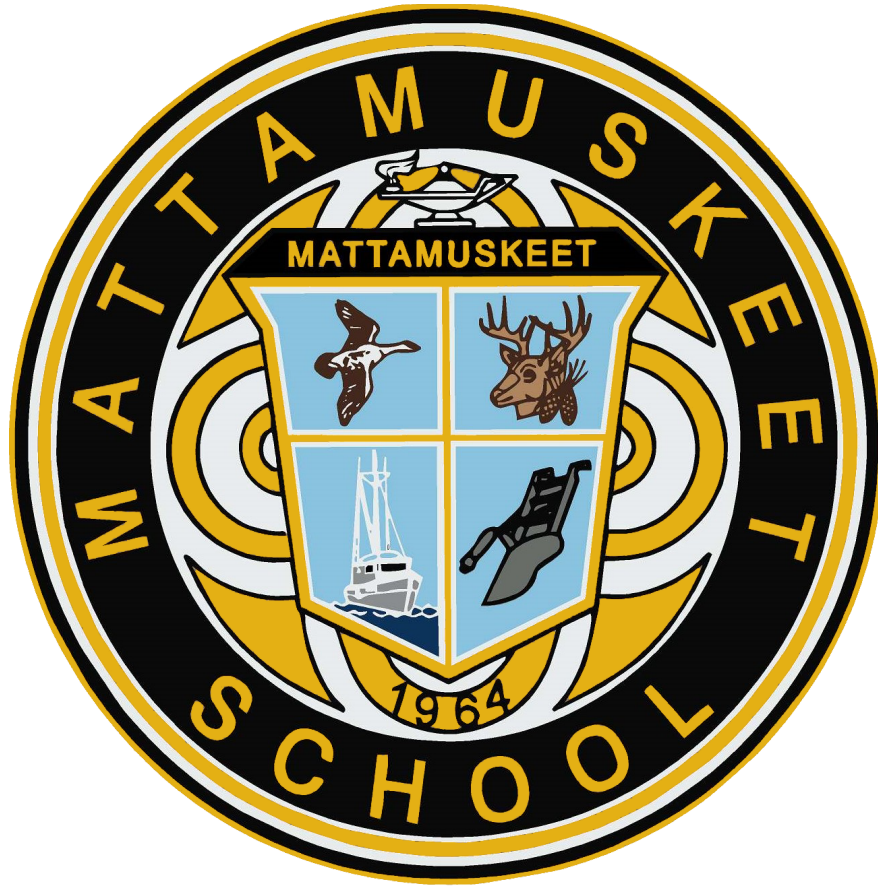




Parent & Student Handbook 2026-2027

Mattamuskeet School



On the Rise!

Mattamuskeet School

An introduction to our school

Our Motto

“Be ready. Be responsible. Be respectful.”

What We Believe

- Children have significant capacity for understanding.
- Deep understanding derives from being a producer.
- Learning is powerful when it occurs as a community endeavor.
- A child’s learning should be directed with the future in mind.

Our Values

Mattamuskeet School envisions a community where every student and staff member finds joy in their growth and boundless potential. We are a united team, dedicated to cultivating an environment of unwavering commitment to ensure all learners rise to their potential and engage in the best educational experience through a shared commitment of excellence.

Mission Statement

Mattamuskeet School is committed to cultivating a dynamic environment where students discover their strengths and ignite their curiosity. Our mission is to remove learning barriers, instill the value of education, and advocate for each student's unique journey toward lifelong learning.

School Improvement Plan

The 2026-2027 school goals can be found at

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

Guest Login: GuestS20610

Guest Password: GuestS20610



Mattamuskeet School

20392 Hwy 264, Swan Quarter, North Carolina 27885

Office: 252-926-0240 www.hyde.k12.nc.us

Greetings Laker Family,

This summer has flown by and we are about to embark on an amazing educational journey together.

When I first became an educator, I wanted to change the world. That ambition and drive still carries me forward today. Although changing the world looks different for everyone, I never described myself as a teacher or educator, but as a world changer. We are changing the world with our students. We are providing them an opportunity to be successful citizens and to change the world on their own. And I say we, because I mean you and me.

To our parents and families, welcome to our school community. We invite you to partner with us as we embark on this meaningful journey of learning, growth, and discovery alongside your children. Your involvement makes a lasting difference. Whether through joining our PTO, supporting school initiatives, attending events, or simply staying engaged in your child's education, your partnership helps create the foundation for their success. Together, we can inspire, encourage, and empower every student to reach their fullest potential.

To our students, welcome to a place where you are valued, supported, and inspired to thrive. This is more than a school, it is a community where dreams take root, talents are discovered, and futures are shaped. Here, your ideas matter, your voice is heard, and your possibilities are endless. We are honored to walk alongside you as you learn, grow, and pursue your goals. Our commitment is to provide you with an exceptional educational experience, challenge you to reach new heights, and support you every step of the way. We cannot wait to see all that you will accomplish and become.

I look forward to the success we will have this year and working together to make our goals a reality.

