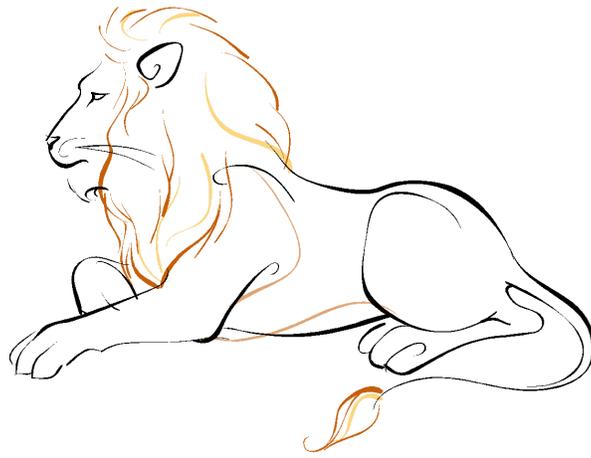


North Cove Elementary School

HOME OF THE LIONS



**North Cove Elementary School
Welcomes You
To The
2017-2018
School Year**

Purpose of K-3 Student/Parent Handbook

At North Cove Elementary, our staff holds high expectations for our students and our school. We strive to provide a safe, orderly environment that supports student learning.

This handbook presents information about school procedures, policies, and expectations for students and staff.

Any time that you have questions or concerns, please call the school.
Thank you for your help in making this a successful school year!

NORTH COVE ELEMENTARY SCHOOL

**401 American Thread Road
Marion, NC 28752
828.756.4342**



All students will gain the knowledge, foundational skills and confidence needed to become lifelong learners.

The mission of North Cove Elementary is to educate all students to become responsible, lifelong learners who have the skills, knowledge and self-confidence to be successful contributors to our competitive, global society.

We believe:

- *Every person can learn.*
- *Individuals learn at different rates and in different ways.*
- *Every person deserves a loving, accepting environment that nurtures individual interests and talents.*
- *Education and learning are the collaborative responsibility of students, family, school and community.*
- *Global education and understanding are essential components of education.*
- *Family education and involvement are vital components in the education process.*

We will continue to combine the best resources of the children, school personnel, parents, and community in order

to provide an environment suitable for intellectual, social, physical, spiritual, and moral growth of each child.

School Faculty and Staff

Office Personnel

Rod M Slagle	Principal
Heather Loftis	Data Manager/Accountability
Sherry Glenn	Administrative Assistant
Lori Hope	Guidance Counselor
Autumn Bartlett	School Nurse

Teachers

Tracey Moss
Teela Coward
Tiffany Daves
Monica Ray
Daphne Daniels
Whitney Vance
Kylie McKinney
Jessica Ross
Lee Ann Freeman
Holly Sills
Charlotte Frye
Holly Woody
Calvin Cole
Marie Mock
Ethan Thomas
Burton Blankenship
Janice Olson
Wendy Davis
Marianne Plain
Donetta Pedroza
Debbie Harris

Area

Kindergarten
Kindergarten
First Grade
First Grade
Second Grade
Second Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fifth Grade
Fifth Grade
Exceptional Children
Speech Pathologist
Media Coordinator
Physical Education
Reading
AIG
Title I Reading
ESL Teacher
Exceptional Children

Instructional Assistants **Area**

Melissa Sisk	RtI Tutor
Jill Ayers	K-5
Renee Barrier	K-5

Samantha Effler
Lara White
Diana Byrd
Wanda Clark
Sandra Gunter
Bethany Newman

K-5
Computer Technology
Arts
K-5 / Media Assistant
Part-time
Part-time

Cafeteria

Kim Ogle	Manager
Teresa Boone	Staff
Linda Wyatt	Staff
Mary Lou Murphy	Staff
Irene Westall	FFV

Pre-Kindergarten

Mindy Hughes	NC Pre-Kindergarten
Ronda Rose	NC Pre-Kindergarten Assistant
Rhonda McFadden	Family Resource
Susan Boyd	Family Resource

Custodians

Dwayne Moore	First Shift Custodian
Donna Burnette	Second Shift Custodian

Bus Routes:

	Morning	Evening
Bus 161	Melissa Sisk	Melissa Sisk
Bus 155	Carol Hughes	Carol Hughes
Bus 169	Renee Barrier	Diana Byrd
Bus 153	Jill Ayers	Jill Ayers





School Arrival

North Cove staff welcomes you each morning with a smile!

