

# MARTIN COUNTY SCHOOLS

## Middle/High School Guidelines and Policies 2016-17

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.

Martin County Schools staff makes every effort to ensure the information contained within this document is both accurate and current. However, changes in federal, state, and local policies and regulations may result in changes to this information throughout the school year. Please contact your child's principal and/or the district office if you have questions.

### BOARD OF EDUCATION

**Van Heath , Chair**  
*vheath@martin.k12.nc.us*  
**Kenneth Harrell, Vice-Chair**  
*kharrell@martin.k12.nc.us*  
**Russ Ayers**  
*rayers@martin.k12.nc.us*  
**Barbara Council**  
*bcouncil@martin.k12.nc.us*  
**Addie Lou Leggett**  
*aleggett@martin.k12.nc.us*  
**Moses Matthews**  
*mmatthews@martin.k12.nc.us*  
**Gene Scott**  
*gscott@martin.k12.nc.us*

### MCS DISTRICT STAFF

#### Superintendent

Dr. Chris Mansfield  
*cmansfield@martin.k12.nc.us*  
**252-792-1575**

#### Directors/Coordinators

Lisa Bowen, Director of Exceptional Children and Personnel  
 David Jenkins, Director of Career Tech Education & HS Curriculum  
 Sharon Kinion, Child Nutrition Director  
 Susan Peele, Director of Elementary Curriculum & Title I  
 Karen Rogerson, Finance Officer  
 Gary Speller, Maintenance and Transportation Director  
 Clay Wagner, Director of Student Services  
 Chanda Beach, Exceptional Children's Program Assistant  
 Doug Bullock, Director of Technology  
 Larry Hodgkins, Accountability Coordinator  
 Beth Lamb, AIG Coordinator  
 Tonya Little, STEM Coordinator  
 Susan Whitehurst, Instructional Coach Lead  
 Avis Wilson, PowerSchool Coordinator

### SCHOOL ADMINISTRATION

**Riverside High School**  
 James Guard, Principal  
*jguard@martin.k12.nc.us*  
 Chris Matthews Asst. Principal  
*cmatthews@martin.k12.nc.us*  
 Jason Myers 9th Grade Academy  
*jmyers@martin.k12.nc.us*  
 792-7881

**Riverside Middle School**  
 Ron Byrd, Principal  
*rbyrd@martin.k12.nc.us*  
 Donsenia Teel Asst. Principal  
*dteel@martin.k12.nc.us*  
 792-1111

**South Creek High School**  
 Alan Hagen, Principal  
*pahagen@martin.k12.nc.us*  
 Donnie Wallace Asst. Principal  
*dwallace@martin.k12.nc.us*  
 795-4081



#### **South Creek Middle School**

Jan Wagner, Principal  
*jwagner@martin.k12.nc.us*  
 Cliff Hudson Asst. Principal  
*chudson@martin.k12.nc.us*  
 795-3910

### SCHOOLS SUPPORT

**Martin County Success Academy**  
 Harry Respass, Director  
*hrespass@martin.k12.nc.us*  
 789-4754

**Drop Back In & Virtual Academy**  
 Cassandra Byrd, Coordinator  
*cbyrd@martin.k12.nc.us*

**Auxiliary Services**  
 809-0356

**Bus Garage**  
 Gary Speller, Director  
 Cynthia Mooring, TMSS  
 792-5067

**Maintenance**  
 Herbie Gay  
 792-6637

*For additional information please check our county school's website at **www.martin.k12.nc.us** Important health information provided by the State of North Carolina and Martin County Schools is posted on website.*

## SCHOOL CALENDAR

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

August 29– First day for school  
 June 9– Last day for school  
 TBA—Graduation

### Martin County Schools Holiday Schedule 2016-17

Labor Day	Sept. 5
Veteran's Day	Nov. 11
Thanksgiving	Nov. 23-25
Christmas	Dec. 19-30
New Year's	Jan. 2
Martin L. King, Jr.	Jan. 16
Spring Break	April 17-21
Memorial Day	May 29

#### 2016-17 Fees

Band.....	\$10.00
Student Insurance	
Basic.....	\$18.00
Basic 24 hour coverage.....	\$68.00

## CHILD NUTRITION

For 2016-17, Martin County Schools will operate under a Community Eligibility Program. This means that **ALL** Martin County Schools students are eligible to receive breakfast and lunch at **no cost**.

