 excused absences for year-long classes and three excused absences for semester long classes.** *Please make sure the main office and your student's teacher has all of your updated contact information in the event that you need to be contacted. Also, please make sure you let us know the best form of communication (email, telephone, etc.).*

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

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

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

**Step 1:** Student accumulates **3 unexcused** absences...

Conference between the administration and student; parent is notified via a phone call; letter mailed home.

**Step 2:** Student accumulates **6 unexcused** absences...

Conference between the administration, parent and student; referral to school Social Worker; letter mailed home; home visit scheduled

**Step 3:** Student accumulates **10 unexcused** absences...

Letter to parent(s) requesting a conference within 5 days sent by Social Worker.

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

*During step 3 (after the parent receives the letter), if the parent makes NO CONTACT with the school, the Social Worker will schedule a parent meeting (with the Principal) to determine "Good Faith Effort" in correcting the attendance issue.*

*If the "Good Faith Effort" is not met, the Principal will file a truancy petition with the magistrate*

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

## **Tardies**

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

## **Tardy Monitoring Procedures**

### **Tardy Procedure:**

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

## **Hyde County Schools FERPA Notice**

The Family Educational Rights and Privacy Act (**FERPA**) afford to parents/legal guardians of students, and to the 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 an 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, DC 20202-4605**

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

### **Legal Matters/Discipline**

In North Carolina, for any person to possess or carry, whether openly or concealed, any knife, gun, pistol, rifle, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property is a Class I felony. According to General Statutes 115C-391, subsection (d1), "A local board of education shall suspend for 365 days any student who brings a weapon, as defined in G. S. 14-269-2 (b) and (g), onto school property."

In North Carolina it is a misdemeanor for any person to possess or carry any BB gun, air rifle, air pistol, knife of any kind, slingshot, leaded cane, blackjack, metallic knuckles, razor or razor blades, fireworks

or any sharp-pointed or edged instrument. Hyde County Code of Conduct states that a student will be suspended for ten (10) days and can be recommended for a long-term suspension and possible 365-day suspension for this infraction.

Parents and students are reminded that in a hunting community, everyone must be particularly alert to this law and remember to stay off educational property when such weapons are in the vehicle.

Any student who makes a bomb, bomb threat or bomb hoax on school property will receive a 365-day suspension from school. Local law enforcement will be notified and the student may face criminal charges. In addition, if the student is found to be guilty the judge may order the person to pay restitution, including the costs and damages resulting from the disruption of the school day. The parent or guardian of a student making a bomb threat or hoax may be held liable to the school and school system for negligent supervision of a minor.

**\*\*Most of the following offenses are reportable to law enforcement, the Department of Juvenile Justice, and/or the Department of Social Services.**

### **Code of Student Conduct**

**\* please note these are subject to change \***

In order to maintain good order in the schools, the Hyde County Board of Education presents this code of student conduct. The purpose of the code is to specify the rules governing student conduct and discipline relating to the conduct and behavior of students in the Hyde County School System.

To help the school system and students comply with the code, the Board earnestly solicits the cooperation of every student, of every parent and of the community at large. Parents and students shall receive a copy of the code when a child is first enrolled in the Hyde County Schools and at the beginning of each school year.

All students shall comply with the code of student conduct of the Hyde County Schools, state and federal laws, Board policies, and local school rules governing student behavior and conduct. The code of conduct applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, who is on a school vehicle or at a school bus stop, who is subject to the authority of school personnel or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

The principal is the recognized and legal authority in the school. The teacher is the authority in the classroom. The code of conduct does not restrict in any way the authority of principals to make such rules, not inconsistent with the code, as they are authorized by law to make in operating their respective schools. Nor does the code restrict the authority of teachers to make such rules, not inconsistent with the code, as they are authorized by law to make in their respective classrooms. During any period of time when they are subject to the authority of school personnel, students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teachers' aides, and all other school personnel who are authorized to give such directions.

