MARTIN COUNTY SCHOOLS
Guidelines and Policies 2011-12

This scholastic booklet contains Martin County Guidelines and Policies that are important to know and understand. Policies and guidelines establish how our schools enforce discipline and dress codes, items you should know about health and safety, what we do with student records, and to with whom you can speak when you have questions or concerns. Please take the time to read this booklet and locate it within reach for quick reference should you need questions answered at any time during the school year.

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Sharon Kinion, Child Nutrition
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792-6637

SCHOOL CALENDAR

Please review the school calendar that you receive from your child's school. Some key dates to remember are:

August 25– First day for school
June 8– Last day for school
June 9—Graduation

Martin County Schools
Holiday Schedule
2011-12

Labor Day	Sept. 5
Veteran's Day	Nov. 11
Thanksgiving	Nov. 24-25
Christmas/ New Year's	Dec. 20-30
Martin L. King, Jr.	Jan. 16
Spring Break	April 9-13
Memorial Day	May 28

2011-12 Fees

Band……	$10.00
*Lunch	
K-12……	$ 1.75
Reduced……..	$ .40
Adult……A La Carte	
*Breakfast	
K-12……	$ .75
Reduced……..	$ .30
Adult……A La Carte	
Student Insurance	
Basic……...	$17.00
Basic 24 hour coverage…..	$57.00

CHILD NUTRITION

*Under the Child Nutrition Policies of the Martin County Board of Education, students may use their free/reduced lunch status from the previous year for the first 30 days of school. This allows time for applications to be returned, processed, and parents to be notified. Letters were sent to all students regarding the charge policy for the 2011-12 school year at the beginning of the year. Students will receive a supplemental meal after they reach a $10 charge limit. Supplemental meals consist of two pieces of toast and water for breakfast, and bread, a fruit or vegetable, and water for lunch. A $.50 charge is added to the student's bill for the supplemental breakfast and a $1 charge for the supplemental lunch. Managers and Child Nutrition staff send notices home with students on a regular basis to notify parents regarding their student's lunchroom accounts. If parents do not return their application, after the first 30 days of school, meals have to be charged. Students will not be allowed to charge A La Carte items such as juice, ice cream or any additional items that are not included with the meal until their balances are settled.

EMERGENCY SCHOOL CLOSING

When making a decision on opening or closing the schools, school officials are primarily concerned with the safety and welfare of all pupils.

It may be necessary to close schools during extreme weather. A decision to close will affect all schools throughout Martin County. Martin County Schools uses NTI Connect-ED, an automated telephone system. **Every household will be called in case of an emergency school closing.**

Information will also be provided to local radio and television stations.

1. Listen to the RADIO and TELEVISION STATIONS listed:

Radio - WIAM-AM 900
WGTI -FM 97.7
WNCT-FM 107.9
WRNS-FM 95.1
Television - WITN CH-7
WCTI CH-12
WNCT CH-9

2. A decision to close the schools or to follow a delayed schedule will be announced by 6:15 a.m., if at all possible.

3. EARLY DISMISSAL: If schools must be closed early, an announcement will be made over our emergency phone system.

4. **NO ANNOUNCEMENT MEANS THAT THE SCHOOLS WILL OPEN AS USUAL.**

5. Please give your children instructions in case their school is closed early in an emergency. They may need to contact you, a neighbor or relative upon arriving at home. It is very important that small children not be left at home alone after an early school dismissal.

The emergency phone call system requires that the school has up-to-date and accurate phone contact information for your family. When numbers change, please notify your administrative school office immediately.

ACADEMICS

Future-Ready Core Course and Credit Requirements for students entering in 2009-10 and later:

Subject	No. of Units
Required English	4
Mathematics	4
(one of which must be Algebra II)	
Science	3
(Biology and a physical science are required.)	
Social Studies	3
(Civics, US History and a world studies course required.)	
Health & PE	1
Electives	11
TOTAL	**26**

The NC Computer Literacy 8th grade assessment is a graduation requirement. Additional state requirements will be added as mandated.

Students should work closely with their school guidance program to complete requirements for the Future-Ready and/or Occupational Course of Study during their four-years of high school.

Students who complete the State Board of Education requirements for a well-balanced, challenging high school program will be named as a North Carolina Scholars Graduate during the commencement ceremony and receive special recognition. There is a curriculum of required courses that must be

completed while maintaining an overall four-year grade average of 3.5 *(unweighted)*. Students who qualify for this recognition receive a NC Scholar Seal attached to their diplomas.

Promotion Requirements

To grade 10: 6 units (including English I and 1 additional core credit)
To grade 11: 12 units (5 core credits, including English I & II)
To grade 12: 18 units (8 core credits, including English I, II, and III)
To graduate: 26 units

High School (9-12)

Martin County students shall meet local board of education promotion standards and attendance requirements to receive high school course credit. Martin County students shall also meet the test standards as established herein.

Notification to parents that the student failed to meet the test standard as well as re-testing and remediation opportunities will be the responsibility of the student's teacher in that subject.

Opportunities for remediation and re-testing will be provided.

Examination Policy

Examinations shall be a part of each course in grades 9-12 and shall be given each year at the times designated by the Martin County Board of Education. Students in grades K-8 shall not be administered a cumulative exam unless they are part of the state testing program. Cumulative examinations are administered in grades 9-12 at the end of each semester. The End-of-Course test and VOCATS test will count as the semester examination. It is mandatory that students take final examinations as scheduled. Examinations provide many educational experiences for students.

1. All students must take semester examinations that will be given on designated dates each year.
2. Semester examination grades shall make-up 25% of the semester grade as designated by the NC Department of Public Instruction and the Martin County Board of Education.
3. Only one EOC/VOCATS or two Non-EOC/VOCATS exams will be administered per day during the examination schedule. Make up exams will occur on the days following the completion of the exams.
4. The school days designated as examination days will operate for grades 9-12 from 8:00 a.m. until 1:00 p.m. with lunch being served. Students must provide their own transportation home if they do not wish to wait until 3:00 p.m. for buses. All students will need written permission from a parent or guardian before checking out.

***Students who check out and go to the campus of another school before that school's dismissal will be trespassing. Principals will handle trespassing according to policy (an OSS offense).**

5. All students are required to attend school on these designated days regardless of their schedule.
6. Students absent from an examination should bring documentation for the reason of absence(s). Students with excused and unexcused absences should be given the opportunity to make-up examinations.

End-of-Course Policy For Students Grades 9-12

The Martin County Board of Education believes that all students should have the opportunity for academic success. Students enrolled in high school courses with the State End-of-Course tests must achieve a Level III score on the standard administration. Students not achieving a Level III score will be given directed remediation and must take the re-test. Students scoring a Level III or one (1) Standard Error of Measurement on the re-test will be given credit for the course if the student(s) meet all other course requirements. In assigning grades for the semester, the student's grades will be based on the higher level score of either the standard or re-test administration. State End-of-Course Test grades will count 25% of the student's final semester grade.

Following the semester taken, students passing the State's testing requirements but failing the course with a grade average of 60 or above will be required to take the credit recovery course as assigned by the principal. The students failing both the State test and the course will be required to re-take the course. Students that pass the course but fail the test will be required to take and pass the credit recovery module and final test.

If at the conclusion of the re-test or course remediation, the student does not pass, the principal will refer the student to a review committee to determine the student's status. The review committee will consist of a district administrator, a school based administrator, two teachers to include one from the child's current course and one from the department of the course, and a guidance counselor. The review committee will be responsible for reviewing the student's performance and may request additional information if necessary. Every effort will be made to keep the student's identity anonymous to ensure an objective review by the committee. The review committee will consider the following factors in determining if a student is eligible for course credit:

Portfolios of Students Work

The following are examples of student work that may be included in the students portfolio: Individual Personal Education Plan, class work samples, selected tests and quizzes, benchmark status reports, Exceptional Children's designation, listing of current and previous end-of-course scores, teacher assessment of strengths and weaknesses, listing of parental contacts and conferences.