The last bell rings at 7:50 a.m. Please make sure students arrive before 7:50 a.m. Our first priority is the safety of our students. All car riders must enter the building through the main entrance hall area. Only buses are allowed to drop off students in the back parking area due to supervision and safety issues. Students arriving between 7:15 a.m. and 7:40 a.m. are required to go to the gym where there is adult supervision. For safety reasons, students must not arrive before 7:15 a.m. unless they are members of the Before School Program, and parents must sign students in with Mrs. Debbie Lewis before dropping off children (Room 602). Students will report to their respective classrooms beginning at 7:40 a.m. Students who are tardy (after 7:50 a.m.) report to the office where it will be recorded. Please help instill good attendance habits from an early age by having your children at school on time!

School Departure

Bus riders and car riders are dismissed at 2:45 pm.

Again, our first priority is the safety of our students. As a preventative measure, staff members have designated a safety plan designed to keep children from crossing the road into oncoming traffic at any time. Parents should drive around the circle to pick up children each afternoon. **Parents should wait in the car pick-up line unless you have an appointment with a staff member inside of the school.** Cooperation from parents is necessary to keep our students safe during school dismissal. We appreciate your help in keeping all children safe at **all** times!

All car riders will report to the front of the building. Students are not allowed to wait on a ride outside the building without adult supervision due to safety reasons.

Changes in Afternoon Transportation

If your child will be going home by a different mode, (a car-rider instead of riding the bus, riding a different bus, getting off at a different stop, etc.), please tell your child that morning **and** send a note to the school that has been signed and states the change. Students will not be allowed to change afternoon transportation unless parental permission is given. Except in an emergency, please make transportation changes via written note instead of through phone messages due to the amount of phone calls in our office each afternoon. North Cove Elementary appreciates your help in this situation!

Releasing Children to a Parent

In accordance with procedures, if either parent comes to school to get a child, the child must be released to the parent. The exception is when one parent has legal custody, which places restrictions on the other parent. If you have custody of your child under the above circumstances, please file a copy of the legal papers in the school office. The principal, secretary, and the teacher should be made aware of these restrictions for the safety of the child.

Visiting the School

Parents are invited to visit their child's room and school, and get acquainted with the faculty and staff of North Cove Elementary. We encourage parents to volunteer in the classroom and participate in activities throughout the school year. Parents are welcome to eat lunch with their child at any time during the school year, and we welcome volunteers with open arms! We ask you to adhere to the following safety guidelines:

- All visitors must report to the office first, in accordance with our Safe Schools Policy.
- Conferences should be arranged in advance, and at a time when the teacher does not have students in the classroom or is on duty.
- If you plan to visit the classroom, please contact the school in advance so that we can correlate your request with classroom activities.

Attendance

Students are expected to be in school on a regular basis. Attendance is crucial for your child's educational achievement. Children who are absent from school miss valuable instruction and activities that enhance learning.

A student must be present at least seventy-five percent (75%) of the school's instructional day to be recorded present for the day.

When a student must miss school or fails to meet the attendance requirements of seventy-five percent (75%) of the day, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Generally, a parent or legal guardian may request that up to six (6) days of their child's absences be excused for the reasons below without further review from the school. An absence may be excused for any of the following reasons relative to elementary school, in accordance with McDowell County Schools' Policy 4400:

1. Personal illness or injury that makes the student physically unable to attend school.
2. Isolation ordered by the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointment.
5. Participation under subpoena as a witness in a court proceeding.
6. A minimum of two days each academic year, for observance of an event required or suggested by the religion of the student or the student's parent(s). The student will have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance.
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.

(Please reference MCS BOE policy 4400 for additional reasons for excused absences.)

In accordance with McDowell County School's Attendance Policy 4400, if a student is absent from school for **six or more days in a semester**, the principal or a designated committee shall review the academic achievement of the student in relation to excessive absences. The school day begins at 7:50 A.M. and ends at 2:45 P.M. Students arriving after the beginning of the school day are considered tardy and must sign-in at the office. Students leaving before the end of the school day are considered early check-out.

Early Checkout of Students

Parents or guardians should not pick up children from school during school hours unless it is absolutely necessary. Please send a note to your child's teacher documenting the early check-out. Frequent, unnecessary early check-outs result in lost instructional time. Please remember that tardies count toward attendance records.

Parents who need to pick up their child during school hours are required to come to the office, as in accordance with our Safe Schools Policy. All parents/guardians need to be prepared to provide photo identification. Please contact the office by telephone or a written note if someone other than a parent is to pick up your child. This is for the safety of all our children.

