

Mattamuskeet

2023-2024

Student-Parent Handbook Grades PK-13



School Media

Webpage: www.hyde.k12.nc.us

Facebook Hyde County Schools: <https://www.facebook.com/HydeCountySchools>

Facebook Mattamuskeet Campus: <https://www.facebook.com/MattamuskeetSchoolHCS>

20392 US HWY 264
Swan Quarter, NC 27885
Phone (252) 926-0221

Hyde County Schools

“Striving for Excellence in Educating Future World Shakers and History Makers”



Hyde County Schools Vision:

All students will graduate with the skills to be successful in a global society.

Mission Statement:

HCS is dedicated to providing a quality education and relevant learning opportunities that help students develop the critical thinking skills, global perspective, and character necessary to succeed in a rapidly changing world.

Mattamuskeet School

VISION & MISSION STATEMENT

VISION STATEMENT

At this school we promote trust, values, and happiness. We want staff and students to experience joy through their improvement, growth, and hard work. We believe that ALL students (100%) can be successful and reach proficiency. We are focused and determined to complete the tasks we have before us. We are a team and we have a shared goal of providing the best educational opportunities and experience for ALL of our students.

MISSION STATEMENT

We will create a rich environment based on students' individual strengths and interests by removing learning barriers, teaching the importance of education, and advocating for unique student needs. We will encourage students to take ownership of lifetime learning.

SCHOOL IMPROVEMENT PLAN

The 2023-2024 school goals can be found at

<https://www.indistar.org/>

Guest Login: GuestS20610
Guest Password: GuestS20610

School Expectations

BE READY: Be on time for class and prepared to learn.

BE RESPONSIBLE: Follow directions and always do the right thing.

BE RESPECTFUL: Show respect for yourself, property, and others at all times.

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MESSAGE FROM THE PRINCIPAL

Dear Students and Parent(s):

On behalf of the Mattamuskeet Family and Community, it is our pleasure to extend a warm and heartfelt welcome as we begin the 2023-2024 school year. Thanks for entrusting us with your child's education. You are encouraged to become involved in the activities of our school through the Parent Teacher Organization (PTO) and your child's classroom. Being an active parent improves academic success. We are committed to helping your child become a life-long learner who is a well-prepared, caring, and respectful citizen.

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

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

Sincerely,

Allison Etheridge

Principal

Mattamuskeet School

MATTAMUSKEET SCHOOL STAFF

Administration and Administration Support

Name	Role	Office Location	Extension
Allison Etheridge	Principal	500 Building	3304
Jamie Smith	Assistant Principal	100 Building	3311
Kristy Marslender	Dean of Hyde Academy	603	3219
Paige Smith	Instructional Coach	Room 119	3209
Floy Loftus	Administrative Assistant	500 Building	3200/3300
Paula Privett	PowerSchool	500 Building	3302
Kathy Perry	School Finance Officer	500 Building	3303
Bret Brul	School Resource Officer	527	3355

Teaching and Support Staff

Grade Level	Teacher	Room #	Extension
NC Pre-K	Cheri Tate	148	3229
Kindergarten	Angie Kerr	146	3228
Kindergarten/First Grade	Claire Bergefurd	144	3221
Second Grade	Susan Berry	145	3223
Second/Third Grade	Jean Credle	142	3224
Third Grade	Heather Whitfield	143	3212
Fourth Grade	Charlotte Ludolph	141	3256
Fifth Grade	Sherri Cox	105	3217
Fifth Grade	Emilie Miller	106	3218
Fifth/ Sixth Grade Math	Samantha Parker	103	3222
Science 5th/8th	Louise Beirne	109	3220
7-8 Math, Math 1	Amanda Peaden	101/625	3259/3202
7-8 ELA, HS English	Sandy Carawan	102/616	3257/3254
6-8 Social Studies, Yearbook	Sean Sands	104/721	3258

High Grades English	Vanessa Bryant	612	3345/3328
High Grades Science	Tami Wagaman	602	3346
Weight Room		606	3342
High Grades History	Rick Perry	601	3350
High Grades Math	Autumn Lahr	604	3341
CTE	Cara Taylor	803	3335
CTE	Jennifer Cahoon	700 bld/shop	3332/3330
CTE	Benjamin Poulin	801	3351
Career Coach	Amber Searcy	806	3354
Welding Class		901	3331
Welding Shop		905	3329
Alternative Programs Teacher	Cheryl Helms	718	3227
Information Highway Facilitator	Linda Fulford	613	3314
EC Teacher	Betsy Ward	147	3230
EC Resource Teacher	Gwen Ballance	149	3214
EC Teacher	Patricia Scripture	107/614	3262/3225
EC Assistant	Kirstie Armstrong	108	3263
EC Teacher OCS	Joe Ludolph	719	3349
Instructional Assistant	Kristy Mann	719	3349
ESL Teacher	Julio Morales	701	3206
Behavior Specialist	Jonathan Reed	716	3261
Instructional/Behavior Assistant	Tara Liverman	716	3261
Media Specialist	Mallory Ballance	Media	Front Desk 3319 3322 Back Desk
K-12 Art	Laura Taylor	703	3213
K-12 PE	Wes Creef	704/Gym	3207/3312
School Social Worker	Brooklyn Hudnell	500 bld	3305
School Nurse	Stephanie Stewart	118/500B	3205/3251

K-8 Counselor	Mary Frances Sadler	139	3344/3264
High Grades Counselor	Kristi Gibbs	617/619	3208
Technology	Tommy Loftus	902	3333
Media Center/Technology	Sandra O'Neal	Media	3211
Instructional Assistant PK	Jessica Lewis	148/141	3229
Instructional Assistant (K)	Megan Gibbs	146	3228
Instructional Assistant (K/1)	Theresa Midgette	144	3221
Instructional Assistant (EC)	Mavis Williams	147	3230
Instructional Assistant (2/3)	Cassie Bartell	142	3224
Instructional Assistant (Creef/J. Ludolph)	Monterra Gibbs	Gym/719	3207/3312
Speech		412	3362
21st Century Band Room		410	3326
PD Lab 500		510	3310
EMPTY	113		No phone
COPY ROOM	112		No phone
114 Kitchen	Electives/Remediation		3204
Athletic Storage	720		No phone
Old Art Room	623		3347
600 Kitchen	610		3343
Stem Lab	808		3356
CTE	802		3352

CUSTODIAL STAFF

Position	Staff	Location	Extension
Head Custodian	Ella Merrick	Building(s)	

Custodian	Daniel Shelton	Building(s)	
Custodian	Jaleel Spencer	Building(s)	
Custodian	Andre Norman	Building(s)	

CAFETERIA STAFF

Position	Staff	Location	Extension
Director of Child Nutrition	Nora Hill	Cafeteria	3336
Cafeteria Staff	Linda Murray	Cafeteria	3334
Cafeteria Staff	Shirlene Farrow	Cafeteria	3337

BUS DRIVERS

Bus Number	Bus Driver
Bus 125	Helen Merrick
Bus 126	Becky Corprew
Bus 127	Thomacena Cooper
Bus 128	Linda Fulford
Bus 129	Tara Liverman
Bus 130	Theresa Midgette

21ST CENTURY PROGRAM STAFF

Position	Staff	Location	Extension
21 st Century Site Manager	Emilie Miller	713	3203
21st Century Classroom		705	
21st Century Classroom		717	
21st Century Classroom		702	
21st Century Classroom		704	
21st Century Classroom		706	

Mattamuskeet Starting/Ending Bell Schedule

7:30 a.m.

School is open for students

**Parents may drop off students at this time*

7:45 a.m.	1 st Bell
7:48 a.m.	2 nd Bell /Tardy Bell
3:00 p.m.	Dismissal Bell--

Dismissal on Early Release days will be at 12:30 pm.

Mattamuskeet School Daily Schedules

LUNCH SCHEDULE

10:50-11:20 PreK

10:55-11:25 Kindergarten and First (sit at yellow tables closest to 100 & away from cafe line)

11:00-11:25 Second Grade (sit at blue tables)

11:00-11:25 Third Grade (sit at blue tables)

11:15-11:45 Fourth Grade (sit at rectangle tables)

11:30-11:55 Fifth (sit at hexagon tables.)

11:55-12:20 Middle Grades

1:00-1:30 High School

Breakfast and lunch:

Breakfast and lunch are provided at school.

Our Child Nutrition Program is participating in the Community Eligibility Provision this school year.

All students will have breakfast and lunch at no cost.

A student may choose to bring breakfast or lunch from home.

Adult Prices: a la carte

Important Calendar Dates

Fall 2023 Holidays/Workdays		Spring 2024 Holidays/Workdays	
August 14, 2023	First Day of School	January 1, 2023	Holiday
September 4, 2023	Labor Day No School	January 2, 2023	Workday
September 29, 2023	Workday	January 15, 2023	Holiday
October 13, 2023	Early Release	February 9, 2023	Early Release
October 27, 2023	Workday	February 29, 2023	Workday
November 9, 2023	Workday	March 1, 2023	Workday
November 10, 2023	Holiday		
November 22, 2023	Workday	March 29, 2023	Holiday (Good Friday) Early Release
November 23-24, 2023	Thanksgiving Break	April 1-April 5, 2023	Spring Break/Easter
December 15, 2023	Early Release	April 19, 2023	Early Release
December 18- December 29, 2023	Christmas Break	April 24, 2023	Workday
		May 24, 2023	Last Day/Early Release

PROGRESS REPORTS/REPORT CARD SCHEDULES

Marking Period and Quarter	Progress Reports	Report Cards Go Out	Parent Teacher Conference Dates
1st Quarter <i>August 14-October 11</i>	September 11, 2023	October 16, 2023	October 16, 2023- October 30, 2023
2nd Quarter <i>October 12-December 15</i>	November 11, 2023	December 15, 2023	To be announced
3rd Quarter <i>January 3-March 8</i>	February 12, 2024	March 8, 2024	To be announced
4th Quarter <i>March 11-May 24</i>	April 15, 2024	Sent out after grading/exams are complete	

EXAM SCHEDULES

FALL 2023

December 11, 2023-December 15, 2023

SPRING 2024

EOG

May 13, 2023-May 24, 2023

EOC/CTE

May 20, 2023-May 24, 2023

Federal Laws and Communication

Family Educational Rights and Privacy Act (FERPA)

Parents and guardians have the right to opt-out of sharing directory information. More information about your FERPA rights may be viewed at this link: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation announcements. This also includes information about opportunities for scholarship programs and colleges to be sent to you. Directory information may include a student's name, address, telephone number, date and place of birth, and participation in officially recognized activities and sports. A school may disclose directory information to third parties, for non-commercial use only. Schools will never sell information to third parties for commercial purposes. Directory information will only be used for official purposes and to colleges and universities if you so choose.

