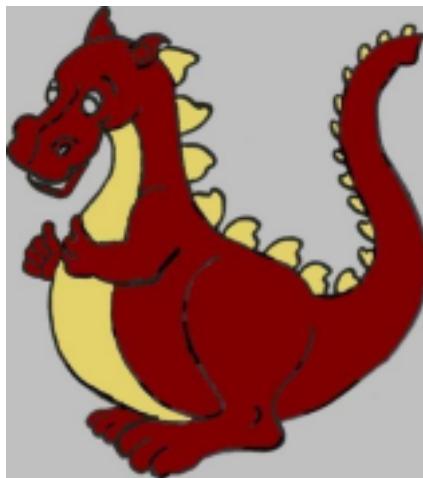


Glenwood Elementary School

Home of the Dragons



**Glenwood Elementary School
Faculty and Staff
Welcome You to a New School Year!**

2023-2024

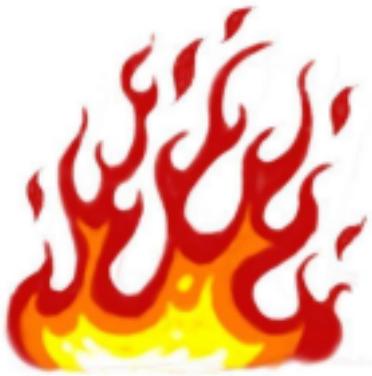
Purpose of Student/Parent Handbook

At Glenwood Elementary, our staff holds high expectations for our students and our school. We work hard 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!

GLENWOOD ELEMENTARY SCHOOL

1545 Old US 221 S
Marion, NC 28752
828.738.4220



Mission: Glenwood is on a MISSION!

Making Meaningful Connections

Igniting the Spark of Curiosity

Striving for Success

Showing Compassion

Investing in the Future

Overcoming Obstacles

Nurturing a Healthy Lifestyle We

Believe:

- *That ALL students can learn and grow regardless of background or ability in a safe learning environment.* •
Staff members are committed to help each child reach his/her greatest potential academically, physically, emotionally, and culturally.
- *In building long lasting relationships by investing in each child and his/her family in an environment filled with love and respect for all.*
- *In creating problem solvers equipped with the necessary skills to overcome adversity.* • *In providing rigorous and relevant instruction that prepares our students to be career and college ready in a 21st century society.*
- *In offering opportunities for students to participate in activities to enhance and scaffold a healthy lifestyle.*

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

Deeana Ray- Principal
Autumn Skeens-Data Manager/Accountability
Erica Wheeler-Administrative Assistant
Cassie Kelley- School Counselor
Jowanna Shutes- School Nurse
Katherine Mace- School Social Worker

Teachers Area

Autumn Helms- Kindergarten
Lisa Ramsey- Kindergarten
Rebecca Oliver -Kindergarten
Katie Dowdle- First Grade
Andrea Stilwell -First Grade
Heaven Caraway -First Grade
Tracie Ramsey -First Grade
Angela Huffman- Second Grade
Teresa Millwood- Second Grade
Jesse Hensley - Second Grade
Kristie Figueroa-Second/Third Grade
Jennifer Blake- Third Grade
Michelle Baxley -Third Grade
Tina Flynn -Third Grade
Jackie McArthur -Fourth Grade
Heather Anderson- Fourth Grade
Natalie Morgan- Fourth Grade
Stephanie Mull- Fourth Grade
Kim Jernigan -Fifth Grade
Lisa Moore- Fifth Grade
Victoria Wallace -Fifth Grade
Tori Hensley- Exceptional Children
Victoria Lauder milk- Exceptional Children
Marie Mock- Speech Pathologist
Karen Hollfield- Speech Assistant
Caitlin Proffitt- Media Coordinator
Amber Houk- Music
Megan Morris- Physical Education
Suzie Erhardt- Title I Reading
Alisha Cardenas -ESL Teacher
Jennifer Young-AIG Specialist

Instructional Assistants Area

Brittany Cauthen K

Megan White K

Renee Massengale K

Leslie Ledbetter 1st

Ashlee Hayden 1st

Anita Lawing 1st

Stephanie Davis 1st

Haley Bialkoski-2nd/3rd

Teresa Briggs 2nd

Patricia LaFountain- Enrichment

Meg Trantham- Computer Technology

January Dickinson-STEM & Title 1 Assistant

Rosemary Pinkerton-Behavioral Assistant

Wanda Clark- Tutor

Judy Bragg-Tutor

Cafeteria

Angie Leon- Manager

-Assistant Manager

Carolyn Whitesides- Staff

Ellen Finley- Staff

Pre-Kindergarten

Heather Roberts NC Pre-Kindergarten

Suni Berryhill NC Pre-Kindergarten Assistant

Heather Honeycutt- NC Pre-Kindergarten

Alishia Conner-NC Pre-Kindergarten Assistant

Jennifer Morgan- Family Resource Director

Becky Carter- Family Resource

Carol Causby -Family Resource

Emily Piveronas- Family Resource

Megan Randolph- Family Resource

Savannah Wood- Family Resource

Custodians

Rodney Padgett -First Shift Custodian

Marvin Riddle -Second Shift Custodian

Aaron Laughter- Part-Time Custodian

Bus Routes:

Bus #	Morning/Evening
Bus 216	Leslie Ledbetter
Bus 207	January Dickinson
Bus 217	Stephanie Davis
Bus 212	Renee Massengale
Bus 230	Patricia LaFountain

School Arrival

Glenwood staff welcomes you each morning with a smile!

Students can be dropped off at 7:30am. Students will go straight to their class (unless an extended day field trip is planned). Any child entering school after the final bell at 7:50 AM is considered tardy. They must go to the office for a tardy slip prior to coming to class. Students are expected to walk orderly when entering and leaving the building.

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 created a safety plan designed to keep children from crossing the road into oncoming traffic at any time. Parents should enter through the back entrance, near the Fire Department, drive around the circle to pick up children each afternoon. At no time should parents park in the parking area and permit children to cross the road to get to a vehicle. **Parents should wait in the car pick-up line unless you have an appointment with a staff member inside of the school. Families may not line up on school campus prior to 2:30 pm.** 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 should not wait on a ride outside the building without adult supervision due to safety reasons.

YMCA Afterschool

Afterschool will be through the YMCA and housed here at Glenwood Elementary. For registration information please call the business center at the YMCA at 828-251-5910 or visit the following website:

www.ymcawnc.org/centers/youth-services/afterschool-care .

School-Age Child Care at the YMCA builds self-esteem, values, and leadership skills. You'll know your children are growing and exploring their potential; they'll just think they're having fun. The YMCA offers NC licensed programs designed for ages 5-12 based on the 4 core values of caring, honesty, respect, and responsibility. We offer developmentally appropriate activities that will enhance your child's confidence, enrich social and physical development & encourage self-expression.

Changes in Afternoon Transportation

If your child will be going home by a different means, (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**. Glenwood 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

We would like to 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.

From time to time, your child may bring home notes or bulletins from school. Most information will be shared through ClassDojo. All of these are important and will inform you of upcoming events, ball sign-ups, etc.

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. Students must arrive prior to 9:15 am and cannot be checked out before 1:10 pm to be present for 75% of the school day. Students are expected to be in school on a regular basis. Regular attendance is crucial for your child's educational achievement. Children who are absent from school miss valuable instruction.

When a student must miss school, a written excuse from a doctor's office or signed by a parent or guardian should be presented to the student's teacher on the day the student returns after an absence or within a three day period. **We can only accept parent notes for six absences within a school year. Once the parent notes exceed six absences, it will be necessary to provide a doctor's note to excuse an absence.** 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 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.
8. Pregnancy and related conditions or parenting, when medically necessary.

In accordance with McDowell County Schools Attendance Policy, if a student is absent from school for five or more days in a semester, 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 for the semester;

2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

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

The school day begins at 7:50 A.M. and ends at 2:45 P.M. Students must be in their classroom at 7:50. 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

Please do not pick up children from school during school hours unless it is absolutely necessary. There may be times when it is necessary for reasons such as dental or doctor appointments, so please send a note to your child's teacher documenting the reason for early checkouts so that we can file it accordingly.

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 should be prepared to show identification** and the secretary will call your child to the office. The office must be notified if someone other than a parent is to pick up your child. This is for the safety of all our children.

Frequent, unnecessary early check-outs result in lost instructional time. Please remember that tardies count toward attendance records. Please see the office or your child's teacher with any questions.

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

send your child's teacher or Mrs. Erica a Dojo Message. We will do everything possible to find the missing item. However, we are not responsible for lost items.

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 turned in to the principal and parents will be contacted and asked to pick it up from the office.

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 make a Parentlink message, post messages on the McDowell County School Facebook and website (www.mcdowell.k12.nc.us), 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. 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 pocket knives, 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 grounds 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.

Toys, Valuables, Electronic Devices, etc.

Non-instructional items can distract students from learning. Valuables such as CD players, hand-held computer games, iPods, smartwatches, cellular phones, games, toys, etc., should not be brought to school and Glenwood 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.