Yours in education,
Tim O'Shea, Principal

Mattamuskeet School Times

Monday-Thursday	Doors Open: 7:30am	Dismissal: 3:00pm
Friday	Doors Open: 7:30am	Dismissal: 12:30pm

Monday-Thursday	Bus Change Notes in by 2:00pm
Friday	Bus Change Notes in by 10:30am

Mattamuskeet School Calendar

July					August					September					October				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2	3	3	4	5	6	7		1	2	3	4			1	2
6	7	8	9	10	10	11	12	13	14	14	7	8	9	10	11	5	6	7	8
13	14	15	16	17	17	18	19	20	21	21	14	15	16	17	18	12	13	14	15
20	21	22	23	24	24	25	26	27	28	28	21	22	23	24	25	19	20	21	22
27	28	29	30	31	31						28	29	30			26	27	28	29

November					December					January					February				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6		1	2	3	4					1	1	2	3	4	5
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
30					28	29	30	31		25	26	27	28	29					

March					April					May					June				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5					1	2	3	4	5	6	7	1	2	3	4
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	8	9	10	11	12
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	15	16	17	18	19
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	22	23	24	25	26
29	30	31			26	27	28	29	30	31					29	30			

First/Last Day
 No School for Students
 BCCC Start/End
 Early Dismissal - 12:30pm

BEAUFORT COUNTY COMMUNITY COLLEGE
 WORKDAYS & GRADUATION
 OCT 08th
 DEC 18th
 FEB 23rd
 MAY 13th (Graduation)

2026-27 Mattamuskeet School



HYDE
COUNTY SCHOOLS

Approved March 10th 2026

**2026-27 Mattamuskeet School
PARENT- FRIENDLY**

August 17: First Day of School
August 18: BCCC Semester 1 Starts
September 07: Labor Day Holiday
October 09: Teacher Workday
November 11: Veterans Day Holiday
November 25: Teacher Workday
November 26: Thanksgiving Break
November 27: Thanksgiving Break
December 17: BCCC Semester 1 Ends
December 21 - January 03: Winter Break
January 04: Teacher Workday
January 07: BCCC Semester 2 Starts
January 18: Martin Luther King Jr. Holiday
February 15: Teacher Workday
March 12: Teacher Workday
March 29 - April 04: Spring Break
April 28 : Teacher Workday
May 11: BCCC Semester 2 Ends
May 28: Last Day of School



Our People. Our Students. Our Community. Our Future.

SCHOOL CULTURE, CHARACTER & Recognition Calendar

2026-2027

Celebrating the people who make our schools strong while building character in everything we do!



Be Kind



Be Respectful



Be Responsible



Be Your Best

AUGUST

CHARACTER FOCUS



Responsibility

Start strong.
Own your actions.
Be ready to learn.

RECOGNITIONS & CELEBRATIONS

- National Back-to-School Month
- Transportation Staff Appreciation (Back-to-School Season)
- Community Partnerships Appreciation

SEPTEMBER

CHARACTER FOCUS



Respect

Treat others the way you want to be treated.

RECOGNITIONS & CELEBRATIONS

- 15-Oct. 15
- Hispanic Heritage Month
- Sept. 21-25
- Adult Education & Family Literacy Week
- National IT Professionals Day (3rd Tuesday)
- Constitution Day – Sept. 17

OCTOBER

CHARACTER FOCUS



Integrity

Do what's right, even when no one is watching.

RECOGNITIONS & CELEBRATIONS

- National Principals Month
- Oct. 2
- Custodian Appreciation Day
- Oct. 5
- World Teachers' Day
- Oct. 16
- Boss's Day
- National School Lunch Week (mid-October)
- National Disability Employment Awareness Month

NOVEMBER

CHARACTER FOCUS



Gratitude

Notice the good and show appreciation.

RECOGNITIONS & CELEBRATIONS

- Nov. 15-21
- School Psychologist Awareness Week
- American Education Week (Mid-November)
- Educational Support Professionals Day (Wednesday of A.E. Week)
- Substitute Educators Day (Friday of A.E. Week)
- National Family Engagement Month

DECEMBER

CHARACTER FOCUS



Kindness

Small acts.
Big impact.
Every day.

RECOGNITIONS & CELEBRATIONS

- Inclusive Schools Week (Early December)
- Human Rights Day – Dec. 10
- International Day of Persons with Disabilities – Dec. 3
- Winter Break – Enjoy & Recharge!

JANUARY

CHARACTER FOCUS



Perseverance

Keep going.
Keep growing.
You can do hard things.

RECOGNITIONS & CELEBRATIONS

- School Board Appreciation Month (North Carolina)
- National Mentoring Month
- Martin Luther King, Jr. Day – Jan. 18
- National Day of Service – Jan. 19

FEBRUARY

CHARACTER FOCUS



Empathy

Understand others.
Be compassionate.
Lift others up.

RECOGNITIONS & CELEBRATIONS

- National School Counseling Week (1st Full Week)
- Black History Month
- Career & Technical Education (CTE) Month
- National School Resource Officer Appreciation Day – Feb. 15
- Valentine's Day – Feb. 14

MARCH

CHARACTER FOCUS



Cooperation

Teamwork makes our schools stronger.

RECOGNITIONS

- National Social Work Month
- Maintenance Worker Appreciation Day (Employee Appreciation Day (1st Friday in March))
- National Nutrition Month
- World Water Day – March 22

WE APPRECIATE OUR PEOPLE!

- Teachers
- School Nurses
- Bus Drivers & Transportation
- Custodians
- Maintenance Staff
- Librarians / Media Coordinators
- Child Nutrition Staff
- Teacher Assistants
- Counselors
- Administrative Assistants
- Principals / Assistant Principals
- School Board Members
- Educational Support Professionals

APRIL

CHARACTER FOCUS



Citizenship

Be an active, positive part of your school and community.

RECOGNITIONS & CELEBRATIONS

- Assistant Principals Week (1st Full Week)
- National Library Week
- School Librarian Day – April 4
- Administrative Professionals Day (Late April)
- Afterschool Professionals Appreciation Week
- Earth Day – April 22

MAY

CHARACTER FOCUS



Excellence

Give your best.
Every day.
In every way.

RECOGNITIONS & CELEBRATIONS

- Teacher Appreciation Week May 3-9, 2027
- Teacher Appreciation Day – May 4, 2027
- School Nurse Day – May 12, 2027
- School Nutrition Employee Week (1st Full Week)
- National Physical Education & Sport Week
- National Speech-Language-Hearing Month
- School Communicators Day (second Friday in May)
- National Skilled Trades Day (Mid-May)

JUNE

CHARACTER FOCUS



Courage

Do what is right, even when it's hard.