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

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

Section 504/Americans with Disabilities Act

No otherwise qualified individual with a disability shall, solely by reason of their disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified students with a disability are entitled to a free, appropriate public education. Schools actively seek to locate and identify disabled persons ages three through twenty. Compliance with requirements of Section 504/ADA is coordinated by: Karen Hutson Federal Programs/Exceptional Children

ARRIVAL AND DISMISSAL

Coming to School on the Bus

1. Students riding the bus **must be outside or ready to leave when the bus arrives**. When the driver has to wait unnecessarily, that bus will arrive late on campus. This may cause all students on that bus to have a shortened breakfast, miss breakfast entirely, or be late to class.
2. Bus riders will begin unloading at 7:30 am. Tardy bell will ring at 7:45 am.
 - Middle and High grades students will proceed through the 100 building quickly and quietly, in an orderly fashion **to the cafeteria**. They will go through the line and get breakfast, eat in the cafeteria, then proceed to their homeroom when instructed.
 - **Grades K-5 will go to their classroom** for Healthy Active Kids before breakfast.
 - PreK students will be met by a teacher/assistant and be escorted to the classroom.

Coming to School by Car

All car riders will be dropped off in front of the Media Center.

1. Car and bus riders will begin unloading at 7:30 am. Tardy bell will ring at 7:45 am.
 - Middle and High grades students will proceed quickly and quietly, in an orderly fashion **to the cafeteria**. They will go through the line and get breakfast, eat in the cafeteria, then proceed to their homeroom when instructed.
 - **Grades K-5 will go to their classroom** for Healthy Active Kids before breakfast.
 - **PreK** students will be met by a teacher/assistant and be escorted to the classroom.
2. **Please respect the following rules.**
 1. Make sure that your child has all necessary books, papers, monies, etc. before you arrive on campus.
 2. Please do not bring your children to school earlier than 7:30 am.
 3. **Students arriving after 7:45 AM** are tardy and must report to the main office next to the gym before being admitted to class.

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

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

Leaving School at the End of the Day – All Students

- Parents should pick up car riders in front of the Media Center.
- Bus riders will dismiss through the 100 building.
- Middle and High grades students will proceed through the 100 building quickly and quietly to board the bus.
- Students may **NOT** stay after school to attend sporting events. They must ride the bus home and then return with their parents. Unsupervised students pose a safety risk

Early Checkouts

If children need to be picked up before regular dismissal, parents are encouraged to pick up their children before **2:45** p.m. to assist in a safe and orderly end to the school day.

Please follow the procedure below:

1. Send a note to the school in the morning that includes the name of the person who will be picking up the student with the time the student is to be picked up.
2. Upon arrival at the school, report to the main office next to the gym. You must enter and leave this parking lot before 2:55 or you will have to wait to leave after all buses have left the lot. We cannot allow moving vehicles in this lot while loading buses.
3. Be prepared to show identification.
4. Someone from the office will call for the student. If your child is in primary grades, someone from that building will walk your child over to the front office for pickup.
5. Sign the student out to provide the reason for check-out on the sign-in/out sheet.

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

STUDENT DRIVERS

See Kathy Perry for the Parking form. The form must be filled out by the student and signed by the student and parent. A parking space will be assigned. The cost is \$10. Student parking will be monitored and enforced by the School Resource Officer.

TRANSPORTATION

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

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

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

BUS SAFETY

Please discuss these rules thoroughly with your child. Also, if your child will be going home another way (for any reason) other than on his/her assigned bus, you **MUST** send a note.

WAITING FOR THE BUS

1. Students need to be at the designated stop FIVE minutes before time for the bus to arrive, except during severe weather. Rain and temperatures in the single digits would constitute severe weather.
2. Wait quietly for the bus to come.
3. Do not play in the street.
4. Stand back from the road as the bus approaches.
5. Do not fight or scuffle at the bus stop.
6. Safe behavior at the BUS STOP is very important. When possible, please help monitor the safety and behavior of your child while he/she is awaiting the bus in the morning or arriving at home in the afternoon.

BOARDING THE BUS

1. If you must cross the road, wait until the bus driver stops the bus and opens the door,
2. Check the traffic in both directions.
3. Walk in front of the bus.
4. If you drop something, tell the driver before picking it up.
5. Form a single line and do not crowd or push.
6. Go directly to your assigned seat and remain seated.

LEAVING THE BUS

1. Stay seated until the bus stops.
2. Do not push or shove, and unload quickly and quietly from front to back.
3. If you do not have to cross the street, walk immediately away from the bus.
4. If you must cross the street, walk far enough in front of the bus to see the driver.
5. Stop when you are even with the traffic side of the bus and carefully look both ways.
6. Cross the street quickly, but do not run.
7. Never stop in front of the bus. If you drop something, tell the driver before picking it up.

THE BUS DRIVERS ARE ON A TIME SCHEDULE. IF A PROBLEM OR A NEED ARISES, PLEASE CONTACT THE SCHOOL RATHER THAN STOPPING THE DRIVER.

BUS PASSENGER CONDUCT

Children on the bus must:

1. Remain in their ASSIGNED seats, NO STANDING.
2. Talk softly.
3. Do not fight or scuffle.
4. Keep hands to themselves.
5. Keep feet out of the aisle.
6. Do not use profane or indecent language.
7. Do not put your arms, hands, or your head out of the window.

8. Do not bother the driver with loud or distracting behavior.
9. Do not throw articles in the bus or out of the window.
10. Do not vape on the bus.
11. Do not eat or drink on the bus.
12. Do not damage the bus.
13. Only get on and off the bus at your designated stop.

IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

BUS DISCIPLINE-Video cameras have been installed in the county's yellow buses. Infractions occurring on the school bus may result in suspension from the bus as well as school-based discipline.

First Offense - Warning and parent notification

Second Offense - Possible 3-day bus suspension and/or disciplinary action

Third Offense - Possible 5-day bus suspension and/or disciplinary action

Fourth Offense - Possible 10-day bus suspension and/or disciplinary action

Fifth Offense - Possible bus suspension for the remainder of the year

***Administration reserves the right to make alternative disciplinary action depending on the offense.**

School bus discipline referrals must be taken home by the student to be signed by the parent and returned to the office.

The principal/designee may invoke school disciplinary procedures as well as bus disciplinary procedures depending upon the circumstances. A bus suspension may be imposed on the occurrence of any offense depending on the nature of the offense. Parents will be notified concerning inappropriate behavior and disciplinary action taken.

RIDING THE SCHOOL BUS IS A PRIVILEGE THAT CAN BE REVOKED AT ANY TIME A STUDENT DOES NOT DISPLAY SAFE AND PROPER BEHAVIOR.

ABSENCES AND TARDIES

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Attendance Records

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

Lawful Absences: taken from: <https://www.dpi.nc.gov/media/1258/open>, pages 14 & 15

The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are

the valid/lawful excuses for the temporary nonattendance of a student at school.)

1. Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.

2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.

3. Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.

4. Medical or Dental Appointments: When the absence results from a medical or dental appointment of a student.

5. Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.

6. Religious Observance: School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)

7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

8. Local School Board Policy: LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

9. Absence related to Deployment Activities: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V (E))

10. Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S.115C-375.5)

School-Related Activities

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

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

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

Makeup Work

After an absence from school it is the student's responsibility to check with their teachers immediately upon returning to school for make-up work and tests missed during their absence. This work must be completed within three days upon the student's return to school. Time to make up work will be scheduled by individual teachers. **Opportunities to make up work for credit shall be the responsibility of the student and will be scheduled before or after school hours.** Tests can be given the day a student returns if the student was present when the test was announced. Students absent for an extended time must establish a schedule with their teachers which will allow completion of all assignments within a reasonable length of time. If a student is sick, the parent or guardian should call or email the teacher, and/or get homework from a fellow student. The student may also get the work when they return to school.

Tardy Policy

Tardies are considered when a student arrives at school later than 7:45 A.M. or after the tardy bell rings at the beginning of each class period.

Tardy Monitoring Procedures

- 6 tardies-Lunch detention and phone conference with parent
- 10 tardies-conference with Administration, 2 days of lunch detention and phone conference with parent
- 11 or more tardies-face to face conference with the student, parent/guardian, and principal to discuss further consequences, including but not limited to ISS.

Unexcused Absence Policy

Step 1: Student accumulates 3 unexcused absences

- Data manager mails ALL 3-day absence letters to parents.
- Data manager emails a copy of the letter to teachers.

Step 2: Student accumulates 6 unexcused absences

- Data Manager makes a referral to Social Worker and Administration
- Social Worker calls parents and mails the letter.
- Social Worker works with parents to obtain doctor's notes.
- If parents cannot provide evidence of absences; students, parents, Social Worker and Administration will meet for an Attendance Contract to be signed.
- If 6 absences within the semester; attempts are made to rectify the situation. For non-compliant parents, the Social Worker will file a complaint against the parents to the magistrate.
- It is during this time parents can inquire about an Undisciplined Petition against their child through the magistrate.