Violations of Board policies, the code of student conduct, local rules issued by the individual schools, or North Carolina General Statutes, may result in disciplinary action, including short-term suspension (up to 10 days), long-term suspension (up to the remainder of the school year), and expulsion where authorized. Students shall be informed of local school rules that, if broken, may result in short-term and long-term suspensions and expulsions.

Any student suspended or expelled from school is to remain off any school bus or school campus for the duration of the suspension or expulsion period. Students are not to attend any athletic contest or participate in any extracurricular activities during the suspension or expulsion.

A student who has been suspended by a school principal shall not be eligible to enroll in any school in the school district during the suspension period. Expelled students are permanently barred from attending any school in the Hyde County School System, unless and until the expulsion is withdrawn by the Board. When a school official learns or suspects that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, the official shall report immediately such violation to the proper law enforcement agency for investigation and prosecution. In such cases, school officials shall cooperate fully with the law enforcement agency. However, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

Consequences provided in this code are considered guideline consequences. The principal has the authority to exercise his/her to apply a greater or lesser consequences than those specified in the code, based on mitigating or aggravating facts such as repeated violation and the age/maturity of the student.

## **Hyde County Board of Education Drug Prevention Policy**

The purpose of this policy is to promote a drug-free environment for all students in the Hyde County Schools. A strong “no-use,” “zero tolerance” message will be used to educate students.

### **Alcohol and/or Drugs**

No student shall possess, use, sell, deliver, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other drugs defined as a controlled substance pursuant to Chapter 20 of the N.C. General Statutes. Chapter 18A of the N.C. General Statutes also states that no student shall possess, use, or transmit drug paraphernalia, as defined in Chapter 90 of the N.C. General statutes.

This drug policy is in effect during regular school hours and during all school-sponsored activities. The only exception is when medical doctors prescribe the possession of such drugs. It is the responsibility of the parent/guardian of the student to inform the school of the prescribed drug they will need during school or at extracurricular activities.

The word “possession” shall mean having the power or intent to control a prohibited substance in the student’s automobile, locker, desk, etc. or on a student’s person at any school related activity.

The word “use” shall mean the consumption, injection, inhalation, or absorption of a prohibited substance into a student’s body by any means at anytime during regular school hours or during any school related activity. The word “sale” shall mean the exchange of prohibited substance for money or other reason. The word “deliver” shall mean actual transfer from one person to another of a controlled substance.

## **Drug/Alcohol Violations**

**Knowingly possessing, using, transmitting, selling, conspiring or attempting to transmit or sell, or being under the influence of alcohol/drugs will result in a suspension for up to ten days. The matter may be turned over to law enforcement officials for possible prosecution.**

The following conditions must be met before the student is allowed to return to school:

- the parent/guardians and student meet with the principal so that assurances can be made that the students will abide by school rules;
- these conditions may include, but are not limited to, attending one or more of the following programs;
- drug/alcohol rehabilitation programs;
- substance abuse counseling; (group or individual)
- any other alternative or intervention program as approved by the board of education.

**First Offense:** The first offense will result in an automatic five-day to ten-day out-of-school suspension. In addition to the suspension, the principal may make a recommendation to the superintendent for long term suspension for the remainder of the school year.

**Second Offense:** The second offense will result in an automatic ten-day out-of-school suspension and a recommendation for expulsion of the student for the remainder of the school year. If the student is expelled, he/she may re-enter school the following year provided he/she

- has proof of completion in one or more intervention programs, and
- has met with the principal and received approval for re-entrance

**Third Offense:** The third offense will result in an automatic expulsion from school for the remainder of the year.

## **Definition of Drug:**

1. *a*: a substance used in dyeing or chemical operations

*b*: a substance used as a medication or in the preparation of medication

*c*: according to the Food, Drug, and Cosmetic Act (1) : a substance recognized in an official pharmacopoeia or formulary (2) : a substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease (3) : a substance other than food intended to affect the structure or function of the body (4) : a substance intended for use as a component of a medicine but not a device or a component, part, or accessory of a device

2. a commodity that is not salable or for which there is no demand —used in the phrase *drug on the market*

3. something and often an illegal substance that causes addiction, habituation, or a marked change in consciousness

## **Tobacco Use**

The board of education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, and school facilities. In addition, the board of education recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke, for the students and employees in the school system. Finally, the board of education recognizes that it has a legal obligation pursuant to Title X of Public Law 103.227 to provide schools that are smoke free. Accordingly, the board of education enacts the following:

Students may not possess, display, or use any tobacco products at any time on the school premises, including personal vehicles, or while attending or participating in school-sponsored events.