RECOGNITIONS & CELEBRATIONS

- National Safety Month
- Pride Month
- Juneteenth – June 19
- Last Day of School – Celebrate our successes!

EVERY DAY, WE...

- Be Kind
- Be Respectful
- Be Responsible
- Be Your Best

Be YOU!

WHY IT MATTERS

When we support our people and build strong character, we create safe schools, strong students, and bright futures for Hyde County!



OUR MISSION IN ACTION

We celebrate.
We appreciate.
We inspire.
We lead—together.



STRONG SCHOOLS • STRONG PEOPLE • STRONG COMMUNITY • STRONG FUTURE

Arrival & Dismissal

Car Riders

All car riders will be dropped off in front of the Media Center. Car riders will begin unloading at 7:15am. Tardy bell will ring at 7:45 am.

- Elementary car riders dropped off prior to 7:30 am will be supervised in the library.
- Middle and High grades students will proceed quickly and quietly, in an orderly fashion to the cafeteria. They will go through the line and get breakfast, eat in the cafeteria, then proceed to their homeroom when instructed.
- Grades K-5 will go directly to their classroom and travel for breakfast as a class.
- PreK students will be met by a teacher/assistant and be escorted to the classroom.

Students who are tardy

Students arriving after 7:45 am must check in at the front office in the 500 building. To ensure all students get the most out of their learning day, it's important for them to arrive on time. When students arrive late, they can miss important initial instructions and may inadvertently disrupt their teachers and classmates who have already started their lessons. Consistent attendance is also key, as students who miss school regularly may not receive the same comprehensive instruction as their peers. We truly value the instructional time we have with each child and plan our lessons carefully to maximize their learning.

Bus Riders

Bus riders will begin unloading at 7:30 am. Tardy bell will ring at 7:45 am.

- Middle and High grades students will proceed through the 100 building quickly and quietly, in an orderly fashion to the cafeteria. They will go through the line and get breakfast, eat in the cafeteria, then proceed to their homeroom when instructed.
- Grades K-5 will go to their classroom for Healthy Active Kids before breakfast.
- PreK students will be met by a teacher/assistant and be escorted to the classroom.

Leaving School at the End of the Day – All Students

- Parents should pick up car riders in front of the Media Center (400 Building).
- Bus riders will dismiss through the 100 building.
- Middle and High grades students will proceed through the 100 building quickly and quietly to board the bus.
- Students may not stay after school to attend sporting events. They must ride the bus home and then return with their parents. Unsupervised students pose a safety risk.

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

Early Checkouts

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

Please follow the procedure below:

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

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

Student Drivers

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

Transportation

Monday-Thursday, you must supply any information for bus changes prior to 2:00 pm to the front office. On Friday, the information should be given to the front office by 10:30 am.

Please do not leave a voicemail, email, or text as there is no guarantee it will be heard in time. If a student needs to ride a bus to a different location, it is required that a signed note granting permission for the student to ride that bus be sent in the morning. The date, telephone number, and physical address should be included on the note for verification purposes. Telephone calls will only be accepted in the extreme case of an emergency. Every bus rider will be placed on their designated bus unless otherwise notified. Please keep in mind that it is your responsibility as a parent/guardian to ensure proper supervision at home when arriving home from school. If you have a student in Pre-Kindergarten through grade 1 a parent/guardian must be visible for the driver to drop off your child. If this particular circumstance occurs on more than one occasion, a conference will be required to discuss your circumstances, should this issue not be resolved after it, proper authorities may be contacted.

Bus Safety

We are diligently working on improving the bus experience for our students. To make it successful, we need for you and your students to understand the rules and expectations of riding a bus-to/from school, to athletic events and on field trips. By acknowledging this handbook, all parents and students agree to read, discuss and understand these expectations.

School transportation service is a privilege and not a right. The school bus, including bus stops, is an extension of the school. Therefore, the Student Code of Conduct applies to incidents occurring on the school bus and at the bus stop area. While riding a school bus, students shall always comply with the directives of the school bus driver and all other rules outlined in this code of conduct. Failure to follow directives will result in suspension from riding the bus as determined by the principal/assistant principal.

Discipline on the school bus is the responsibility of the school administrators where the student is assigned. The school administrators have authority over students on the bus and at designated bus stops. This authority is delegated to the bus driver. The bus driver has the responsibility and authority for the safe operation of the bus and will refer all students who violate any directives or rules to a school administrator.

Bus Expectations

1. Students shall not attempt to ride a bus unless assigned to it by a school administrator. If your child will be going home another way (for any reason) other than on his/her assigned bus, you must send a note.
2. Students shall not board or disembark the bus unless it is their assigned stop or they have a bus note.
3. When students enter the school bus, they shall take their assigned seats quickly, remain seated, and face the front at all times.
4. Students shall not rush to get off the bus. Do not crowd or push each other.
5. Students shall not loiter or play near a stopped bus but shall walk quickly away from the bus to the school building or home.
6. Students should never stop in front of the bus. If they drop something, they must tell the driver before picking it up.

7. The following is a nonexclusive list of specific prohibited bus behaviors:

- a. Putting any part of the body outside of the bus;
- b. Throwing objects about the bus or out the windows;
- c. Striking matches or lighting cigarette lighters;
- d. Piling books, musical instruments, lunch boxes, or other objects in the bus aisle;
- e. Using profane and indecent language, tobacco, vaping devices, alcoholic beverages, illegal drugs or substances that mimic the effects of illegal drugs while riding on a bus;
- f. Taking pets or other animals on the school bus;
- g. Making loud or boisterous noises that have the potential of distracting the driver's attention;
- h. Fighting, playing or scuffling on the school bus;
- i. Tampering with the emergency door or any other part of the bus;
- j. Marring or defacing the bus in any way;
- k. Tampering with the fire extinguishers or first aid supplies;
- l. Harassing or assaulting other students, the driver or bus monitor;
- m. Making obscene gestures; and
- n. Leaving trash or discarded items behind on the school bus or at the bus stop.