Step 3: Student accumulates 10 unexcused absences

- Data Manager makes a referral to Social Worker and Administration
- Final letter of truancy sent in the mail by the Social Worker.
- Phone call to parents requesting face-to-face conference within 5 days. If no return call within 24 hours, or the next business day, a home visit will be conducted by Social Worker and Administration.

- Non-compliant parents will have the Social Worker file a complaint against parents with the magistrate.
- It is during this time that the parents can file an Undisciplined Petition against their child through the magistrate.

COMMUNICATION

Primary Grades

Each student will be given a folder to take home each week. Homework, announcements, and special notes will be in the child's folder. Please form the habit of checking for this every day, and making sure that your child has it to return the next day. Parents have the following means of communication available to them: conferences, phone calls, emails, progress reports, report cards, and many more depending on each teacher's preferred method of communication (Facebook Group, ClassDojo, Bloomz, etc). Please allow teachers 24 hours to respond to your emails and phone calls.

Middle & High Grades

Parents have the following means of communication available to them: conferences, phone calls, texts, Zooms or Google Meets, Canvas (parents can be linked to their child's Canvas account), progress reports, report cards, and many more depending on each teacher's preferred method of communication. Please allow teachers 24 hours to respond to your emails and phone calls.

Academic Concerns

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

Concerns/Grievances

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

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

Telephone use

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

OFF-LIMIT AREAS

To help ensure proper supervision of students, the following areas are off limits to students during the school day:

- Teacher Workrooms and other non-instructional areas
- Athletic Fields - The fields, bleachers, dugouts, and concession areas are off limits to all students not participating in a PE class.
- Gym - No student is allowed in the gym, locker rooms, or gym bathrooms unless participating in a PE class.
- Parking lots- unless just arriving on campus or just signed out of school.
STUDENTS ARE NOT PERMITTED TO GO TO THEIR CARS AFTER ARRIVING ON CAMPUS. This includes breakfast, lunch, and between classes.
If a student violates this rule, the student will lose their privilege of parking on campus.

Parent’s Right to Know - Teacher Qualifications

PARENT'S RIGHT TO KNOW TEACHERS QUALIFICATIONS

Under ESSA, parents/guardians have the right to obtain information regarding the qualifications of their child's classroom teacher(s). Specifically, parents/guardians have the right to know —

- whether their student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether their student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- whether their student’s teacher is teaching in the field of discipline of the certification of the teacher.
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

Most of this information is accessible through the North Carolina Department of Public Instruction (NCDPI) License Verification Website, <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do>. You may search for this information by entering the teacher's name. Only teachers currently employed in North Carolina's school districts are included in this listing. Information obtained through the NCDPI’s License Verification Website is intended for informational use only and is not an official record.

If parents/guardians do not have access to the Internet or wish to receive information regarding teacher/paraprofessional qualifications, please send a letter of request addressed to the child's school office giving the teacher’s name and the grade/subject taught, as well as the specific licensure related information you are requesting. The information will be provided to you within a reasonable period of time, normally within one week of receiving your request.

Parent Notification of Teachers Who Do Not Meet State Licensing Requirements

If a child attends a Title I school and is taught for four consecutive weeks by a teacher not meeting the criteria for state licensure, the parents must be notified by the school. The notice and information

provided to parents must be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Parent's Right to Know - Testing Transparency

Parents have the right to request and be provided with information regarding any state or local educational agency policy regarding student participation in any assessments mandated by the state or local educational agency. A copy of our testing plan for the current year will be sent home within the first nine weeks of school. If you have any questions or would like more information related to the local & state assessments, please contact the principal or testing coordinator at 252-926-0221.

STUDENT DRESS CODES

As a combined school of K-12 students we want our students to be dressed as befitting of their age and maturity level. Therefore, there will be a few differences in the dress code across grade levels. We will equitably enforce the dress code per the non-compliance policy below..

- Clothing should cover the midriff
- Shorts/skirts should come at least mid-thigh.
- Ripped pants should not in any way be near the inseam area of males and females. If you are unsure about what an inseam is please ask your parents, teacher, or an administrator.
- Undergarments should not be visible at any time.
- Shirts must have some sort of sleeve.
- Clothing must not have inappropriate words or images that promote alcohol or tobacco advertisement, illegal drug symbolism, sexual promiscuity, profane language, obscenities, vulgarities, racism, or depictions of harm or violent acts or clothing or accessories relating to gang attire. Students wearing any article of clothing that is deemed inappropriate, offensive, or a distraction to the educational environment by a staff member will be required to change.
- Must wear reasonable shoes to be able to comfortably move about campus.
- No bedroom shoes.
- **Athletic footwear must be worn for P.E. and recess.**
- Hats, skull caps, and do-rags (without strings showing) may be worn in the school buildings, however, if a student is asked to take it off by a teacher or staff member during testing, (or in other situations), students must comply. **Hoodies are not considered hats. Hoods are to be removed while in school.** Failure to comply will result in disciplinary action.
- If hats or accessories are deemed a distraction, students will be asked to put them away or have them taken away for the remainder of the day.
- Blankets are NOT allowed to be worn or used during the school day or on the bus.

Consequences for Non-Compliance

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

- **First offense:** Parents will be contacted and items will be confiscated or covered if

appropriate. Parents will be given the opportunity to bring the child a change of clothes. If the parent chooses not to bring a change of clothes, the child will be assigned to ISS for the school day.

- **Second offense:** Parents will be contacted and students will be issued 1 day of in-school suspension (ISS).
- **Third offense:** Parents will be contacted and students will be issued up to 3 days out of school suspension (OSS).

SCHOOL NURSE/GUIDANCE COUNSELOR/SOCIAL WORKER

Hyde County employs one school nurse to serve the health needs of the students here on campus. The school nurse can be reached at 926-0240 Ext. 3205 or 3251

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

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

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

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

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

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

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

Medication during School Hours

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

- (1) You may come to school and give the medication to your child at the appropriate time(s).
- (2) You may obtain a copy of a Medication Authorization Form from the school, take the form to your child's doctor, and have him/her complete the form by listing the medication(s) needed, dosage, and time of day the medication is to be administered. **This form must be completed by the physician and parent for both prescription and over-the-counter drugs.** Prescription medicines must be brought to school in a pharmacy-labeled container. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- (3) You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).

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

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

Accidents

If you are involved in an accident or injured in any way during school or at school-sponsored activities, it is the student's responsibility to notify your teacher, coach, or principal as soon as possible. An accident report form will be completed and placed on file in the office. If students should become sick or find it necessary to leave school for other health reasons, they should first report to their teacher and then to the attendance office.

Due to student safety and health concerns, it is MOST important that students DO NOT USE THEIR CELL PHONE as an initial contact to parents to inform them of potential sickness.

Students should first inform their teacher or coach that they are not feeling well and then should report to the main office to make parent contact. This process will ensure that school officials are aware of the students' needs and can best assist them until a parent or guardian arrives. School personnel are allowed to perform minor first aid procedures.

Students with any type of sickness are not permitted to be in the halls or restrooms without the knowledge of their teacher. A parent or guardian will be contacted before the student leaves school. Only those names appearing on the student information card will be allowed to sign students out of school.

First Aid

Students with an injury or sickness should report to the Front Office. Students are requested to refrain from going to the office for aspirin and other over-the-counter medications. It is unlawful for school officials to supply medicine for a student who is ill and does not have the proper documents on file in the school's Main office

The school can help with such things as emergency first aid. If a student is too ill to attend classes, they are too ill to remain in school. The student should report to the nurse's office and the parent(s) will be notified to come for the student. Students who have medical problems or physical limitations

that require special attention regularly or in an emergency should report these conditions in writing to the School Nurse, Stephanie Stewart.

School Counselors

High Grades: Kristi Gibbs kgibbs@hyde.k12.nc.us

Primary & Middle Grades: MaryFrances Sadler msadler@hyde.k12.nc.us

School counselors provide a comprehensive school counseling program that improves student achievement and enhances the academic, career and personal/social development of all students. The comprehensive school counseling program is delivered through classroom lessons, individual student planning sessions, and individual and group counseling. School counselors collaborate with parents, teachers, administrators and other school staff to promote student success. School counselors also provide leadership and advocacy to promote equity and access to opportunities and rigorous educational experiences for all students.

Services available here at Mattamuskeet School includes, but are not limited to, the following topic areas:

Academic Concerns	Behavioral Concerns	Social/Emotional Concerns
*Section 504 accommodations/modifications *MTSS *Transcript Information (GPA, Class Rank, Courses Taken/Grades) *Scheduling Concerns *BCCC Coursework *Scholarship Information	*PBIS *Behavior Interventions/Strategies *Small Groups *Individual Concerns *Whole Group Lessons *Whole Group Presentations	*Mobile Crisis *DREAM Provider Care *Counselor Referral Sheet u *Hotline Numbers *Whole Group Lessons *Whole Group Presentations

Social Worker

You can contact the School Social Worker by calling the main office. If the Social Worker is unavailable, contact administration and the guidance counselor.

School Social Work Involves:

- Addressing student and family needs
- Promoting home and school communication
- Collaborating with and supporting school staff
- Assisting teachers to access resources
- Supporting special education services
- Establishing partnerships with community resources
- Implementing prevention programs
- Providing crisis intervention

JCPC

The program provides individual / group counseling for identified at-risk youth, 11-17, and family members. Other referrals will be considered on a case-by-case basis. Individual student/parent sessions are held with each participant followed by small group sessions as appropriate. Individual parent/guardian sessions are also held to enable the JCPC Counselor to work effectively with identified youth. Individual youth and youth group sessions focus on anger and stress management, peer relations, and developing positive interactions with adults. Botvin, Life Skills curriculum is regularly implemented with participants.