Telephones

Parents are encouraged to call their child's teacher at a time when classes are not in session to help preserve instructional time. ***It is extremely important for us to have a telephone number on file in the office so that we can reach you in case of an emergency.*** If you do not have a telephone, please give us the phone number of a close friend, relative, or neighbor that will be available in the event of an emergency.

Lost and Found

Items found at school are brought to the office and placed in the lost and found box. We encourage you to have your child's name on lunch boxes, notebooks, jackets, etc. so that we may get them to their rightful owner. If your child has lost an important item, please write your child's name, a description of the item and your child's teacher's name on a piece of paper. Ask your child to give this to their teacher or to Mrs. Glenn in the office. We will do everything possible to find the missing item.

Cell Phones

In accordance with the McDowell County School Board Policy, students are not allowed to have cell phones out or turned on during instructional time (during the school day). Students needing to place a phone call should use the telephone in the main office. Any

cell phones taken from students by teachers will be given to the principal and parents will be contacted and asked to pick it up from the office at their convenience.

Toys, Valuables, Electronic Devices, etc.

Non-instructional items can distract students from learning. Valuables such as CD players, hand-held computer games, cellular phones, games, toys, etc., should not be brought to school and North Cove Elementary cannot be responsible for these items. In addition, these items can distract students from the instructional program. Teachers will confiscate items that are interfering with student learning and turn those items into the office. Parents may choose to pick those items up at their convenience. Please help us protect instructional time by making sure your child does not bring valuables to school.

Bad Weather Procedure

During the school year, if it is necessary to either dismiss school early or cancel school because of inclement weather conditions, the Superintendent of Schools will post messages on the McDowell County School WEATHERLINE (652-3869) and he will notify selected television and radio stations which are listed below. (Please do not call the school due to the limited number of lines available for usage.)

Radio Stations: WBRM (1250AM), WWNC(570AM), WTOE(1470AM), WMNC(92.1FM), WNCW(88.7FM), WMIT(106.9FM), WFNQ(106.3FM), WSSL(100.5FM), WKYK(940AM)

TV Stations: WLOS- Asheville, WBTV- Charlotte, WYFF- Greenville
WSPA - Spartanburg, WSOC Charlotte

An early dismissal form will be sent home with each child. Please fill it out completely and return to your child's teacher as soon as possible. During the year, if these plans change, please complete a new form and return it to your child's teacher as soon as possible. Please discuss the procedures with your child so he or she understands what is expected when this situation arises.

Listen to the local radio station, WBRM 1250 AM, for the most current information. Regional radio and television stations are also alerted when early dismissals are needed. The school system's phone chain will contact you prior to early dismissal according to the phone numbers in our system. (Please make sure those numbers are accurate in case of an emergency.) If road conditions worsen after the dismissal announcement has been made and there is any question regarding road conditions, students will be kept at school. **Safety is our top priority!**

Weapons

It is against state law for anyone to have a weapon on school property or at school-sponsored events. All employees, students, and visitors must adhere to this law. This includes pocketknives, other kinds of knives, guns, or any item that can be used as a weapon. Students who are in possession of a weapon at school or school sponsored events may be suspended from school. Parents are reminded that even having a gun in their vehicle while on school property is a violation of this law. In the event of this occurrence, the weapon must be confiscated and turned over to the Sheriff's Department. (In addition, no toy weapons are allowed at school or school sponsored events. Parents are held responsible for the items their child brings to school.) Thank you for your consideration of this state policy.

Tobacco, Drugs and Alcohol Policy

The use or possession of tobacco products, drugs, and/or alcohol is prohibited on school property or at any school related function, according to McDowell County School Board policies. Individuals who are using tobacco products on school ground or at school sponsored events will be asked to stop or to leave the school grounds. Possession of illegal drugs or alcohol must be reported. Please refer to the McDowell County School Code of Student Conduct Policy for more information.

Breakfast and Lunch

North Cove School Cafeteria serves breakfast and lunch. McDowell County Schools will participate in the Healthy Hunger Free Kids Act, and all students in elementary and middle schools will receive breakfast and lunch daily at no cost to parents. Breakfast will be served in the classroom each day, and students will have an opportunity to eat as soon as they arrive at school. Lunch will be in the lunchroom at designated times. We are very excited about this opportunity for our community!

Immunization records/Medication/Proof of Age

In accordance with state law, it is mandatory that each child have proof of age and an adequate certification of immunizations on file in the school office. Please keep your child's immunization record up-to-date. Failure to do so may lead to suspension from school, in accordance with state law. Kindergarten students have thirty calendar days from the first day of attendance to have their health assessment record completed by a certified health official and to obtain the required immunizations. After the 30 days, the child will not be able to attend school until the required immunizations have been obtained.

