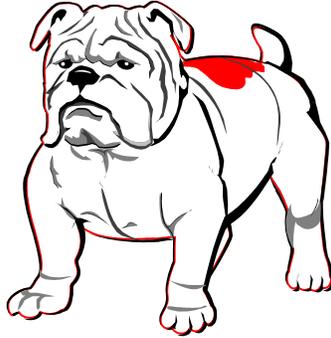


**TYRRELL ELEMENTARY  
BULLDOGS**



**STUDENT HANDBOOK**

PRINCIPAL: Michele Brickhouse  
Assistant Principal: Cheryl Helms  
486 Elementary School Road  
Columbia, NC 27925  
Main Office: 796-3881  
Fax: 796-0544

**2018-2019**

**This Handbook belongs to:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**Tyrrell Elementary School Website:** <http://tes.tyrrell.k12.nc.us/>

Please visit our website. Calendar of events are updated weekly. Items of special interest are updated as appropriate.

**NC Standard Course of Study Website:**  
<http://www.ncpublicschools.org/curriculum/>

### **TYRRELL COUNTY SCHOOLS MISSION STATEMENT**

The Tyrrell County School System dedicates its efforts to developing a responsible and productive citizenry, well equipped to meet the challenges of the 21st century. We will accomplish this mission through the commitment and cooperation of our diverse community.

### **TYRRELL ELEMENTARY SCHOOL VISION STATEMENT**

Committed to the Empowerment of Globally Competitive and Responsible Citizens

### **TYRRELL ELEMENTARY SCHOOL MISSION STATEMENT**

Tyrrell Elementary School is dedicated to the success and growth of globally competitive and environmentally responsible citizens. Together, as a community, we provide a safe atmosphere where students can become creative thinkers, collaborative problem solvers and effective decision makers. Through the commitment and cooperation of educators, parents, students, and community members, we can empower our children to work rigorously to be prepared for the twenty-first century. (Adopted, 2010)

### **SECTION 504**

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has an intellectual or physical impairment which substantially limits one or more major life activities (i.e. caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment, or
3. Is regarded as having such impairment.

Tyrrell County Schools recognizes a responsibility to avoid discrimination in its policies and practices regarding students and personnel. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The responsibilities of Tyrrell County Schools under this Act include identification, evaluation, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Parents who disagree with the determination made by qualified professional staff in the school system have a right to a hearing with an impartial hearing officer.

### **NON-DISCRIMINATION POLICY STATEMENT**

Tyrrell Elementary School Staff is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The school staff shall help all children gain the knowledge, skills and determination that will enable them to reach their highest potential.

The school staff shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, gender, or handicapping conditions; respect for cultural differences; respect for economic, political and social rights of others; and respect for the rights of others to seek and maintain their own identities.

The school staff shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in the location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children.

Any student who feels that his/her rights have been overlooked has the right to seek help from the proper officials. The first step should be to speak with the principal regarding any alleged act of discrimination. If an individual is not satisfied with action taken by the principal, an appeal to the Title IX Coordinator by contacting Tyrrell County Board of Education at P.O. Box 328, Columbia, N.C. 27925 – Phone: 252-796-1121.

### **MEDIA COVERAGE**

**Tyrrell County Schools occasionally publishes students' accomplishments in various forms of media, including the local newspapers and the schools' websites. If you DO NOT wish to have your child's picture published for any school recognition, please contact principal as soon as possible.**

### **EMERGENCY SCHOOL CLOSING**

When it is snowing or sleeting, or highways and roads are iced or hazardous, the superintendent will decide if school will be held or delayed. The superintendent will attempt to have an announcement made by 6:30 am via the “Blackboard Connect” telephone system and on local television and radio stations as appropriate.

## **BLACKBOARD CONNECT CALL SYSTEM**

The Blackboard Connect system is an automated call service that will dial each home in case of emergency. **It is imperative that updated telephone numbers be kept on file with the main office.**

On days when it is snowing or sleeting or roads are hazardous in Tyrrell County, bus drivers should not leave home before 6:30 a.m. unless an announcement has been made that schools are to operate that day. Since snow or sleet can change into rain on short notice, it is usually wise to delay a decision as long as possible.

When school is in session and there is an emergency warranting school closing, the superintendent, under the law, is authorized to suspend the operation of schools for the remainder of that day without loss of credit to the student.

## **ACADEMICALLY GIFTED PROGRAM (AIG)**

The Differentiated Education Program of Tyrrell County Schools incorporates, within the core curriculum, a comprehensive program of differentiated instruction, which includes solving real problems, leadership and character development, and higher order thinking skills. This program stimulates and challenges students to develop and explore their individual interests, both inside and outside of school. Parents of AIG students will be invited to participate in the development of their child's Differentiated Education Plan within the first 30 calendar days of the child's enrollment in school. For more information about referral, identification and placement please contact Sarah Exum at 252-796-3881 or view Tyrrell County's Plan online at <http://www.tyrrell.k12.nc.us>, click "Exceptional Children/ AIG" on the right of the screen, then Document Uploads.

