



Madison County Schools 2019-2020 Parent/Student Handbook for Elementary Schools



Brush Creek Elementary School
265 Upper Brush Creek Road
Marshall, NC 28753
828.649.1547
<https://www.madisonk12.net/Domain/125>
Principal: Kristin Dillon



Hot Springs Elementary School
63 North Serpentine Avenue
Hot Springs, NC 28743
828.622.3292
<https://www.madisonk12.net/Domain/178>
Principal: Susan Jackson



Mars Hill Elementary School
200 School House Lane
Mars Hill, NC 28754
828.689.2922
<https://www.madisonk12.net/Domain/280>
Principal: Marshay Huskins

Dear Parents, Guardians and Students,

On behalf of the faculty and staff at each school, it is our pleasure to welcome you to another year in one of our elementary schools. We are excited about the year ahead and look forward to continued success and meaningful experiences for your children. Our goal is to work together to provide every child with the best education possible.

We are excited to offer you this handbook to provide you with important information about our great schools! This school handbook is designed to be a reference to the school's programs, policies, and procedures. Another great resource for school information is the school website. We work hard to maintain and update our sites and encourage you to visit us online to find out more. We hope that you get involved in the activities at your child's school and we look forward to working with you!

Sincerely,

Kristin Dillon, Principal
Brush Creek Elementary School

Susan Jackson, Principal
Hot Springs Elementary School

Marshay Huskins, Principal
Mars Hill Elementary School

Congratulations Teachers of the Year

Brush Creek Elementary School – Joy Allen
Hot Springs Elementary School – Tracey McDonald
Mars Hill Elementary School – Joan Bennent

Congratulations Teacher Assistants of the Year

Brush Creek Elementary School – Heather Shelton
Hot Springs Elementary School – Heather Poteete
Mars Hill Elementary School – Toni Williams

ATTENDANCE POLICY for MADISON COUNTY SCHOOLS

The Madison County Board of Education believes that regular school attendance is of crucial importance for educational achievement, learning experiences that occur in the classroom are essential components of the learning process, time lost from class tends to be irretrievable in terms of opportunity for instructional interaction, and therefore, each student should attend school every day. Further, the Board affirms that the primary responsibility for regular attendance resides with the parents/guardians and the individual student.

The Madison County Board of Education shall adhere to North Carolina State Laws pertaining to student attendance except to the extent this policy imposes stricter regulations. Furthermore, the Board is committed to the implementation of a student attendance policy that is nondiscriminatory, discourages dropouts, and encourages regular attendance.

ATTENDANCE POLICY K-5

This policy allows each student **8** days absence per semester before any make up sessions are required. Once the student has missed the **9th** day of the semester, he or she will be required to attend after-school sessions to receive a passing grade for the semester. **If you do not take advantage of the make-up sessions that are offered, your child may have to attend summer school before he/she is promoted.** To be considered in attendance, the student must be present in the school for at least one-half of the school day (8:00-11:30 or 11:30 - end of school). **Excessive tardies and/or early dismissals will require attendance make-up sessions and may result in a required meeting with the Madison County Truancy Board as well as a home visit by our School Resource Officer and/or School Social Worker. Every three tardies and/or early dismissals will be treated as an absence and will require one make up attendance session. Any child having 3 or more tardies and/or early dismissals per grading period will not be eligible for perfect attendance.** School sponsored activities do not count as an absence.

A student is considered present in the school when in attendance at the following places:

1. School sponsored field trips, and prior approved 4-H activities.
2. Other activities initiated by and scheduled by the school.
3. Special school events, which may require early dismissal from school.

Assignments missed by students as a result of involvement in school-sponsored activities shall be completed by the student and is due on the second day after the student returns to class. The number of times that a student misses class for school-sponsored activities should be kept to an absolute minimum.

As soon as a parent anticipates a student's extended absence because of a severe, prolonged, or chronic illness under a physician's care, the parent shall notify the principal immediately. Homebound instruction will not be considered without a doctor's written statement. Homebound forms can be obtained from your child's principal. The principal shall make arrangements for homebound/hospital bound, or other appropriate instruction. If a student makes a good faith effort to complete the work under these conditions, days missed will not be counted against the policy. This arrangement shall be made only on the advice of the attending physician. Parents will address all questions regarding this type of instruction to the principal.

Each school will provide opportunities each nine weeks for students to make up time missed. These opportunities will be outside the regular school day and will be held after school. Parents or guardians must provide transportation home for their child from after school sessions. **After school sessions shall begin immediately after school and will be one (1) hour in length.** Two (2) after school sessions will be required to make up one (1) day for grades K-5. All student work assigned during after-school MUST be academically related.

Should unique situations arise that are not specifically addressed by this policy, the Superintendent, upon written recommendation from the school principal, may authorize alternatives to the policy to achieve fairness to the student without compromising the effectiveness of this policy.

AWARDS

Students are recognized for academic and social growth at Awards Presentations. These are scheduled at the end of each nine-weeks grading period. Parents are notified when their child/children will be receiving awards. **BULLYING AND**

HARASSMENT

We are striving to eliminate bullying and harassment in Madison County Schools. We need for everyone to read the following action plan and contract to eliminate bullying and harassment.

Types of harassment: Social, Mental, Verbal, Physical, Electronic

School Protocol/Consequences:

Parent notification

Written referral

Disciplinary action

CAFETERIA

Each of the elementary schools operate a cafeteria which offers students hot, nutritious lunches each school day. Breakfast is also available to students in the cafeteria each day. For convenience, students may pay weekly or monthly. We encourage all students to purchase the hot lunch. Parents who opt to pack their student's lunch are cautioned to pack only those foods that do not spoil easily. Soft drinks and other carbonated beverages are not to be consumed by elementary students in the cafeteria. Students who bring lunches from home may purchase milk in the cafeteria. Federal assistance is available for income-qualifying families. Applications for free/reduced-price lunches are available in the school office, and will be furnished to all parents at the beginning of the school year.