Special Health Concerns

If your child has severe reactions to bee stings or insect stings, foods, other allergies, or special health concerns, please notify the school in writing so that we will have necessary information. The teacher, secretary, and principal should be made aware of

these conditions for the safety of the child.

Administration of Medication at School

The McDowell County School System has adopted a policy regarding the administration of medication at school. Before prescription medication or over the counter medication can be given the school must have a completed “Request for Medication” form signed by the doctor and the parent. The parent must bring the medication to the school office. **ALL** medicines must be in the original package and/or container appropriately labeled by the pharmacist. Please remember to supply needed item to measure dosage. If students take medication of any kind while at school the parent must bring the medication to the school. The medication must be brought in the original container labeled with the student’s name, name of the medication, and directions for dosage/time. Medications must be brought to the office immediately upon arrival at school.

Citizenship

It is each student’s responsibility to display qualities of good citizenship. Students’ best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, or any place considered school grounds. Teachers and staff will give special emphasis to *honesty, morality, and courtesy*. Teachers expect a positive attitude and good behavior and will positively reinforce good behaviors.

School Wide Expectations

At North Cove Elementary, we strive to create a safe, orderly, and caring environment where students can learn. Students are expected to display appropriate behavior at all times and in all areas of the school. North Cove Lions (students) are expected to take **PRIDE** in the school at all times.

School Wide Expectations at North Cove Elementary are:

- Practice responsibility**
- Respect myself, others, and property**
- I am... I can... I will...**
- Decide to make good choices**
- Excellence all the time**

Students who display appropriate behavior may be rewarded in various ways: Principal’s Award, Super Conduct Awards, and individual praise and recognition within the classroom setting.

Each teacher will explain school and classroom rules to his/her students. Misbehavior

will be handled with natural or logical consequences instead of punishment, when appropriate and possible. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world. A variety of consequences, however, can be used with students who do not display appropriate behaviors. These include, but are not limited to, warnings, natural consequences, time out/thinking time, silent reflective lunch, revoked privileges, after school detention, in-school suspension, out of school suspension, and bus suspensions.

In order to guarantee your child the excellent learning climate he or she deserves, the following expectations have been established for staff to follow:

The teacher will send classroom rules home. Teachers will handle most discipline issues within the classroom. Issues that result in an office referral will follow the following procedure at the principal's discretion:

- Conference with student – warning

- Conference with student - 2nd warning - parent notification

- Other consequences could occur:

 - Natural consequences, silent lunch, after school detention, In-school suspension (time depends on severity of offense) and short term Out of school suspension.

Bus Expectations

Student safety is our main concern, and safe passenger behavior is essential. Whether riding a yellow school bus or an activity bus, students are expected to display appropriate behavior and observe bus safety rules. Student behavior must allow the driver to focus attention on safe driving and not be distracted by students doing inappropriate things. All regular school rules apply on our buses plus these safety rules:

- Stay seated with back against seat and feet forward.
- No talking while the lights are on.
- Use a quiet voice when the lights are off.
- Keep hands, feet and all objects to self and away from windows, doors and aisles.
- Follow safe procedures getting on and off the bus (walk, watch for traffic, keep objects zipped up inside book bag).
- Use positive language – No inappropriate language.
- Obey driver for any other requests to keep all riders and driver safe.
- All electronic devices and toys should be left at home.

Riding the bus is a privilege and students who do not display appropriate behavior may be suspended from the bus. When a student is suspended from the bus, parents must provide transportation to and from school.

Bus violations will be handled in the following manner:

1. The student will be called to the office and warned.
2. Second warning will result in parent notification.
3. If further misconduct occurs, the student may be suspended from the bus. Suspended students must be transported to and from school by parents.

First time – 1-day suspension

Second time – 3-day suspension

Third time – 5-day suspension

Fourth time – 10 day suspension

Fifth time – Bus suspension for the remainder of the year.

Please note: Depending on the severity of the offense, the principal or designee may suspend a student from the bus at any time. The principal and or principal's designee reserves the right to alter the above punishments depending on the referral. Communicating a threat, possession of a weapon (pocket knives included) fighting, or possession of drugs or tobacco may result in immediate out of school suspension.