21st Century Afterschool Program

The 21st Century Community Learning Center (CCLC) Afterschool Program is free and open to students in grades kindergarten through twelve. The afterschool program will be held every Monday through Thursday from 3:05 P.M. to 6:00 P.M. Students are provided a healthy snack, homework assistance, and individual or small group tutoring, as well as offer a variety of fun enrichment activities such as: arts and crafts, music, choir, gardening, computers and technology, recreational activities, etc. Transportation will be provided. Students enrolled in the program will ride the school bus home at the end of the afterschool program. For more information on the program please contact:

Emilie Miller

21st Century After School Coordinator

Mattamuskeet School

(252) 926-0240 Ext. 3203

HONOR CODE

Honor Code of Academic Integrity

Mattamuskeet School promotes academic integrity by encouraging everyone in its school community to demonstrate high standards of personal honesty in academic work. Violations of the honor code disrupt the community of trust necessary to support high standards of academic achievement. Therefore, honor code offenses will result in serious and progressive consequences.

Examples of honor code offenses include, but are not limited to

1. Unauthorized collaboration, such as

- Working together on a class or take-home assignment without authorization by the teacher
- Looking at someone else's quiz, test, examination, class notes, prepared notes, or having or using notes, formulas, definitions, or other course material in a programmable calculator, cell phone, or other electronic devices without teacher approval
- Using a communication device such as a cell phone or tablet to send, receive, or share information about an assignment

2. Unauthorized advantage, such as

- Looking at someone else's quiz, test, examination, or paper without their knowledge
- Giving or receiving written or oral answers during a test or quiz
- Relaying information or accepting information concerning test items and/or format, such as securing a copy of a test or test questions before taking it or sharing test questions with other students, verbally, electronically, or in written form
- Altering a submitted assignment without instructor approval

3. Plagiarism, such as

- Copying someone else's work by manual or electronic means without citing the source
- Not properly citing sources of quoted or paraphrased information
- Turning in any assignment that is not based on the student's research, including papers from a commercial term paper company and papers written by anyone other than the student or making up and falsifying data
- Submitting the same or portions of the same academic materials for credit in more than one class without the consent of both teachers

4. Lying-stating an oral or written untruth with the intent to deceive

5. Forging or using a forged signature-signing a name that is not one's own

6. Planning or participating in any cheating schemes

Consequences:

We will adhere to the following consequences:

- *The teacher will talk to the student about the violation and coach the appropriate student behavior or action.
- *The teacher will call the parent or guardian to discuss the incident.
- *The teacher will write a discipline referral documenting the incident
- *The administrator will notify any extracurricular organizations of which the student is a member, and the organizations will take action per their by-laws or codes of conduct.
- *The student will receive a zero on the assignment.
- *The student will be subject to punishment based on the severity (mitigating v. aggravating) of the action.

Responsibilities of Teachers:

- *To maintain and support the academic integrity of the school community.
- *To present the Mattamuskeet Honor Code to all students.
- *To include the Student Statement of Integrity or a modified version of it on any assignments deemed appropriate.
- *To maintain the integrity of all assessment processes by monitoring testing situations, changing assignments from year to year, and developing multiple versions of assessments if necessary.
- *To explain the use of permissible study aids.
- *To highlight issues of academic integrity through ongoing classroom discussion
- *To instruct students in proper research techniques, including note-taking strategies and citation methods
- *To adhere to the consequences of as written
- *To check student papers for plagiarism using appropriate means.

Responsibilities of Students

- *To maintain and support the academic integrity of the school community by completing all assigned work and assessments according to the stated policies and without cheating, plagiarism, or fraud.

Responsibilities of Administrators

- *To maintain and support the academic integrity of the school community
- *To adhere to the consequences as written

ACADEMICS Grading Guidelines

K-2 Grading Scale:	3-12 Grading Scale:
Mastery: 85-100	Superior A=90-100
Proficient: 75-85	Above Average B=80-89
Not Proficient: 75 and below	Average C=70-79
	Below Average D=60-69
	Not Passing F=59 and below

- Students should have a reasonable amount of time to make up any missing work due to absences. (Ex. A student misses 5 days, then they should have 5 days to make up the work. Keeping in mind of course that they have more than just the work for your class.)
- Missing work (after one week) will be designated as a 50%.

If a student is not making sufficient progress, **the parent will be contacted immediately.** Parents please contact your child’s teacher if you have any questions or concerns.

North Carolina High School Graduation Requirements

All public high school students must meet minimum state graduation requirements to earn a diploma and graduate. These graduation requirements are considered the Future-Ready Course of Study (FRC) requirements and prepare students for post-secondary success.

All students must earn at least 22 credits** in the Future-Ready Course of Study to graduate from high school. The Future-Ready Course graduation requirements ensure that a student is prepared for life and whatever pathway they choose after they graduate, workplace, colleges/university or the military. **Mattamuskeet School requires 23 credits in order to graduate and their CPR certification.

The Occupational Course of Study is available for those students with disabilities who are specifically identified for the program and have adapted course requirements and the same credit requirements as FRC.

Although the state requires a designated number of courses and credits for students to graduate high school, local school districts and other public school units may require additional courses and credits to graduate. Families and students are strongly encouraged to check with their high school to determine if their district and/or school have additional requirements for students to earn a high school diploma

[High School Graduation Requirements](#) (Click to access)

***Each county may also add additional requirements.**

Graduation Requirements

Students in High grades at Mattamuskeet School must earn 23 credits and their CPR certification in order to graduate.

Early Graduation

If a student desires to graduate high school in the Fall Semester and they meet all standard graduation requirements, they may meet with the counselor to ensure all standard high school requirements are met.

The student, parent/guardian, and principal will conference to discuss early high school graduation. The final decision to allow the student to pursue early graduation will be determined by the school principal and the student will be notified in writing. If a student graduates early, they will be eligible to participate in senior activities up to the semester they achieve allowable graduation requirements. They will also be eligible to participate in the graduation ceremony.

Transfer Students

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

Course Load

Students must register for 8 units of credit each school year. The document, “North Carolina Graduation and Course of Study Requirements”, mandates that students must complete a focused course of study in order to graduate with a diploma. To decrease problems caused by arbitrary schedule changes, students should complete and follow a “Four-Year Academic Plan”, a sequence of courses based on the student’s goals and interests. Yearly meetings will be scheduled to meet with Kristi Gibbs, School counselor to ensure that diploma requirements are in progress or have been completed. Parents may request a meeting with Mrs. Gibbs by calling the school.

CTE Career and Technical Education

Kali Beach

252-926-3281 ext. 3508

kbeach@hyde.k12.nc.us

Students- contact me if you...	Parents- contact me if you...
<p>Are interested in:</p> <ul style="list-style-type: none">- CTE course planning- Internships, Advanced Study, Apprenticeships, or Job shadowing- Looking for a local job- Job Prep- resumes, applying of jobs, interviewing	<p>Are interested in:</p> <ul style="list-style-type: none">- Wanting to know how the CTE department & Early College work together- Having your student complete a Work-based learning experience- Knowing how the CTE department can benefit your student- Being a guest speaker to a class

Need services based on the special populations categories	<ul style="list-style-type: none"> - Having students job shadow, complete an internship, or being an apprenticeship location at your place of business - Posting a job opening Need services for your student based on the special populations categories
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College Credit Courses

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

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

WF= Withdraw Fail FF=Fail WP=Withdraw Pass INC=Incomplete AUD=Audit P=Pass

Class Rank

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

Marshal Selection

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

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

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

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

Exams

The North Carolina Department of Public Instruction requires specific end-of-grade (EOG) tests in reading, math, and 8th grade science as well as end-of-course (EOC) tests in Biology, English II, Math I and Math III. Select CTE classes are required to test. All EOC testing will constitute 20% of the final course grade as per State Board Policy.

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

mClass	Kindergarten, 1st, 2nd, 3rd- 3 times a year (Beginning, Middle, End)
BOG Testing	3rd Grade
3-8 EOG Testing:	ELA: 3rd, 4th, 5th, 6th, 7th, 8th Math: 3rd, 4th, 5th, 6th, 7th, 8th Science: 5th, 8th
CTE Testing:	Health Science 1, Natural Resources, Biomedical Technology
9-12 EOC Testing:	Biology, English II, Math 1 and Math II
ACT:	11th Graders
Pre ACT:	10th Graders
CCRG	Select 12th grade students
WorkKeys	Select 12th grade students

HIGH GRADES EXAMS EXEMPTION POLICY ---Revisions made Jan 2024 for Spring Semester:

1. To promote exemplary attendance and conduct, students may be exempt from taking exams in certain courses. **No students may be exempt from taking final exams in courses requiring North Carolina End-of-Course tests and North Carolina CTE tests.** Students in grades 9-12 may be exempt from the final exam in a course, provided one of the following criteria is met:

Final average of 95-100 AND four or less excused* absences **in that class (no unexcused) per semester**

- OR -

Final average of 90-94 AND two or fewer excused* absences **in that class (no unexcused) per semester.**

****Excuse notes must be received within 3 days of the absence. You can confirm the receipt of notes by checking PowerSchool.***

2. Preliminary exemption list must be submitted to the principal at least 6 days before exam week starts.
3. Teachers will notify students if they are exempt the day before exam.
4. The principal has the authority to adjust the policy on an individual basis in the event of extenuating circumstances.

5. Students whose behavior results in out-of-school suspension will automatically lose exam exemption privileges for the semester in which the suspension occurs.
6. Students who are assigned to in-school suspension more than once during a school semester will lose exam exemption privileges for the semester in which the suspension occurs.
7. Students are encouraged to take all exams, regardless of their exam exemption status. Students who meet exam exemption criteria may choose to take the exam in that course. If a student chooses to take the exam, the exam grade will be counted as 20% of the semester grade only if it improves the student's grade. A student's grade cannot be lowered because he/she chooses to take an exam if the exemption is granted and not taken.