Other Factors

In addition to the actual performance and portfolio data, the committee may also consider the following factors in making a final recommendation:

- Any information relating to extended illness or absences that clearly affected the student's performance.
- Attendance
- Any other extenuating factor that clearly affected the student's performance.

Based on the review of student performance data, the committee will recommend or not recommend course credit for the student. The principal will

ultimately determine whether or not the student has met the Standard:

A principal may determine that sufficient evidence exists to determine the student has met the standard and will note this in the student's records.

A principal may determine that insufficient evidence exists to determine the standard has been met, and the student will repeat the course. This will be noted in the student's record.

A principal may determine that evidence suggests the student will benefit from a period of course/grade level direct remediation, and when successfully completed, the standard will be met. This will be noted in the student's record.

End-of-Grade Policy For Students Grades 3-8

The Martin County Board of Education believes that students should have the opportunity for academic success. All students in Grades 3-8 must achieve a Level III score on the State End-of-Grade reading and math tests, as well as in science for grades 5 and 8. In addition, students who meet the specified performance levels are eligible for promotion, if they successfully complete the local class performance standards.

Students who do not make the minimum score of a Level III during the regular administration of the End-of-Grade tests will be given directed remediation and take a re-test in the respective subject area(s). After remediation, students receiving a minimum of one (1) Standard Error of Measurement of a Level III score and pass the class work may be promoted. Students not receiving a minimum of one (1) Standard Error of Measurement of a Level III score will be referred to a promotion committee to determine the student's status.

The promotion committee will consist of a district administrator, a school based administrator, two teachers to include one from the child's current course and one from the grade level of the child, and a guidance counselor. The promotion committee will be responsible for reviewing the student's performance and may request additional information if necessary. The promotion committee will consider the following factors in determining if a student is eligible for promotion/retention:

Portfolios of Students Work

- The following are examples of student work that may be included in the students portfolio:
- Personal Education Plan, assisted and unassisted class work samples, selected tests and quizzes, benchmark status reports, Exceptional Children's designation, listing of current and previous end-of-course scores, teacher assessment of strengths and weaknesses, listing of parental contacts and conferences.

Other Factors

- In addition to the actual performance and portfolio data, the committee may also consider the following factors in making a final recommendation:
- Any information relating to extended illness or absences that may have affected the student's performance.
- Attendance.
- Any other extenuating factor that clearly affected the student's performance.

Based on the review of student performance data, the committee will recommend or not recommend promotion for the student. The principal will ultimately determine whether or not the student has met the Standard:

A principal may determine that sufficient evidence exists to determine the student has met the standard and will note this in the student's records.

A principal may determine that insufficient evidence exists to determine the standard has been met, and the student will be retained. This will be noted in the student's record.

A principal may determine that evidence suggests the student will benefit from a period of directed remediation, and when successfully completed, the standard will be met. This will be noted in the student's record.

ATTENDANCE

Policy on Attendance

In accordance with **G.S. 115C-378**, every parent, guardian or other person in North Carolina having charge or control of a student between the ages of seven and 16 years shall cause such student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. *Every parent, guardian or other person in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school* No person shall encourage, entice, or counsel any such student to be unlawfully absent from school.

In order to be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals or any similar approved activity.

A student must be present at least one-half of the school instructional day in order to be recorded present for that day. In grades 9-12, a student must be present at least one half of a class period to be counted present. **Perfect attendance certificates will be awarded only for students who have not missed any part of a school day. If a student is absent from school for <u>any</u> portion of a day, the student is not in "perfect attendance."**

No student shall leave the school grounds during regular school hours without prior permission from school authorities. A student enrolled in school will attend every day of the prescribed school calendar unless excused. Consistent with the goal of Martin County Schools for parents to take a cooperative role in the education

of their children, it is important for parents to encourage attendance and to notify school authorities as to the nature of absences. All anticipated unavoidable absences should be reported to the school administration. A student may be excused temporarily from attendance for the following valid reasons according to **G.S. 115C-378.** These absences will be coded excused if satisfactory evidence of the excuse is provided through documentation to the appropriate school official. Such documentation shall be kept on file.

Excused Absences

1. When **illness or injuries** prevents the student from being physically able to attend school.
2. When the local health officer or the State Board of Health orders the **isolation** of the student.
3. When the student is absent due the **death** of a member of the immediate family.
4. When the student has an emergency **medical or dental appointment** or such an appointment which has been approved in advance by the principal.
5. When the student is a party to or is under subpoena as a witness in the proceedings of a **court or administrative tribunal.**
6. When the student has obtained **prior approval** by the principal to be absent due to the observance of an event required or suggested by the **religion** of the student or the student's parents. The principal may excuse a minimum of two absences a year for religious observance.
7. When the student obtains prior approval to take advantage of a valid **educational opportunity**, such as travel.

Unexcused Absences

Unexcused absences are absences for any reason other than those listed as excused.

Making Up Absences and School Work

The following provisions have been made for "making up" absences and schoolwork.

1. The student must make arrangements to make up absences following local school policy.
2. Made up absences will not contribute to a "perfect attendance" record.
3. A student may attend Extended Day School to cancel absences. Extended Day School may be scheduled any day, Monday through Saturday, by the individual school principal.
4. Principals will designate the time for Extended Day School.
5. Students making up absences must bring appropriate schoolwork to Extended Day School. Failure to do so will result in dismissal from Extended Day School and therefore, no credit for making up the Day.
6. All school work missed as a result of absences, excused and unexcused, and as a result of a suspension will be allowed to be made up. Suspended students shall be provided an opportunity to take quarterly, semester or grading period examinations missed during the suspension period.

SIXTEEN-EIGHT DAY (16/8) FAILURE POLICY

A student who is absent a total of 16 days *(year-long)* per class period per school year or 8 days per semester classes in block scheduling for reasons defined as excused or unexcused **may receive no credit** for the school year/course. If there is any question regarding excused absences, a person designated by the principal shall make contact with the parent or guardian of the child. The Principal shall make the final decision in interpretation of reasons for absences.

Students suspended from school will not have those days counted against them as part of the sixteen-eight day failure policy.

If a student is to be absent for medical or dental appointments, court or administrative proceedings, religious observances, or educational opportunities, prior notice should be given to the building principal.

Tardy Policy

Following County Policy, detention can be waived for the first two tardies or early sign outs/returns.

Subsequent tardies or early sign outs/returns will result in one or more of the following consequences at the school site based on frequency and intensity of the occurrences:

- After school detention
- Lunch detention
- Break detention
- Extended day
- ISS
- Loss of privileges such as parking privileges, participation in extra curricular activities including athletics, clubs, field trips, incentive recognitions, or any other activity deemed appropriate by the school's administrator.

Release and Acceptance Policy

Upon written agreement, pupils domiciled in another North Carolina administrative unit may be accepted by Martin County Schools. Upon written agreement, pupils domiciled in Martin County Schools may be released to other North Carolina administrative units. Released students will live in the administrative area of their release and commute daily. Transportation will not be provided by Martin County Schools.

Pupils received from other units will be assigned to a school as determined by the administration. Consideration will be given to the reason for release/acceptance. Pupils will be responsible for their own transportation. Prior to acceptance and agreement, the pupil's discipline and other school records will be made available to the Superintendent. If students cannot return to their former school, Martin County Schools will not enroll them.

Under the provisions of the McKinny-Vento Act, students who are considered to be homeless will be enrolled in Martin County Schools within 24 hours with or without documentation. Homeless children are considered as youth who are:

Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up); Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodation;

Living in emergency or transitional shelters;
Abandoned in hospitals; or
Awaiting foster care placement.

DISCIPLINE

Introduction

In accordance with **G.S. 115C,** the Board of Education recognizes its responsibilities to assure an atmosphere which is conducive to teaching and learning which protects the fundamental rights of students. The Board further recognizes that it is the shared responsibility of students, parents, and school personnel to assure a safe and orderly environment for all students and school employees.