Parents will not complete lunch forms to qualify for free or reduced lunch. Students will still receive lunch numbers and must present their lunch number to the cafeteria staff upon receiving their meals.

Students are still allowed to bring a home-packed lunch to school. Students may still be able to purchase additional items but **ONLY** after they have first picked up their no-cost breakfast or lunch.

For additional information, please contact the schools' cafeteria managers or Director of Child Nutrition, Sharon Kinion.

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

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.**

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

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.
6. Parents should neither disrupt nor interfere with any emergency drill or response to an actual critical incident. Parents will not be allowed to sign out or pick up their children from schools until an **"all clear"** is given by Martin County Schools administration. Information about emergency drills and critical incidents will be communicated as soon as is safe and practical to do so using the district's Connect-ED phone messaging system.

*The emergency phone call system requires that the school has permission to call and 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:***

<u>Subject</u>	<u>No. of Units</u>
Required English	4
Mathematics	4
<i>(one of which must be Algebra II)</i>	
Science	3
<i>(Biology and a physical science are required.)</i>	
Social Studies	3*
<i>(Civics, US History and a world studies course required. * 9th graders entering 2012-13 will be required to complete 4 units of social studies.)</i>	
Health & PE	1
Electives	<u>11</u>
<b>TOTAL</b>	<b>26</b>

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.

## High School Student Honors

### Beta Club

Students are eligible for Beta Club consideration at the beginning of their sophomore year. Students must have a 3.25 unweighted GPA.

### National Honors Society

Students are eligible for NHS induction in their junior year. The student must demonstrate leadership, ethical character, and be involved in school and/or community service. A weighted GPA of 3.5 is required.

### Marshals

Students who have acquired a 3.7 weighted GPA and have passed all courses through the fall of their junior year will be eligible to serve as marshals.

### Honor Graduates

Honor graduates must have a weighted GPA of 3.7 for all courses with no course failures during four years of high school including final senior grades.

### Salutatorian

The graduate with the second highest GPA/rank after all senior grades are posted will be named the class salutatorian. In order to be considered for this honor, students must be in attendance in the same high school their junior and senior years.

### Valedictorian

The graduate with the highest GPA/rank after all senior grades are posted will be named the class valedictorian. In order to be considered for this honor, students must be in attendance in the same high school their junior and senior years.

## End-Of-Grade Testing Policy for Grades 6-8

*The following is a summary of Martin County Board of Education Policy 3421. Please refer to [www.martin.k12.nc.us](http://www.martin.k12.nc.us) for the policy in its entirety.*

All students in grades 6-8 are expected to achieve a Level III score on all state End-of-Grade reading and math tests as well as on the science test for grade 8. Additionally, all students are expected to achieve a passing score of 70 or higher for SY 2014-15 and beginning in SY 2015-16, 60 or higher, on any North Carolina Final Exam, (NCFE), which is administered as a requirement of the class in which they are enrolled. Students who score a Level III on the EOG test or a passing score of 70 or higher for SY 2014-15 and beginning in SY 2015-16, 60 or higher, on NCFE tests are eligible to pass the class, if they successfully meet all other class performance requirements.

### Grades 6-8

In grades 6 through 8 when assigning a final grade for a course in which an EOG or NCFE is administered, the state EOG or NCFE score will count as 10% of the student's final grade in the course.

Any student who takes high school courses in middle school, (i.e. Math I, English I, Earth Science, or other such courses normally taken in the 9-12 setting), are required to take the subsequent EOC test or NCFE for that course. In determining the student's final grade for that particular high school level course, the EOC test or NCFE score will count as 25% of the student's final grade.