CHILD NUTRITION SERVICES CHARGED MEALS POLICY for MADISON COUNTY

SCHOOLS Website for the K12 Payment Center to pre-pay for meals is:
<https://www.k12paymentcenter.com/>

Paid Students and Adults

Breakfast K-12 \$1.00
Adult Breakfast \$1.25
Lunch, K-5 \$2.20
Adult Lunch \$3.50

Reduced Students

Breakfast K-12 \$ free
Lunch, K-12 \$.40

Student Meal Charges Policy

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student is unable to pay for a meal on a particular day, the student may charge a reimbursable meal. A student in grade 6-13 carrying a negative balance of \$15.00 in a meal account will not be permitted to accrue additional charges until the negative balance drops below \$5.00. Instead students in grades 6-13 will be served a designated alternate meal provided at no cost to the student. Students in grades K-5 will not have a charge limit.

Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. Students receiving an alternate meal will not be allowed to purchase additional a la carte food items. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's inability to pay.

The child nutrition director and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the child nutrition program on a regular basis and before the end of the school term. Every effort will be made to encourage families who qualify to apply for Free or Reduced Price Meals. Notices of low or negative balances in a child's meal account will be sent to parents and the principal weekly during the school year. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the child nutrition director shall inform the principal, who shall determine the next course of action which in grades 6-13 may involve the loss of some privileges such as revoking a student parking permit or denying attendance at a special school function. It may also include at all grade levels notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student accounts will be carried forward to the following school year. However, the superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and

that the CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year. This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professionals, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

DRESS CODE

School dress and grooming shall be modest and decent. Apparel or appearance which tends to draw attention to the individual rather than learning must be avoided. Clothing should also be size appropriate. In matters of opinion, the judgment of the school administration will prevail. The following restrictions will be enforced:

- Any type of apparel that is “suggestive” in nature, by either sex, is unacceptable. Dress should not disrupt the educational process or compromise the safety of students and staff. This list includes but is not limited to the following:
 - Exposed undergarments,
 - Exposed cleavage,
 - Shirts that show mid-riffs and sheer/see-through garments.
 - Shoes or sandals must be worn at all times.
 - No hats, head-scarves, bandanas or other inappropriate head gear will be worn in the building. Hats will be taken and held.
 - Clothing with vulgar, profane, or offensive statements or clothing that advertises alcoholic beverages, illegal drugs, or tobacco is unacceptable and may not be worn on campus.
 - Shirts must have a two strap minimum, with straps being three finger widths. Undergarments are required. • Skirt and short lengths must be no shorter than 3” above the knee.
 - There is to be no exposed skin or undergarments from armpit to mid-thigh.
 - Chains over 4” long, and chains touching the ground are prohibited.
 - There are to be no fishhooks in hats.
 - Book bags that are on wheels are not permitted due to safety reasons/precautions.
 - Clothing with pictures or lettering associated with drugs, alcohol, tobacco, or off-color messages that are not in keeping with a wholesome school atmosphere are NOT to be worn.

Consequences

1st offense: Non-adherence to the above restrictions will result in an administrative warning and call to parents to provide appropriate dress.

2nd offense and others afterward will be considered a level II offense (failure to follow school policy) If you have questions, concerns, or comments, please do not hesitate to call the school.

DRILLS

One of our primary concerns is the safety of our students. Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room. An updated Safe Schools Plan is in place.

In the event of a crisis situation developing on campus, parents should call Central Office (828) 649-9276 to find out information regarding your child/children.

If a crisis situation should develop involving a school bus, please call your child’s school to find out information.

EARLY DISMISSAL OF STUDENTS

Teachers are **not** authorized to release students to parents who come to the classrooms. If it is necessary for a student to be dismissed before 3:00 p.m., parents must sign out students from the office. Students will be called to the office to meet the parent. **ONLY PARENTS OR LEGAL GUARDIANS MAY PICK UP A CHILD FROM SCHOOL.** Students will not be released from the school campus without an early dismissal slip.

Whenever possible, dental, medical, or other appointments should be made for non-school days or after the regular school day ends.

FIELD TRIPS

Teachers and school staff members plan trips away from school which support curricular objectives. Normally each class plans one or two trips per school year. A permission slip must be signed by a parent or guardian before a student is allowed to go on a school trip. A limited number of parent chaperones may be asked to accompany the class on the trip. Only school employees may ride Madison County School Buses.

Chaperones should follow school rules and accept the responsibility of following the procedures set by the teachers. Students are expected to exhibit excellent behavior because they represent their school.

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HOMEWORK

Homework is a teacher-planned learning activity, which takes place largely outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities.

Whenever students are absent, parents may request that homework be sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the school day as time may not allow for materials to be organized to send home.

ILLNESS OR ACCIDENT

If your child becomes ill, or has an accident at school you will be notified by telephone. It is the responsibility of the parent to assure that the child's teacher knows who to call or contact in the event of an accident or illness. If there should be a problem in notification of parents, **additional emergency** contact persons and telephone numbers should be given to the school (grandparents, near relatives, neighbors, employers, etc.). If, in the event, an emergency situation arises and there is no contact number, school staff will alert proper authorities. **IT IS THE PARENTS' RESPONSIBILITY TO SEE THAT THE CHILD WHO BECOMES ILL OR HAS AN ACCIDENT IS TRANSPORTED HOME OR TO A PHYSICIAN AS NEEDED.** Naturally, we will assist in every way possible to see that the child receives medical attention in the event of an emergency.