THE PRINCIPAL SHALL HAVE THE AUTHORITY TO EXERCISE DISCIPLINE OVER THE PUPILS OF THE SCHOOL.

Corporal punishment is prohibited in Martin County Schools.

Schools will encourage appropriate student behavior through positive alternatives and interventions. When such interventions are not successful, the student is subject to short-term suspension, long-term suspension, or expulsion. The principal, or his/her designee, is authorized "to suspend without an appeal for a period of 10 days or less any student who willfully violates policies of conduct established by the local board of education," provided that the suspended student be given "an opportunity to take any quarterly, semester or final grading period examination missed during the suspension period." Suspensions in excess of 10 days require prior approval of the superintendent. Expulsions require board action.

A student 14 years old or older may be expelled if that student's behavior indicates a clear threat to the safety of other students or employees.

The board will suspend for 365 days any student who brings a firearm onto school property as referenced in G.S. 115C-391d(1).

School administrators may notify law enforcement officers of violations of state and federal laws. They have the authority to call officers to assist in maintaining order, and to prosecute offenders. Such violations will be reported to the superintendent.
(G.S. 115C-288, 115C-391)

Exceptional Children: Discipline for all exceptional children will be pursuant to the guidelines found in the 2007 Edition of Policies Governing Services for Children with Disabilities.

Guidelines for Student Behavior

Consistent with Martin County Schools' stated goals, the student behavior guidelines emphasize the primary importance of the learning process, cooperative involvement of parents in their children's education, and the importance of providing for the safety and individual needs of students.

Students found in violation of the Guidelines for Student Behavior will be charged in accordance with this policy as determined by the principal. In addition, any student aiding, abetting, assisting, or conspiring in the violation of adopted rules shall be subject to the same punishment as the principal violator.

Rules apply during all school-sponsored or school-related activities, before, during or after regular school hours on campus or away, or in route to or from school. Rules listed in this booklet are not all-inclusive and supplement other Martin County policies and local school rules.

Permissible use of seclusion and restraint.

In July of 2006 The General Assembly of North Carolina passed legislation known as the "Deborah Greenblatt Act" to clarify the permissible use of seclusion and restraint in public schools and to provide for training in management of student behavior.
It is the policy of the State of North Carolina to:

- Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

Procedures for Addressing Student Behavior Issues

Student behavior issues will be addressed through the "ISS" or "CARE Program", whichever is in place in the respective school. ISS is In-School Suspension. CARE is an acronym for The Center for the Advancement of Responsibility in Education. ISS offers an alternative to suspension. CARE will provide an immediate time-out environment for students who need time to reassess their behaviors before returning to the learning environment

Simple rules to remember to avoid all the consequences in this booklet.

We honor your right to speak freely. However, your speech should not serve to inflame, libel, incite or harm others.

It is your responsibility to put forth your best effort at all times to become the best student you can. We promise to provide the best teachers and classroom situations for you.

Another person's property is not yours to take, misuse, break or lose.

In all matters speak carefully and in control of your emotions.

Keep your hands, your fingers, your toes and your nose to yourself.

Treat everyone EXACTLY as you would like to be treated.

and interaction with others. Both programs emphasize student-parent-educator responsibility for education, and utilizing resources to address individual student needs.

Schools may use surveillance cameras located throughout the campus to monitor activity on the school campus and within the school buildings. Data recorded assists administrators and other officials to determine offenders of inappropriate activity. Recorded data will be erased after a 72 hour time period.

Schools will encourage appropriate student behavior through classroom management plans and when appropriate, individual student behavior plans that address expectations, interventions, and alternatives. When such plans are not successful, the student will be referred to the school administration, CARE, or ISS/OSS for disciplinary action. A Problem Solving Team (PST) will be in place at each school to assist teachers with management plans.

Once a student has been referred for disciplinary action, depending on the previous disciplinary infractions, they may be assigned after-school, lunch, or break detention, school/community service, Extended Day placement, ISS, or OSS. The exceptional child who is placed in any non-traditional environments must be allowed to receive his/her exceptional children's services. If assigned detention or Extended Day School, it is the parent's responsibility to provide transportation. **If the student is suspended, it is the parent's responsibility to contact the school administrator prior to the pupil's return date to schedule a conference.**

As noted in the following Code of Conduct, some infractions warrant more serious consequences than others. Cases involving suspension and/or possible arrest should be referred to the principal or assistant principal. Those involving after school or lunch detention or Extended Day School will be acted upon by the school administration or designee.

The principal has the right to make disciplinary decisions on a case by case basics as deemed necessary.

Student Transportation

Martin County schools provides transportation for all students to and from school. It is a primary goal that all students be transported safely without students displaying any type of behavior that interferes with the safe and efficient operation of school transportation. Surveillance cameras will be used on buses to monitor student behavior. Consequences for misbehavior while at the bus stop or on the bus will be assigned by the principal or his/her designee according to the offense.

Riding the bus is a privilege, not a right and students may be denied that privilege.

Cell Phone Use

Martin County Schools Policy allows students to have cell phones so long as they are **turned off, concealed, and not used during school hours**. If a student has a cell phone where it is visible it may be confiscated. If a student refuses to stop using the phone, or refuses to give the phone to school personnel, the student will be suspended. Standardized testing protocol prohibits cell phones in rooms where tests are administered.

Student Dress Code

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

Following is the complete Board Policy Number 4303. Appropriate dress is important to our system and these guidelines will be followed.

- Students are not allowed to wear jeans.
- Capri length pants will be allowed.
- Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed.
- Shorts and skirts must be no higher than 3 inches above the top of the knees.

ALL STUDENTS IN GRADES K-12 WILL BE REQUIRED TO WEAR A DESIGNATED SCHOOL UNIFORM IN COMPLIANCE WITH THEIR SCHOOL DESIGNATED COLORS.
Polo Shirts: school colors & white
Pants/Skirts: khaki, black or navy

- No "low rider' clothing is allowed.
- If clothing has belt loops, then a plain black or brown belt with a plain buckle must be worn.
- Shirts must be appropriately sized and must be long enough to be tucked in at all times.
- Students may wear plain white T-shirts under the polo shirts.
- The sleeves of the T-shirts cannot extend past the sleeves of the polo shirts.
- **Students may wear unhooded sweat shirts and/or sweaters in the school colors or ash gray over the polo shirts.**
- Sweat shirts or sweaters may have a Martin County insignia.
- Students are not to wear coats in the classrooms. Teachers may make an exception if a classroom is unusually cold.
- Proper footwear is required. Shoes that have laces must be laced, tied and fit. Students should wear plain shoes or tennis shoes.
- No high heels are allowed unless the principal makes an exception.
- No flip flops, "beach sandals", or bedroom slippers are allowed. Students are discouraged from wearing sandals without straps over the heels for safety reasons.
- Students may not wear boots or shoes that extend above the ankle.
- Students are expected to be dressed according to the uniform standards at all times school is in session.
- Students who are taking classes that require a special dress code (such as health occupations or cosmetology classes) may wear that uniform to other classes.
- Principals may require students to wear uniforms at other school functions that occur outside the normal school day.

- Students may not wear large pendants or medallions. For safety reasons, necklaces should be worn inside the shirt.
- Students who take a class at another school may wear the uniform shirt of their home school.
- Principals may make exceptions to the uniform policy for special events such as picture day and may allow a different standard for athletic teams or other school clubs or activities.
- **Abnormal hair color will not be allowed (i.e., blue, green, red, orange, etc.).**

In addition, hats, sweatbands, bandannas, or sunglasses will not be worn inside the school buildings.

Finally, there shall be no jewelry affixed to a student's nose, tongue, lips, cheek, or eyebrow.

Code of Conduct

The State of North Carolina uniform code of discipline describes incidents that need to be reported each year. Administrators in Martin County are responsible for entering student infractions in the NC WISE system for the Department of Public Instruction. The following discipline events are numbered in the same sequence as they appear in the NC WISE system. For clarification of school rules please contact your local building principal.