Students who behave appropriately and positively will be rewarded as follows:

Verbal Praise, Rewards, Certificates, Super Conduct, Principal's Award

McDowell County Schools

Mission Statement

Inspiring Success: Student-Centered; Mission-Driven

Mission Statement

The mission of McDowell County Schools is to deliver excellence in education where students are engaged in collaboration, communication, and innovation so that they graduate ready to achieve success and positively shape the future.

NINE CHARACTER CONCEPTS

Courage

Having the determination to do the right thing even when others don't; having the strength to follow your conscience rather than the crowd; attempting difficult things that are worthwhile.

Good Judgment

Choosing worthy goals and setting proper priorities; thinking through the consequences of your actions; and basing decisions on practical wisdom and good sense.

Integrity

Having the inner strength to be truthful, trustworthy, and honest in all things; acting justly and honorably.

Kindness

Being considerate, courteous, helpful, and understanding of others; showing care, compassion, friendship, and generosity; and treating others, as you would like to be treated.

Perseverance

Being persistent in the pursuit of worthy objectives in spite of difficulty, opposition, or discouragement; and exhibiting patience and having the fortitude to try again when confronted with delays, mistakes, or failures.

Respect

Showing high regard for authority, for other people, for self, for property, and for country; and understanding that all people have value as human beings.

Responsibility

Being dependable in carrying out obligations and duties; showing reliability and consistency in words and conduct; being accountable for your own actions; and being committed to active involvement in your community.

Self-Discipline

Demonstrating hard work and commitment to purpose; regulating yourself for improvement and restraining from inappropriate behaviors; being in proper control of words, actions, impulses, and desires; choosing abstinence from premarital sex, drugs, alcohol, and other harmful substances and behaviors; and doing your best in all situations.

Citizenship/Civic Virtue

Obeying the laws of the nation and state; abiding by school rules; and understanding the rights and responsibilities of a member of the United States of America.

As the Student Citizen Act of 2001 encourages, in addition to the above list of traits, McDowell County Schools will include instruction in the following:

- 1. Respect for Others** – holding students, teachers, school personnel, and members of the community in high esteem and demonstrating in words and deeds that everyone deserves to be treated with courtesy, respect, and proper deference.
- 2. Respect for School Property and Personal Property** – holding students and school personnel responsible for appreciation, care, and maintenance of personal and school property.

3. **Responsibility for School Safety** – helping to create a harmonious school atmosphere that is free from threats, weapons, and violent or disruptive behavior; cultivating an orderly learning environment in which students and school personnel feel safe and secure; and encouraging the resolution of conflict and disagreements through peaceful means including peer mediation.
4. **Service to Others** – engaging in meaningful service to their schools and communities. Schools may teach service-learning by (i) incorporating it into their standard curriculum or (ii) involving a classroom or another group of students in hands-on community service projects.

(This list was developed by the Wake County Character Education Task Force in 1994, on behalf of the Wake County Public Schools System. It was selected to be used in the 1996 legislation.

McDowell County Schools listed Good Citizenship in the first list instead of in the second list and added Respect for School Property.)

SCHOOLWIDE TITLE I PROGRAMS

All McDowell County Elementary Schools operate school-wide Title I programs. Title I provides federal funding for schools to help students who are behind academically or are at risk of falling behind. Funding is based on the number of lower-income children in a school but services are provided to help all students achieve academic success. Title I money may be combined with other funds to provide more services and resources for students. These services can include additional personnel, parental involvement activities, professional development, and purchase of materials and supplies. A school-wide Title I program can offer programs that can help improve your child’s education. A good education can give your child a better chance of success in life!

Title I schools are required to notify parents of their rights to receive certain information.

- Parents may request information concerning the professional qualifications of their child’s teacher(s), including the degrees held, certifications held, and whether the teacher is certified in the area he/she is teaching.
- Schools must notify parents if their child has been assigned, or has been taught for at least four consecutive weeks by a teacher who does not meet the Highly Qualified definition.
- Parents may request information concerning whether or not their child is receiving instruction by a teacher assistant, and if so, his/her qualifications.
- Parent communication and involvement are important, especially under the *No Child Left Behind* legislation. Parents in Title I schools have certain rights concerning parent involvement.
- Parents must be a part of developing or revising, as needed, a written parent involvement policy that is distributed to all parents.
- Parents must be invited to an annual public meeting.
- Parents have a right to be involved in planning and implementing the parent involvement program in their school.
- Parents can receive materials and training to foster greater parent involvement.
- Parents have the right to see yearly “report cards” showing how their child and the school are performing under the school-wide Title I program.

Parents can help!