If sickness or a minor injury occurs near dismissal time, the student may be sent home on the bus.

IMMUNIZATIONS

According to North Carolina State law, any child enrolling in school for the first time in kindergarten or first grade **must** have the immunizations listed below within 30 calendar days of the opening of school in the fall of that school year. After this deadline, any child who has not received the required immunizations will not be permitted to attend school until the certificate of immunizations is complete.

5 doses DPT/DtaP/DT2 doses MMR3 doses Hepatitis B

4 doses oral polio 1-4 HIB1 dose Varicella

Children who are unable to receive immunizations for medical or religious reasons must have a signed statement from a physician (or parent in the case of religious reasons) stating which immunization cannot be given and the specific reason why it cannot be given.

Students entering school for the first time in kindergarten, or first grade, must have a health assessment by their family physician or pediatrician. The health assessment must be returned to the school within 30 calendar days of the start of the school year. After that date, the child will not be allowed to attend school until the health assessment is complete.

INTERNET USE POLICY

As a student in Madison County Schools, your child will be given the opportunity to use the Internet for educational purposes. Madison County Schools will not be responsible for any damages suffered, including loss of data resulting

from delays, non-deliveries, service interruptions, or inaccurate or controversial information obtained through use of the Internet. The user accepts personal responsibility for any information obtained via the Internet. The Madison County School System requires that each child who uses this tool must have a signed form from a parent or guardian before he/she is allowed to use this resource. When students are enrolled in Madison County Schools, parents or guardians must complete an internet use agreement which remains on file in the main office. If you, as a parent or guardian do not wish your child to be able to participate in internet based activities while at school, please contact the office.

INSURANCE

Student insurance is available at the beginning of each school year for a nominal fee. Families who do not have adequate family insurance coverage are encouraged to take school insurance since the district does not carry insurance on individual students. Forms to enroll will be provided during the first week of school.

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LATE ARRIVAL OF STUDENTS

Late arrival of a student disrupts the educational process for the ENTIRE CLASS. Students arriving after 8:00 a.m. will be counted TARDY and must report to the office for an admittance slip (THIS IS MANDATORY FOR ADMISSION TO CLASS). If students arrive after 8:00 a.m., parents are expected to come to the office and sign the Tardy Roster, officially admitting the student to school, and giving the reason for being tardy. **Every three tardies will be treated as an absence and will require one make up attendance session. Any child having 3 or more tardies per grading period will not be eligible for perfect attendance.** Students arriving after 11:30 a.m. will be counted ABSENT for the day. Students who leave school early must be signed out in the office. This is considered an EARLY DISMISSAL. Every three early dismissals will be treated as an absence and will require one make up attendance session. **Any child having 3 or more early dismissals per grading period will not be eligible for perfect attendance.**

LEGAL ISSUES

If custody of a child is an issue, a copy of the court order MUST be on file in the school office. If there are concerns with regard to a child's safety, the office and your child's teacher should be informed so that your child's records can be flagged. The school system is bound to follow NC state laws regarding DSS cases regarding children.

MADISON COUNTY K-5 DISCIPLINE PLAN

In order to apply discipline on a uniform basis, it is necessary to have certain expectations, regulations, and directives that must be followed to maintain order. Students are expected to comply with the discipline procedures, which govern their conduct in the classroom, on the campus, and at school-sponsored activities, events.

- A. Be respectful to staff, fellow students, and visitors.
- B. Use acceptable language at all times.
- C. Refrain from damaging or destroying school property.
- D. Have acceptable behavior.
- E. Have acceptable dress.
- F. Be alcohol and drug free.
- G. Refrain from taking articles which do not belong to them.

Students who violate the expectations, regulations and directives will be disciplined for their conduct by the principal/designee:

- A. When a teacher considers a problem of classroom discipline to be serious as to warrant the principal/designee's attention.
- B. When the conduct constitutes a violation of the rules, regulations and directives.
- C. When the principal/designee deems it advisable to deal personally with the conduct.

The administration reserves the right to accelerate students to advance or different consequences for rule violations according to the severity of the incident. The principal/designee has the authority to take whatever reasonable and legal action is necessary to maintain appropriate student behavior.

Disciplinary consequences for conduct violations may include any of, but not limited to, the following at the discretion of the principal/designee:

- Warning
- Parent Notification
- Written Apology
- Behavior Contract
- Loss of Privileges
- Suspension from School Bus
- Detention (may include after school detention)
- Written Assignment
- Clean-Up Duty
- Suspension - In-School
- Suspension - Out-of-School
- Authority/Law Enforcement notification

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Note: The administration may authorize suspension for conduct not occurring on education property if the student's conduct would otherwise violate the Code of Student Conduct and the conduct has a direct nexus to the orderly and efficient operation of the school rules or the safety of individuals in the school.

Madison County School's discipline plan is based on a format of five levels along with infractions: **Level One**

At this level the teacher develops with the student a class plan that emphasizes respect and responsibility. The teacher, through a process of warnings and counseling, will deal with students who do not follow the class plan. Discipline notices are optional. Parent contact by the teacher is optional.

Infractions

- Failure to do class work
- Possession of toys without teacher permission
- Failure to follow reasonable request
- Class misbehavior
- Rude to teacher, assistant or substitute

Level Two

At this level, the teacher and the principal deal with the student in an effort to involve the student in taking responsibility for his/her behavior. Parent/counselor involvement may be initiated. Parents may be contacted by telephone on discipline notice.