For the purpose of this policy, “tobacco product” is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

**First Offense:** The principal will arrange a student/parent conference to explain the policy and distribute pertinent information. The student will receive at least one day OSS according to the principal's discretion and referred to a smoking cessation program.

**Second Offense:** Parents will be notified and the student will receive at least three days OSS.

**Third Offense:** Parents will be notified and students will receive at least five to ten days OSS.

**Fourth Offense:** The principal will recommend the student's expulsion for the remainder of the year.

### **Due Process, Notification and Enforcement (Rehabilitation):**

The Hyde County School System will make available to a student the names of agencies that can offer appropriate rehabilitation to the student. Such agencies may include Tideland Mental health, Drug Rehabilitation centers, and private counselors. Any student suspended from school for a drug or alcohol matter must attend one or more of these programs. Failure to do so without justification will result in a recommendation to the superintendent for expulsion from school for the remainder of the year. The Principal or his/her designee shall notify as soon as possible the parent/guardian of a student who has violated the above policy. Following this notification, a scheduled conference will be held with the involved persons. The principal or his/her designee shall inform the appropriate law enforcement agency when any controlled substance is possessed, used, sold, or distributed at school or any school-related activity. Any controlled substance confiscated by school officials shall be turned over to the sheriff for identification, if necessary, and for disposal. The report of the law enforcement agency attesting to the nature of any confiscated substance will be made known at the student disciplinary hearing. School officials shall assist law enforcement officials with prosecution of any person who sells or who is believed to have sold any controlled substance at school or at a school-related activity.

- A. Any student suspended from school due to a drug or alcohol related matter that has completed one or more of the above mentioned programs will be admitted back into school without further recourse.
- B. Due Process will be followed throughout the courts by the Hyde County School System when involved with a student concerning any and all drug and alcohol related matters.
- C. It is mandatory that each student understand and comply with the rules and regulations established by the Hyde County Board of Education. A copy of this policy will be given to each student of the Hyde County School System.

### **Policy No. D5**

#### **Gambling**

Participation in any unauthorized games of chance involving money, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others. Possession of lottery tickets in any fashion is prohibited.

Consequence(s):

**1st offense** - Discipline by principal and parent conference.

**2nd offense** - Maximum of 3 days suspension.

**3rd offense** - Maximum of 5 days suspension.

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

#### **Firearms and Explosive Devices**

No student shall possess, handle, use or transmit any loaded or unloaded firearm or facsimile of a firearm on any bus, in any school building, on any school property or grounds owned or operated by the Board

or at any school function, activity or event. "Firearm" includes, but is not limited to, a gun, pistol, or rifle.

No student shall possess, handle, use or transmit any explosive device or a facsimile of an explosive device on any bus, in any school building, on any property or grounds owned or operated by the Board, or at any school function, activity, or event. "Explosive device" includes, but is not limited to, a bomb, grenade, dynamite cartridge or mine.

Any possession of a firearm or explosive that violates the law will be reported immediately to law enforcement.

Any student who brings onto educational property or to a school-sponsored activity, or possesses on educational property, any firearm (except a BB gun, stun gun, air rifle, or air pistol) or dynamite cartridge, bomb, grenade, mine or powerful explosive, shall be suspended for 365 days. The Board, upon recommendation by the Superintendent, may modify the 365-day suspension requirement on a case-by-case basis. A 365-day suspension will not be imposed for a firearm or explosive used solely for a school sanctioned educational or ceremonial purpose or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the principal or Superintendent. A 365-day suspension will not be imposed on a student who receives or finds a firearm or explosive device and immediately delivers it to law enforcement or school authorities.