Bus Discipline

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

First & Repeated Offenses

- **PK - 5** This violation will result in suspension from the school bus and/or disciplinary action deemed appropriate by a school administrator. Parent notification, possible suspension and/or disciplinary action depending upon the offense.
- **6-12** This violation will result in suspension from the school bus and/or disciplinary action deemed appropriate by a school administrator.

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

School bus discipline referrals must be taken home by the student to be signed by the parent and returned to the office. The principal/designee may invoke school disciplinary procedures as well as bus disciplinary procedures depending upon the circumstances. A bus suspension may be imposed on the occurrence of any offense depending on the nature of the offense. Parents will be notified concerning inappropriate behavior and disciplinary action taken. Riding the school bus is a privilege that can be revoked at any time.

Absences & Tardies

[Board Policy 4400](#)

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

Attendance Records

School officials, teachers, and/or facilitators shall keep accurate attendance records for each class. Students will be considered in attendance if present at least half 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, or receive remote instruction designation (except the initial enrollment day), 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. School officials shall communicate the attendance procedures to students and their families before the first day of remote instruction begins.

Teachers and facilitators are responsible for maintaining accurate records of student absences and tardies for their classes. The student's report card is considered notification of absences, except for the notifications required by G.S. 115C-378 when a student has accumulated three (3), six (6) and ten (10) unexcused daily absences. These notifications shall be given in accordance with Section G of this policy and state law.

Lawful Absences: taken from:

<https://www.dpi.nc.gov/documents/fbs/resources/sasa-250403/open> , page 32.

The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for the temporary nonattendance of a student at school.)

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

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

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

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

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

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

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

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

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

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

School-Related Activities

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

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

Assignments missed for these reasons are eligible for makeup by the student within 3 days of the absence. The student is responsible for finding out what assignments are due and completing them within the specified time.

Makeup Work

After an absence from school, it is the middle and high grade student's responsibility to check with their teachers immediately upon returning to school for make-up work and tests missed during their absence. Elementary grade students will get their assignments from their teacher. This work must be completed within 3 days upon the student's return to school. Time to make up tests will be scheduled by individual teachers. Tests can be given the day a student returns if the student was present when the test was announced. Students absent for a prolonged period of time must establish a schedule with their teachers which will allow completion of all assignments within a reasonable length of time. If a student is sick, the parent or guardian should call or email the teacher, and/or get homework from a fellow student. The student may also get the work when they return to school.

Late Arrivals and Early Departures

Students are expected to be at school on time and to remain until dismissed. During the school day, students are expected to be present at each class's scheduled starting time and to remain until the class ends. Students are not permitted to leave campus for lunch or other recreational activities unless it has been approved as an academic trip. If a student leaves for an unexcused reason, they will be considered absent for the rest of the day.

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. Excuse notes will not be accepted after 3 days following the students' return to school. Tardies or early departures may be excused for any of the reasons listed below in Section D. Unexcused tardies or early checkouts will count towards absent minutes.

Six (6) unexcused tardies/early releases will be equivalent to one (1) unexcused absence. This applies to all classes throughout the school day, with an unexcused tardy defined as arriving late or leaving early without a valid reason and proper documentation. Parents and guardians will be notified of accumulating tardies, and excessive tardiness may result in additional consequences as outlined in the school's disciplinary policy. We encourage all students and families to prioritize on-time arrival to support a positive learning environment.

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.

Tardy Monitoring Procedures

- 6 tardies- phone conference with parent
- 10 tardies-in person parent/student conference with Administration
- 11 or more tardies-face to face conference with the student, parent/guardian, and principal to discuss further consequences, including but not limited to a visit/referral from the school social worker.

Unexcused Absence Policy

Step 1: Student accumulates 3 unexcused absences

- School personnel calls home to alert parents of their third absence.
- School personnel records the conversation in the communication log.

Step 2: Student accumulates 6 unexcused absences

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

Step 3: Student accumulates 10 unexcused absences

- School personnel makes a referral to Administration.
- Final letter of truancy sent in the mail by the school.
- Phone call to parents requesting face-to-face conference within 5 days. If no return call within 24 hours, or the next business day, a home visit will be conducted by Administration.
- Non-compliant parents will result in a filed complaint against parents with the magistrate.
- It is during this time that the parents can file an Undisciplined Petition against their child through the magistrate.

Communication

Primary Grades

Each student will be given a folder to take home each week. Homework, announcements, and special notes will be in the child's folder. Please form the habit of checking for this every day, and making sure that your child has it to return the next day. Parents have the following means of communication available to them: conferences, phone calls, emails, progress reports, report cards, Infinite Campus, and Class Dojo. Please allow teachers 24 hours to respond to your emails and phone calls.

Middle & High Grades

Parents have the following means of communication available to them: Infinite Campus, conferences, phone calls, texts, Zooms or Google Meets, progress reports, report cards, and Class Dojo. Please allow teachers 24 hours to respond to your emails and phone calls.

Academic Concerns

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

Concerns/Grievances

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

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

Concerns Solution Tree

See the below graphic for the proper chain of communication when it comes to addressing concerns, or click [here](#).



Off Limit Areas

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

- Teacher Workrooms and other non-instructional areas
- Athletic Fields - The fields, bleachers, dugouts, and concession areas are off limits to all students not participating in a Physical Education class.
- Gym - No student is allowed in the gym, locker rooms, or gym bathrooms unless participating in a PE class.
- Parking lots- unless just arriving on campus or just signed out of school, students are not permitted to go to their cars once they are on campus. This includes breakfast, lunch, and between classes. If a student violates this rule, the student will lose their privilege of parking on campus.
- Weight Rooms- are off limits unless with a staff member. As this is a safety concern.
- Construction Zones- Mattamuskeet is going through construction and students are to stay clear of these areas due to potential safety concerns.

Parent's Right to Know - Teacher Qualifications

Parent's Right to Know

Senate Bill 49 (Session Law 2023-106), generally known as the Parents' Bill of Rights, became law on August 16, 2023. Please note- while we have had many of these processes in place for many years, we want to make sure that they are easily accessed and understandable, this aligns with our Strategic Priority #1 Student Success and Priority #4 Cultivate a Positive Community Culture. Find the full Parent's Right to Know resources at <https://www.hyde.k12.nc.us/page/guide-to-parent>

Parent's Right to Know - Testing Transparency

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

Student Dress Codes

As per Board Policy 4316, The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy [4328](#), Gang-Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Consequences for Non-Compliance

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

- **First offense:** Parents will be contacted and items will be confiscated or covered if appropriate. Parents will be given the opportunity to bring the child a change of clothes. If the parent chooses not to bring a change of clothes, the child will be given a change of outfit and sent back to class.
- **Second offense:** Parents will be contacted, a change of outfit offered to the student, and a parent conference is to be held.
- **Third offense:** Parents will be contacted and students will receive an administrative referral with consequences depending on the situation.

School Nurse/ Guidance Counselor/ School Social Worker

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

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

Let your school nurse know of any health problems your child has so that we can make sure your child is cared for appropriately at school. You will receive a Medical History Update

Form to fill out on your child. Please fill this form out and return it to your school nurse. Remember that we cannot address health issues if we are not aware of them.

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

We strongly encourage parents to give necessary medications at home when possible. If needed, we can administer medications to students at school, however only if we have a Medication Authorization Form filled out by your child's doctor and signed by you. If your child needs medication at school, please notify your school nurse and for your child's safety, please do not send medication to school with your child. To protect other students and staff, we will send students home if they show signs of a possible contagious illness. If your child has exhibited a fever, vomiting or diarrhea in the last 24 hours, please do not send them to school.

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

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

Medication during School Hours

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

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

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

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

Accidents

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

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

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

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

First Aid

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

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

School Counselor PK-13

Kristi Gibbs kgibbs@hyde.k12.nc.us

School counselors deliver a comprehensive program to foster all students' academic, career, and personal/social growth. Through classroom lessons, individual and group counseling, and collaboration with staff and parents, they work to improve student achievement. As advocates, they also promote equity and access to educational opportunities for every student.

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

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

JCPC

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

Honor Code

Honor Code of Academic Integrity

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

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

1. Unauthorized collaboration, such as

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

2. Unauthorized advantage, such as

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

3. Plagiarism, such as

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

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

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

6. Planning or participating in any cheating schemes

Consequences:

We will adhere to the following consequences:

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

Responsibilities of Teachers:

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

Responsibilities of Students

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

Responsibilities of Administrators

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

Academics

Grading Guidelines

K-2 Grading Scale:	3-12 Grading Scale:
Mastery: 4	Superior A=90-100
Proficient: 3	Above Average B=80-89
Approaching Proficiency: 2	Average C=70-79
Not Proficient: 1	Below Average D=60-69
	Not Passing F=59 and below

- Students will have 3 days from their last absence to make up missing work. If students are out for a prolonged period of time, alternative arrangements can be made.
- Missing work (after one week) will be designated as a 0%.

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

North Carolina High School Graduation Requirements

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

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

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

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

Graduation Requirements

Students in High grades at Mattamuskeet School must earn 22 credits and their CPR certification in order to graduate.

Early Graduation

Students may be eligible for early graduation after completing 3 years and being a minimum of 16 years of age. If a student desires to graduate high school in the Fall Semester and they meet all standard graduation requirements, they may meet with the counselor to ensure all standard high school requirements are met. The student, parent/guardian, and principal will conference to discuss early high school graduation. The final decision to allow the student to pursue early graduation will be determined by the school principal and the student will be notified in writing. If a student graduates early, they will be eligible to participate in senior activities up to the semester they achieve allowable graduation requirements. They will also be eligible to participate in the graduation ceremony but are ineligible for salutatorian and valedictorian status. Plans for early graduation should be presented to your counselor by the Spring semester prior to the year of intended graduation.

Transfer Students

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

Course Load

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

Career Development Plans (CDPs)

Career Development Plans (CDPs) are required for all North Carolina students and help them explore their interests, strengths, and future college and career goals beginning in middle school. At Mattamuskeet School, students in grades 6–12 will complete and regularly update their CDPs by identifying career interests, exploring education and training pathways, and selecting courses that align with their future goals. Parents will be notified when their child's CDP is created and will have access to the plan so they can support career and postsecondary planning. Students must complete a Career Development Plan before promotion from 8th grade and update it again before promotion from 10th grade as they prepare for life after high school. See the overview and guidance [here](#).

Career & College Promise (CCP)

CCP is North Carolina's dual enrollment program for high school students. This program allows eligible NC high school students to enroll in college classes at North Carolina community colleges and universities through their high school. Students who successfully complete college courses earn college credit they can take with them after graduation. In many cases, students can also earn dual credit — meeting high school graduation requirements with college courses. Career & College Promise offers students the option to choose from these pathways:

College Transfer — Designed for students planning to continue their educational career beyond high school to eventually achieve an Associate's or Bachelor's degree at a community college or university.

Career & Technical Education — Allows students to begin a certification or diploma program in a particular technical field or career area.

Hyde Academy — Allows students to simultaneously work toward completion of both the high school diploma and an associate's degree, transferrable credit or certificate.

Federal Laws and Communication

Family Educational Rights and Privacy Act (FERPA)

Parents and guardians have the right to opt-out of sharing directory information. More information about your FERPA rights may be viewed at this link:

<https://studentprivacy.ed.gov/ferpa>

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

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

Please complete and return the form located in Infinite Campus if you DO NOT want any directory information released on your child during the current school year.

Section 504/Americans with Disabilities Act

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

AIG Program

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

Referral Process

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

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

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

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

For more information, please see the [Hyde County AIG Plan](#).

CTE Career and Technical Education

Director: Melanie Shaver: mshaver@hyde.k12.nc.us

High School Career Development Coordinator/Work-based Learning

Cara Equils: ctaylor@hyde.k12.nc.us

Middle Grades Career Development Coordinator: Joan O'Neal: joneal@hyde.k12.nc.us

Career & Technical Education (CTE)

Career and Technical Education prepares students for success in college, careers, and life by connecting academics with real-world skills, career exploration, technology, problem-solving, and hands-on learning.

CTE opportunities are available to all Hyde County Schools students. Students in grades 6–12 have access to CTE courses, subject to appropriate grade-level requirements, course prerequisites, scheduling, and course availability. Students are free to select CTE courses based on their interests and goals and are not required to pursue a particular CTE pathway or program of study. Students in PreK–5 have access to age-appropriate CTE enrichment and career exploration activities that introduce careers and help students begin connecting learning to the world of work. The monitoring guidance specifically identifies open access, appropriate prerequisites/admission criteria, and career exploration as areas for documentation.

CTE opportunities may include career exploration, industry-recognized credentials, work-based learning, Career and Technical Student Organizations (CTSOs), and connections to postsecondary education and careers. Required CTE instructional activities are provided without charge. Students enrolled in CTE courses are not charged for the first administration of eligible State Board-approved industry credential examinations when funds are available for that purpose.

Support for Student Success: Hyde County Schools provides appropriate supports to help students access and succeed in CTE. Additional support is available through the CTE Special Populations Coordinator for students with disabilities, students from economically disadvantaged families, students preparing for nontraditional fields, single parents, out-of-workforce individuals, English learners, students experiencing homelessness, youth in or formerly in foster care, and qualifying military-connected youth.

Equal Opportunity: Hyde County Schools provides CTE programs, activities, and services without discrimination in accordance with applicable federal and state laws. The district's Title IX and Section 504 Coordinator is Allison Etheridge, aetheridge@hyde.k12.nc.us. The monitoring instrument specifically identifies the district's nondiscrimination statement, CTE publications and registration materials, and Title IX/Section 504 coordinator contact information as evidence.

Learn More: Students and families may contact their school counselor, Career

Development Coordinator, or CTE staff for information about CTE courses, pathways, credentials, career exploration, and work-based learning opportunities.

Follow **Hyde County CTE on Facebook**: <https://www.facebook.com/hydecountryCTE>

CTSO Dues: FFA: Sponsored by AgCarolina (no dues for students)

HOSA: \$25/student covers state and national dues

SkillsUSA: \$14/student

FBLA: \$25/student covers state and national dues

College Credit Courses

Successful completion of a course offered by BCCC that correlates as advanced high school courses, and the Advanced Placement curriculum for college credit courses will allow the student

to receive one additional quality point and designation on the academic transcript. College courses that do not count as high school courses will be calculated in the high school GAP.

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

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

Class Rank

Each student's class rank will be established at the conclusion of the Fall semester of the Senior year on a quality point basis using the final grade for each course. An exact rank will be figured by the counselor based on the state-mandated quality point system and will be computed to three decimal places. All students who attend classes through Mattamuskeet campus are calculated in cumulative class rank. Valedictorian and Salutatorian are calculated by who is ranked first and second on Mattamuskeet campus, respectively. Class rank on final transcripts do not reflect cumulative class rank due to cross-enrollement on campus.

Marshal Selection

Junior Marshal is an honor bestowed on the top academic students from the high school junior class. Junior Marshals attend the Senior Awards Ceremony and Graduation in an honor and service capacity.

At the end of the Fall semester of their junior year, any student who has a weighted **GPA of 3.625** in the Future-Ready Course of Study will be eligible to be a Junior Marshal. They must be following the Future Ready Course of Study. These juniors must have attended school on

the Mattamuskeet campus their entire junior year. Final averages in all courses taken in the ninth and tenth grades, and through the end of the first semester in the eleventh grade and any additional quality points will be used to compute class rank.

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

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

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

Exams

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

Additionally, students will be administered benchmark tests throughout the marking period to identify students' academic strengths and weaknesses. We will use that information to guide future instruction and to support success on summative and high-stakes tests. Results of these benchmark scores will be shared with parents, and opportunities will be made available to discuss the scores with school staff. State-mandated tests will be administered within the last 10 days of a year-long course and within the last five days of a semester.

Grade Level Exams

mClass	Kindergarten - 5th Grade - 3 times a year (Beginning, Middle, End)
BOG Testing	3rd Grade
3-8 EOG Testing:	ELA: 3rd, 4th, 5th, 6th, 7th, 8th Math: 3rd, 4th, 5th, 6th, 7th, 8th Science: 5th, 8th
CTE Testing:	Health Science 1, Natural Resources, Biomedical Technology

9-12 EOC Testing:	Biology, English II, Math I and Math III (Fall & Spring)
ACT :	11th Graders
Pre ACT:	10th Graders
WorkKeys	Select 12th grade students

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

**Final average of 95-100 AND four or less absences (excused or unexcused) in that class per semester
- OR -**

Final average of 90-94 AND two or less absences (excused or unexcused) per semester.

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

**Missing school or class on Half-day Fridays are also included in the absence count.*

2. Preliminary exemption list must be submitted to the principal at least 6 days before exam week starts.
3. Teachers will notify students if they are exempt the day before the exam.
4. The principal has the authority to adjust the policy on an individual basis in the event of extenuating circumstances.
5. Students whose behavior results in suspension may lose their exemption status.
6. Students are encouraged to take all exams, regardless of their exam exemption status. Students who meet exam exemption criteria may choose to take the exam in that course. If a student chooses to take the exam, the exam grade will be counted as 20% of the semester grade only if it improves the student's grade. A student's grade cannot be lowered because he/she chooses to take an exam if the exemption is granted and not taken.

ACT/SAT/College Application Fee Waivers

Fee waivers are available in the Guidance Office. Students may be eligible if they meet certain criteria. (Please see a counselor for more information) Once students have provided verification, they are eligible for: 2 SAT waivers, 2 ACT waivers, and 4 college application fee waivers (applies only to participating colleges/universities). Students register themselves for the ACT or SAT. Please visit the following websites to register: www.actstudent.org

Promotion Standards

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

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

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

12th Grade: To graduate you will need to have completed ALL North Carolina graduation requirements and have 22 high school credits

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

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

Honor Roll

Students who earn final marks of an A in every class will be recognized for earning the "A Honor Roll". Those who earn an A or B or higher in every class will be recognized for earning the "A-B Honor Roll". Students will be honored at the appropriate awards day events.

Graduation Honors

Graduation honors are recognized as outlined below for students in the Future-Ready Course of Study and attend classes through Mattamuskeet School.

Valedictorian- (First in class rank based on weighted GPA)

Salutatorian- (Second in class rank based on weighted GPA)

Summa Cum Laude - (Weighted 4.320 and higher)

Magna Cum Laude - (Weighted 4.0-4.319)

Cum Laude - (Weighted 3.625-3.999)

Honor Cord - (Weighted 3.0 or higher)

General Information

Infinite Campus Use

Parents are encouraged to use the Infinite Campus Parent Portal for staying up-to-date with attendance, assignments, grades, and updating contact information.

<https://480.ncsis.gov/campus/portal/parents/psu480hyde.jsp>

Change of address/phone number

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

Transferring or withdrawing

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

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

Student Work Hours & Limitations

The administrators and staff of Mattamuskeet supports the concept embodied in NCGS 95-25.5, which states that students under the age of 18, who are enrolled in school should not be employed between the hours of 11:00 p.m. and 5:00 a.m. when there is school for that student on the next day.

The Board further recognizes that in exceptional cases some students are capable of working such hours while maintaining adequate school attendance and appropriate academic performance. In such exceptional cases, a waiver of the prohibition of such employment is appropriate. Local school Principals may grant such waivers only when a student has previously demonstrated the ability to work and maintain attendance and academic performance.

Dances

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

See Mrs. Floy Loftus for the dance form.

Prom

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

See Mrs. Floy Loftus for the dance form.

Fees & Charges

Hyde County Schools charges a technology fee. Additionally, charges will be assessed for lost and damaged books, materials, supplies, equipment, and property in accordance with established full replacement or repair costs. All fees/dues are nonrefundable with the exception of lost and found items. School clubs and athletics may also charge a fee for membership, equipment, etc.

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

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

Field Trips

Students

1. Students who are suspended from school or assigned to in-school suspension on the day of a school trip are prohibited from participating in the trip.
2. Participation in an approved school trip will be considered an excused absence. However, the student must make up missed assignments as required by the student's teacher(s).
3. All students who participate in a school trip must provide signed parental consent forms to participate unless a student is officially emancipated, in which case the student can sign on his or her own behalf.
4. A student who fails to provide a signed consent form may be denied participation in the trip.
5. No student's grade may be lowered if the student's parent or guardian refuses to consent to participate in the school trip.
6. Students must abide by all applicable board policies, regulations, the Code of Student Conduct, and school rules at all times during school trips.
7. Students must also abide by any additional rules established by the principal to govern the conduct of students during participation in school trips. Students will be notified of such rules in advance of the trip.
8. If a student is found to have violated any of these rules and regulations and the trip sponsor deems it necessary to remove the student from a trip or from an activity during the trip, the student must be supervised by a teacher or chaperone at all times.

Chaperone Requirements

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

Hall Passes- Middle & High Grades

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

Lost & Found

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

Mattamuskeet Campus Media Center

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

Book Check-Out

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

Overdue Materials

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

Volunteers

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

Driver Education and Licensing Eligibility (Effective October 1, 2026)

North Carolina law no longer requires students to obtain or maintain a Driving Eligibility Certificate (DEC) based on school enrollment, academic progress, or disciplinary status in order to obtain or maintain driving privileges.

As a result, Hyde County Schools will no longer issue Driving Eligibility Certificates for licensing purposes beginning October 1, 2026. A student's driving privileges will no longer be revoked solely because the student:

- Withdraws from or drops out of school;
- Fails to make adequate academic progress;
- Is suspended or expelled from school; or
- Is assigned to an alternative educational setting as a result of disciplinary action.

The North Carolina Division of Motor Vehicles (NCDMV) is responsible for administering requirements for learner permits and driver licenses.

Driver Education Requirement

The elimination of the Driving Eligibility Certificate does not eliminate North Carolina's Driver Education requirements for students under age 18. Students must continue to satisfy applicable Driver Education and Graduated Driver Licensing requirements established by North Carolina law and the NCDMV before receiving a learner permit or driver license.

Students and parents/guardians should consult the North Carolina Division of Motor Vehicles for current requirements regarding Driver Education, learner permits, provisional licenses, and other licensing requirements.

Legal Reference: N.C. Session Law 2026-46 (House Bill 1094), Section 9, effective October 1, 2026.