Infractions

- Excessive horseplay or disrespect to other students.
- Being in an unauthorized area
- Failure to follow school policy
- Inappropriate language or gestures
- Littering school grounds buildings
- Internet policy violations
- Misconduct (including all sports events)

Level Three

At this level the principal will involve the parent through school conference. This level may involve the parent coming to school before their child can return to class. Support personnel and other agencies in and out of school may be used to assist the student in corrective behavior. At this level, parents may be warned that continued misbehavior will result in short-term suspension.

Infractions

- Possession of cigarette lighter or matches
- Possession of tobacco products
- Bullying, harassment, hazing, and physical or implied threats
- Sexual harassment (parent conference with students involved)

Level Four

At this level, the student has committed serious infractions on behaviors that may lead to suspension. The length of the suspension will normally vary from one (1) to five (5) school days depending on the offense. **Infractions**

- Indecent exposure
- Vandalism
- Fighting
- Theft
- Possession of any type of fireworks
- False 911 calls
- False fire alarms
- Gross disrespect to faculty or staff including all school events on or off campus. (This includes inappropriate language, actions, and gestures towards faculty, staff, or the general public).

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Level Five

This level is a result of serious school offenses that endanger life and the welfare of students and staff, and is in violation of Madison County Board of Education Policy or NC State law. Offenses in this category can result in short or long-term suspension or expulsion from the school system. A hearing procedure will be followed. Outside agencies including law enforcement will be notified.

Infractions

- Communicating Bomb Threats
- Conduct directed at disrupting the educational process
- Physical violence or violent threats
- Sexual offenses
- Illegal possession or use of alcohol, drugs, or drug paraphernalia (including counterfeit drugs, etc.) • The use of anything considered a weapon (knife, brass knuckles, etc.)
- Possession of explosives

The following will lead to a long-term suspension (365 days) and will be reported to law enforcement: • Violation of Gun-Free Schools Act by bringing a firearm, bomb, or powerful explosive device to school

MADISON COUNTY SCHOOL BUS TRANSPORTATION CODE OF CONDUCT FOR ALL BUS RIDERS

The Madison County Board of Education recognizes the importance of safe and orderly buses during their routes to and from school. School bus transportation is a privilege, not a right. The transportation of any pupil is subject to the compliance with the lawful rules and regulations adopted by the school board. A student will be subject to disciplinary action for those violations within this policy and those covered by Policy 212 (Serious Misconduct). Minor offenses will merit a warning, and repeated minor offenses and/or major offenses will result in bus suspension, parent notification, and possible removal from the bus for an extended period of time.

- Skateboards, snowboards, live animals or any other object not related to a student's instruction is not allowed on the school bus (see school bus contract)
- Discipline for exceptional children will follow state and federal guidelines.
- **Parents may not, under any circumstances, board a MCS Bus without permission from the driver.**

Passengers may be suspended from riding the bus and/or school, at the discretion of the principal and/or bus designee for:

Minor Offenses:

1. Failure to keep the bus clean

2. Loud and boisterous talking
3. Disruptive and inappropriate behavior
4. Refusing to meet the bus on time and delaying the bus schedule
5. Failure to remain in their seat while the bus is in motion.
6. Spitting on the bus
7. Other improper behavior
8. Inappropriate language
9. Distracting the driver's attention while the bus is in operation.

1stOffense The parent, legal guardian, or legal custodian will be contacted and student may be assigned to a seat.

2ndOffense A conference may be required and the student may be suspended from riding the bus for one to three (1 – 3) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.

3rdOffense A conference may be required and the student may be suspended from riding the bus for three to five (1 -5) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.

4thOffense Parents will be contacted for parent conference. Consequences will be at the principal's discretion.

5thOffense Bus board convened at school of the student.

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Major Offenses

1. Using or being under the influence of, or having in their possession alcoholic beverages and/or illegal drugs.
2. Vandalism of the bus and bus property.
3. Bullying and any form of harassment as stated in the North Carolina Statute.
4. Throwing items out of the school bus windows.
5. Possession of tobacco or any form of tobacco products on the bus.
6. Use or possession of any form of weapon.
7. Verbal or physical abuse to other students or bus driver.
8. Indecent, abusive, or loud language.
9. Fighting on the bus or at bus stop.
10. Tampering with any part of the bus, including emergency exits.
11. Having hands, arms, legs, and/or head out of the bus window.
12. Not sitting in assigned seats.
13. Playing, throwing objects, use of aerosol cans or otherwise distracting the driver's attention while the bus is in operation.
14. Excessive display of affection.
15. Unauthorized leaving of bus when in route.
16. Refusal to adhere to a reasonable request of a bus driver.
17. Failure to observe established safety rules and regulations required by North Carolina law or policy by Madison County Board of Education.
18. Spitting on other students.

1stOffense A conference may be required and the student may be suspended from riding the bus for one to five (1 - 5) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.

2ndOffense A conference may be required and the student may be suspended from riding the bus for five to ten (5 - 10) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.

3rdOffense The student will not be allowed to ride the bus for the remainder of the school year. K-8 bus board meeting.

Note: The above lists may not cover all possible violations. Similar offenses shall be categorized major or minor and handled in the manner that they occur. Other forms of punishment may be suggested and followed through by the principal and /or bus designee.

Other Bus Regulations

- A student is subject to all school rules while riding on the school bus, after school bus, activity bus, or other vehicle being transported to and from school, athletic events, or any school sponsored event. • The driver of the school bus is subject to the direction of the principal, has the authority over and responsibility for, the operation of the bus and maintenance of good order and conduct. The student is to obey the driver. • The bus driver may assign seating for a student or students while they are riding on a school bus. • Bus conduct reports and discipline actions are cumulative for the school year.
- No one under the age of 18 may accompany a student on a field trip.
- School policy will override bus policy in some cases. All students going to a different destination than their usual destination, such as the high school, need a note from a parent stating the change in plans.