## **Terrorist Threats**

### **(a) Prohibited Behavior**

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school district property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

### **(b) Consequences**

As required by law, the board or superintendent shall suspend for 365 days any student who:

Make a false report that there is a device, substance or material designed to cause harmful or life-threatening illness or injury to another person located on school property or at a school-related or school-sponsored activity; or

Conceals, places, disseminates or displays a device, machine, instrument, artifact, letter, package material or substance on school property or at a school-related or school-sponsored activity with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person;

Threatens to commit on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause death, with the intent to cause significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;

Makes a false report that there is about to occur or is occurring on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;

Conspires to commit any of the above-described acts.



Upon the superintendent's recommendation, the board may modify the suspension. A student who violates this section also will be referred to the criminal justice and/or juvenile justice system.

### **Explosives**

Possessing or placing on educational premises any explosive device, including but not limited to dynamite or dynamite cartridge, bomb, grenade, mine, nitroglycerine, or any other powerful explosives capable of causing injury or damages.

### **Consequence(s):**

A student who brings an explosive or incendiary device onto school property shall be suspended for 365 calendar days unless the superintendent recommends placement in an alternative program approved by the Board of Education. (G.S. 115C-391 (d)(1)(2)(3))

### **Ineligibility for Extracurricular Activities Resulting from Commission of a Crime**

It is the policy of the Board of Education that no student shall be eligible to participate in any phase of an extracurricular activity, including interscholastic athletics, during a period of time when he/she is under the jurisdiction of the court for committing a felony or a misdemeanor involving moral turpitude. The Superintendent shall determine whether the student committed such a crime based on an actual conviction or other reliable information of the child's guilt.

Recognizing that rehabilitation is a worthy process, a student who has had co-curricular activities suspended under the above rules shall be eligible to apply to the Board of Education for reinstatement as follows:

1. A student may apply for reinstatement after eighteen months following the date of conviction of any misdemeanors or felonies covered by this section.
2. After the expiration of the waiting period, The Board of Education is authorized and empowered to reinstate anyone upon such terms and conditions that the Board deems just and proper.
3. Application for reinstatement shall be made in writing and addressed to the Superintendent and shall set forth the grounds and reasons upon which the request for reinstatement is based.

## **Student Suspension Procedures**

### **A. Introduction**

Most minor disciplinary problems can be handled effectively by the teacher, principal or his/her designee without resorting to suspensions or expulsions. Such actions may include a warning, detention, probation, conference with parents, etc. When a student has been accused of a minor infraction, he or she shall have the right to know what he or she is accused of and the right to present his or her case to the teacher, principal or his/her designee.

In-school suspension is permitted and may be provided as an alternative to the removal of a student from the school for disruptive and/or undesirable behavior.

The removal of a student from class by the classroom teacher, principal or other authorized school personnel for the remainder of the subject period or school day for in-school suspension shall not be considered a short-term suspension and shall not come under the rules and procedures governing suspension.

### **B. Short-Term Suspension (1 to 10 school days)**

A short-term suspension is the denial to a student of the right to attend school and to take part in any school function or any period of time up to and including ten school days. A short-term suspension does

not include the removal of a student from class by the classroom teacher, principal or other authorized school personnel for the remainder of the subject period or school day and/or changing the student's location to another room or place on the school premises.

The principal has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension in accordance with board policy.

Before invoking a short-term suspension, the principal shall investigate any instance of alleged misconduct and endeavor to hear every side of the controversy. Students shall be informed of the nature of the allegations and encouraged to raise any defense felt to be available, and the principal will investigate further, if necessary, after giving the student an opportunity to respond to the allegations. If the student reasonably claims the need for time to present evidence which may exculpate him, the principal should grant a reasonable postponement of the disciplinary action.

If the principal finds the allegations true, he may invoke a short-term suspension and shall follow the procedures outlined below in subsections F and G.

Any student suspended in accordance with this policy will be given the opportunity to take any exams missed and make up work missed and receive credit for the work.