- Look at your child’s performance and be sure you understand where your child stands in reading mathematics.
- Talk with your child’s teacher (s) and principal to find out how you and your school can work together to improve your child’s performance.
- Attend parent conferences
- Participate in parent involvement activities and opportunities.
- Be aware of your school’s performance under *No Child Left Behind* and the state testing program.
- Communicate your school’s successes to your community and look for ways to support your school.

Educators cannot improve schools alone. In North Carolina, we reach these high standards as a partnership with parents, schools, and communities. Adapted from Information for Parents in Title I Schools published by Public Schools of North Carolina, Department of Public Instruction.

McDowell County Schools' Dress Code

The Board of Education for MCS believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the Board prohibits any appearance or clothing that does the following: (1) violates the guidelines in this policy; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others. The following expectations for student dress have been established by the McDowell County Board of Education to promote a safe and optimum learning environment.

The following dress standards shall be observed in all McDowell County Schools:

1. For safety reasons, pants must be worn at or above the hip line and should not extend below the shoes.
2. Shirts, blouses, and dresses shall cover the abdomen, back, and both shoulders. There will be no see-through clothing. Shirts and tops must meet the waistband of pants, shorts, or skirts at all times with no midriff, cleavage, or underwear visible at any time.
3. Footwear is required and must be safe and appropriate for classroom activities. With the exception of medically prescribed footwear, soles and heels are not to exceed a total height of 3 inches.
4. Any clothing, jewelry, accessories, or book bags that depict, advertise, or promote gangs, illegal drugs, alcohol, or tobacco use or that convey sexually explicit, inflammatory, or vulgar language or images are prohibited.
5. Trench coats are prohibited.
6. Skirts, dresses, and shorts must fall at least as low as four inches above the top of the knee.
7. Jewelry and accessories that could be used as weapons are prohibited.
8. No head covering of any sort shall be worn in the classroom.

The principal may allow exceptions to this dress code only on special occasions, such as holidays, pep rallies, and special performances. A principal may further prescribe additional dress requirements appropriate to certain classes, such as physical education, career and technical education (vocational), and science classes.

Violations of the dress code shall result in disciplinary action as follows:

Warning by the teacher and parents will be notified. Teacher will document the offense and forward a referral to the appropriate principal for the record. The dress code violation will be corrected before the student may return to class.

SECTION II
PRIVACY OF STUDENT RECORDS
RIGHT OF PARENTS TO REVIEW AND INSPECT
STUDENT CUMULATIVE RECORDS

Those who have the right to inspect and review the cumulative record folder kept about the student include (1) parents/guardians of students who are under 18 years of age, (2) parents/guardians who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code, and (3) students who are at least 18 (hereafter called eligible students).

The McDowell County School system presumes that parents of students who are currently attending a school within the McDowell County School System claim the student as a dependent for tax purposes. Any student at least 18 years of age and attending a school within the system who does not want the parents to have access to the cumulative record folder must so inform the principal of the school where the records are kept and prove that he/she is not a tax dependent of the parents. If a parent of a student who is at least 18 and no longer attending a school within the district wishes to inspect and review the child's cumulative record file, the parent must prove to the principal that the student is a dependent for federal income tax purposes.

Requests from parents or eligible students who wish to review the cumulative record folder shall be made to the principal of the student's school. When the principal receives a request for review of the records from a parent or a student who has a right to inspect the records, the principal shall schedule the review. The appointment date should be as early as possible but never later than 45 days after the request is made. The inspection and review shall be made in the office of the principal or at another designated place.

A school official competent in interpreting student records shall be present to explain the implications of the records that are examined. Parents or eligible students who wish to inspect records and live within fifty miles of the place where the records are kept must do so at the place designated by the school system. After the inspection, they may request copies of the records they inspected. Parents or students who live farther than 50 miles from the place where the records are kept may request copies of the records without first inspecting them at the school or central office. The copies shall be sent by registered mail, return receipt requested.

ATTENDANCE

MCDOWELL COUNTY BOARD OF EDUCATION POLICY MANUAL

Policy Code: - 4400

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

A. ATTENDANCE RECORDS

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. Teachers are responsible for maintaining accurate records of student absences and tardies for their classes. The student's report card is considered notification of absences. In accordance with North Carolina General Statute 115C-378 and McDowell County Board policies, notification will be given when a student has accumulated three (3), six (6) and ten (10) unexcused daily absences.

B. DEFINITION OF ATTENDANCE

A student in (Kindergarten through thirteenth grade) must be present at least seventy-five percent (75%) of the school's instructional day to be recorded present for that day. A student in ninth through thirteenth (9th-13th) grade must be present at least seventy-five percent (75%) of the class period to be recorded present for that class period.