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MADISON COUNTY SCHOOLS POLICY 4353: LONG TERM SUSPENSION, 365 DAYS SUSPENSION, AND EXPULSION

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period in excess of 10 school days, up to the remainder of the school year. A long-term suspension may only be imposed by the Superintendent. A 365 day suspension is a denial to a student of the right to attend school and to take part in any school function for a full 365 days. The superintendent may impose a 365 day suspension only for possession of a firearm or destructive device, as defined in board policy 4333.

The Superintendent can extend long-term suspension into the next school year if the offense occurs during the final quarter of the school year. The suspension may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.

Before a student can be long term suspended, the student must be provided with an opportunity for a hearing. Long-term suspension disciplinary hearings cannot be conducted by anyone who is under the direct supervision of the Principal recommending the suspension. After the hearing, either the Superintendent or Board can make the final decision. If the Superintendent makes the final decision, the student has the right to appeal to the Board. Students who are long-term suspended must be offered alternative educational services unless the Superintendent has a significant or important reason for declining to offer such services. The following are considered significant or important reasons:

- A. Student exhibits violent behavior
- B. Student poses a threat to staff or other students
- C. Student substantially disrupts the learning process
- D. Student otherwise engaged in serious misconduct that makes the provisions of alternative educational services not feasible
- E. Educationally appropriate alternative education services are not available in the local school administrative unit due to limited resources; and
- F. Student failed to comply with reasonable conditions for admittance into an alternative education program

Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study and provides the student with the opportunity to make timely progress towards graduation and grade promotion (i.e. alternative school) is not a long-term suspension requiring the long-term suspension due process requirements.

An expulsion is the permanent removal of a student from school and all the rights and privileges related to school attendance. A student who is 14 years of age or older may be expelled whose continued presence in school constitutes a clear threat to the safety of other students or school staff. An expulsion must be approved by the board prior to its implementation.

The Board must consider whether to offer alternative education services to the student. If the Board determines that there are appropriate alternative services, the student shall be under the supervision of school personnel at all times. At the time the student is expelled, he/she shall also be provided with notice of the right to petition for readmission. During the term of expulsion, the student cannot be present at any of the school Board's property and is not considered a student within that school system.

MADISON COUNTY SCHOOLS POLICY 4370: STUDENT DISCIPLINE HEARING PROCEDURES •

Whenever a principal seeks a long-term suspension or expulsion, a hearing officer shall provide a due process hearing for the student.

- If more than one student is charged with participating in an incident together, a single hearing may be conducted for all students, at the discretion of the hearing officer.

MEDICATION

Madison County Board Policy:

Medications administered during school hours by school personnel should be kept to a minimum. Medications should preferably be given at home. It is recommended for medications given one to three times a day be given before and after school hours. The Board of Education realizes that under certain circumstances it may be necessary for students to take medication during school hours. A parent or legal guardian may come to school to administer medications to their child as prescribed. Students requiring the use of medication (prescription or non-prescription) on school premises administered by school personnel must have a MEDICAL AUTHORIZATION FORM on file. A separate authorization form must be completed for each medication administered. The authorization form may be valid for ONE school year,

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but a new authorization form must be completed each time the dose or directions for the medication administered changes.

Student Services:

Only very basic first aid such as dispensing band-aids for minor scratches may be performed by school personnel. BEFORE ANY MEDICATION CAN BE DISPENSED, A COMPLETED PHYSICIAN'S AUTHORIZATION FORM MUST BE ON FILE IN THE STUDENT SERVICES OFFICE. . A separate authorization form must be completed for each medication administered. The authorization form may be valid for ONE school year, but a new authorization form must be completed each time the dose or directions for the medication to be administered changes. (Medication forms are available in this office and on the Madison County Website.)Of particular concern are students with allergic reactions to bee/wasp stings or insect bites. Immediate action is usually essential in the event of a bite or sting; therefore, an authorization form must be on file since no antidote can be given without proper permission. PARENTS ARE EXPECTED TO INFORM AND DISCUSS WITH THE CLASSROOM TEACHER ANY MEDICAL PROBLEM THEIR CHILD MAY HAVE, ESPECIALLY IF THERE IS ANY LIKELIHOOD OF THE PROBLEM OCCURRING DURING THE SCHOOL DAY.

MODIFIED SCHEDULE

No Buses on Icy Roads-Schools will open at the regularly schedule time, and buses will not run on dangerous icy roads. Teachers and other staff will report on a regular schedule.

Two-Hour Delay or Three-Hour Delay - Conditions may make it possible that we will have a two or three hour delay. When there is a delay, buses are not scheduled to leave until that amount of time has elapsed and school will run on a delayed schedule. For a Two-Hour Delay, the school day begins at 10:00 and students may enter the building at 9:15. For a Three-Hour Delay, the school day begins at 11:00 and students may enter the building at 10:15. **Saturday School** – Saturday school may be required to meet the strict mandates of the NC legislation requiring 1025 instructional hours.

No Announcement-The absence of any announcement means that schools will open on a regular schedule.

Modifications When Students Are In School-When inclement conditions prevail in the county, or when the threat of an impending storm exists a decision will be made as to whether or not to close school for the day. Principals will contact the Superintendent regarding weather emergencies or weather related issues.