## **FEES**

Students in grades 3-5 should pay a Technology Fee in the amount of \$10. The purpose of this fee is to sustain, protect, and maintain the investment the district has made in the devices for student use at school. This fee does not cover costs associated with negligence, deliberate and/or malicious damage, or multiple accidental repairs within the same year.

Only such fees as are specifically approved by the Board of Education will be charged to students for supplies and materials. Parents who are unable to pay fees due to financial reasons may request a reduction or waiver of such fees. The request should be made to in person by the parent to the principal and will be kept confidential.

## **ATTENDANCE POLICIES**

North Carolina state law mandates that all students between seven and sixteen years of age attend school regularly. It is the responsibility of the parents or guardians to ensure that students attend school. (G.S. § 115C-378)

It is essential that all students attend school regularly in order to achieve in school. Therefore, students are expected to be in school every day unless it is absolutely necessary that they be absent.

### EXCUSED ABSENCES

Valid excuses for absences must be written by the parent and presented to a school official in the office on the morning the student returns to school. Absences will be excused for the following reasons as stipulated by state policy:

1. **Illness or injury**, which prevents the student from being physically able to attend school,
2. **Quarantine** ordered by the Health Department or State Board of Health,
3. **Death in the Immediate Family** which generally includes grandparents, parents, brothers or sisters (up to 3 days),
4. **Medical or Dental Appointments**,
5. **Court or Administrative Proceedings** where the student is part of the action or under subpoena as a witness,
6. **Religious Services**,
7. A valid **Educational Opportunity, which must be approved in advance by the principal.**

All other absences, **including suspensions** from school, will be considered unexcused absences. According to state law, parents will be notified after a student has accumulated five (5) unexcused absences. A conference shall be scheduled if the student continues to violate the Compulsory Attendance Law (G.S. §115C-378).

Parents will be notified when a student has been absent 4 days. Parents will be required to have a conference with school personnel once a student has missed 8 days from school. If a student misses more than sixteen (16) days of school for the year he/she will not be promoted to the next grade level unless extenuating circumstances exist. **Only in very rare or extreme circumstances shall the principal consider making exceptions to this policy.**

Students must be present for one-half of the instructional day to be considered legally present for the day. On a regular school day this is until 11:30a.m. (or 3 ½ hours). On 1:00 pm early dismissal days, the student must be present for 2 ½ hours. Medical appointments should be made after school, whenever possible.

**Parents must sign in students who arrive after the tardy bell which rings at 8:10 a.m. Please remember to provide a note to the school, either from the doctor or parent, when a student is tardy to school or absent from school.**

## EARLY ARRIVAL

If a student must be dropped off at school before 7:45 a.m., he/ she must:

- Enter through the main doors at the front of the school,
- Report directly to the cafeteria to wait for the first bell to ring,
- If a parent waits with his/her child, he/she may wait in the main lobby until the 7:50 bell,
- **There will be no one to supervise children before 7:30. Please do not leave your child(ren) at the school before 7:30 without ensuring there is proper supervision available.**

## EARLY DEPARTURE

If a student must be picked up from school early, the parent should:

- Enter the main office,
- Request your student from the secretary so that he/she can be called from class,
- Sign your child out on the clipboard indicating the time of departure,
- Wait in the main lobby for your child to arrive.

## BUS NOTES

For your child's safety and protection, all bus destination change requests should be made in writing and sent to the school office by your child. Any change from the normal routine, such as staying after school for an activity, going to a relative's house, or staying at a friend's house, requires a written note from the parent. All bus notes must include the child's name, address they will be going to, teacher's name, date, and parent's signature. This will help us ensure the correct bus is assigned and your child is delivered to the correct location. **No phone calls will be accepted for bus notes.**

## BUS PARKING LOT

For the safety of all of our students, please DO NOT drive in the bus parking lot during school hours. Students should enter and exit door through the main entrance by the flag pole at the front of the school.

## AFTERNOON BUS STOPS

For the safety of your child, please ensure that a responsible adult is at the location of your child's destination to receive him/her from the afternoon bus stop. Students WILL NOT be released from the bus without proper supervision. Bus drivers will return students to school if there is no one to receive the child(ren). A parent or responsible adult will be responsible for returning to school to pick up students who are returned because of inadequate supervision at the afternoon bus stop.