When a student is suspended for up to ten (10) school days, the principal shall send a statement to his parents and to the Superintendent fully describing the misconduct, stating the rule violated and stating the principal's reason for action. The principal shall keep on file all documents and relevant information received about the misconduct.

Decisions on short-term suspensions may be appealed to the superintendent, in writing, within three (3) days of the principal's decision. The Superintendent may hear the matter himself or appoint a hearing officer to conduct an informal hearing. During any such hearing, the principal and the student shall each be afforded an opportunity to present a summary of their positions and any relevant evidence. If a hearing officer has been designated by the Superintendent, the Superintendent shall review the hearing officer's recommendation and render a final decision. There is no right of appeal of the Superintendent's decision, but the student may petition the Board to request a review of the decision. The Board, in its discretion, may review the matter on written petition, may hear the matter on appeal, or may decline to review the petition. The Superintendent may, in his discretion, postpone the disciplinary action during any appeals.

### **C. Long-Term Suspension (More Than 10 school days)**

#### **1. Notice and Initiation of Proceedings:**

- a. If the principal, following an investigation, determines that a long-term suspension is appropriate, he shall invoke a short-term suspension of 10 school days and notify the student, parent/guardian, and Superintendent in writing of his recommendation for long-term suspension, following the procedure outlined below in subsections F and G.
- b. If the student or parent/guardian desires a formal hearing to contest the principal's recommendation, the student or the parent/guardian must notify the principal and Superintendent in writing within three (3) school days following receipt of the notice of suspension. The notice of appeal shall state the issue(s) for the appeal, including concerns regarding the level of the suspension, if any.
- c. The student shall not return to school unless and until the appeal is resolved in his favor. In appropriate cases, the Superintendent is authorized to waive this rule and allow a student to return to school while an appeal is pending.

#### **2. No Hearing Requested:**

- a. If a hearing is not requested within the allotted time, the Superintendent shall review the principal's recommendation prior to the expiration of the short-term suspension.

- b. The Superintendent shall provide the student/parent/guardian written notice of his decision whether to approve the long-term suspension. The decision of the Superintendent shall be final.
3. Hearing Before the Superintendent:
    - a. If a hearing is requested, the Superintendent shall make every reasonable effort to convene a hearing during the short-term suspension period. At the hearing, the student and the principal may be represented by attorneys. Any student intending to be represented by legal counsel must notify the Superintendent in advance so that school personnel also will have the opportunity to be represented by legal counsel. The scope of the hearing shall be limited to the issue(s) raised in the notice of appeal. The Superintendent may appoint a hearing officer to act on his behalf at the hearing.
    - b. The hearing shall be private and informal. Formal rules of evidence will not apply. The hearing shall consist of a presentation by the principal of witness testimony and other evidence supporting the recommended long-term suspension. The student may then offer witnesses and other evidence in his own behalf. The student and the principal may question witnesses presented by the other side. The Superintendent may question any witness and may limit the questioning of any witness if such questioning is unproductively lengthy, irrelevant or improper.
    - c. A formal record shall be made of the hearing, which at a minimum shall include a tape recording of the hearing, any written or other evidence introduced at the hearing, a copy of the suspension notice and a copy of the notice of appeal.
    - d. Based upon the information presented at the hearing, the Superintendent shall resolve the issue(s) raised on appeal and approve, disapprove or modify the principal's recommendation. The Superintendent shall determine whether the principal's recommendation is supported by substantial evidence, consistent with Board policy, and whether due process was afforded.
    - e. The Superintendent shall make every reasonable effort to provide the student, parent/guardian and principal written notice of his decision within five (5) school days after the hearing. The written notice shall explain the reasons for the decision and inform the student/parent/guardian of the right to appeal the decision to the Board of Education.
  4. Appeal to the Board:
    - a. If the student or parent/guardian is not satisfied with the Superintendent's decision, an appeal may be made to the Board within five (5) school days of the notice from the Superintendent. The appeal shall be in writing and shall be limited to the issues raised at the hearing before the Superintendent.
    - b. The Board of Education shall notify the student/parent/guardian of the date when the Board will hear the appeal, making every reasonable effort to hear the appeal within seven (7) school days of the request. The Board of Education may select two or more Board members to hear the appeal on behalf of the entire Board. An official tape recording shall be made of the appeal hearing.
    - c. The student/parent/guardian and the principal may attend the hearing to argue in favor of their respective positions. The Board of Education may decide the appeal on the record or may receive additional testimony and evidence as needed.
    - d. The Board of Education shall make every reasonable effort to render a written decision within five (5) school days. The decision of the Board shall be final, except an adverse decision by the Board may be appealed by the student to a court of law as provided by statute.