Students who do not take the state EOG tests, NCFE or other state-mandated tests, unless the student has an approved medical exemption or otherwise previously documented good cause exemption will not be eligible for promotion unless they make up the test(s) within the regular testing makeup window.

Students achieving a minimum Level III on the EOG test or passing score on the NCFE but failing the course with a grade average (including the EOC or NCFE averaged into the final grade at 25% for high school courses and 10% for grades 4-8 courses), of 65-69 for SY 2014-15 and beginning in SY 2015-16 an average of 55-59, are expected but not required to take a remediation program as assigned by the principal.

Students failing both the state test and the course will be required to re-take the course unless a good cause exemption is determined by a review committee.

If at the conclusion of 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 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 objective review by the committee. Base on the review of student data, the committee will recommend or not recommend course credit for the student.

**The principal shall ultimately determine whether the student has or has not met the testing and/or course standard.**

## End-Of-Course Testing Policy for Grades 9-12

*The following is a summary of Martin County Board of Education Policy 3420. Please refer to [www.martin.k12.nc.us](http://www.martin.k12.nc.us) for the policy in its entirety.*

Students enrolled in high school courses with state end-of-course tests are expected to achieve a Level III on the initial administration of the test. Students enrolled in high school courses requiring the administration of a North Carolina Final Exam (NCFE), are expected to achieve a passing score of 70 or higher for SY 2014-15 and beginning in SY 2015-16, 60 or higher, on the initial administration of the test. Students scoring a Level III on the EOC will be given credit for the course if the student(s) meet all other course requirements. Students achieving a passing score on the NCFE will be given credit for the course if the student meets all other course requirements. In assigning grades for the semester, state EOC, NCFE, and teacher-made final exam grades will count 25% of the student's final semester grade. Students who do not take state EOC courses, NCFE or other state-mandated tests such as the ACT or ACT WorkKeys, unless the student has an approved medical exemption or otherwise previously documented good cause exemption, will not be eligible for promotion or graduation, dependent upon the student's grade level and the test(s) in question, unless the test is made up within the makeup testing window for the missed test(s).

### Credit Recovery

Students achieving a minimum Level III on the EOC test or passing score on the NCFE but failing the course with a grade average (including the EOC or NCFE averaged into the final grade at 25%), of 65-69 for SY 2014-15 and beginning in SY 2015-16 an average of 55-59, will be expected but not required to participate in a remediation program/credit recovery as assigned by the principal.

The credit recovery course must have a minimum of 18 contact hours for the student (equivalent to 12 90-minute class periods). Students must successfully complete work assigned during this credit recovery course to receive credit.

Students failing both the state test and the course should consider re-taking the course unless a good cause exemption is determined by a review committee.

If at the conclusion of 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 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 objective review by the committee. Base on the review of student data, the committee will recommend or not recommend course credit for the student.

### Credit by Demonstrated Mastery

Credit by demonstrated mastery shall be available for all students in grades 9-12 and students in middle school who want to earn credit on some high school courses. This process includes a multi-phase assessment consisting of: 1. A standard examination, which shall be the EOC where applicable, or a final exam developed locally. 2. An Artifact/presentation/performance task which requires the student to apply knowledge and skill relevant to the content standards of the course. Not all high School courses are eligible for the Credit by Demonstrated Mastery process. Policy code: 3420-3421

### The principal shall ultimately determine whether the student has or has not met the testing and/or course standard.

### Promotion Requirements

*The following is a summary of Martin County Board of Education Policy 3422. Please refer to [www.martin.k12.nc.us](http://www.martin.k12.nc.us) for the policy in its entirety.*

#### Grades 6-8

To be promoted to the next grade level, students in grades 6-8 are expected to pass all core area subjects, (English/Language Arts, Math, Science and Social Studies), and at least 50% of their elective courses in order to be promoted to the next grade level. Students are expected to meet the Martin County Schools policy on attendance. Students not meeting one or more of these expectations will be referred to the school promotion review committee to determine their status for the following year. The committee will make a recommendation to the principal of the school.

It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a). The principal shall consider the student's overall growth toward grade-level standards, classroom work, grades, and the best educational interests of the student in making promotion decisions.

#### Grades 9-12

Students enrolled in grades 9-12 must meet the following requirements in order to be promoted:

##### From Grade 9 to 10:

Six (6) units of credit including

<b>ATTENDANCE</b>
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English I and one (1) additional core credit.

##### From Grade 10 to 11:

Twelve (12) units of credit including English II and five (5) core credits.

##### From Grade 11 to 12:

Eighteen (18) units of credit including English III and five (8) core credits.

Core units are currently defined as specific courses required for graduation. Core units are cumulative. The core units earned to be promoted to grade 10 count towards those needed to advance

to grade 11.

### To Graduate...

Each student must:

1. Meet all Martin County requirements as defined in Board Policy 3460, and,
2. Meet all North Carolina graduation requirements as defined by the State Board of Education.

### 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 any 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 ex-

cused. 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

Students must bring a parent note that explains the illness and includes the date(s) the student was absent.

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 a student has a **dental or medical appointment**. Students and parents should make every effort to schedule medical and dental appointments after school or on days students are not in school to avoid missing class time. If students do have to miss school due to a medical or dental appointment, a note from the doctor that includes the date and time is required for the absence to be considered excused.
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. An educational absence is excused only if the principal deems the experience is of sufficient educational value. Educational absences may not be approved after the fact.
7. 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.

8. Absences due to pregnancy and related conditions or parenting when medically necessary

9. Absences under G.S. 130A-440

### 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.

### Student Check-Out

Any student that signs out from campus early or signs into campus late should do so in the main school office according to their school's procedures. It is preferable that students be accompanied by their parent or guardian when signing in late or out early. All students should have a parent note granting permission to sign in late or out early. The parent note should include the date, the time of check in or out, and the parent's phone number.

Students that routinely sign in and out due to their participation in an internship are expected to travel directly to the internship site and directly back to school when finished.

**Any student that leaves campus during the lunch period must be PHYSICALLY signed out by the parent or guardian. Phone calls will not be accepted. High school students that have 4<sup>th</sup> period internships will not be excused from campus until the beginning of 4<sup>th</sup> period, after the lunch period is completed.**

**Signing in late or signing out early may impact course absences, particularly for high school students. (See Excessive Absence "No Credit" Policy)**

### 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.

### EXCESSIVE ABSENCE "NO CREDIT" POLICY

A middle school student who accumulates more than 16 unexcused absences for a year-long course or 8 unexcused absences for a semester-long course may not receive credit for that course due to excessive absences.

High school students are required to be in attendance in each course for a minimum of 127 hours in order to receive credit. Arriving to a class late or leaving a class early may count against the total hours a student is present in each class. Teachers are required to keep daily class attendance.

Keep in mind that any absences, even those classified as excused, may negatively impact a student's understanding of course content and ultimately their grade. It is a student's responsibility to work with their teacher(s) to make up any work they miss when absent.

**Students suspended from school will not have those days counted against them as part of the excessive absence policy.**

### 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 Superinten-

dent. If students cannot return to their former school, Martin County Schools will not enroll them.

Under the provisions of the McKinney-Vento Act, students who are considered to be homeless will be enrolled in Martin County Schools within 24 hours with or without documentation. Home

less 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

### DISCIPLINE

placement.

#### Introduction

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

#### 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*

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.

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.

**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, abet-

ting, 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 in route to or from school and at any time and place when the student's conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.** Rules listed in this booklet are not all-inclusive and supplement other Martin County policies and local school rules.

### **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 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. Due to FERPA guidelines, parents will not view or have access to video recordings.

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 or ISS 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.

### **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 employ-

**The principal will make disciplinary decisions on a case by case basis.**  
**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. If you have any concern regarding your

### **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

child's ride to and from school on a school bus, please communicate that concern to the principal or assistant principal at your child's school. It is unlawful for any unauthorized person to enter a North Carolina school bus.