ACT/SAT/College Application Fee Waivers

Fee waivers are available in the Guidance Office for students who receive free or reduced lunch. Students must provide verification of receiving free or reduced lunch from the Child Nutrition Office in order to receive the waiver. Students may also be eligible if they meet other criteria. (Please see a counselor for more information) Once students have provided verification, they are eligible for: 2 SAT waivers, 2 ACT waivers, and 4 college application fee waivers (applies only to participating colleges/universities). Students register themselves for the ACT or SAT. Please visit the following websites to register: www.actstudent.org

Promotion Standards

9th Grade: 6 high school credits (recommended to pass Math 1 and English 1)

10th Grade: 13 high school credits (recommended to pass Math 2 and English 2)

11th Grade: 18 high school credits (recommended to pass Math 3 and English 3)

12th Grade: To graduate you will need to have completed ALL North Carolina graduation requirements and have 23 high school credits

*ONLY students classified as juniors or seniors may participate in those grade level appropriate activities, including prom, the NC State Fair trip, the Senior trip, Senior Week and other graduation related events.

*WORK CO-OP IS FOR JUNIORS AND SENIORS ONLY.

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

Honor Roll

An honor roll assembly will be held after each semester to honor students who complete the semester with B or higher in all classes. Students who earn final marks of an A in every class will be recognized for earning the "A Honor Roll". Those who earn an A or B or higher in every class will be recognized for earning the "A-B Honor Roll". Students will be honored at the end of each nine weeks.

National Honor Society

Eligibility

1. The student must meet the basic guidelines of the National Honor Society.
2. The student must have a weighted cumulative grade point average of 3.75 at the end of the first semester of the present school year.
3. The student must be at least a **sophomore** and enrolled in at least one Honors Course. (Honors Courses may be excluded depending on what is offered here on campus.)
4. The student should be involved in at least one other extracurricular activity at school, at church, or in the community.
5. Any student who has been assigned in-school suspension twice or out-of-school suspension once will not be considered eligible for NHS membership.

Probation and/or Removal:

1. The basic guidelines as set forth by the National Honor Society will be enforced.
2. Any member who is punished by an in-school suspension (of one or more full days) is automatically placed on probationary status.
3. Any member who receives a second in-school suspension (of one or more full days) will have their NHS membership terminated.
4. Any member who receives an out-of-school suspension will have their NHS membership terminated immediately.
5. Any member whose grade point average drops below 3.75 will be placed on probationary status. The member will have 90 school days to meet NHS standards. If at that time the standard is not re-achieved, then the NHS membership of that student is terminated.
6. Two unexcused absences from meetings will result in probation. Four unexcused absences from meetings will result in removal. (Any absence will be considered unexcused if the advisor is NOT notified, in writing, of the reason for the absence prior to the absence. No notice is required if the student's name is on the absentee sheet on the day of the missed meeting).
7. All National Honor Society chapters are required to sponsor a service project. Our chapter's service project is tutoring. Tutoring helps develop all the core components the National Honor Society is founded upon. Students must tutor in an academic capacity for a minimum of 10 hours over the course of the school year. Five of the hours are due at the end of the first semester. The remaining five are due toward the end of the second semester. Any student who does not participate in the chapter service project will have their membership terminated.
8. Any behavior resulting in the NHS advisors questioning the leadership, character, or service qualification of a member may result in probation or removal.

Faculty Advisory Committee

Any decision that cannot be made directly by the NHS Advisors will be presented to the National Honor Society Committee. The members for 2023-2024 are Kristy Marslender, Kristi Gibbs, Jennifer Cahoon, Louise Beirne, Kirstie Armstrong, and Patricia Scripture.

An Induction Ceremony will be announced and new members will be “tapped in”. In order to join the Mattamuskeet National Honor Society, a one-time local fee of \$25.00 is necessary for the purchase of the membership card, pin, diploma seal, and other club necessities.

Student Government Association

Elections will be held in September. The 5th - 8th grade classes will have 2 representatives per class. Elections will be held in the classroom. High Grades will have officers for each grade level (President, Vice President, Secretary-Treasurer, and Parliamentarian. Students considered 5th year will be added with grade 12 students. There will be an Executive Board made up of one freshman, one sophomore, one junior, and one senior. The executive board members must be available for any called meetings. The members must meet certain academic and behavioral standards. We hold meetings twice a month with special called meetings when necessary. The student council is responsible for planning the homecoming presentation. If you would like more information please contact Vanessa Bryant.

Programs for AIG

Mattamuskeet School’s Academically and/or Intellectually Gifted program is committed to providing an equitable, challenging, and enriching learning environment for students who reach beyond the grade-level learning standards with their knowledge, determination, and ability. Our primary goal is to provide avenues for academic excellence as we nurture our students’ critical thinking skills, creativity, leadership potential, and social-emotional capacities by enriching their learning environment through personalized learning within the classroom, talent development programs, project-based learning experiences, and differentiated approaches to instruction.

AIG Staff: Jeanie Owens, Hyde County AIG Coordinator
Jamie Smith, AIG Lead Teacher, 3-12

Referral Process

Any student in grades kindergarten through twelfth may be referred for Academically and/or Intellectually Gifted (AIG) screening by parents, teachers, students, or administrators by submitting the Mattamuskeet School’s Academically and/or Intellectually [Gifted Referral Request form](#) at any time during the school year. The referrals will go to the Academically and/or Intellectually Gifted Team at each school, consisting of the AIG Lead Teacher, the guidance counselor, and two designated classroom teachers, who will then begin the screening process.

At the beginning of third grade, with the permission of the parent/guardian, the students will complete a nationally normed aptitude assessment, which is currently the Cognitive Abilities Test. This assessment will measure the student’s reasoning skills in verbal, quantitative, and non-verbal areas. The CogAT will also be provided at the beginning of the fifth and eighth grades. Mattamuskeet School’s Academically and/or Intellectually Gifted screening decisions will be dependent on multiple points of data and identification may be obtained through one of several [pathways](#).

In addition, we recognize and accept all students identified as Academically and/or Intellectually Gifted in PowerSchool transferring into Hyde County Schools from another district in North Carolina or state.

All current and potential Academically/Intellectually Gifted students within Mattamuskeet School will

have a Differentiated Education Plan (DEP) developed by the school's Academically/Intellectually Gifted Lead Educator and team in collaboration with the classroom educator. The DEP will be a working document that is re-evaluated at the beginning of each school year to ensure students are receiving services that are meeting their needs and interests.

Talent Development Program

Mattamuskeet School will have AIG and Talent Development pull-out sessions one time a week. These activities may include critical thinking activities, STEM activities, project-based learning activities, and investigative activities based on giftedness. We will also offer two Saturday enrichment days, one each semester. Identified students, as well as students demonstrating potential for Academically/Intellectually Gifted programs, will be invited to attend.

There will be an end-of-the-year Hyde County field trip for all AIG students and invited Talent Development students.

For more information, please see the 2022-2025 [Hyde County AIG Plan](#) and the [Hyde County AIG Handbook](#).

Senior Information

- Senior Breakfast: September 1, 2023
- Senior Awards & Dinner May 21, 2024 at 6:30
- Graduation Practice: May 24, 2024 at 7:00
- Graduation: May 24, 2024
- Senior Picnic (Date to be determined)
- Senior Day/Senior Trip (Date to be determined)

Important Reminders:

- Dress Code for Graduation:
 - Males (Black dress pants, white collared dress shirt, black tie, black dress shoes)
 - Females (Dress of any color, black sandals or dress shoes, black dress pants, white blouse).
 - Graduation caps are not to be decorated.
 - Tip: Hang the gown now to remove wrinkles and cover it with a garment bag or large garbage bag to prevent any stains before the big day!
- Student Must Regularly Check Mattamuskeet Email:
 - Important Information is being sent via email including scholarship opportunities, voting for senior activities/events, deadlines, etc.
- Scholarship/ College Acceptance Letters:
 - Please email our counselor Mrs. Gibbs (kgibbs@hyde.k12.nc.us) with your child's scholarship and college acceptance letters. These accomplishments will be shared on the Mattamuskeet Facebook page. Letters of verification must be included. We want to brag about our students!
- Indebtedness List:

- If your child owes money to the school for any reason (books, damaged technology, fundraising, etc.) they will not be able to participate in graduation practice or participate in the graduation ceremony. All money can be given to Mrs. Kathy Perry. Lost/unreturned Chromebooks, laptops, and hotspots will be included on the indebtedness list.
- Graduation Practice:
 - Graduation practice (Date to be determined). Those who do not attend, will not be able to participate in the graduation ceremony.
- Yearbook Ads:
 - More information to come.
- Parent Contact Number and Email
 - Parents, please text or email Mrs. Cahoon or Mrs. K. Gibbs with your phone number and email so you may receive information.

Honor Seniors

Seniors having at least a 3.00 quality point average on the state-mandated scale will be designated honor graduates. Final averages in all courses taken in the ninth, tenth, eleventh, and through the first semester in the twelfth grade and additional quality points will be used to compute class rank. Their names will be marked with an asterisk (*) on the graduation program. Honor graduates will wear gold honor cords during the graduation services.

Academic Recognition for Seniors

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

- Summa Cum Laude for a **WEIGHTED** GPA of 3.9 and above
- Magna Cum Laude for a **WEIGHTED** GPA of 3.75 through 3.899
- Cum Laude for a **WEIGHTED** GPA of 3.5 through 3.749

Graduates receiving this honor will have special marks by their names on the graduation program denoting these achievements.

Graduation Speech Criteria

Process

1. Students will submit a typed copy of their speech to the Counselor by TBD. (Speeches may be submitted electronically to the counselor.)
1. Students will be scheduled the week TBD to present their speech to the Senior Committee.
2. Students will be made aware of any changes needed to be made to the speech. A faculty member will work with each student to fine tune their speech and work on the presentation of the speech prior to the graduation ceremony.

Eligibility

1. Have the number 1 and number 2 highest GPA of the Senior class.
2. Be on track to complete the requirements for graduation.

3. Plan to attend and participate in the commencement ceremony, including all rehearsals leading up to the event.
4. Be in good disciplinary standing.