C. TARDIES AND EARLY CHECKOUTS

Students are expected to arrive on time and remain in school the full day. A student is tardy if the student arrives anytime after the tardy bell. An early checkout occurs when a student leaves anytime before the dismissal bell. Tardiness and early checkouts are strongly discouraged because they result in students missing important information and instruction. Students who are tardy for school must sign in through the office and pick up a class admission slip. A tardy may be excused for the same reasons as an excused absence (see "D. Excused Absence"). Students on campus are expected to be in class. Students are not to leave the school premises without permission from the principal or designee. For a student to leave school early, a parent or legal guardian must sign him or her out in accordance with school rules. If a student who has left school early later returns to school, he or she must first report to the office. The school principal is expected to deal appropriately with those students who are chronically tardy or who leave school early.

D. EXCUSED ABSENCES

When a student fails to meet the attendance requirements under Paragraph B above (i.e. "the 75% rule"), a written excuse signed by a parent or legal guardian must be presented to the student's teacher on the day the student returns to school or class after an absence. Generally, a parent or legal guardian may request that up to six (6) days of their child's absences be excused for the reasons below without further review by the school. In addition, absences due to extended illnesses may also require a statement from a physician. Note: Total absences beyond six (6) in a semester, including any and all excused absences, are considered "excessive" which is addressed in Section F below.

An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding or if the student is required to appear in court;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary;
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

When a child is found to have head lice, the parent or legal guardian shall be notified either by phone or in writing. A parent or legal guardian must treat the lice immediately with an appropriate product and make every effort to remove all nits. Students may return to school upon completion of treatment. The parent or legal guardian must make every effort to remove all nits and provide proof of treatment. Students will not be admitted to school with live lice. Other than the day the student is originally sent home, the student

shall accumulate unexcused absences for days missed due to the occurrence of lice. If a student returns to school after being diagnosed with head lice and live lice are still present, the student shall be sent home and receive an unexcused absence.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form with 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

E. SCHOOL-RELATED ACTIVITIES

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

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

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

F. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two (2) days for such offenses.

The principal shall notify the parent or legal guardian and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two (2) days for truancy.

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

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Kindergarten through Eighth (K-8th) Grade

If a student is absent from school for six (6) or more days, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade;
2. the student will receive the grade otherwise earned;
3. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made; or
4. the student will be given the opportunity to make up missed instructional time.

Ninth through Thirteenth (9th-13th) Grade

A student absent more than six (6) times in the same class period in a semester shall not receive credit for that class. However, the student must continue in the class with appropriate behavior and must complete required work. Students who lose credit for absences but who are passing the course(s) may make up the credit by attending the after school enrichment sessions or the summer school enrichment class.

The parent or legal guardian shall receive a letter notifying them of the student's loss of credit. Within thirty (30) days of notice or prior to the end of the grading period whichever occurs first, the parent or legal guardian may make a final appeal regarding the loss of credit directly to the Principal who has the final legal authority to grade and classify the student.

Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(1), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000, -002, -003 Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Short-Term Suspension (policy 4351)

Adopted: February 16, 2009

Revised: February 21, 2011, August 15, 2011; November 3, 2011; June 13, 2016

NOTIFICATION of RIGHTS UNDER FERPA

At the beginning of each school year, the McDowell County School System shall send the following notice to parents of students under the age of eighteen and to students who are at least eighteen and are currently attending school within the system:

TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING THE MCDOWELL COUNTY SCHOOL SYSTEM AND ALL STUDENTS CURRENTLY ATTENDING THE SYSTEM WHO HAVE REACHED THE AGE OF 18:

The Family Educational Rights and Privacy Act (FERPA) provides parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by McDowell County Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

According to FERPA, information designated as directory information may be released by the district without parental consent, provided annual notification has been given. Directory information is information that is generally considered NOT harmful or an invasion of privacy if released. In addition, Federal No Child Left Behind legislation requires that McDowell County Schools provide military recruiters, upon request, with 3 directory information categories – names, addresses and telephone listings – unless parents have advised McDowell County Schools in writing that they do not want their student's information disclosed to the military. Traditionally, military recruiters only request this information for current 11th and 12th grade students.