**D. Expulsion (Permanent Suspension/Exclusion of a Student From the School System)**

The school system shall comply with the applicable law in determining whether to permanently expel a student from school for behavior that constitutes a clear threat to the safety of others.

## **E. Suspension of Exceptional Children**

### **1. Recurring Short Term Suspensions of Students with Disabilities**

Behavior of the exceptional student which results in recurring suspension may indicate an inappropriate placement. Reevaluation may be indicated even before the usual three-year reevaluation date.

a. When a suspension may cause a cumulative suspension exceeding ten (100 days during the school year the Individualized Educational Program Team (IEP Team) or an administrator and special education shall convene to determine if there has been a “change of placement” due to the suspension.

b. If the suspension is not a change of placement, the administrator and special education teacher will decide how to continue services to the student during the suspension.

c. If the suspension is a change of placement, the IEP team must convene and conduct a Manifestation Determination Review. If there is no manifestation, the student may be suspended and the IEP team determines the services to be provided during the suspension. If there is manifestation, the student may not be suspended.

d. A functional behavior assessment and behavior intervention plan are required when the days of suspension accumulate over ten regardless of the issues of change of placement or manifestation.

### **2. Long-term Suspension of Student with Disabilities**

The Individualized Educational Program Team (IEP Team) shall review pending recommendations for long-term suspensions of students with disabilities to determine if the misconduct is a manifestation of the disability within ten (10) school days of the suspension.

a. Should no manifestation be determined, the parent may appeal the suspension in accordance with procedures for appeal of long-term suspension or appeal the IEP Team’s decision by filing a petition for an impartial due process hearing with an administrative law judge.

b. If manifestation is determined, the student shall not be suspended and will return to school. The school may take step to reevaluate the student’s IEP. A parent may grieve the short-term suspension in accordance with the procedure for appeal of short-term suspensions.

### **3. Interim 45-Day Placement for Weapons, Drugs or Serious Bodily Injury**

The school district may remove a student to and interim alternative educational setting for not more than 45 days, without regard to whether the behavior is determined to be a manifestation of the child’s disability, in cases where a student with a disability;

a. brings a weapon to school, on school premises or to a school function or possesses a weapon at school, on school premises or at a school function;

b. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function.

c. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

### **4. Due Process Rights**

In all actions involving the suspension for a special needs child for more than 10 days in a school year, the parties have available all due process right of G.S. 115C-116 and 20 U.S.C. 1415

## **F. Notice to Parents/Guardians of Suspension**

When a student is suspended for either short or long-term, the principal shall:

1. Make every reasonable effort to telephone the parent/guardian and notify them of the suspension;

2. Provide a timely written notice to the parent/guardian that includes the charge against the student, facts sufficiently particular to describe the nature of the offense, and appropriate appeal procedures if a long-term suspension is recommended;

3. If the student is suspended for more than 10 days or expelled, give notice that is in plain, easily understandable language of the student’s appeal rights and, if English is the second language of the parent of guardian, provide the notice in English as well as in the parent or guardian’s first language when the appropriate foreign language resources are available.

4. Advise the parents of the right to have suspension and expulsion recorded expunged, pursuant to G.S. 115C-402.
5. Make every effort to hold a conference with the parent/guardian before or at the time the student returns to school.

**G. Removal from School during the School Day**

**1. Release to Parent or Guardian**

When a student is suspended during the school day, the principal shall attempt to reach the student's parent/guardian to inform them of the school's actions and to request that they come to school or make arrangements for the student to leave the school. If the principal cannot reach the parent/guardian, the student must remain on school property until the close of the school day unless the safety of the student or others would be seriously jeopardized (at which time, law enforcement may be contacted).