The following discipline incidents are reportable to law enforcement, and may result in out-of-school suspension or expulsion from school.

1. Assault resulting in serious injury.
2. Assault involving the use of a weapon.
3. Assault on school personnel.
4. Bomb Threat.
5. Burning of a school building.
6. Death by other than natural causes.
7. Kidnapping.
8. Possession of alcoholic beverage.
9. Possession of a controlled substance in violation of the law.
10. Possession of a firearm or powerful explosive.
11. Possession of a weapon.
12. Rape.
13. Robbery **with** a dangerous weapon.
14. Robbery **without** a dangerous weapon.
15. Sexual assault.
16. Sexual offense.
17. Indecent liberties with a minor.

In accordance with **G.S. 115C-288(g),** principals shall report incidents of violent or illegal actions to the local law enforcement agency.

The following are examples of behaviors that can result in one of the above options being assigned. **The list is not inclusive.** Consequences from the list of options can be assigned for any behavior that poses a threat to safety or interrupts the educational opportunity of other students.

Student violations of this policy shall be handled by the principal or designee. Violations of this policy may result in a "short-term/long-term" suspension. Repeated violations of this policy during the school year may result in expulsion.

1. **Student dress code violation.** Students should abide by the dress code as established by each school principal.
2. **Out of specified area or out of class for any part of the day without permission.**
3. **Out of school for any part of the day without permission.** No student shall be out of school or any school activity for any part of the school day without the prior permission of the parent/guardian. A student who has been absent from school for any part of the school day must bring a note signed by a parent. No student may leave the school campus at any time without the permission of the appropriate school authority.
4. **Tardiness to class or tardiness to school.** Students are to be in class on time. (Refer to Tardy Policy, p.5)
5. **Failure to report for after-school detention.** Students shall report for after-school detention on time and on their scheduled date. One assignment to after-school detention may be rescheduled in advance.
6. **Nuisance items.** Students shall not bring to school or have in their possession items which interfere with the normal operation of a class or school such as noise makers, cameras, radios, tape players, electronic games, water guns, beepers, cellular phones, laser pointers, or similar items. Items will be confiscated and additional consequences are possible.
7. **Obscenities/profanity in language or dress.** Students shall respect other students by refraining from malicious name-calling, obscenities, profanity, and racial slurs. Consequences will be based on the severity of the act.
8. **Gambling.** Students shall not participate in any form of gambling or games of chance/skill for money and/or other items of value.
9. ***Forging notes.** Students shall not provide school personnel or parent/guardians with false information by making a change in a written paper or other document or using school documents inappropriately.

***NOTE:** While teachers will make a formal written report as part of the student's disciplinary record, forging notes will be acted upon by the individual teacher. Individual schools may develop and implement procedures for repeated offences.

10. ****Cheating.** Students shall not plagiarize others' work by copying tests/examinations or other assignments. Students shall not complete any type of academic assignment in a dishonest or deceptive manner.

****NOTE:** While teachers will make a formal written report as part of the student's disciplinary record, cheating will be acted upon by the individual teacher. Individual schools may develop and implement procedures for repeated offenses.

Academic organizations at each school often have serious consequences for cheating.

11. **Violation of local school rules.** No student shall willfully violate the rules, regulations, or procedures of their school as stated in the Student Handbook for that school.
12. **Unexcused absences.** Students are expected to be in school for the 180 days of the school year. Students out of school for unexcused absences, as defined on page 5, will be handled by the principal as stated in the Student Handbook for that school.
13. **Confrontation.** No student shall approach another student to confront them about differences in such a way

that the discussion creates a disturbance within the school environment.

14. **Disrespect toward school employees or other adults is prohibited.** Students shall respect all employees. Obscenities, profanities and name-calling directed toward adults will not be tolerated.

15. **Tobacco use.** Students in grades K-12 shall not possess, smoke, or use any tobacco products or paraphernalia at school, in any school building or in any school vehicle, at any school-sponsored or school-related activity or authorized school event before, during, or after regular hours, or during any period of time they are subject to the authority of school personnel (See Policy on Tobacco).

16. **Non-compliance with directions of teachers, administrators, or other school personnel.** Students shall comply with all reasonable requests of teachers, substitute teachers, teacher assistants, student teachers, and any other authorized school personnel during any period in which they are subject to school authority.

17. **Failure to report to CARE and/ or to accept the CARE referral form as instructed.** Students shall comply with the directions of a teacher or other school personnel to report directly to CARE and submit the written referral form to the CARE Assistant.

18. **Failure to report to Extended Day School.** Students shall report to Extended Day School on the date and time scheduled. One Extended Day assignment may be rescheduled in advance.

19. **Threatening, intimidating, bullying, or sexually harassing another student.** No student shall threaten, intimidate or bully another student on campus or at any school-related activity. Students are expected to avoid these situations and report them to school personnel. **(G.S. 14-288.4.2)**

20. **Fight.** No student shall fight another student while on campus, at school-related activities or within school jurisdiction. The administration will assign OSS for the first offense if the severity of the fight endangers the safety of students.

In addition to a violation of the Guidelines for Student Behavior, such acts of violence or threats to cause bodily harm are a violation of state criminal laws; and they may result in prosecutions, punishable by criminal fines, judgments or imprisonment.

21. **Reckless or belligerent, or horse play-type behavior which might result in injury or bodily harm.** No student shall engage in any behavior which is so careless, reckless or belligerent it would, if continued, result in bodily harm or injury to himself or others.

22. **Any major act clearly intended to disrupt school.** No student shall purposely disrupt the lawful function of the school or its special activities, events, trips, or performances. In the classroom, no student shall unreasonably impair the teaching/learning process. No student shall engage in behavior which is detrimental to the progress, function or purpose of any school activity or event or infringe on the rights of other students, faculty, spectators, or public. **(G.S. 14-288.4(6))**

23. **Pornographic materials.** Possession and/or sharing of pornographic materials will not be tolerated.

The following infractions will result in a suspension from school with law enforcement notified when required by General Statutes. Law enforcement may be notified in other incidents in which the administration deems necessary.

24. **Being under the influence of alcohol or any illegal drug, but not possessing, using, or exchanging it at school or at a school-sponsored event.** Students shall not attend school under the influence of alcohol or any illegal drug(s). **Students who are found under the influence while attending any scholastic function will be referred to the Program Solving Team (PST),** in addition to being subject to disciplinary action. (See Drug/ Alcohol Testing Policy).

25. **Inappropriate use of the Internet.** Any student who violates the Martin County Schools Internet Acceptable Use Policy will be subject to consequences.

26. **Indecent exposure.** No Student shall knowingly expose any part of the human anatomy considered private.

27. **Bomb Threat.** A Board of Education **shall suspend for 365 days** any student who makes a bomb threat (**G.S. 115C-391 d3**). Making a bomb threat is a felony.

28. **Assault or violence directed toward any student or school employee.** No student shall assault, cause bodily harm to or threaten any student or school employee. Assault can be interpreted as threatening language, signs or gestures.

In addition to a violation of the Guidelines for Student Behavior, such acts of violence or intent to cause bodily harm are a violation of state criminal laws; and they could result in prosecution, punishable by criminal fines, judgments, or imprisonment. Assault upon a school administrator, school teacher, substitute teacher, teacher assistant, sports official, or other school employee, when any of these persons is discharging or attempting to discharge official duties, may result in imprisonment up to two years and a $500 fine. **(G.S. 14-33(b) (6))**

29. **Possession or use of a weapon, incendiary, or explosive (including guns, knives, etc.) or use of any object as a weapon to cause bodily harm or injury.** No student shall possess, handle, transmit, manufacture or use any weapon, such as a firearm, knife, or any device used or intended as a weapon, nor any explosive or incendiary device.