Directory information may include, but is not limited to, the information listed below:

Name of student

Address of student

Telephone number of student

Photographs

Audio recordings

Video recordings

Dates of attendance

Grade level

Major Field of Study

Date and Place of Birth

The most recent educational agency or institution attended

Participation in officially recognized activities and sports

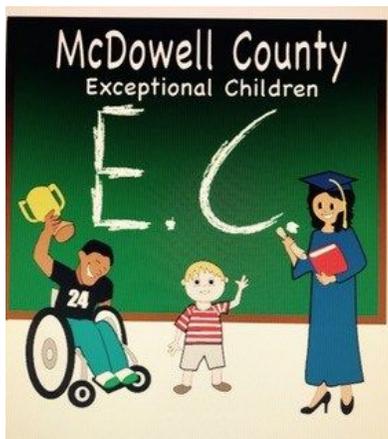
Weight and height of members of athletic teams

Degrees, honors, and awards received

Schools do use discretion when releasing directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Please consider very carefully any decision to withhold "directory information." If you inform McDowell County Schools in writing not to release information, any requests for such information from individuals or entities not affiliated with McDowell County Schools shall be refused. FOR EXAMPLE: REFUSAL COULD MEAN NO INFORMATION TO NEWSPAPER, SCHOOL PHOTOGRAPHER, ANNUAL PUBLISHER (NO PICTURE OR NAME IN THE ANNUAL), NO INCLUSION IN ANY SCHOOL NEWS RELEASE (EXAMPLE: HONOR ROLL), ETC. Any parent/guardian or eligible student (18 years of age or older), who wants to withhold the release of directory information entirely, or who only wants to withhold the release of directory information to the military, must notify the principal of the school where the student is enrolled, in writing, within (14) days of the student's first day of school. A request to withhold directory information does not carry over from one school year to the next or from one school to another.

Request to Withhold Release of Directory Information forms are available on the McDowell County School District website and at your child's school.



IDEA

Child Find Project

Child Find is a component of Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 22, who are in need of early intervention or special education. Referrals may be made to any school or to the Exceptional Children's department

Discipline

Authority of School Personnel and Case-by-Case Determination School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct. Note: A removal is usually called an out-of-school suspension (OSS), but it may also include any time the school calls and asks you to pick up your child before the end of the school day because of disciplinary reasons. It also includes in-school-suspension (ISS) if services are not provided to your child, and suspension from the bus, IF transportation is a related service for child's IEP.

General To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school district must, during any subsequent days of removal in that school year, provide services to the extent required below under the sub-heading Services.

If the behavior that violated the student code of conduct was not a manifestation of the child's disability and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child as described below under Services. The child's IEP Team determines the interim alternative educational setting for such services.

Transfer Students

Transfers within McDowell County Schools

Students with IEPs are assigned to the school they would normally attend based on attendance zone or a parent's school choice. However, changes to school assignment will be made when the goals, objectives, services and/or the accommodations on the IEP cannot be implemented at the attendance zone or choice school.

If it is determined that a student's IEP cannot be implemented at the student's attendance zone or choice school, then the student will be assigned to a school that can implement the IEP within the region of the attendance zone school.

If it is determined that a student's IEP cannot be implemented at the regional school because of class size, transportation issues, accessibility and/or other factors, then Special Education and Related Service will determine the school assignment.

Dispute Resolution

Any person who has a concern about the education of a student with a disability can raise the issue in one of several ways. For example, it is always appropriate to: discuss the matter with the student's teacher or principal at the local school, or it is also helpful to contact the Director of Exceptional Children Program in the central office of the school system, charter school, or state operated program.

The Exceptional Children Division's consultants for dispute resolution and consultants for instructional support and related services are also able to offer consultation to assist parents, advocates, or school system, charter school, or state operated programs personnel who request help with problem-solving.

Consultants at the Department of Public Instruction are neutral and refrain from taking sides when there is a disagreement, but consistently advocate for appropriate services for children with disabilities. They are committed to the protection of rights for children with disabilities and their parents.

An informal means of problem solving is provided through the Exceptional Children Division's Facilitated IEP Program for school systems, charter schools, state operated programs, and parents.

Formal means for dispute resolution are also available through the Department of Public Instruction, Exceptional Children Division. These options are requirements of federal and state laws governing special education - Individuals with Disabilities Education Improvement Act (IDEA), and Policies Governing Services for Children with Disabilities.

When there is an unresolved disagreement over identification, evaluation or educational placement of a child with a disability or the provision of free appropriate public education, the options for dispute resolution are mediation, formal written complaint, and due process hearing. A formal complaint filed on the same issue(s) as contained in a petition for a due process hearing will not be investigated. These options are also available to the adult student who has reached the age of majority (18), unless legally deemed incompetent or unable to make educational decisions.

For more information please contact:

