

FFMS

**STUDENT
HANDBOOK
2017-2018**

TABLE OF CONTENTS

1. Title Page
2. Calendar
3. Table of Contents
4. Policy Guidelines
 - a. FERPA
 - b. Student enrollment
 - c. Policy of non-discrimination
 - d. Visitors
5. Attendance Procedures
 - a. Absences
 - i. Lawful
 - ii. Written excuses
 - iii. Excessive
 - iv. Late arrivals
 - v. Early dismissal
6. Transportation
 - a. Buses and transportation
7. Academics
 - a. Honor policy
 - b. Grading and reporting
 - c. Honor roll and Principal's list
 - d. National Junior Honor Society Selection
8. Student Behavior
 - a. Bullying
 - b. Drug testing
 - c. Student Conduct
 - d. Student Dress
9. Other Student responsibilities
 - a. Textbooks
 - b. Chromebooks
 - c. Lockers
10. Extra Curricular Activities
 - a. Extracurricular activities
 - b. Athletic Regulations
 - c. Absences and Athletic Participation

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance and release of student records . Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct the inaccuracies in the records.

Federal law requires that Dare County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from any student's education records . Student records will be released promptly when a student transfers to another school and in other circumstances specifically required or permitted by law. Federal laws require local education agencies that receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings - unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. In addition, Dare County Schools may make public appropriately designated “directory information” without written consent, unless a parent, guardian or student (age 18 or older) notifies school officials in writing of objection to the disclosure.

If you do not want Dare County Schools to disclose directory information from your child's education records without your prior written consent, you must notify school officials in writing. In School Board Policy 4700c, Dare County Schools has designated certain information as directory information (See DCS code of student conduct and annual parental notification for details).

Parents also have the right to withhold consent for their child to participate in certain curricular, counseling and information-gathering activities that are detailed in School Board Policy 4002.

Copies of all policies may be found in the office of the Superintendent, on the school system's web site, and in the Principal's office of each school within the Dare County School system.

STUDENT ENROLLMENT/DOMICILE LAW

Ordinarily the domicile of an unemancipated minor is that of his /her parents. **THE CHILD CANNOT INDEPENDENTLY CHANGE HIS DOMICILE.** If the parents are deceased, the child takes the domicile of his/her natural guardians such as grandparents or his or her court appointed guardian. A student is able to establish his or her own domicile if he or she is at least eighteen years old, is married, or is a sixteen or seventeen year old who has been emancipated by court order.

Following are the exceptions to the Domicile Requirement: Children who live in a group home, foster home or with a legal custodian. A legal custodian is defined as a person or agency that has been awarded legal custody of the child by a court. The term usually is applied when a social service agency has been granted custody. If there are any questions , check with your guidance counselor.

POLICY OF NON-DISCRIMINATION

Dare County Public Schools does not discriminate on the basis of handicapping condition, sex, age, color, religion, national origin or race in admission, treatment or employment in its program and activities.

VISITORS

All visitors must be identified through the outside monitor and allowed to enter after the doors are unlocked via the remote security system. Visitors must then report to the main office and sign in immediately upon arrival. The administration must approve all visits to the school during regular school hours. All visitors must be on official school business. Any unauthorized visits to the campus may be viewed as trespassing. **Students are not allowed to bring guests with them for the school day.** Students are NOT allowed to bring infants or babysit small children while at school.

*

ATTENDANCE PROCEDURES

ABSENCES—LAWFUL

The following categories are considered "lawful" absences by the State Board of Education and only these will be considered excused upon written notification within 3 days:

Illness or Injury

Quarantine

Death in the Immediate Family (parents, grandparents, brothers, sisters)

Medical or Dental Appointments

Court or Administrative Proceedings

Religious Observance

Educational Opportunity - Approval for such an absence must be granted by the principal five days in advance of the absence.

ABSENCES—Written Excuses

In the event of any absence, all students are required to present a note explaining the absence. All absences are considered "unexcused" until the note is presented. These procedures should be followed:

1. A note from a parent/guardian, physician or dentist, or other professional person as to why the absence should be considered "excused." The note must contain:

- The printed legal name of the student
- The reason for the absence
- The date of the absence and the date the note was written
- The class period(s) the student was absent
- The phone number where of the person signing the note can be reached for verification

2. Students have 3 days after their return to school to submit written excuses. Students are to turn in notes to the main office personnel before school. Upon receipt of the note in the Attendance Office and when the written justification is considered a lawful absence, the Data Manager will update the student's attendance record reflecting the absence as excused.

3. Parents and teachers are encouraged to verify attendance in Powerschool by contacting the Attendance Office. Any discrepancy in attendance records that are noted by parents, teachers, or students should be immediately addressed to the Attendance Office. Any requested changes should be documented in writing for inclusion in the student's attendance folder.

4. If the parent/guardian is going to be out of town, he/she should provide the main office emergency contact and temporary guardianship information in case of an emergency.

5. If you intend to pick your student up from school during the school day, you need to provide a note which your student must bring to the office at the beginning of the school day. Your student will then be given an "early dismissal" note allowing him/her to leave the classroom at the appointed time.

EXCESSIVE ABSENCES — Board of Education Policy 4400-R

Students must attend at least two-thirds (2/3) of class to be counted as present in that class.

Any student who misses more than five (5) days for any reason in any semester class or ten (10) days in any year-long class has exceeded the Dare County attendance regulation requirements. These students are subject to suspension of privileged activities (e.g., extra curricular activities, parking, attendance at prom, graduation ceremony, etc.) until such time as work is completed to the teacher's and Principal's satisfaction.

LATE ARRIVALS

Students arriving after 8:30 should report directly to the main office and will be marked tardy.

EARLY DISMISSALS

Students leaving early must be signed out by a parent or other legal guardian. Students will be called to check out early by front office staff.

TRANSPORTATION

BUSES AND TRANSPORTATION

Riding the school bus is a privilege, not a right, for students in North Carolina public schools. School bus policies and rules are strictly enforced. The suspension of bus transportation privileges does not permit, nor provide an excuse for, the absence of a student from school.

Students shall observe the directives of the bus driver at all times while riding a school bus or other school vehicle. Failure to do so will subject the student to loss of school bus privileges. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or school:

- Delaying the bus schedule.
- Fighting, smoking, using profanity, or refusing to obey the driver's instructions.
- Tampering with or purposely damaging the school vehicle.
- Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Board Policy.
- Getting off at an unauthorized stop.
- Distracting the driver's attention by participating in disruptive behavior while on the bus, boarding the bus, or exiting the bus.
- Failing to observe established safety rules and regulations.
- Purposely trespassing upon another bus without permission.
- Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.

Students may ride only the bus assigned by the transportation department. A student can only be assigned to one school bus. Students cannot ride one bus in the morning and another in the afternoon on a permanent basis unless it is a planned route by the Transportation Department of the Dare County Schools.

ACADEMICS

HONOR POLICY

Academic integrity is the ethical code of education. Students should avoid cheating and plagiarism to maintain a high academic standard.

Cheating: Copying from another student or from another student's work that is to be graded. A student may not use materials during a test or assignment which are not authorized by the teacher giving the test. A student may not collaborate with another student during a test or assignment without the permission of the teacher. A student may not knowingly use, buy, sell, steal, transport, or solicit, in whole or part, the contents of a test or assignment. A student may not bribe another person to obtain a test or assignment that is to be administered or secure copies of the test or answers to the test in advance of the test.

Plagiarism is the use of another person's work for credit without the required citation and credit, example: copying written work from the Internet, or any other source.

For cases of confirmed cheating violations, students will be required to complete an alternative assignment of equal weight.

Disciplinary Options: Referral to administration, parent contact, After-School Detention, In-School Suspension, notification of National Junior Honor Society. For additional disciplinary consequences for cheating, see Rule 8 in the Dare County Schools Code of Student Conduct.

GRADING AND REPORTING POLICY

1. All passing and failing grades will be recorded numerically in Powerschool.
2. When assigning student grades, teachers will incorporate a variety of measures to determine mastery of learning objectives.
3. All students will receive an interim report at the midpoint of each grading period. Sixth grade students will be issued additional progress reports after the first 2½ weeks of the first semester.
4. Report cards will be issued on a quarterly basis. Parents may request a printout of grades from teachers at any time during the semester.
5. The North Carolina grading scale is as follows:
A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = Below 60

HONOR ROLL AND PRINCIPAL'S LIST

The Principal's List will consist of students who make all A's in a marking period. The Honor Roll consists of students who have all A's and B's for the marking period.

NATIONAL JUNIOR HONOR SOCIETY SELECTION

The National Junior Honor Society is an organization that recognizes 8th grade students who reflect outstanding accomplishments in the areas of academics, character, leadership and service. The NHS Faculty Council determines membership based on the following election procedures :

SELECTION

A. **SCHOLARSHIP:** To be eligible for selection, the candidate must be a member of the junior or senior class for at least one full semester and have a cumulative grade point average of at least 3.65.

B. **LEADERSHIP:** Candidates must have demonstrated a high degree of leadership through a combination of the following: being an active member of clubs and organizations, serving as an officer and/or committee chairperson, athletic involvement, employment, and/or classroom leadership as noted by the teacher.

C. **SERVICE:** Service must be demonstrated through projects in school and/or community organizations. Involvement should show an ongoing commitment to service in the community over the course of the year

D. **CHARACTER:** NHS Members are expected to be positive role models and should have no occurrences of the following infractions: Cheating/stealing, altercations with the law other than minor traffic violations, and any other offense that could result in an out-of-school suspension and other violations that could result in out of school suspension. 11

Academically eligible students will be notified, and those interested in membership will be required to submit a student information form and two community recommendations. All information must be complete and submitted by the announced date. The faculty council will determine membership by reviewing for student information, attendance, discipline records, and faculty comments.

STUDENT BEHAVIOR

BULLYING

Bullying in any form is not acceptable behavior. For more information, see Policy 1760 located in the Dare County Schools Code of Student Conduct.

DRUG TESTING

Students participating in clubs and athletics are subject to random suspicionless drug testing in accordance to Dare County Board of Education policy. For more information, see Policy 4326.

STUDENT CONDUCT

Students are expected to use good judgment in their behavior and conduct. Students in Dare County Schools are expected to follow the rules and expectations outlined in the Dare County Code of Student Conduct. Each student will have on file an Acknowledgement of Receipt from the Dare County Schools Code of Student Conduct.

For specifics regarding disciplinary infractions and consequences see the Dare County Schools Code of Student Conduct.

STUDENT DRESS

Students are expected to adhere to Rule 4 of the Dare County Schools Code of Student Conduct and Annual Parental Notification:

“Any type of dress which is disruptive, lewd or sexually suggestive, glorifies or depicts alcohol, tobacco or illegal drugs, or endangers the safety, education, and/or health of another person will not be permitted.”

The principal has the authority to exercise appropriate discretion in implementing the school dress code, including making reasonable accommodations based on a student’s religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.

For student dress violations, the Principal or the Principal’s designee may require the student to change or modify his or her clothing. For recurring violations, appropriate levels of disciplinary action outlined in the Code of Student Conduct may be implemented.

Examples of items prohibited (not all inclusive):

- wallet chains or any chains in general, studded or spiked wristbands, dog collars, or any accessories that could cause harm to oneself or others.
- clothing that is too revealing, such as bare midriffs, see-through clothing, low-cut tops, bathing suits, visible undergarments, or pants worn below the hips.
- clothing that is disruptive by displaying sexual images or language, racial

- statements, gang involvement, or alcohol/drug/tobacco messages.
- hats, hoods, or sunglasses while in the building
- bare feet

OTHER STUDENT RESPONSIBILITIES

TEXTBOOKS

Your textbooks and Chromebook are being loaned to you. They remain the property of the school and must be used by those who follow you. Please take care of your books. Do not mark in them or abuse them in any way. Damage fees will be assessed for anything other than what your teachers consider to be normal wear. A lost book must be paid for before another book will be issued.

CHROMEBOOKS

The Annual Student and Parent/Guardian Authorization Form found in the Dare County Code of Student Conduct must be completed and returned to the school before a Chromebook will be issued. Additional information regarding the use of Chromebooks is located on the aforementioned form.

LOCKERS

No structural modification can be made to lockers nor can they be damaged or defaced in any manner. Each student is responsible for the contents of his or her locker. Lockers should remain locked at all times. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. The loss or damage of any personal item(s) is the responsibility of the student. Student lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time without notice, without consent, and without a search warrant. **Students are to use only the locker that is assigned to them.**

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

To participate in any extracurricular activity, including athletics, a student must be in school at least by 11:30 and remain until regular dismissal. If a student is not ill but must be absent due to an emergency, he/she may be allowed to participate by receiving prior approval from the principal. Students must have a Drug Testing Consent Form on file to participate in any extracurricular activity or club.

ATHLETIC REGULATIONS

Prior to trying out for any sporting event at FFMS, all Student-Athletes must have the following forms completed **and** on file with the school before the first day of tryouts: **a current physical, DCS Disciplinary Procedures for Student-Athletes form, Concussion Form, Parent/Student Consent form, as well as a Drug Testing Consent form.** The consent forms ensure that all Student-Athletes have proper insurance and parent permission to participate. (School insurance is made available for all students to purchase.)

A student who is selected for a sports team becomes not only a member of that team, but a role model in (and out of) the school. Student-Athletes are **required** to maintain a passing grade in all classes as well as exhibit positive behavior at all times. Grades will be checked at interims by their Coach, and Student-Athletes who are found to be failing will **not be permitted** to travel with their team until the teacher(s) notifies the Coach that an acceptable grade has been obtained by the student. If the Student-Athlete has a failing grade at any other point during the season, the teacher will notify both the parents and the Coach that the student will not travel until a passing grade is obtained. The Student-Athlete **may not** participate in games or practice on the day that an ISS assignment is served. An assignment for OSS (Out-of-School Suspension) will result in the Student-Athlete not participating in any sporting practice/game until they return to school.

* Coaches may establish additional rules for their Student-Athletes which will be shared at the parent meeting at the start of each sports season.



ABSENCES AND ATHLETIC PARTICIPATION

A student-athlete may not practice/play if he/she is absent from school unless he/she:

- Arrives at school by 11:30 AM and remains until regular dismissal time
- Provides an acceptable parent's or doctor's excuse to the athletic director
- Is granted permission by the Principal