Guidelines for the Speech

1. Length: 5-7 minutes
2. Roughly 750-850 words.
3. Speeches will be evaluated on clarity of ideas, appropriateness of the topic, suitability for the occasion and intended audience, length of speech, and overall delivery.
4. Graduation speeches are positive messages and not an opportunity to speak about any topic you want. Graduation committee will reserve the right to deny any speech.

GENERAL INFORMATION

Driver's Eligibility

[Restrictions for Teen Drivers](#) (Takes you to the NC DMV page.)

Anyone under age 18 must be enrolled in school and be making progress toward a high school diploma or GED (proof required) to stay eligible for a Driving Eligibility Certificate, which is a requirement for graduated licensing.

The N.C. Division of Motor Vehicles revokes teen driving privileges when it receives notice from proper school authorities that an individual has dropped out.

Teen drivers will lose their license for 12 months or until they receive a Driving Eligibility Certificate or high school diploma, if they are either:

- Suspended from school
- Assigned to an alternative education setting for 10 consecutive days as a result of disciplinary action

TECHNOLOGY CARE/EXPECTATIONS AND LOSS OF PRIVILEGES

Proper Care and Expectations:

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

- Please avoid eating or drinking around the digital device.
- Please do not lay a digital device on the floor or throw it down.
- The digital device should be kept in their cases at all times to reduce the chance of damage.
- Please do not carry it inside your backpack or bookbag with other books.
- Students may customize their issued digital device background after receiving it as long as the

picture meets the school expectation of appropriateness reflected in the student code of conduct and dress code.

- Please do not use any cleaner such as Windex or water to clean the screen.
- Do not put stickers on any part of your digital device.
- Digital devices must never be left in any areas where they can be exposed to extreme temperatures, such as a vehicle.
- Digital devices should not be left in a damp environment, as condensation inside the digital device will severely damage the components.

Storage of Information:

Students should save files in the Cloud via his/her digital device using Google Drive. Students are encouraged to use their Google drive and/or flash drive, etc. to create a personal backup of any files created on his/her digital device.

Loss of Privileges:

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

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

1st Offense: Loss of digital device take home privileges for 5 school days

2nd Offense: Loss of digital device take home privileges for 10 school days

3rd Offense: Loss of digital device take home privileges for 30 school days

4th Offense: Loss of digital device take home privileges for the remainder of the school year.

Student Work Hours & Limitations

The administrators and staff of Mattamuskeet supports the concept embodied in NCGS 95-25.5, which states that students under the age of 18, who are enrolled in school should not be employed between the hours of 11:00 p.m. and 5:00 a.m. when there is school for that student on the next day. The Board further recognizes that in exceptional cases some students are capable of working such hours while maintaining adequate school attendance and appropriate academic performance. In such exceptional cases, a waiver of the prohibition of such employment is appropriate. Local school Principals may grant such waivers only when a student has previously demonstrated the ability to work and maintain attendance and academic performance.

Change of address/phone number

Student's parent or legal guardian must inform the school of all changes of address or telephone number, Student's parent/legal guardian must provide two forms of proof of an address change to the school before the change can be made in the computer. Examples of proof of address are: a lease or mortgage statement and a current utility statement in the parent's/guardian's name. A driver's license is not proof of address.

Transferring or withdrawing

A student who needs to transfer to another school must first be withdrawn from Mattamuskeet. The custodial parent or legal guardian, along with the student, must report to the front office to withdraw in order to initiate the process. At this time, students will also need to return any borrowed laptops, hotspots, or other devices.

The Data Manager will issue a withdrawal form for the student. The student must turn in books to the teachers who issued them and the student is required to check in all library books to the librarian and pay delinquent accounts. In addition, all financial obligations must be met.

Dances

Only guests who have been pre-approved by the principal may attend school-sponsored dances. Guests with criminal records, or who may be under investigation are not eligible to attend. Mattamuskeet students who owe money or who are assigned to or served ISS or OSS from their regular school program are not allowed to attend. Dancing in an inappropriate manner will not be tolerated.

See Mrs. Floy for the dance form.

Fees & Charges

There are no fees or charges for instructional courses during the current school year. However, charges will be assessed for lost and damaged books, materials, supplies, equipment, and property in accordance with established full replacement or repair costs. All fees/dues are nonrefundable with the exception of lost and found items; students must be able to produce the yellow receipt issued to them in order to be removed from the fees list.

Indebtedness to be carried forward: Any fee or charge due to be paid and not paid at the end of the school year shall be carried forward to the succeeding school year. **All fees must be paid in order to graduate.**

If a student is on the Indebtedness list, they may not participate in extracurricular activities which include, but are not limited to: athletics, marching band, prom, dances, forensics, and National Honor Society and clubs.

Field Trips

Students

1. Students who are suspended from school or assigned to in-school suspension on the day of a school trip are prohibited from participating in the trip.
2. Participation in an approved school trip will be considered an excused absence. However, the student must make up missed assignments as required by the student's teacher(s).
3. All students who participate in a school trip must provide signed parental consent forms to participate unless a student is officially emancipated, in which case the student can sign on his or her own behalf.
4. A student who fails to provide a signed consent form may be denied participation in the trip.
5. No student's grade may be lowered if the student's parent or guardian refuses to consent to participate in the school trip.
6. Students must abide by all applicable board policies, regulations, the Code of Student Conduct, and school rules at all times during school trips.

7. Students must also abide by any additional rules established by the principal to govern the conduct of students during participation in school trips. Students will be notified of such rules in advance of the trip.

8. If a student is found to have violated any of these rules and regulations and the trip sponsor deems it necessary to remove the student from a trip or from an activity during the trip, the student must be supervised by a teacher or chaperone at all times. If a student is sent home early, he or she must be accompanied by a teacher or chaperone until he or she is released to the physical custody of his or her parent or guardian.

Chaperone Requirements

1. All school trips require at least one chaperone for every eight students. However, depending on the nature of the trip, the principal may require more or fewer Chaperones.
2. Chaperones must be current school system employees or volunteers, including parents, who meet the standards established by policy 5015, School Volunteers.
3. Chaperones must abide by all other applicable board policies, regulations, and school rules. At all times during a school trip, chaperones are strictly forbidden from engaging in any behavior that would violate board policy if an employee engaged in the behavior on school property. This includes, but is not limited to consuming, using, possessing, or being under the influence of alcoholic beverages, controlled substances, tobacco products, or possessing a weapon.
4. If applicable, a special needs student will be accompanied by a designated aide or nurse in accordance with the student's IEP or Section 504 plan. The aide or nurse will not be considered a chaperone for purposes of meeting the required student-chaperone ratio.
5. Chaperones are not able to ride the bus but they can meet at the field trip location

Hall Passes- Middle & High Grades

When a student leaves a teacher's room for any reason, they must have an official written pass with them giving the student's name, the date, time, and destination. If a student is caught in the hall without a pass they can be charged with skipping. It is the student's responsibility to ask for a pass. No passes will be issued during the first 5 minutes or last 5 minutes of class.

Lost & Found

Any personal belongings found on school grounds should be turned in to the front office. Any student missing personal belongings should check with the front office; however, the school cannot be responsible for money, books, clothing, technology, etc. left unattended. Unclaimed personal items will be donated to a local charity periodically.

Prom

All guests must be approved by the principal. No one age 21 or older may attend a school sponsored dance, including the Junior/Senior Prom (the principal may grant an exception to this rule as deemed appropriate). Attire for the Junior/Senior Prom should be comfortable but appropriate. This would include clothing that is not too revealing, too tight, or too loose-fitting. If the clothing is deemed inappropriate by the staff, the student and guest may be asked to leave. Students may show a picture of their desired attire to administrators to get prior approval before purchasing the item. Dancing in an inappropriate manner will not be tolerated.

See Mrs. Floy for the dance form.

Mattamuskeet Campus Media Center

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

Book Check-Out

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

Overdue Materials

Students with overdue materials and unpaid fees will be placed on an indebtedness list and will be unable to participate in school activities. The campus treasurer will have a copy of the indebtedness list.

Volunteers

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

ATHLETICS

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

[Link to the Athletic Handbook](#)

SAFETY

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

FIRE DRILLS

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

TORNADO DRILLS

During a tornado drill, everyone should quickly and quietly move into the hallway areas away from any windows. Students should cover their heads with their hands and arms, and wait for further

instructions. The tornado drill signal consists of one long, continuous bell over the intercom system.

LOCKDOWN DRILL

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

ADVERSE WEATHER CONDITIONS

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

DISCIPLINE

What information can be shared with parents/guardians about a disciplinary incident?

1. The parents/guardians of the child being disciplined for an infraction are always notified of the infraction and consequence.
2. Administrators share general information with parents when an event occurs that disrupts the educational program for all students.
3. Administrators do not share the following types of information with community members that call or email with inquires:
 - a. Administrators do not share identifiable information about students who were involved in an incident.
 - b. The disciplinary consequences issued or educational placement decisions made for any child other than their own.
 - c. Any referrals for mental health or drug/alcohol counseling made for any child other than their own.

In what circumstances would a school administrator contact the police?

If there is an imminent threat to the safety of the students and staff the police will be contacted immediately and the building(s) will be put on lockdown. If possible, the source of the threat will be isolated.

In case of a lockdown situation, the community will be notified via every communication means at our disposal. No students, staff, visitors, or parents may enter or exit the building and only law enforcement can lift the lockdown if their investigation is complete. Lockdowns may last for several hours based on the nature of the threat. Once law enforcement is on site they are in charge of the situation, not school employees.

If the situation does **not** pose an imminent threat to the safety of students or staff, the building administrator will conduct an internal investigation first, then refer the matter to law enforcement if the

internal investigation indicates a law may have been broken. The Superintendent is notified when law enforcement or emergency responders are called for support.

The investigation conducted by law enforcement is a criminal investigation to determine whether a law has been broken, and the standards for evidence are different. Beyond making a report to an officer and turning over relevant evidence, school administrators have no decision making authority regarding whether a student is charged with a crime.

How are investigations into possible student disciplinary infractions handled at the building level?