**2. Other Circumstance**

The principal has the authority to restore or maintain order to protect school property or people on school grounds, and may act accordingly with regard to removal of students in emergency or extraordinary circumstances.

## **Appendices**

### **Policy Code: D8 MAINTENANCE, REVIEW AND RELEASE OF STUDENT RECORDS**

- I. STUDENT RECORDS DEFINED**
- II. RIGHT OF ACCESS TO RECORDS**
- III. DIRECTORY INFORMATION**
- IV. RECORDS OF MISSING CHILDREN**
- V. RESTRICTIONS ON RELEASE OF RECORDS**
- VI. RIGHT TO CHALLENGE CONTENTS OF RECORDS**

## **Policy Code: D8 MAINTENANCE, REVIEW AND RELEASE OF STUDENT RECORDS**

In compliance with the Family Education Rights and Privacy Act of 1974 (The Buckley Amendment), 20 U.S.C., Section 1232g and its implementing regulations, 34 C.F.R. Part 99, the Hyde County Board of Education requires its staff and administrators to protect the confidentiality of student records as provided in this policy. Please complete and return the FERPA Notice provided in the Student Informational Packet if you do not want any directory information released on your child during the current school year.

### **I. STUDENT RECORDS DEFINED**

Student educational records protected by this policy include those records, files, documents and other materials that contain information directly related to a student. Files kept on students include a Permanent Record, Temporary Record and, for special needs children, a special education folder. The student's Permanent Record and Temporary Record are maintained by the principal of the school the student currently is attending or most recently attended. These records are located in the administrative office at each school. The Permanent Record contains, but is not limited to: date of birth, attendance data, grading and promotion data and academic testing records, achievement test scores, and intelligence test scores. Temporary student records may be kept but shall be reviewed annually and destroyed when their usefulness is no longer apparent or when the student leaves. Special education folders contain information regarding the referral, identification and service for special needs children. These records also are kept at the school the child attends. They are in the possession of the school principal. Copies of some special education records also are kept at the Hyde County School Administrative Offices by the special education director. At the end of a five-year period following the student's exit from the school system, the Permanent Record shall be sent to the Superintendent for storing (by microfilming or other means) and responding to information requests.

### **II. RIGHT OF ACCESS TO RECORDS**

The parents or legal guardians of a child have the right to review the contents of the child's school records. Students 18 years of age or older or who are married ("emancipated students") have the right to review their own school records. Parents of an emancipated student may examine the student's records if the child is classified as a dependent of the parent under federal income tax regulations. When a child's parents are separated or divorced, the records will be open to both parents unless a court order specifying otherwise is provided to school officials. A copy of any court order restricting a parent's access to a student's files shall be included with the student's cumulative record and shall be complied with by all school personnel.

Parents, legal guardians or emancipated students who wish to inspect and review the student's cumulative record folder shall submit a request in writing to the principal of the student's school.

When the principal receives a written request for review of the records from a parent, guardian or emancipated student, the principal shall schedule the review no later than 15 calendar days following the request. The records may be examined only in the presence of a school official competent to interpret school records.

Upon request, one copy of a student's record per year shall be provided free of charge to a parent, guardian or emancipated student. A fee of up to ten cents per page may be charged for additional copies, except that up to three free transcripts shall be provided for potential post high school admission. A fee for copies will not be charged if the effect of charging the fee is to prevent a parent, guardian or emancipated student from exercising the right to inspect and review the student's educational records.

### **III. DIRECTORY INFORMATION**

"Directory information" about students is public record and shall be released upon request.

Directory information shall include: the student's name, address and telephone listing; the parents' or guardians' names, address, and telephone listing; the student's date and place of birth; the student's photograph; the student's participation in officially recognized activities and sports; the weight and height of members of athletic teams; the dates of student's attendance; degrees and awards received by the student; and the most recent previous educational agency or institution attended by the student.