Breakfast and Lunch

Glenwood School Cafeteria serves breakfast and lunch. McDowell County Schools offers breakfast at no cost to students. 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. Lunch is at no cost for students this year.

Immunization records/Medication/Proof of Age

In accordance with state law, it is mandatory that your 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 school nurse, teacher, secretary, and principal should be made aware of these conditions.

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 Glenwood 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. Glenwood Dragons are on **FIRE!** We value:

F- Fairness

I- Integrity

R- Respect

E- Excellence

School Wide Expectations at Glenwood Elementary are:

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, 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, In-school suspension (time depends on severity of offense) and 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 the 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).
- Look at driver for hand signals to cross the road.
- Use positive language – No bad language.
- Obey driver for any other requests to keep all riders and drivers 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. Parent Notification.
2. 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 – 3-day suspension

Second time – 5-day suspension

Third time – 10-day suspension

Fourth time – year suspension

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, Special Recognitions

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.

14 rvice 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 Communicate your school's successes to your community and look for ways to support your school.*No Child Left Behind* and the state testing program.

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.

STUDENT DRESS CODE (Policy #4316-R)

The following dress code applies to students at **ALL SCHOOLS IN McDOWELL COUNTY:**

- 1.** The length of dresses, skirts, and shorts must reach at least **mid-thigh**.
- 2.** Pants, shorts, and skirts must be worn at the waist.
- 3.** Undergarments must not be exposed.

4. The following clothing and/or items are not allowed:
 - See-through clothing
 - Tops that expose the front, back, and/or side of the torso, including slit sides, completely bare shoulders, spaghetti straps, halter tops, muscle shirts, half shirts, etc.
 - Pants or shorts that have holes above mid-thigh
 - Spike bracelets or necklaces
 - Bedroom shoes/slippers
 - Pajamas
5. Hoods that cover the face and bandanas are not to be worn in the school building during the instructional day. Items worn may be confiscated by the administration.
6. No clothing disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred, or intolerance.
7. Shoes are to be worn at all times.
8. Sunglasses are not to be worn in the school building.

*School officials have the authority and responsibility to determine whether a student's appearance satisfies the intent of this policy. **Anything that disrupts the learning environment will be deemed unacceptable.** The administration will ask the student to change or adjust clothing as necessary. The administration has the final authority to deem attire as appropriate. Students are required to follow the dress code outlined in their school handbook.

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*

School attendance and class participation 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. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

A. ATTENDANCE RECORDS School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least seventy five percent (75%) of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity. To be in attendance during remote instruction days, students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with

- (a) the homeroom teacher for grades K-5 or
- (b) for all other grade levels, each course teacher as scheduled. 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. LATE ARRIVALS AND EARLY DEPARTURES Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends. When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school. Tardies or early departures may be excused for any of the reasons listed below in Section C. Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

C. 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.

D. EXCUSED ABSENCES When a student must miss school, 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. Absences due to extended illnesses may also require a statement from a health care practitioner.

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 local health officer or State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
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. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's 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.

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 within 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, ShortTerm 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 While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting.

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; and
5. Career and Technical Education student organization activities approved in advance by the principal.

In addition, students participating in disciplinary techniques categorized as in-school suspension will not be counted as absent.

F. MAKEUP WORK 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 within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall 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.

G. UNEXCUSED ABSENCES The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive, unexcused absences. Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days. 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.

H. CHRONIC ABSENTEEISM Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

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.

I. SPECIAL CIRCUMSTANCES

1. Students with Chronic Health Problems No penalties will be imposed for absences due to documented chronic health problems.
2. Students Experiencing Homelessness For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.
3. Attendance Requirements for Extracurricular Activities Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics.

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), Homeless Students (policy 4125), Student Behavior Policies (policy 4300), Short-Term Suspension (policy 4351) Other Resources:

Adopted: February 16, 2009 Revised: February 21, 2011, August 15, 2011; November 3, 2011; June 13, 2016; May 8, 2017; July 9, 2018; February 10, 2020; November 9, 2020; June 14, 2021

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

MCS Student Code of Conduct Link

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:
Department of Exceptional Children Programs at 652-6580**

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.**

This handbook is designed to serve as a guide to students, families relative to school, local system and state policies and procedures. This handbook does not in any way supersede McDowell County School Board Policy, state or federal guidelines. There is a copy of the local School Board Policy Manual in the conference room. Policies are also available online at www.mcdowell.k12.nc.us (click Board of Education, then Board Policy Manual). Copies of the policies are available upon request.