PARENT NOTIFICATION OF DENTAL SCREENINGS

When children have dental problems, their overall health and ability to learn can be seriously compromised. As part of our regular school preventive dental health program, the NC Oral Health Section, Division of Public Health and the local Public Health Dental Hygienist for Madison County, will conduct dental screenings for children in grades K through 5 during the school year. She will use gloves, mask, flashlight, and will use a new tongue depressor for each child. She will not be placing her hands in the child's mouth. The screening serves as an educational, positive dental experience and also collects information to help improve the Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form letter will be sent home to show your child's results. If you do not want your child included in this dental screening, please send a note to your child's teacher.

PARENT/TEACHER CONFERENCES

We encourage conferences between parents and teachers. We request two conferences per year - one at the end of the first grading period, and another at mid-year. Additional conferences may be requested as necessary. To preserve the integrity of the instructional day for all students being served by the teacher, we cannot schedule conferences between 8:00 a.m. and 3:00 p.m. except in the event of an emergency. Any conference scheduled in the mornings should end promptly by 8:00 a.m. We believe all parents should take advantage of opportunities to work with teachers for the educational advancement of children. Conferences may be scheduled by calling the school office or the teacher.

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PERSONAL ELECTRONIC DEVICES ON SCHOOL PROPERTY

A student in public school shall not use a personal communications device (PED) during regular school hours except under specific limitations and circumstances.

Prohibited Use

- Not to be used during the instructional day including tutoring, unless being used as an instructional tool under the direct supervision of a staff member.
- Not to be used on a yellow bus by any student.
- Driver of bus shall use in case of emergency only.
- Employees must turn on to silent mode during day.

Allowed Use

- Students may use a PED before and after school.
- Students may use a PED while participating in extra-curricular activities, especially to keep parents informed about times to pick them up at school.

Storage

- It will be the responsibility of the student to safeguard and store PEDs during school hours. Lockers or personal vehicles are preferred.
- The School is not responsible for the safe keeping or security of PEDs.
- Improper use of PEDs during allowable times will result in the loss of the privilege to bring it to school. • Possession of a PED when the privilege has been lost may result in suspension from school.

Discipline for Use During Prohibited Times

- 1st Offense – The PED will be taken and the parent/guardian will need to pick it up from the school. •

2nd Offense – Loss of privilege to bring PED to school.

• 3rd Offense – Principal’s discretion.

Definition

A PED is defined as any telecommunications device that emits an audible signal, vibrates, displays a message, allows communications between individuals, or otherwise summons or delivers a communication to the possessor. It also includes any electronic device including, but not limited to, cell phones, iPods, mp3 players, Nooks, Kindles, etc...

PHYSICAL EDUCATION

All students are expected to participate in physical education. If your child cannot participate due to a limiting factor, please send a note to school along with an explanation. The school should be notified of limiting factors such as allergies, asthma, etc. Tennis shoes are the type of shoes required to be worn in the gymnasium during physical education classes. We will supply additional information regarding new policies to keep you informed.

PUNCTUALITY

Regular and punctual attendance is essential for the optimum growth and academic success of students. It is important that each child is in the classroom and on task by 8:00 a.m. each morning. Children must be taught that punctuality is important, and it is during childhood that lifelong habits are acquired. If you bring your child to school, it is your responsibility to see that your child is on time. If this creates a problem for you, you should have your child ride the bus to school. Any child having 3 or more tardies and/or 3 or more early dismissals per grading period will not be eligible for perfect attendance.

SCHOOL CLOSING AND EARLY DISMISSAL

During the school year, the school may have to cancel classes before the scheduled dismissal time (3:00 p.m.) because of weather conditions or other reasons. Information regarding school closing and early dismissal will be announced on our school websites, Facebook pages, radio stations WMVH, WWNC, WKSF, and on WLOS-TV. The decision to close school because of inclement weather or other hazardous conditions will be made by the Superintendent of Madison County Schools or his/her designee on the basis of conditions that exist within the school

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system. In accordance with G.S. 115C-84 (a), the Superintendent or his/her designee will notify the news media, along with the new telephone communication system called SwiftK12, that the school system will operate on a modified schedule, or that the schools will be closed. The telephone number for school schedule information in Madison County is: **(828)-649-9276.**

Students should know where they should go in case of early dismissal. Please provide your child's teacher with this information, in written form. Much confusion can be avoided if you provide your child and his/her teacher with the appropriate instructions in advance. Phone lines may be overloaded when students are uninformed and attempt to contact parents.

To ensure the safety of all students, it is mandatory that each child will have an early dismissal form on file at the school. Parents are responsible for providing updates or changes in the plan to the child's teacher as needed. Parents who wish for children to remain at school on an early dismissal day, **MUST BE PRE-ENROLLED** with the After School Care Program if that is available at your child’s school. This service is available for a charge.

SCHOOL COUNSELOR

The School Counselor provides short-term individual and small-group counseling for students plus guidance activities in the classrooms. The School Counselor is available to assist students in coping with family changes (addition of a new family member, divorce or death), completing school work, adapting to a new school, making friends and learning how to cope with other problems that may interfere with school success. Students can visit the counselor on their own or may be referred by parents, teachers or school administrators.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for property which is lost or damaged.

STUDENT RECORDS

The school maintains a cumulative education record on each of its students. This record contains important information such as personal data, a health record, attendance reports, standardized test results and subject area grades. It is useful for many reasons: in case of an emergency, to comply with the compulsory attendance law, for course placement, to meet graduation requirements, etc. Under the Federal Family Educational Rights and Privacy Act, the following is considered "directory information and can be made public unless a parent/guardian or eligible student requests that any or all of the information may not be released without prior consent: your child's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of school attendance, degrees and awards received and the most recent previous schools attended. Your child's education record is confidential and only available to you and to school officials or other agencies, with legitimate educational interests. Access privileges accorded to parents are transferred to the student when the student reaches 18 years of age or is attending an institution of post-secondary education.