## DAILY SCHEDULE

7:30 a.m. – Early arrivals report to cafeteria or wait in lobby with your parent

7:50 a.m. – First bell, Buses Unload, Students report to breakfast or class  
8:10 a.m. – Tardy bell/ Instruction begins  
11:00 a.m. – 1:00 p.m. – Lunch is served  
3:05 p.m. – PreK students load buses  
3:10 p.m. – Final bell/Students are dismissed

### **COUNSELING OFFICE**

The counseling office is open during the school day and after school until 3:45 p.m. If students or parents wish to see the school counselor beyond these hours, we encourage you to call the counseling office to set up an appointment to meet your needs.

### **MEDICATION POLICY**

**For the safety and welfare of our children, the Tyrrell County Board of Education, with the assistance of the medical community, has implemented a medication policy. The intent of this policy is to assure the safe administration of medications that must be administered during the school day by school personnel. The Tyrrell County Board of Education discourages the use of medications during the school day. However, for those medications that must be administered to a student during the school day this policy shall be followed.**

**Tyrrell County Board of Education defines medication to mean “any prescription or over-the counter medication or supplement that a medical care source deems essential to be administered during the school day, by school personnel.”**

**Tyrrell County Board of Education requires that a Medication Authorization Form (form E1) be completed and signed by the physician and parent, before school personnel will be allowed to administer the medication during the school day. It is required that the medication be in a container, labeled by a pharmacist, and transported to and from school by a parent/guardian for elementary school students. The Authorization for Medication Form is to be used for short-term and long-term prescriptions and over-the-counter medications.**

### **TES SCHOOL DISCIPLINE**

#### **RATIONALE**

The goal of the faculty, staff, and support personnel of TES is to provide a school environment that is safe, nurturing, and inviting. Students need to display appropriate behavior that helps them to be successful in all areas of school life. It is our goal to instill in each child the desire for self-control and proper behavior at all times. The following Positive Behavior Interventions and Supports (PBIS) encompasses the philosophy of our school.

Students at all the grade levels need praise and recognition as well as structure with clear expectations and explicit boundaries. It is the intent of the staff to address these issues by implementing the following practices:

1. Provide every student the opportunity to receive positive recognition for achievements and accomplishments,
2. Provide parents/guardians with an on-going update of student's progress through conferences, notes and telephone calls,
3. Give students coaching and practical experience in problem-solving and dealing with authority, and
4. Use literature based strategies to promote positive discipline.

### **TYRRELL ELEMENTARY PBIS CHARACTER PLEDGE**

Respect, responsibility and citizenship too, they bring out the best in me and you.  
Trustworthiness and being fair help to show others that we really care.  
We all know what's right. We all know what's good.  
We will do the things we know we should!

### **TYRRELL ELEMENTARY SCHOOL PBIS R.U.L.E.s**

We are responsible, respectful citizens. We are understanding of differences. We are loyal leaders. We are enthusiastic.

### **Minor Discipline Classroom Procedures**

For disturbing class and general misconduct, teachers should administer the consequences. These offenses include but are not limited to the following:

- ☐ Excessive talking
- ☐ Repeated off task behavior
- ☐ Lack of required supplies
- ☐ Lack of cooperation in a group setting
- ☐ Violation of any school or classroom rule
- ☐ Refusing to cooperate
- ☐ Lack of respect for others

Consequences that teachers should use include the following:

- Loss of class privileges
- Change in classroom seating
- In-class time out
- Parent notification by phone or letter
- Supervised isolation
- Detention by teacher
- Silent lunch/working lunch
- Student and/or parent conference

## **Office Referrals**

Each office referral will be handled as deemed appropriate by the administration based on the student's age, actions and severity of those actions. Consequences may include time out, student conferences, parent conference, bus suspension, in-school suspension and/or out of school suspension.

NOTE: The discipline program calls for increased parent contact through conferences, for both major and minor offenses. In order to expedite timely conferences, students may be sent home and not permitted to return to school unless accompanied by a parent/guardian. The student's absence will not be regarded as a suspension but as an unexcused absence. This procedure shall be referred to as ABC, absence before conference.

## **DUE PROCESS**

Students and/or parents may appeal any suspension to the principal if there is some question of fairness or a question regarding the facts in the case. Suspensions in excess of 10 days may be appealed to the Board of Education.

## **STUDENT CONDUCT AND RESPONSIBILITIES**

The purpose of Tyrrell Elementary School is to provide the fullest opportunity for each student to pursue his/her own education. The Tyrrell County Board of Education recognizes the rights of students and parents and expects them to exercise these rights as long as such exercise does not infringe on the similar rights of other students.

In order to help ensure that each student is treated fairly, the Board of Education has adopted policies and guidelines concerning student behavior. This section outlines Board Policies in the 4300 series and clarifies expectations of the administration and staff of Tyrrell Elementary School. This code applies to a student who is on school property or in attendance at any school-sponsored activity. The website to locate these policies is [www.tyrrell.k12.nc.us/content/policy-manual](http://www.tyrrell.k12.nc.us/content/policy-manual).