In addition to a violation of the Guidelines for Student Behavior, possessing or carrying any gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, or powerful explosive onto school property constitutes a **felony** punishable by up to 5 years imprisonment.

Carrying any weapon such as BB gun, paint-ball gun, knife, blackjack, metallic knuckles, razors, blades, sharp pointed instruments constitutes a misdemeanor carrying a prison term and/or substantial fine.

It is unlawful for any person to possess, whether openly or concealed, any weapon on a school campus. **(G.S. 14-269.2)**

The principal is required by law to report assault involving the use of a weapon or the possession of a firearm or weapon to law enforcement.

30. **Breaking into and entering a school building, trespassing on school property.** No student shall enter a school building after school hours unless an official school activity is being held and/or school officials

have authorized such use. Unauthorized entry, either by force, contrivance or otherwise, is considered breaking and entering and is a serious criminal offense. Other charges, such as larceny, may also be filed.

31. **Hazing or extortion**. No student shall force or threaten another student to obtain, money, property, etc., or to participate in humiliating acts. No student shall bully other students for any reason.

32. **Sexual activity, sexual assault or assault with intent to cause bodily harm to another student.** The principal is required by law to report sexual assault or sexual offense to law enforcement.

33. **Possession, sale, exchange or use of any illegal drug, counterfeit drug, alcohol (including mixed drink, beer, or any beverage with any level of alcoholic content) or unlawful distribution of prescription drugs on the school bus, activity bus, school ground, or in private vehicles on school grounds or at any school function, wherever held, are strictly prohibited.** No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other drug defined as a controlled substance (pursuant to Chapter 90 of the North Carolina General Statutes) while in any school building, on any school premises, at any school function or event before, during or after school hours, or during any period of time when the student is subject to the authority of school personnel unless such possession, use, or transmission is authorized by law and school regulations, or unless prescribed by and taken in accordance with the prescription of a physician.

In addition to disciplinary action consistent with the Guidelines for Student Behavior, possession of any amount of illegal drug will result in criminal prosecution pursuant to state laws. **(G.S. 18B-301)** Compliance with the standards of conduct relative to drugs and alcohol is mandatory.

The Principal is required by law to report possession of a controlled substance to law enforcement.

34. **Inciting a riot or disturbance, or encouraging others to disrupt school**. No student shall engage in riotous, insubordinate conduct which causes or is intended to cause a disturbance or disruption to school operations and activities.

A Board of Education shall suspend for 365 days any student who brings a firearm onto school property (G.S. 115C-391-d1). A firearm defined in **G.S. 14-269.2 (b) and (g)** is any gun or firearm (excluding BB guns, stun guns, air rifle, or air pistol) or bomb, grenade, or powerful explosive.

The safe, normal operation of the schools in an atmosphere conducive to teaching, learning and quiet study is a major responsibility of school administrators, teachers, parents and students. All students have the right to attend a school where they can learn without being harmed or disturbed. (**G.S. 14-288.4**)

35. **Vandalism, theft, defacement, arson to school building or property.** No student shall willfully damage, deface, mar or destroy any building, property, grounds, supply, furnishings, or equipment belonging to the school (**G.S.14-132**)

Damage to school property, furnishings, or textbooks is against State Law. (**G.S. 115C-398**)

Larceny is a criminal offense which could result in a **misdemeanor** or **felony** conviction. (Larceny of $1000 or more in value is a felony.) Theft of any property, whether public or private, regardless of the value, is a crime.

Students may be held liable for any damage, loss or destruction of any school property.

36. **Theft or damage to private property.** No student shall damage or steal any private property while under the authority of school personnel or during the school day, on school-sponsored events or trips, or while riding the school bus. Theft of property, whether public or private, is against the law. Shoplifting is a criminal offense which is always considered serious.

In addition to disciplinary action consistent with the Guidelines for Student Behavior, the student may also be charged criminally. The student may also be required to make restitution for losses and damages.

37. **Possession or use of counterfeit money.** No student shall possess or use counterfeit money.

Points to Remember

1. All accumulated suspensions are carried by the student the entire school year.
2. **Students suspended or expelled from Martin County Schools are not to return to any county school campus at any time during the suspension/ expulsion period.**
3. In certain cases, the principal may determine that alternative or more severe disciplinary action is necessary. A suspension may be split between alternative consequences and out-of-school suspension when in the best interest of the student.
4. Probation – Students may be placed on disciplinary probation at any point that their behavior becomes disruptive. If they break the specified probation, they may be recommended for suspension for the remainder of the school year.
5. Any student placed in ISS or suspended from school (OSS) is not allowed to attend or participate in any school function or athletic event.
6. In addition to disciplinary action consistent with the Guidelines for Student Behavior, a student may also be charged criminally through the local court system.

Sale of a Prohibited Substance
In addition to a discipline action:
1st Offense:
Referral to law enforcement
Referral to PST for evaluation
2nd Offense:
Referral to an outside agency
3rd offense:
Referral to an alternative setting

A violation of this policy may result in suspension for the remainder of the school year.

Policy on Search and Seizure

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and

without a search warrant. **School premises may be subject to canine searches at any time.** Other searches will be conducted according to the circumstances presented and as allowed by laws.

Student Health Issues

Guidelines for HIV/STD and Teen Pregnancy Prevention in Schools:

In North Carolina, HIV, sexually transmitted diseases and teen pregnancy prevention education teaches that the expected standard for all school age children is Abstinence Until Marriage. However, according to General Statute (G.S.) 115C-81 Basic Education and the North Carolina Healthful Living Standard Course of Study, the effectiveness and failure rates of condoms and other birth control methods must be taught in the seventh and eighth grades respectively.

Each school year, before students may participate in any portion of an HIV, sexually transmitted diseases and teen pregnancy prevention education program, the local boards of education shall adopt policies to provide opportunities either for parents and legal guardians to consent or for parents and legal guardians to withhold their consent to the students' participation in any or all of these programs.

Administration of Medication

It is the policy of Martin County Schools that medications should not be administered to a student during school hours or by school personnel unless the health of the student will be adversely affected. If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, school personnel may administer medication with proper documentation from a physician and parent/guardian. Under certain circumstances students may self-administer medications with proper authorization.

The intent of this policy is to discourage students from bringing prescription and non-prescription medicines to school for administering such drugs to themselves without the assistance of school officials. Neither the Martin County Schools nor any of its employees are responsible for the improper self-administration of prescription or non-prescription drugs at school. This is the responsibility of the student's parents.

Medication administered during school hours by school personnel should be kept to a minimum. Medications should be administered at home, if at all possible. The child in need of medication to sustain his maintenance during school is the child who has a chronic health problem, or a child with an unusual health problem, where emergency measures are indicated.

THE BEST ADVICE ABOUT DRUGS AND ALCOHOL IS
DON'T START

Policy on Support Service for Alcohol, Tobacco and Other Drug Use

Martin County Schools recognizes its responsibility to provide an educational program which fosters healthful living. This program has as a goal the avoidance of alcohol and other drug use. The program extends beyond the behavioral policy which provides for disciplinary actions. The program consists of:

1. The K-12 instructional program will incorporate appropriate learning experiences relative to the nature of alcohol and other drug use. Prevention will be the primary objective of this component. This program will involve such activities as DARE, Drug-Free Schools programs, NC Alcohol and Other Drugs Interdisciplinary Curricula, Choosing for Yourself, Healthful Living Curriculum, Teens Against Tobacco Use (TATU), etc.
2. There will be an intervention program to identify and prescribe help for students involved with alcohol and other drug use. The heart of this program will be an active referral system designed to match students with services available. The referral system will extend to non-school personnel or institutions where appropriate. The objective of this component is to find those students needing help as early as possible. The following plan should be used in conjunction with the regular assigned behavioral consequences.