Annually, parents, guardians and emancipated students will be given an opportunity to object to release of directory information. Objections must be made in writing and placed with the student's record. If an objection is made, no directory information about that student will be released.

### **IV. RECORDS OF MISSING CHILDREN**

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of a child's disappearance, the Superintendent or his designee shall have that child's student record distinctively marked in such a manner that, if a copy or information regarding the record is requested, school personnel will be alerted to the fact that the record is that of a missing child.

1. Upon receipt of such a request, and before providing a copy or other information concerning such a child, the Superintendent or his designee shall notify the agency that requested the record be marked of every inquiry made concerning the marked record, and shall provide to the agency a copy of any written request for information concerning the record.

2. Upon transfer of a child into the Hyde County Schools from any other school system, the principal shall, within thirty (30) days of the child's enrollment, obtain the child's record from the school in which the child previously was enrolled. If a copy of the child's record from the previous school is provided by the parent, guardian or custodian, the principal shall within thirty (30) days of the child's enrollment request written verification of the school record from the previous school. Any information received indicating that the transferring child is a missing child shall be reported promptly to the Superintendent and the North Carolina Center for Missing Persons.

### **V. RESTRICTIONS ON the RELEASE OF RECORDS**

Apart from the directory information listed above, personally identifiable information about a student shall not be released from a student's record without the prior written consent of the parent, guardian or emancipated student, except to the following persons:

1. Licensed school personnel who have a proper educational purpose in examining the information contained in a student's record;
2. Officials of other schools and school systems in which the student has enrolled or intends to enroll, unless the parent, student or guardian has specifically requested in writing that the information not be released to the requesting institution;
3. Authorized representatives of state and federal educational institutions or other authorized officials who have a legitimate reason for reviewing a student's records;
4. Persons acting under a lawful court order or subpoena, but only within the limits of their legal authority, provided that the parent, guardian or emancipated student shall be notified of the request prior to release of the records under this exception;
5. Financial aid organizations, if the release is in connection with a student's application for or receipt of financial aid;
6. Accrediting organizations, to the extent necessary to allow them to carry out their accrediting functions;
7. To appropriate persons in connection with an emergency, if release of the information is necessary



to protect the health or safety of the student or other persons.

## **VI. RIGHT TO CHALLENGE the CONTENTS OF RECORDS**

The parent, legal guardian or emancipated student shall have the right to challenge, in writing, the content of a document contained in the student's record on the grounds that the information is inaccurate, inappropriate, or otherwise violates the student's rights. Challenges shall be processed as follows:

1. Any written objection shall be signed by the parent or emancipated student and dated. This shall become a part of the student's Permanent Record.
2. The principal shall examine all written challenges to student record items and decide whether the challenged document should be removed, altered, or remain as it is. The principal then shall respond in writing to the person challenging the item, stating the decision and the reasons therefore.
3. If the request for removal or alteration of the challenged document is denied by the principal, the applicant may file a request for a review of the decision by the Superintendent. The principal shall inform the challenger, in writing, of his right to appeal the challenge through the Superintendent and his right to place a statement in the student's record commenting on the contested information and/or stating his disagreement with the decision not to remove or amend the challenged item.
4. If such a statement is submitted, it shall be maintained with the challenged item in the student's record and released with the challenged item whenever it is released.

A copy of this policy shall be distributed annually to students and parents and shall be made available upon request by students, parents or legal guardians of students.

Legal References: G.S. 115C-402, -403; Family Education Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g and 34 C.F.R., Part 99. School Board Policy N. D10

## Student Handbook Agreement for 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 Mattamuskeet Early College High School. We agree to abide and follow these policies and procedures within this handbook for the 2019-2020 school year. We understand if we wish for a hard copy of the handbook, we need to complete the form provided in the student information packet, and return it to the school.

\_\_\_\_\_ Student Name/Signature  
Date \_\_\_\_\_

\_\_\_\_\_ Parent/Guardian Signature  
Date \_\_\_\_\_

\_\_\_\_\_ Teacher Signature  
Date \_\_\_\_\_

**Please return this page to the school by August 9th, 2019.**