TELEPHONE CALLS

Phone calls disrupt the instructional process. Please limit your phone calls to before 8:00 a.m. or after 3:00 p.m., except in the event of an unforeseen emergency. Take the time to inform your child of changes in daily routines before he/she goes to school, instead of calling school to relay routine information.

The school telephones are intended to be used only for business and/or emergency purposes. **You should not call school asking to speak to your child's teacher during school hours. It is disruptive to the teacher, child and instruction.** It is much less disruptive to relay a message to your child prior to arriving to school.

Students are allowed to use the telephones for limited circumstances only.

TOBACCO FREE SCHOOLS

Madison County School Board policy states that all Madison County schools will be 100% tobacco free. No tobacco products are allowed in the school or on the campus at any time.

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VISITORS/ VOLUNTEERS

By definition, anyone who is not a student or employee of the school is a VISITOR. Parents are always welcome to visit the school and, of course, we welcome your active participation and involvement in school activities. We must, however, require that all visitors, including parents, follow some basic rules for the safety of the students and to prevent any disruption of the instructional day.

1. Sign in at the office in the VISITORS LOG and obtain a Visitor sticker stating name and date, which is to be worn at all times while on campus.
2. Return the Visitor Pass/Volunteer Pass and sign out on our visitor/volunteer log.
3. If you are a volunteer, the teachers will submit lists of their needs. The volunteer can pick from the list and the time that they volunteer. Volunteer work is desirable and encouraged. Volunteers have talents and abilities that strengthen the educational process of our children. Remember: You are always welcome in our school but please respect our instructional day.
4. When picking up students at the end of the day, parents should enter the drive thru pick-up line at the front of the school. **Due to school safety concerns, parent loitering is not permitted in the office areas of each school.**
5. For safety purposes, parents are asked to drop off and pick up students at the main entrance.

Long-Term Volunteers, or Short Term Volunteers that are on field trips, prior to volunteering, shall be required to complete, submit for approval, pay for and file in the office of the school building on whose behalf the volunteer renders services an Act 34 Criminal History Report and an Act 151 (Child Abuse) Clearance Statement. All volunteers will be required to complete an application for the office of the school building on whose behalf the volunteers renders service. Applications are available in the office or on the school's website. We sincerely appreciate your understanding and cooperation as we work to preserve both the quantity and quality of the daily educational opportunities for our students.

Annual Public Notices

MADISON COUNTY SCHOOLS ANNUAL PUBLIC NOTICES 2019-2020

At the beginning of each academic year, School Districts are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices.

The Madison County Schools Annual Public Notices for 2019-2020 can be found on the Madison County Schools website by visiting the following weblink: www.madisonk12.net.

Should you desire a hard copy of these public notices you may obtain one at your child's school office or at the office of the Superintendent of the Madison County Schools located at 5738 US Hwy 25-70, Marshall, NC 28753.

Project Child Find

What is Project Child Find?

An effort coordinated by your local school system and the Exceptional Children Division, State Department of Public Instruction, to:

- Locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services.
- Inform parents and/or guardians of the services available from their local school system and other state and community agencies.

Public Schools of North Carolina Department of Public Instruction, Child Find Website:

<https://ec.ncpublicschools.gov/policies/project-child-find>

For More Information:

Contact your child's school teacher or principal, or Dr. Christiaan Ramsey, EC Director for Madison County Schools:

5738 US Hwy 25/70

Marshall, NC

28753

(828) 649-9276 Ext 244 cramsey@madisonk12.net

Policy Code: 1320/3560 TITLE I PARENTAL AND FAMILY ENGAGEMENT

The board of education recognizes the value of family engagement in a child's academic success and believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children's first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents and provide parents and family members with meaningful opportunities to become involved in the programs offered by the Title I schools. The board encourages parents and family members to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school system's Title I program in helping students meet state and local achievement standards.

A. DEFINITION OF PARENT AND FAMILY ENGAGEMENT

For the purposes of this policy, the term "parent and family engagement" means the participation of parents, guardians, and other family members in regular, two-way, and meaningful communication involving student learning and other school activities, including ensuring the following:

1. that parents and family members play an integral role in assisting their child's learning; 2. that parents and family members are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and parents and family members are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. that the school system utilizes activities to support parent and family engagement in the Title I programs.

B. PURPOSE AND OPERATION OF TITLE I PROGRAM

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education and meet the school system's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program.

Qualified Title I schools will operate as school-wide programs or targeted assistance programs based upon federal eligibility criteria. School-wide programs will provide comprehensive support to offer improved opportunities for all students in the school to meet the school system's academic standards. Targeted assistance programs will provide services to eligible students most in need of assistance in the school, as determined by objective criteria established by the superintendent or designee. Eligibility criteria may include, for example, standardized test scores, teacher judgment, and results of preschool screening and home-school surveys.

Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include evidence-based strategies to support parent and family engagement.

C. ANNUAL MEETING AND PROGRAM EVALUATION

Each year, school officials must invite parents of students participating in Title I programs to a meeting to explain parental rights, discuss the programs and activities to be provided with Title I funds, and solicit input on the Title I program and this policy. In addition, school officials must provide parents and family members a meaningful opportunity annually to evaluate the content and effectiveness of the Title I programs and the

parent and family engagement policies and plans. Information collected from these proceedings will be used to revise Title I programs and parent and family engagement plans.

D. PARENT AND FAMILY ENGAGEMENT EFFORTS

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The board believes that the involvement of Title I parents and family members in the design and implementation of the Title I program will increase the effectiveness of the program and contribute significantly to the success of the children. The Title I staff and all school system personnel shall strive to conduct outreach to parents and family members and involve them in activities throughout the school year.