Today the health of children and adults alike is linked more than ever to the behaviors that they adopt. These six behaviors account for most of the serious illnesses and premature deaths in the United States:

- Tobacco use.
- Poor eating habits.
- Abuse of alcohol and other drugs.
- Behaviors that result in intentional (violence and suicide) and unintentional injuries (motor vehicle accidents).
- Physical inactivity.
- Sexual behaviors that result in HIV infection and other sexually transmitted diseases, and unintended pregnancies.

PERTINENT INFORMATION

Maintenance of Student Records

Content: The cumulative record folder contents include a personal data sheet, a permanent health record, attendance report, grades, an elementary scholastic record, a secondary scholastic record, and a standardized test record. The cumulative folder generally should be limited to this data. This record is useful in case of an emergency, to comply with the compulsory attendance law, for course placement, and to meet graduation requirements.

Electronic Transcript: An electronically generated standardized transcript will be issued to all students in grades 9-12.

The discipline record for each student will be kept separately and this file will not be considered a part of the cumulative folder.

Exceptional Children: The cumulative record for children with special needs consists of all confidential re cords used to place and provide an education for a child, such as achieve ment and intelligence tests, medical reports, and the Individualized Education Program (IEP).

The Family Rights and Privacy Act (FERPA) is a federal law which governs the maintenance of student records. Under the law, parents/ guardians of students or students if they are at least 18 years of age, have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents/ guardians of the student is limited and generally requires prior consent by the parents/guardians and 18-year-old students under FERPA.

*Complaints about failures of school to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Education, 333-C Street, SW, Washington, DC 20202.

Access To Public Records

Parents/guardian or eligible students who wish to inspect and review the cumulative record folder should submit a request in writing or by phone to the principal of the student's school. The principal will schedule the review as early as possible after the date of the request, but in no case later than 45 days. The review will take place in the principal's office or at another designated place. A school official competent in interpreting student records will be present at the review. Copies of the records may be requested after the review at a reasonable cost to the parent.

Parents interested in making any modification to a student's cumulative record folder should request this in writing to the principal of the student's record.

Please contact the principal of the student's school or the Director of Exceptional Children if additional information is needed.

The school will not disseminate data personally identifying your child without your consent.

When officials of another school or school system in which your child intends to enroll requests a record transfer, the school will make a reasonable attempt to notify the parent of the transfer. Upon request, the school will send a copy of the pertinent information to the respective parent.

Access privileges afforded to the parent are transferred to the student when the student reaches 18 years of age or is attending an institution of higher education.

Security

The school principal should assume responsibility for assuring that school records are located in a secure facility.

Access: A child's education record is confidential and only available to parent/guardians and to school officials or other agencies with legitimate educational interests.

1. Both divorced parents have access to the student's record, unless the courts have denied access to one of the parents. Written documentation must be placed in the folder if the court has denied access.
2. A stepparent does not have access to the student's record without the written consent of the natural parent. If legal adoption of the student by the stepparent has occurred, consent of the natural parent can be assumed.
3. The principal may furnish student record information to the courts without parent/guardian or eligible student's consent. The principal may furnish student record information when required by judicial order or lawfully issued subpoena. However, the parent/guardian or eligible student will be notified by the school in advance of compliance. The parent/ guardian or eligible student has the right to review and challenge the student's record prior to compliance.
4. Student record information may not be released to third parties without the consent of parent/guardian or eligible student. A record of access, provided by an inspection log **(Cumulative Record Inspection Log)** will be kept with each student's cumulative school record. This record is available only to the record custodian, parent/ guardian or eligible student, or federal/ state/local official and is maintained as long as educational record are maintained. It is to be completed by non-school personnel, parent/guardian or eligible student each time a request is made to review the cumulative record folder.
5. A parent/guardian may be allowed access rights when a student is over 18 years of age if the student requests that the parent/guardian obtain student information. Although access rights transfer from the parent/guardian to the student when the student reaches 18 years of age or attends an institution of higher education, it is permissible to allow the parent/guardian to continue access privileges if the student is not available and requests student information.

Dissemination

Student Record Transfer: the information to be transferred includes the original Personal Data Sheet, Attendance Report, Pupil Physical Examination and Permanent Health Record, the Elementary Scholastic Record, the Secondary Scholastic Record and the Elementary and Secondary Standardized Test Record. A copy of this information should be maintained. Upon request, the school will send the parent a copy of the pertinent forwarded information.

Exceptional Children: Confidential records of children with special needs will be transferred to receiving school system along with the cumulative folder. Copies of all confidential records of such children dealing with their placement and education, including psychological and medical reports currently being used to either place or provide an education to such child, will be sent. Original exceptional children's files shall be sent to the Exceptional Children's Director at the Central Office. Educational records of children with special needs who leave the public school and enter a human resource or correction program or who leave a human resource agency or correction program to enroll in a public school may be transferred without parental consent. A notice will be sent to the parent that the records have been forwarded. Each item of the record forwarded should be listed. Any records dealing primarily with medical treatment or correction as opposed to education should not be transferred. Only medical records used for placement are transferable. The school should maintain a copy of all requests. Verbal requests can be documented through a letter of transfer citing the verbal request and date.

Destruction of Certain Records Exceptional Children's Records:

Information will be maintained for five years beyond the last date the educational services were provided.

1. The parent/guardian or eligible student must be contacted prior to the destruction of records and informed of what records will be destroyed. The party will be reminded that such records may be needed in the future for Social Security or other benefits. Time should be allowed (30 days) for the parent to request copies of the records prior to destruction.
2. It is recommended that confidential records which were used initially to place the child in special education be maintained. If the child was in special education for 12 years, the early IEPs may be destroyed, leaving only the last five years of IEPs in the file. Work samples, anecdotal records or nonessential information in the files can be destroyed.
3. Parents have a right to ask schools to destroy records concerning the evaluation and placement of children in special education. However, these records may be destroyed only when the child is no longer in need of special education.

Discipline Records: Pertinent records will be maintained as necessary to administer the Martin County Guidelines for Student Behavior. High school information will be maintained for statistical purposes, for three years beyond the last date the child is in the school system. The file will not become a part of the permanent record of the student.

Grievance Procedure

Students and parents have the right at the lowest possible level of administration to an orderly and equitable resolution of problems which may arise affecting them and the school system. **An attempt should be made to resolve grievances and complaints with school officials prior to bringing the matter to the Board of Education.** Whenever a student and/or parent believes that he or she has been adversely affected because a school employee has misinterpreted, violated, or failed to enforce a state, or federal law, school board policy, administrative regulation, or local school rule or regulation, a grievance may be filed. Students and parents have the responsibility for pursuing established procedures in order to resolve grievances. **(Behaviors resulting in three days or less OSS must be resolved at the school level.)**

School Level

1. The grievant (a student and/or parent) shall discuss the grievance with the most immediate and appropriate school official (e.g. teacher or principal) as soon as possible after the occurrence giving rise to the grievance.
2. The initial discussion may be as informal as a telephone conversation. If the grievance is not resolved after an informal discussion, the grievant may request a conference with the principal.
3. The conference shall be scheduled at the earliest mutually agreeable time, but in no event more than ten (10) calendar days after the grievant's request.
4.. All persons who are parties to the grievance shall be permitted to attend the conference.
5. A good faith effort shall be made to resolve the grievance at the local level.

Central Office Level

1. If the grievance is not resolved at the school level to the satisfaction of the grievant, the grievant may, within ten (10) calendar days of the adverse decision, appeal the grievance to the superintendent.
2. As arbitrator of grievances, the superintendent shall, within ten (10) calendar days, review and investigate the grievance, hold a conference with all parties if necessary, or <u>request either or all parties to submit a short and plain statement of the grievance in writing.</u>
3. The superintendent's decision, in writing or orally, shall be communicated to all parties.