### **Martin County Schools Bus Disciplinary Policy 4316**

The Martin County Board of Education expects students to observe established rules, standards, and regulations for a safe environment on the bus. Transporting a large number of students to and from school is a tremendous responsibility. Therefore, it is the belief of the Board that riding the bus is a privilege and being such may be

revoked for prohibited behavior.

### General Guidelines

Students should ride only in their assigned bus and disembark only at their assigned stop. Any changes to these assignments must be made in writing and approved by the school administrator. Students are required to follow the student expectations for riding a bus. The driver of the bus should report any misconduct to the school administrator. The school administrator may take action on the misconduct as if the violation occurred on school grounds. Parents should not board a school bus.

### Student Expectations

Students are expected to enter the bus in an orderly and quiet manner. Students should sit in assigned seats without being reminded. Students should remain seated and facing the front at all times. Students should keep hands, arms, feet, and heads or any other object in the bus at all times. Students should sit with their feet on the floor and book bag and hands in lap. Be respectful to the driver, other students and school property at all times. Students should abide by the request of the driver and follow all school rules and regulations.

### Consequences

First Offense-Student Conference/  
Parent Contact

Second Offense-Student & Parent  
Conference

Third Offense-Loss of riding privi-  
leges for 3 days & Parent Notifica-  
tion

Fourth Offense-Loss of riding privi-  
leges for 5 days & Parent Notifica-  
tion

Fifth Offense-Loss of riding privi-  
leges for 10 days & Parent Notifica-  
tion

Sixth Offense-Loss of riding privi-  
lege for remainder of school year

In the case of fighting or other severe  
behavior violations, the administrator

may immediately suspend the student  
from riding the bus.

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.

### 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

**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, gray &  
white*

*Pants/Skirts: khaki, black or navy*

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.*

**The 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. Students are also not to wear skin-tight clothing such as spandex, yoga pants, etc.

- Shorts and skirts must be no higher than 3 inches above the top of the knees.
- 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, 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.

*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.*

## 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.

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 principal or his/her designee.**
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 offenses.

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 including vaporizers and electronic cigarettes 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. **Insubordination or 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. 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.

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use such firearm or destructive device in a harmful or threatening way.

For purposes of this section a "firearm" is (1) a weapon, including a starter gun, which will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, stun gun, air rifle or air pistol.

For purposes of this section, a "destructive device" is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than on-quarter ounce, (5) mine or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

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.

**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.

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

**Students with disabilities recognized by IDEA shall receive alternative educational services during periods of suspension or expulsion to the extent required by state and federal law and *Policies Governing Services for Children with Disabilities.***

suspended from school (OSS) shall not be allowed to attend or participate in any school function or athletic event during the period of the ISS or suspension. Students should also remember that participation in commencement exercises is a privilege, not a right. Students who violate the code of conduct and are placed in ISS or suspended (OSS) may be prohibited from participating in commencement exercises either as a graduate, marshal, or spectator.

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.

### Short-Term Suspension

For certain disciplinary infractions, the principal and his or her designee has the authority to suspend a student for up to ten (10) days. A short-term suspension does not include (1) the removal of a student from the remainder of a class or for less than one-half of a school day or (2) the changing of a student's location to another room or place on the school premises. (3) A student is absent under G.S. 130 A-440. The principal and his or her designee has the authority to determine when a short-term suspension is an appropriate consequence. In-school suspension may be imposed at the principal's discretion as an alternative to removing the student from the school setting.

1. The student may not appeal the principal's decision to the superintendent or the board (G.S. 115C-390.6(e) and G.S. 115C-45(c)(1)).
2. A student subject to a short-term suspension must be given an informal hearing prior to the imposition of the suspension unless it is unsafe or impractical to do so at that time.
3. The principal or designee must inform parents of the suspension and the behavior upon which the suspension is based.
4. Short-term suspension for truancy or tardiness shall not exceed two days.
5. Any student placed in ISS or suspended from school (OSS) shall not be allowed to attend or participate in any school function or athletic event during the period of the ISS or suspension. Students should also remember that

participation in commencement exercises is a privilege, not a right. Students who violate the code of conduct and are placed in ISS or suspended (OSS) may be prohibited from participating in commencement exercises either as a graduate, marshal, or spectator.