Technology Information, Care, and Loss of Privileges

Proper Care and Expectations:

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

- Please avoid eating or drinking around the digital device.
- Please do not lay a digital device on the floor or throw it down.
- The digital device should be kept in their cases at all times to reduce the chance of damage.
- Please do not carry it inside your backpack or bookbag with other books.
- Students may customize their issued digital device background after receiving it as long as the picture meets the school expectation of appropriateness reflected in the student code of conduct and dress code.
- Please do not use any cleaner such as Windex or water to clean the screen.
- Do not put stickers on any part of your digital device.
- Digital devices must never be left in any areas where they can be exposed to extreme temperatures, such as a vehicle.
- Digital devices should not be left in a damp environment, as condensation inside the digital device will severely damage the components.

Storage of Information:

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

Loss of Privileges:

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

Violation of procedures outlined in the manual or misuse of the digital device will result in disciplinary action that may reduce or remove access to a digital device at home or in the classroom.

Athletics

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

[Link to the Athletic Handbook](#)

Safety

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

Fire Drills

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

Tornado Drills

During a tornado drill, everyone should quickly and quietly move into the hallway areas away from any windows. Students should cover their heads with their hands and arms, and wait for further instructions. The tornado drill signal consists of one long, continuous bell over the intercom system.

Lockdown Drills

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

Adverse Weather Conditions

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

The Standard Response Protocol

Our school utilizes the Standard Response Protocol as outlined in the “I Love U Guys” Foundation. This is a highly vetted response protocol used nationwide. Information can be found at iloveguys.org

On the next page is a parent friendly handout of the protocol.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



Discipline

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

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

In what circumstances would a school administrator contact the police?

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

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

If the situation does **not** pose an imminent threat to the safety of students or staff, the building administrator will conduct an internal investigation first, then refer the matter to law enforcement if the internal investigation indicates a law may have been broken. The Superintendent is notified when law enforcement or emergency responders are called for support.

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

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

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

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

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

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

How are instances of bullying handled?

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

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

Some of the measures used to keep students safe include:

- Building security measures including: restricted areas, interior and exterior cameras, a doorbell system to enter buildings
- Partnership with the Hyde County Sheriff's Department.
- A school based SRO officer. (Britt Buell)
- Mandated reporting of suspected child abuse to Hyde County DSS
- Participation in drills throughout the school year to practice various emergencies including: lockdowns, fire drills, tornado drills and earthquake drills.
- Anonymous reporting for students See Something Say Something.
- Removal of Student during the Day (**See Hyde County Schools Board Policy 4352**)

How can the community help to keep schools safe?

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

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

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

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

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

Community members and students may also report the incident through **See Something Say Something** online. <https://www.sandyhookpromise.org/say-something-tips/> or 1-844-5-SayNow/1-844-572-9669

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

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

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

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

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

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

See Something Say Something-<https://www.sandyhookpromise.org/say-something-tips/>
or 1-844-5-SayNow/1-844-572-9669

Suicide Helpline - 988 to call, text, or chat

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

Student Cell Phones/ Electronic Devices

Guidelines for Primary Grades

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

Guidelines for Middle & High Grades 6-13

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

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

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

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

Consequences & Behaviors

Suspensions-ISS/OSS

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

After School Discipline

Students are reminded that they are responsible for their actions at all after-school activities (including but not limited to athletic practices and games, dances, and field trips.) A student will be disciplined for any infraction of the Student Code of Conduct that occurs during an after-school activity and may face possible restriction from attending school-sponsored activities or other consequences as defined in the student code of conduct.

Off Campus Discipline

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

Leaving the Classroom

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

Security

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

Search Regulations

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

Personal Searches

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

Automobile Searches

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

Canine Searches

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

Mattamuskeet School

Parent and Family Engagement Policy

What is Title I?

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

What is this policy?

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

How is it Revised?

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

Who is it for?

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

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

Parent-School Compacts

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

Parent Resource Center

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

Parent and Family Engagement

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

- That parents play an integral role in assisting their child's learning.
 - That parents are encouraged to be actively involved in their child's education at school.
 - That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- Mattamuskeet School is committed to helping our parents and families attend the family activities listed in this policy.

Please call or email us if you need assistance with child care or transportation in order to participate in our programs.

Mattamuskeet School is Reaching Out!

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

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

Parent and Family Engagement Standards

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

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

School Visitors Community & Parents

Welcome to Mattamuskeet School! As parents and guardians, you play an integral role in your child's education and we welcome you. Visiting the school is one of the best ways to gain insight into the educational program. Here at Mattamuskeet we strive to create an environment that is conducive to learning for all. Please follow the basic procedures, guidelines, and expectations for school visits:

Before the Day of Your Visit...

- Schedule a meeting time with your child's teacher and determine the reason for your visit.
- Make sure that Mrs. Floy Loftus in the front office knows the time for the visit, how long the visit will be and reason for the visit.
- If this visit is during instructional time (not a teacher planning time), it will need to be approved by the Administration.

On the Day of Your Visit . . .

- Sign in at the main office and get a visitor's sticker.
- Meet briefly with Floy at the front desk to go over procedures, guidelines, and expectations.
- Be on time and keep the visit to the requested time frame.
- After the visit, please refrain from visiting additional classrooms or areas.
- After the visit, please sign out at the main office.

Guidelines and Expectations

- Please do not disrupt the learning environment.
- The school reserves the right to limit the amount and length of visitations. Special circumstances may warrant additional visits.
- Parents/guardians are expected to follow the same school-wide expectations. .
- Anything you see while at school shall remain confidential due to educational privacy laws. Audio or video recording is not permitted.
- Please do not come unannounced to have a parent conference with your child's teacher during their instructional time.

Mattamuskeet School
Student Handbook Agreement
for 2026-2027

Student and Parent Acknowledgement and Pledge

The purpose of this Mattamuskeet Student Handbook is to state clearly the policies, procedures, and guidelines set forth by Hyde County Schools and Mattamuskeet School. We agree to abide by and follow the policies, procedures, and guidelines contained within this handbook for the 2026-2027 school year.

Student Signature		Date	
Parent Signature		Date	

Please return this page to the school by September 4, 2026

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