Board Level

1. If the grievance is still not resolved to the satisfaction of the grievant, the grievant may request a hearing before the Board of Education by notifying the superintendent within ten (10) calendar days of the superintendent's decision. The grievance hearing shall be scheduled during the first regular board meeting occurring not less than five (5) calendar days after the request.
2. To the extent possible, a written record of all prior proceedings shall be prepared which fairly and accurately expresses the facts and contentions of all parties of the grievance, which record shall be sent to the Board (and copies to all parties) a minimum of five (5) calendar days prior to the Board hearing.
3. If a hearing before the Board is necessary, the Board shall, in an informal manner, permit each party to be heard concerning the grievance. The hearing may, at the discretion of the Board, be held in closed session. The Board may, at the request of any party, require the attendance of witnesses or the production of documents.
4. The Board shall render a decision in writing within ten (10) calendar days of the hearing, and notify all parties.

Martin County Board of Education Policy for INTERNET ACCEPTABLE USE
Policy Code: **3225**

The Internet is a unique opportunity to enhance instructional methods, appeal to different learning styles, and meet the educational goals of the board. Through the Internet, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. The use of the Internet is a privilege, not a right. Any student use of the Internet must comply with the requirements outlined in this policy.

I. Objective

This policy is designed to cover students' use of the Martin County Schools' computer equipment, local-area and wide-area networks, and Internet access. The goal of the school system in providing this service is to facilitate resource sharing, innovation, and communication that are consistent with the educational objectives of the State of North Carolina and the Martin County Schools. Internet access includes local, national, and international connections to: libraries, companies, agencies and businesses; discussion groups on a variety of subjects; information news services: and electronic mail communication.

Before a student may use the Internet for any purpose, the parent must be made aware of the possibility that the student could obtain access to inappro-

priate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to the school district monitoring the student's e-mail communication and use of the Internet.

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that there is information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. The school district will take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language which does not serve a legitimate pedagogical concern. The school district will not limit access to the Internet for the purpose of restricting access to political ideas or social perspectives if the action is not rated simply by a school district official's disapproval of the ideas involved. However, the user is ultimately responsible for his or her activity on the Internet.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of those who use it. In general, this requires efficient, ethical and legal utilization of the network resources as well as adherence to school and Board of Education policies. If a user violates any of these provisions, his or her privilege to use the Internet will be terminated and future access could possibly be denied. In a case where laws or the Student Code of Conduct are broken, further consequences may follow.

II. Rules for Use

1. Internet access at school is intended to be used for class assignments, educational or career-development research, and personal research that does not violate the other provisions of this policy, in accordance with local and state educational objectives. Other uses of school access are to be considered inappropriate, and are not allowed.
2. Student use of chat rooms is prohibited without direct faculty supervision, and then it must be directly tied to classroom assignments or curriculum.
3. Student-created websites relating to the school curriculum must have a faculty member sponsoring them. The faculty member is responsible for monitoring the content of the site, and helping the student to update the site regularly. Martin County Schools is not responsible for any student-created and student-maintained websites that are not related to the classroom curriculum.
4. Users are expected to abide by the common rules of Network etiquette, as follows:
   1) Students should use appropriate language and be polite in communications across the MCS network or Internet.
   2) Students should not disrupt or attempt to disrupt the functioning of the MCS network communications or equipment in any manner, nor should they gain or attempt to gain unauthorized access to the MCS network or any electronic records maintained by any other organization (hacking).
   3) Students should not reveal last names, ages, telephone numbers, or other personal identifying information about themselves or someone else to another person across the Internet or network.
   4) Students should not use another person's MCS network password or give their password to another student for that person's use.
   5) Students should not access, publish, save, send or display indecent or profane images or text.
   6) Students should not violate copyright laws by copying files, programs, or other materials protected by copyright, or by failing to give credit to Internet sources used in their research.
5. The following activities and/or materials are specifically not permitted:
   1) Illegal, threatening, or defamatory activities according to North Carolina General Statutes (including, but not limited to, harassment, threats, cyberstalking, eavesdropping, and the use of misleading information or hate literature).
   2) The viewing, printing or sending of pornographic, obscene, or lewd materials.
   3) Vandalizing or attempting to vandalize hardware or software (including the creation or spread of viruses and hacking).
   4) Spamming (sending junk mail), political lobbying, advertising or any commercial uses of the network.
   5) Wasting limited network resources, including excessive use of the MCS network, downloading files, and loading programs or games to the local workstation or the MCS network without the prior approval of your teacher or administrator.
   6) Arranging/agreeing to meet someone in person that you met online.
   7) Demonstrating security problems (such as someone else's password, personal information, or access to restricted network software) to others or failure to notify the teacher and/or staff member of the problem.

III. General Principles

1. Students and parents should be aware that any files stored in network file directories or on the local hard drive(s) and any Internet activity may be screened, supervised or viewed by school and system staff, and parents will be given access to their child's files on request. Students should not expect any privacy in these files.
2. Students must immediately notify the teacher or staff member when they see or receive a message or material that is inappropriate or makes them feel uncomfortable. Failure to immediately notify the teacher will constitute culpability on the student's part for any actions they have taken or take thereafter.
3. Martin County Schools does not guarantee the service it is providing, including delays, loss of data or connections, service interruptions, and e-mail deliveries. Martin County Schools does not control the material available on the Internet, and cannot be responsible for inaccurate data or offensive material encountered on the World Wide Web.
4. Martin County Schools will cooperate with law enforcement agencies on the investigation of any illegal activities involving internet/network use.

IV. Disciplinary Actions

Internet and/or network use will be taken away if these policies are not followed. Any activities that violate this policy, the Student Code of Conduct, or Martin County Board Of Education policy will make the user subject to disciplinary actions as outlined in the Student Code of Conduct, and will result in termination of their MCS network account.

V. Legal References
Legal Reference: U.S. Const. amend. I; 17 U.S.C. 100 et seq.; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-391, -325(e)

All references to obscene, profane, offensive, or illegal materials or matter are those defined in North Carolina General Statutes 14-190.1, 14-196.3, 14-202.3, 19-1.1, and 19-12.

Cross Reference: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Complaint (policy 3230/7330), Standards of Expected Student Behavior (policy 4310), Public Records (policy 5070), Staff Responsibilities (policy 7300)

Notice of Rights For Parent/ Guardian Concerning Notification Of Any Non-Exempt Pesticide Use On School Grounds

The School Children's Health Act (House Bill 1502/ Section G.S. 115C-147)

The General Assembly of North Carolina, under the School Children's Health Act, allows parents/guardians the right to request notification of any non-exempt use of pesticides on school grounds.

If you are a parent or guardian and want notification of non-exempt pesticide use on school grounds then notify the principal of the student's school in writing with fifteen school days of the start of the school year (or by the fifteenth school day after enrollment if a student enters after the start of the academic year).

EARLY ADMISSION TO KINDERGARTEN

(a) To determine the eligibility of a four-year-old child to enter kindergarten pursuant to the provisions of G.S. 115C-364(d), the principal shall confer with a committee of professional educators to consider for each child the following factors:

(1)**Student Aptitude**. The child shall be precocious in academic and social development and shall score at the 98th percentile on a standard individual test of intelligence such as the Stanford-Binet, The Wechsler Preschool and Primary Scale of Intelligence, the Kauman Anderson, or any other comparable test administered by a licensed psychologist.

(2) **Achievement.** The child shall be functioning from two to three years beyond the child's peers. The child shall score at the 98th percentile on either reading or mathematics on a standard test of achievement such as the Metropolitan Readiness Test, the Stanford Early School Achievement Test, The Mini Battery of Achievement, the Woodcock-Johnson, the Test of Early Mathematics Ability (TEMA), the Test of Early Reading Ability (TERA), or any other comparable test administered by a licensed psychologist, a member of the psychologist's professional staff, or a professional educator who is trained in the use of the instrument and who has no conflict of interest in the outcome of the assessment.

(3) **Performance.** The child shall be able to perform tasks well above age peers as evidenced by behaviors in one or more areas such as independent reading, problem solving skills, advanced vocabulary, and some writing fluency. The parent shall submit a sample of the child's work that shows outstanding examples of ability in any area including, but not limited to, art, mathematics, writing, dramatic play, creative productions, science, or social interactions. The principal may also require a teacher to complete an informal reading assessment of the child.