For additional information, please refer to the Martin County Board of Education Policy on Short-Term Suspension.

### Long-Term Suspension, 365 Days Suspension, Expulsion

For serious and/or egregious disciplinary violations, a principal may recommend that the superintendent impose long-term suspension on a student. Long-term suspension moves a student from his or her assigned school for more than ten (10) days. A suspension for 365 calendar days may be imposed on a student by the superintendent for certain firearm and destructive device violations, as defined in G.S. 115C-390.1(5) and G.S. 115C-390.1(8). Expulsion may be imposed on a student of at least 14 years old whose presence in school constitutes a clear threat to the safety of other students or employees. Expulsion is recommended by the superintendent and imposed by the board of education.

1. Principals should consider any and all mitigating and/or aggravating factors when considering a recommendation for long-term suspension.
2. Principals must provide written notice of a recommendation for long-term suspension, 365-day suspension, or expulsion in as timely a manner as possible, ideally by the end of the workday during which the recommendation was made.
3. Students and/or their parents may request an administrative hearing before the superintendent or his or her hearing officer within five days of receiving notice of the intent to recommend long-term or 365-day suspension or expulsion.
4. The superintendent will communicate his or her decision in writing following the administrative hearing. A student or his or her parents may appeal the decision of the superintendent to the board of education within three days of receiving the superintendent's decision.

5. Students placed on long-term or 365-day suspension shall be offered alternative educational services, unless the superintendent provides significant reason to decline such services. Students expelled from the school system are no longer considered enrolled members of the system and not entitled to be on educational property.
6. Students on long-term or 365-day suspensions are not allowed to participate in any school activity or be present on any school property during the period of the suspension.

**For additional information, please refer to the Martin County Board of Education Policy on Long-Term Suspension, 365 Days Suspension, Expulsion.**

### 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.

### Immunizations for Grades 6-12

All students entering seventh grade or who have reached age 12, whichever comes first, are required to receive the following vaccinations:

1. a booster dose of Tdap (tetanus, diphtheria, and pertussis) vaccine, if they have not previously received it; and,
2. the meningococcal conjugate vaccine (MCV).

Evidence must be shown in the form of a certificate furnished by a licensed physician or by the health department. Principals are required to refuse admittance to any child whose parents or guardian does not present a medical

## Student Health Issues

certification within the allotted time. For more information on immunization and health screening requirements, please refer to Board of Education Policy 4110.

### Healthy Youth Act of 2009

The Healthy Youth Act of 2009 (G.S. 115-81) charges each local school district in North Carolina with teaching a reproductive health and safety program beginning in seventh grade. In Martin County, this program is offered through the Healthful Living Standard Course of Study and taught by licensed and trained health educators in grade seven, eight and nine. Instructional materials have been reviewed by educators as well as members of the community.

Students receive instruction in the benefits of abstinence until marriage, techniques for dealing with peer pressure, effectiveness of contraceptive measures, dangers of HIV/STDs, accurate biological information regarding human reproductive systems, healthy relationships, and information about sexual assault, sexual abuse, and sex trafficking. Prior to the start of instruction, parents and legal guardians will

### 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.

have the opportunity to review the instructional materials and decide the extent to which their student may participate in the program. Questions about the program should be directed to your child's principal.

### 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.

### 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.

### 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.

### Student Records

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

### Access To Public Records

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.

### **Family Educational Rights & Privacy Act– 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.

\*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.

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 Elementary 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 ten 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 request either or all parties to submit a short and plain statement of the grievance in writing.

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

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, cyber stalking, 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.

### 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 Concerning Parent/Guardian Notification Of Any Non-Exempt Pesticide Use On School Grounds.**

The General Assembly of North Carolina, under the School Children's Health Act, (G.S.115C-147) 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).

### **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.

### **"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)).