A report (either verbal or written) is made by a student, staff member, or parent to a building administrator alleging that a student has violated school board policy/or the school discipline code.

The school administrator initiates an investigation based on the report which includes the following actions and not necessarily in this order:

- Interview the student-what happened (specific details) when did the event happen, where did the event occur, who else was involved and were witnesses present?
- Interviewing any adult or student witnesses to the event and taking statements if appropriate. Witnesses may be asked to provide a written statement and sign their name to the statement. If the witness is unable to write, they will dictate their statement to the administrator and sign their name after it is read back to them.
- Conducting a search (**See Hyde County Schools Board Policy 4342 and 4342-R**), if reasonable suspicion exists to issue a disciplinary consequence within the guidelines established in the Student Code of Conduct.
- Issuance of consequences and communication with parent/guardian.
- **School-Level Investigations (Hyde County Schools Board Policy 4340)**

The investigation conducted by school administrators is not a criminal investigation. The goal of a school investigation is to ensure the safety of students and staff, determine whether a school policy has been violated, and issue appropriate school-based consequences.

How are instances of bullying handled?

Bullying is taken seriously at Mattamuskeet. We will be starting an Anti-Bullying educational campaign this school year. The first instance of bullying will be handled by the administration. If the same issue occurs again, administration will again be involved along with a referral to the school counselor. In ALL instances parents will be notified. (**Hyde County Schools Board Policy 4329/7311, Bullying and Harassing Behavior Prohibited**)

How is the school keeping children safe on a daily basis?

Some of the measures used to keep students safe include:

- Building security measures including: restricted areas, interior and exterior cameras, a doorbell system to enter buildings
- Partnership with the Hyde County Sheriff's Department.
- A school based SRO officer. (Britt Buell)

- Mandated reporting of suspected child abuse to Hyde County DSS
- Participation in drills throughout the school year to practice various emergencies including: lockdowns, fire drills, tornado drills and earthquake drills.
- Anonymous reporting for students See Something Say Something.
- Removal of Student during the Day (**See Hyde County Schools Board Policy 4352**)

How can the community help to keep schools safe?

Talk with your children about the importance of timely and specific reporting. If your child shares information with you that you believe requires school or police involvement, please ask the following questions:

- What happened?
- When did it happen?
- Who else was involved?
- Were there any witnesses to the event?
- Do you have any text messages, social media posts, voice messages, etc.. related to the event. If so, secure the messages or posts to share with the administrator or law enforcement officer conducting the investigation.

If you believe what your child shared with you was criminal in nature, please contact the police immediately.

If you believe what your child shared with you was not criminal in nature but because the incident occurred at school, on the way to or from school or has the potential to impact your child's education, please contact the Principal or Assistant Principal.

Based on your report, law enforcement may still be called. To reiterate, vigilance and prompt reporting is key to conducting an investigation.

Community members and students may also report the incident through **Safe2Say Something** online. www.safe2saypa.org or 1-844-SAF-2SAY or 1-844-723-2729

How do school personnel make determinations about student rights, conduct and discipline?

Several sources provide clear guidance on how student rights, conduct and discipline are managed on a daily basis. These sources include: Federal law(including but not limited to Title IV and Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA). Titles II and III of the Americans with Disabilities Act

[CLICK HERE](#) to view the Hyde County Schools Code of Student Conduct.

What numbers can I call in the event of a family or community emergency?

911-For an emergency situation involving police, fire and ambulance

Poison Control Center-<https://poison.org> 1-800-222-1222

Safe2Say Something-www.safe2saypa.org or 1-844-SAF-2SAY/ 1-844-723-2729

Suicide Helpline - 988 to call, text, or chat

Hyde County Schools Board Policies can be located on the Hyde County Schools website (www.hyde.k12.nc.us) under Board of Education: Policies. A paper copy is also available at the school office.

STUDENT CELL PHONES/ELECTRONIC DEVICES

Revised 7/18/23

POLICY FOR PRIMARY GRADES

Primary students are not supposed to bring phones/electronic devices to school. If they do, the devices are to remain turned off in their bags or turned in to the teacher. If seen, the phone will be collected by the teacher/admin.

POLICY FOR MIDDLE GRADES 6-8

All cell phones should be turned off and put in your backpack for the entire day. If seen, the phone will be collected. If you are asked to put it away and refuse, the teacher will notify the parent and/or submit an office referral.

POLICY FOR HIGH GRADES 9-13

Cell phones may be used during breakfast and lunch. All cell phones should be turned off and put in your backpack during class. If seen, you will be asked to put it away. If you refuse or continue to use the phone during class, the teacher will notify the parent and/or submit an office referral.

If a parent or student is concerned about the safety of the student's phone then the student should not bring the cell phone to school.

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

[HCS Board Policy 4318: Use of Wireless Communication Devices](#)

Suspensions-ISS/OSS

If you were suspended in either ISS or OSS you are not allowed to return to campus for ANY after-school activities. If you do, you will be removed and will wait in the office for your parent/guardian to collect you.

After School Discipline

Students are reminded that they are responsible for their actions at all after-school activities (including but not limited to athletic practices and games, dances, and field trips.) A student will be

disciplined for any infraction of the Student Code of Conduct that occurs during an after-school activity and may face possible restriction from attending school-sponsored activities or other consequences as defined in the student code of conduct.

Off Campus Discipline

If students engage in any kind of conspiracy or confer with one another at school, their actions away from school may be subject to school authority. Conspiring to act is the same as committing the act. The principal is required by law to report the following acts to law enforcement immediately after he or she becomes aware of them (assault resulting in serious personal injury, sexual assault or sexual offense, rape, kidnapping, taking indecent liberties with a minor, assault involving the use of a weapon, possession of firearm or weapon, and possession of a controlled substance.)

Leaving the Classroom

If a student needs to leave the classroom during class time, they must obtain permission from the teacher and have a hall pass signed. Each teacher will determine their procedures (i.e. how many outs in a week, etc.). Students who have documented medical issues will be provided adequate modifications to the aforementioned procedure with approval from a school administrator. No students will be allowed out of class for the first 5 minutes or last 5 minutes of the block unless it is an emergency.

Lunch Detention

Lunch Detention will be designed to keep students in their educational environment as much as possible by providing administrators the option of issuing a lunch detention instead of ISS or OSS. **Administrators will assign lunch detention - not teachers.** The administrator will determine the location of lunch detention depending on staff availability. When students are assigned lunch detention, they must have assignments to work on. They will be provided with lunch.

Security

1. All criminal acts committed on campus during school hours will be referred to the Hyde County Sheriff's Department. These acts include, but are not limited to fighting, battery, theft, disorderly conduct, school disruption, weapons, and possession or sale of drugs or alcohol.
2. Surveillance cameras are used in common areas, both inside and outside the buildings. These cameras record images for the safety and security of students and staff 24 hours a day, seven days a week. The tapes may be used as evidence in disciplinary actions including suspension, expulsion, or legal proceedings where school or district rules are broken or where the law is violated.

Search Regulations

"Reasonable cause for a search" means circumstances exist which would cause a school official to believe that the search of a particular person, place, or thing would possibly lead to the discovery of evidence of a violation of the student code of conduct.

Personal Searches

A student's person and/or personal effects (purse, or bookbag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

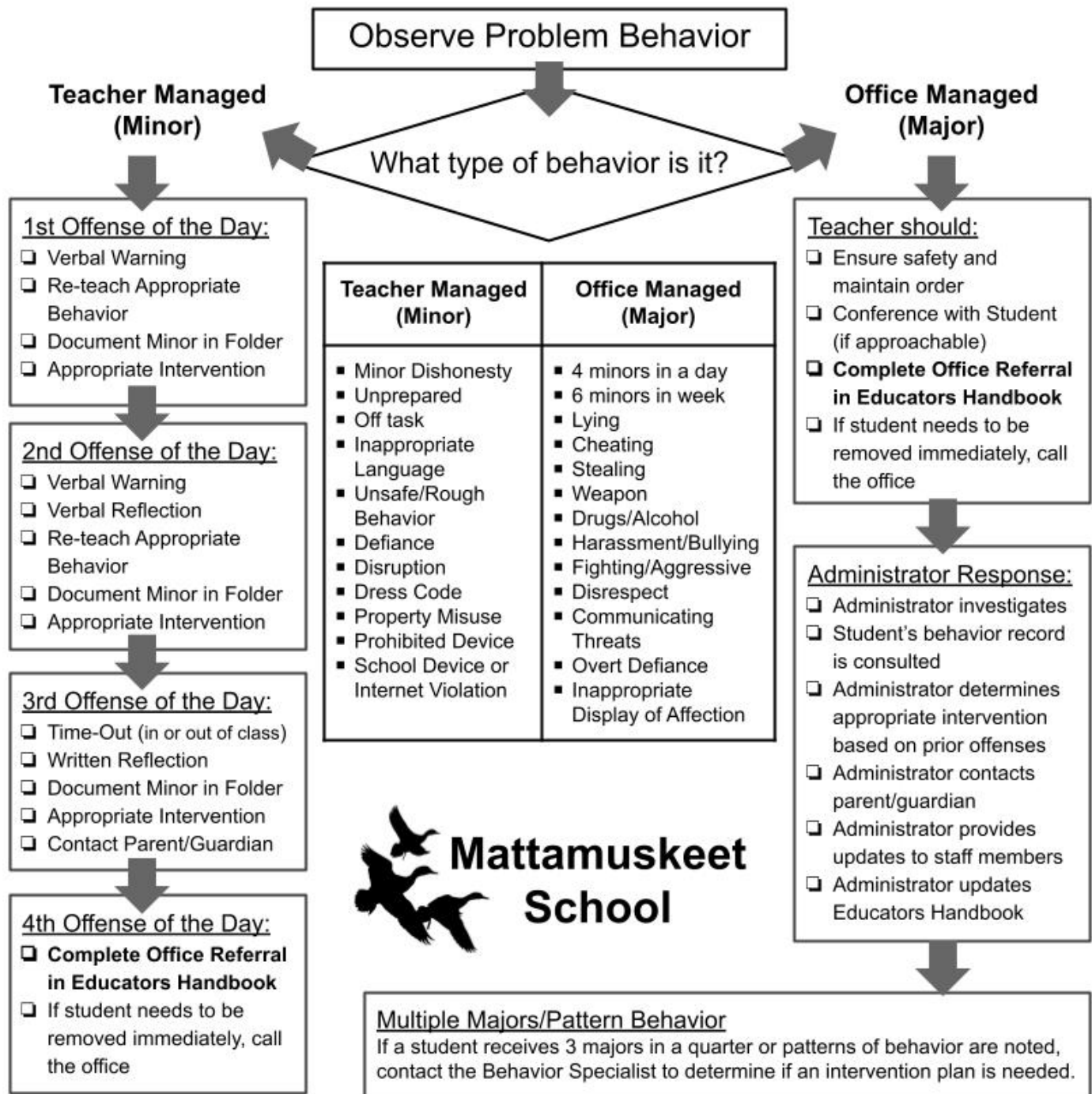
Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school has the authority to conduct routine patrols of the student parking areas and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections will be conducted without notice, without student consent, and without a search warrant.