(4) **Observable Student Behavior /Student Interest.** The child shall demonstrate social and developmental maturity sufficient to participate in a structured setting for a full school day. The child shall be capable of following verbal instructions and functioning independently within a group. The parent shall provide two recommendation letters with specific documentation of physical and social maturity from preschool teachers, child care workers, pediatricians, or others who have direct knowledge of the child. Useful documentation checklists include the California Pre-school Competency Scale, the Harrison Scale, or any other comparable scale of early social development.

(5) **Motivation/Student Interest.** The principal or principal's designee shall conduct an informal interview with the child and a more structured interview with the parent to determine if the child displays a thirst for knowledge and seeks new and challenging learning situations.

(b) The parent shall present the information required by this Rule to the principal within the first 30 calendar days of the school's instructional year. All testing shall be administered after the April 16th that follows the child's fourth birthday. The principal shall decide whether to grant the parent's request for enrollment within three weeks after receiving this information. The principal may conditionally enroll the child for up to ninety days in order to observe whether the child is able to adjust to the school setting. If the principal determines that the child has not adjusted to the school setting, the principal shall deny the request for enrollment. However, before the child is exited from school, the principal shall invite the parent to assist in the development of intervention strategies for the child. If those strategies are not successful, the principal shall provide the parent at least ten (10) days notice before exiting the child from school so the parent may arrange child care, if needed.

(c) Local Educational Agencies may require parents to supply information in addition to that required by this Rule. LEAs may also require specific tests or other measures to provide information relating to the factors listed in Paragraph (a) of this Rule.

(d) Early admission to kindergarten shall not automatically result in the

placement of the child in the program for academically gifted students. By the time the child has been enrolled for Ninety (90) calendar days, or at any earlier time that school officials determine that the child has adjusted satisfactorily and shall be allowed to remain in school, the gifted identification team shall review the child's information to determine if the child shall receive gifted services. If the team determines that the child shall receive gifted services, it shall develop either a differentiated education plan or an individual differentiated education plan for the child. The principal will determine placement or non-placement of the child.

DRIVER'S LICENSE ELIGIBILITY

The North Carolina legislature through House Bill 769 requires that the N.C. Department of Motor Vehicles (DMV) be notified whenever a student (15-17) who has a driver's permit or license drops out of school, or is not making adequate progress toward a high school diploma or its equivalent. (Adequate progress is defined as passing 70% of course work.) The law became effective August 1, 1998 .

When a student applies for a driver's license, a Driving Eligibility Certificate is required. DMV will not issue a driver's permit or license without the Certificate. This document is generally issued by the school counselor who certifies that the student has demonstrated adequate progress and is a student in school. Adequate academic progress will be evaluated at the end of each semester.

Students who do not meet this requirement will be reported to DMV and will have their permit or license revoked. If a student drops out of school, he/she will lose his or her driver's permit or license.

Principals will be able to provide information to parents who wish to appeal their child's driving status based on Hardship. The specific hardship circumstances are divided into four categories: (1) medical; (2) work related; (3) exceptional child consideration; (4) other. In any case of hardship, documented proof must be submitted. Each school is to maintain a record of students given Driving Eligibility Certificates.

Random Drug Testing Policy

The Martin County Schools has implemented a suspicionless drug testing program for students in Grades 7-12 who participate in interscholastic sports, other extra-curricular activities, and for students who drive to school. Once a student has registered for the program, they do not need to register every year. If a student wishes to participate in an extra-curricular activity that requires participation in the drug testing program, copies of the drug testing policy and parental consent forms are available in the principal's office.

Discrimination, Harassment, and Bullying Policy

The Martin County Board of Education prohibits unlawful discrimination, harassment, or bullying by students, employees, volunteers, and visitors in any of its educational or employment activities.

"Lose Control, Lose your License"

The North Carolina General Assembly has approved the Safe School initiative called "lose control, lose your license'. Any student suspended long term for assaulting school personnel, bringing a weapon to school, or possessing or using drugs or alcohol on campus, or committing any other act of comparable severity will now have their driver's license revoked up to one year. ***(G.S.115C-391(d).***

Family Educational Rights and Privacy Act– News Media Access

Throughout the school year, there may be occasions when media and/or school/school system personnel will be photographing and/or videotaping classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing or to be reviewed by school personnel for educational purposes. If you do not wish for your child to be interviewed or identified in photographs or other types of media, please contact the principal in writing, expressing your child's restriction.

For Further information, contact the Martin County Board of Education at 792-1575,
300 North Watts Street Williamston, North Carolina 27892.

Important Health Information
Provided by the State of North Carolina and Martin County Schools

FLU

About the Flu: Influenza is a respiratory illness caused by influenza viruses and can be easily spread to others. Symptoms of flu include a high fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose and muscle aches. Symptoms such as nausea, vomiting and diarrhea are much more common among children than adults.

Who is at greatest risk?: Children who live in long-term care facilities or who have heart disease, lung disease (including asthma), kidney disease, diabetes, anemia, or a weakened immune system.

Your child's chance of being harmed by the flu is far greater than the chance of being harmed by the vaccine. Immunization is an important way that parents can protect children.

What is the best time to immunize against the flu? The peak season for the flu in the U.S. is November through April. Children should get a flu shot in October, especially those children between 6 and 23 months old. Speak to your family doctor or a health care provider. The majority of children who receive the vaccine will have no side effects. A mild reaction could include soreness or redness where the shot was given, a slight fever, or a general sense of feeling unwell. **Aspirin free** pain reliever can be used to reduce fever and soreness.
No vaccine is 100% effective, so there will always be some people who still get the flu after receiving the vaccination. However, it is most often a more mild case of the flu.

MENINGOCOCCAL DISEASE

About Meningococcal Meningitis. Meningococcal meningitis is a form of bacterial meningitis, often referred to as spinal meningitis. Although rare, it is a potentially fatal bacterial infection that can cause severe swelling of fluid around the brain and spinal cord or a serious blood infection.

This disease is spread from person to person through the air or by contact with saliva, usually through close, personal contact with an infected person. The disease can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes.

Symptoms can resemble the flu and include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

Who is most at risk? Studies show that certain college students, especially freshmen living in dormitories are at an increased risk for meningococcal meningitis. A safe and effective vaccine is available to protect against four of the five most common types of meningitis. It is recommended that college students, especially those living in dormitories be educated about meningitis and the benefits of vaccination.

Because meningococcal meningitis can progress rapidly, often within hours, there is the potential of long-term side effects if not treated as soon as possible once symptoms appear. Speak to your family doctor or health care provider when you notice symptoms for meningococcal meningitis.

(HPV) Get Vaccinated

HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact during intimate sexual activity. There are about 40 types of HPV that can infect men and women. Some types of HPOV can cause cervical cancer in women.

Because of this danger of potential cervical cancer, the North Carolina Department of Health and Human Services is providing information about a new vaccine that can now protect females (ages 9-26) from four major types of HPV. Routine vaccination is recommended for all 11 and 12 year old girls.

As with any medical information and procedure, <u>it is most important to discuss this new vaccine and the dangers of being exposed to HPV with your family doctor.</u> All Martin County School health educators have additional information to share should you seek additional education about this important topic.

Good Health Habits to Follow:

⇒ Avoid close contact with people who are sick.
⇒ Stay home when you are sick.
⇒ Cover your mouth and nose with a tissue when coughing or sneezing.
⇒ Avoid touching your eyes, nose and mouth.
⇒ Wash your hands well after sneezing, before eating, after blowing your nose, or after using a tissue.
⇒ Try to stay home if you have a cough or fever.
⇒ Don't share food, utensils, towels, lipstick, or anything else that may be contaminated with respiratory germs.
⇒ Practice an abstinence until marriage policy to avoid unwanted sexually transmitted diseases.
⇒ If conditions persist, see your family doctor or other health professional.