The superintendent shall ensure that this system-level parent and family engagement policy and plan is developed with, agreed upon with, and annually distributed to parents and family members of participating students. In addition to the system-level parent and family engagement plan, each school participating in the Title I program shall jointly develop and annually distribute to parents and family members a school-level written parent and family engagement plan that describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement, and increasing accessibility for participation of all parents and family members of children participating in Title I programs, including parents and family members who have limited English proficiency, who have disabilities, or who are migratory. School-level plans must involve parents in the planning and improvement of Title I activities and must provide for the distribution to parents of information on expected student achievement levels and the school's academic performance.

School officials shall invite appropriate school personnel from private schools to consult on the design and development of its programs in order to provide equitable services to students enrolled in private schools. The superintendent or designee shall establish any additional procedures necessary to achieve timely and meaningful consultation with private school officials in accordance with federal law.

In addition, school system officials and Title I school personnel shall do the following:

1. involve parents and family members in the joint development of the Title I program and school support and improvement and the process of school review and improvement by including parents on the school advisory committee and any committees that review the Title I program;
2. provide coordination, technical assistance, and other support from various central office departments necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family engagement activities that are designed to improve student academic achievement and school performance;
3. coordinate and integrate parent and family engagement strategies in the Title I program to the extent feasible and appropriate with parental engagement strategies established in other federal, state, and local laws and programs;
4. with the meaningful involvement of parents, conduct an annual evaluation of the content and effectiveness of the school system parent and family engagement policies and program in improving the academic quality of the school and assisting students to meet the school system's academic standards;
5. strive to eliminate barriers to parental participation by assisting parents who have disabilities and parents who are economically disadvantaged, have limited English proficiency, are migratory, or have other backgrounds or characteristics that may affect participation;
6. provide outreach and assistance to parents and family members of children who are participating in Title I programs in understanding the state's testing standards, the assessments used, Title I requirements, and all

national, state, and local standards and expectations through such efforts as community-based meetings, posting information on school websites, sending information home, newsletters, workshops, and newspaper articles;

7. design a parent–student–school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained;

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8. with the assistance of parents, ensure that teachers, specialized instructional support personnel, principals, and other staff are educated in the value of parents as partners in the educational process and understand how to work with, communicate with, and reach out to parents as equal partners in education;

9. distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents monitor their child's progress and work with educators to improve achievement through such methods as literacy training or using technology, which may include education about the harms of copyright piracy;

10. coordinate and integrate, to the extent feasible and appropriate, parental involvement programs and activities with federal, state, and local programs, including public preschool programs, and conduct other activities in the community that encourage and support parents to more fully participate in the education of their child;

11. strengthen the partnership with agencies, businesses, and programs that operate in the community, especially those with expertise in effectively engaging parents and family members in education;

12. ensure that parents are involved in the school's Title I activities; and

13. provide such other reasonable support for Title I parental involvement activities as requested by parents.

E. NOTICE REQUIREMENTS

School system officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

1. Program for English Learners

Each year the principal or designee shall provide notice of the following to parents of English learners identified for participation in a Title I, Part A or Title III funded language-instruction educational program:

a. the reasons for the child's identification;

b. the child's level of English proficiency and how such level was assessed; c. methods of instruction; d. how the program will help the child;

e. the exit requirements for the program;

f. if the child has a disability, how the language instruction educational program meets the objectives of the child's individualized educational program (IEP);

g. any other information necessary to effectively inform the parent of the program and the parental rights regarding enrollment, removal, and selection of a program for English learners; and

h. notice of regular meetings for the purpose of formulating and responding to recommendations from parents.

2. System Report Card

Each year, school system officials shall disseminate to all parents, schools, and the public a school system report card containing information about the school system and each school, including, but not limited to:

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a. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;

b. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;

c. the percentage and number of students who are: i. assessed,

ii. assessed using alternate assessments,

iii. involved in preschool and accelerated coursework programs, and iv. English learners achieving proficiency;

d. the per pupil expenditures of federal, state, and local funds; and

e. teacher qualifications.

3. Teacher Qualifications

a. At the beginning of each year, school system officials shall notify parents of students who are participating in Title I programs of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child (see policy 7820, Personnel Files).

b. The principal or designee of a Title I school shall provide timely notice informing parents that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level or subject area in which the teacher has been assigned.

4. Parental Rights and Opportunities for Involvement

a. Each year, the principal or designee of a Title I school shall provide notice to parents of the school's written parent and family engagement policy, parents' right to be involved in their child's school, and opportunities for parents and family members to be involved in the school.

b. Each year, the principal or designee of a Title I school shall provide notice to parents of their right to request information regarding student participation in state-required assessments.

F. WEBSITE DISTRIBUTION OF INFORMATION

Each year, school system officials shall publicize on the school system website and, where practicable, on the

website of each school:

1. the report card described in subsection E.2, above; and
 2. information on each assessment required by the state and, where feasible, by the school system, organized by grade level. The information must include:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment;
 - d. if available, the amount of time students will spend taking the assessments and the schedule of the assessments; and
 - e. if available, the time and format for distributing results.
- The superintendent shall develop any administrative procedures necessary to implement the requirements of this policy.

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Legal References: Elementary and Secondary Education Act, as amended, [20 U.S.C. 6301](#) et seq., [34 C.F.R. pt. 200](#)

Cross References: Parental Involvement (policy 1310/4002), Goals and Objectives of the Educational Program (policy 3000),

Curriculum Development (policy 3100), Personnel Files (policy 7820) Adopted: February 23, 2015 Revised: February 19, 2018

Madison County Board of Education