Canine Searches

At various times throughout the school year, the Mattamuskeet School, including vehicles, will be subject to searches by the Hyde County Sheriff's Department via the use of drug dogs.

Behavior Flowchart



Every week starts with a clean slate!

- Classroom Intervention Ideas:**
- Private Conversation
 - Call/Note home
 - Apology note/journaling
 - Time out in classroom
 - Additional Reflection Form
 - Walk down the hall to cool off
 - Loss of privilege
 - Relaxation Exercise
 - Mentor check in

PBIS Expectations Matrix (Primary)

Expectation	Classroom	Hallway	Cafeteria	Playground	Assembly	Bathroom	Bus	Emergency	Virtual
READY	<ul style="list-style-type: none"> · Eyes and ears on speaker (Learning Position) · Sit Safely · Have all materials, including completed homework 	<ul style="list-style-type: none"> · Stay on the right side of the hallway · Walk in second block · Face Forward 	<ul style="list-style-type: none"> · Have lunch card ready · 5 at a time in the serving line · Remember to get napkins, utensils, condiments etc. 	<ul style="list-style-type: none"> · Use bathroom before going outside · Have proper attire (shoes, coats) · Bring emergency bag · Line up when called/signaled 	<ul style="list-style-type: none"> · Eyes on speaker · Sit Safely · Enter/exit quietly · Use bathroom before assembly 	<ul style="list-style-type: none"> · No more than 4 students at a time · Wait quietly 	<ul style="list-style-type: none"> · Be at your stop on time · Sit back to back and bottom to bottom 	<ul style="list-style-type: none"> · Listen to adults directions · Stay calm · Be silent · Bring emergency bag 	<ul style="list-style-type: none"> · Log in to meetings on time · Quiet Space · Have all materials · Device is charged
RESPONSIBLE	<ul style="list-style-type: none"> · Use materials and equipment properly · Be organized · Keep hands and feet to self 	<ul style="list-style-type: none"> · Hands to your sides and to yourself · Walking 	<ul style="list-style-type: none"> · Keep area clean · All food stays in cafeteria · Keep hands and feet to self 	<ul style="list-style-type: none"> · Bring all equipment and belongings back in the building · Play Safely · Keep hands and feet to self 	<ul style="list-style-type: none"> · Keep hands and feet to self · Focus on speaker 	<ul style="list-style-type: none"> · Wash hands · Flush toilet · Clean up after yourself 	<ul style="list-style-type: none"> · Sit and stay in assigned seat · Keep body and belongings in seat · Take all belongings with you 	<ul style="list-style-type: none"> · Stay together · Walk · Pay attention 	<ul style="list-style-type: none"> · Complete work on time · Report bullying · Follow rules from digital device usage agreement
RESPECTFUL	<ul style="list-style-type: none"> · Use kind words and actions · Raise your hand · Use inside voice 	<ul style="list-style-type: none"> · Quiet in the hall · Hands off walls and student work 	<ul style="list-style-type: none"> · Wait your turn in line · Use inside voices · Use good manners 	<ul style="list-style-type: none"> · Share · Include others · Play fair · Take care of equipment 	<ul style="list-style-type: none"> · Raise hand & wait to be called on · Sit & listen quietly · Take all belongings with you 	<ul style="list-style-type: none"> · Wait patiently · Quiet · Give others privacy 	<ul style="list-style-type: none"> · Keep aisles/walkways clear · Clean up after yourself · Listen to bus driver 	<ul style="list-style-type: none"> · Keep hands and feet to self · Sit/stand quietly 	<ul style="list-style-type: none"> · Use kind words and actions · Mute microphone · Participate

Mattamuskeet School
Parent and Family Engagement Policy
2023-2024

Mattamuskeet School
Allison Etheridge, Principal
60 Juniper Bay Road, Swan Quarter, NC 27885
252-926-0240
www.hyde.k12.nc.us

Policy Revised August 1, 2023

What is Title I?

Mattamuskeet School is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is designed to support state and local school reform efforts tied to the challenging State academic standards to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written parent and family engagement policy.

What is this policy?

This is a policy that describes how Mattamuskeet School will provide opportunities to improve family engagement to support student learning. Mattamuskeet School values the contributions and involvement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This policy describes the different ways that Mattamuskeet School will support family engagement and how parents can help policy and participate in activities and events to promote student learning at school and at home.

How is it Revised?

Mattamuskeet School invited all parents to attend our Open House at the beginning of the school year to review this parent and family engagement policy, the schoolwide policy, and our school-parent compact. Our School Improvement Team revises this policy annually. Additionally, parent input and comments regarding this policy are welcome during the school year. The policy is posted on our school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the policy for the next school year. We also distribute an annual survey online to ask parents for their suggestions on the policy and the use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities during the school year.

Who is it for?

All students and their families are encouraged and invited to fully participate in the opportunities described in this policy. Mattamuskeet School will provide full opportunity for the participation of all parents and family members including those with limited English, with disabilities, and of migratory children.

Where is it Available?

At the beginning of the year, the policy is included in the student handbook that is available to all students. A reminder will be sent out to parents to review the handbook that is available online before the scheduled Open House event.

What are our School Goals?

ALL students (100%) will be proficient on ALL state assessments in Reading by Spring 2027.

ALL students (100%) will be proficient on ALL state assessments in Math by Spring 2027.

ALL students (100%) will be proficient on ALL state assessments in Science by Spring 2027.

Parent-School Compacts

As part of this policy, Mattamuskeet School and our families develop a school-parent compact that explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compact will be reviewed and updated annually based on feedback from parents, students, and teachers during the annual meeting. The school-parent compact is reviewed with parents during parent-teacher conferences as needed and kept with each child's teacher if parents need another copy.

Let's Get Together!

- Open House
- Curriculum Night
- Awards Ceremony
- Parent Conference Nights
- Football Games
- Polar Express
- Christmas Program
- Basketball Games
- Read Across America
- Science Night
- Field Day
- 5th/8th Grade Promotion Ceremony
- Book Fair
- Hyde Heritage Day
- Penguin Patch
- Booster Meetings
- PTO Meetings
- Field Trips
- SIT Meetings
- Hour of Code

Parent Resource Center

Come visit the Parent Resource Center located in the library to check out books, study materials, and activities to use at home with your child. Computers are available for parents to explore the Parent Portal and educational resources. Open by appointment only.

Parent and Family Engagement

Mattamuskeet School believes that family engagement means the participation of parents and family members in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents play an integral role in assisting their child's learning.

- That parents are encouraged to be actively involved in their child’s education at school.
- That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Mattamuskeet School is committed to helping our parents and families attend the family activities listed in this policy. Please call or email us if you need assistance with child care or transportation in order to participate in our programs. Contact Karen Hutson by email (khutson@hyde.k12.nc.us) or by phone (252-926-3281).

Mattamuskeet School is Reaching Out!

Mattamuskeet School will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- ❖ Ensure that all information related to school and parent programs, meetings, and other activities is published in both English and Spanish, posted on the school website and social media for all families.
- ❖ Provide monthly training for staff during staff meetings to improve communication with parents and ideas to increase family engagement with reading and math activities for our students outside of the classroom. Staff will also share best practices during regularly scheduled faculty meetings.
- ❖ Partner with Triple P, Head Start, and to help prepare parents and their children for successful school transitioning.
- ❖ Share information in English and Spanish on the school website and in school communications for parents to understand the school’s academic standards and assessments as well as the ways parents can monitor their child’s progress and work with educators.
- ❖ Communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.
- ❖ Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child’s achievement.
- ❖ Use our Public Information Officer and Parent-Family Coordinator to improve awareness of the activities and events listed in the school parent and family engagement policy.
- ❖ Have a suggestion box at all events to collect feedback from parents and family members.

Parent and Family Engagement Standards

Mattamuskeet School and our parents have adopted the National PTA Standards for Family-School Partnerships as the school’s model in engaging parents, students, and the community. These standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community

After reading this Parent and Family Engagement Policy, please complete the following survey:

<https://bit.ly/mespfe>

Mattamuskeet School
Student Handbook Agreement
for 2023-2024

Student and Parent Acknowledgement and Pledge

The purpose of this Mattamuskeet Student Handbook is to state clearly the policies and procedures set forth by Hyde County Schools and Mattamuskeet School. We agree to abide by and follow these policies and procedures contained within this handbook for the 2023-2024 school year.

NOTE: Failure to return this acknowledgment and pledge will NOT relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained in the Student Handbook.

Student Signature		Date	
Parent Signature		Date	
Teacher Signature		Date	

Please return this page to the school by Friday, September 1, 2023

Or

Click the link and fill out the agreement electronically.

[STUDENT HANDBOOK AGREEMENT 2023-2024 GOOGLE FORM RESPONSE](#)