## **BULLYING**

Bullying is prohibited. No student shall play abusive or ridiculous tricks on, frighten, scold, beat, harass or otherwise subject any other student to personal indignity. All staff members shall report such violations immediately. An anonymous report can be made by concerned persons via the district webpage at: <http://www.tyrrell.k12.nc.us/preventing-and-dealing-bullying>.

## RECOGNITION OF STUDENTS

At various times throughout the school year, students will be recognized for their achievements. These achievements may be related to behavior as well as academics. Some of the things for which students may be rewarded are:

- “Paw”some Behavior – students modeling the PBIS character expectations will receive class rewards, as well as monthly and 9 weeks school rewards as appropriate.
  - Monthly- zero office referrals or bus referrals and no more than three minor incidents
  - 9 Weeks- zero office referrals or bus referrals and no more than three minor incidents
  - Yearly- zero office referrals, bus referrals, or minor incidents
- Perfect Attendance – students who are in attendance every day that school is in session AND has no late sign ins or early sign outs for everyday that school is in session.
- Principal’s List- 2<sup>nd</sup> – 5<sup>th</sup> grade students who have earned grades of 90 or higher in every core class and specials classes. Students who earn this honor each 9 weeks will receive an award at the end of the school year.
- Honor Roll- 2<sup>rd</sup> – 5<sup>th</sup> grade students who have earned grades of 80 or higher in every core class and specials classes. Students who earn this honor each 9 weeks will receive an award at the end of the school year.
- Accelerated Reading- Individual grade level rewards will be given each quarter as decided on by the grade level teachers.

# **SCHOOL UNIFORMS – DRESS AND GROOMING FOR STUDENTS**

## **Uniform Policy 2018-2019**

### **TYPE AND COLOR OF UNIFORM**

#### **A. Bottoms**

- a. Uniform type slacks, shorts, skirts, jumpers or capris in any of the following solid colors: khaki/brown/tan, grey, black, navy blue
- b. Must be cotton type blend (i.e., no denim, corduroy, velvet, spandex, knit. (Leggings may be worn under another appropriate uniform bottom).
- c. Skirts, jumpers, and shorts must be knee length while standing. (as determined by the school administrator)
- d. Pants must be worn at the natural waistline.
- e. Belts are not required however, any student that violates the requirement of wearing pants at the natural waistline, or whose pants are not appropriately sized as determined by administration will be required to wear a belt.
- f. Appropriately sized as deemed by a member of administration
- g. Elastic waist pants are acceptable.
- h. Leggings may be worn under another garment that is an appropriate uniform bottom.

#### **B. Tops**

- a. Polo style or collared shirt of any solid color (long or short sleeved) with emblems no larger than a quarter
- b. T-shirts may only show at the neckline and may extend beneath the sleeves of a polo shirt but must fit.
- c. Turtlenecks or mock turtlenecks in any color; does not need to be under a polo shirt.
- d. Hoodies, both pullover and zip up, may be worn in any color and/or style as long as the emblems and logos are school appropriate as deemed by school administration. A school collared shirt must be worn underneath the hoodie with the collar showing outside of the hoodie.
- e. All shirts must be tucked in.

### C. Outerwear

- a. Any color is acceptable
- b. Hats, “do-rags”, skull caps, bandanas or any kind of head-covering, hair rollers, and sunglasses worn over the eyes shall not be allowed while inside the building during instructional hours.
- c. Any outerwear such as coats and jackets must remain unzipped while inside the building.

### D. Shoes

- a. No spike heels allowed.
- b. No flip-flops or slides (those that are worn between the toes) Pre-K through 5th grade.
- c. Sandals are acceptable (if in doubt ask school administration).
- d. No wheels, lights or noises

### E. Jewelry

- a. Jewelry must be appropriate for school attire.
- b. No large medallion type necklaces.
- c. No visible jewelry/ornamental piercing of the lip, tongue, nose, cheek or eyebrow during school hours.
- d. No excessive jewelry or acrylic nails for elementary students.

## III. COMPLIANCE MEASURES for DRESS POLICY

D. Prior to initiating any disciplinary action against a student not complying with the policy, a uniform non-compliance form will be sent home to the parent. Parents will be called to bring appropriate clothing to school when possible.

### **VISITORS ON CAMPUS**

Visitors on campus must sign in at the main office, indicating their purpose and whose class they wish to visit. The secretary will give the visitor(s) a pass which must be returned to the front office when signing out before leaving campus. To minimize distractions during instructional time, please check with your child’s teacher ahead of time before visiting the classroom.

### **SCHOOL VOLUNTEERS**

We welcome volunteers to assist teachers at Tyrrell Elementary School. If you wish to volunteer for special events, please contact your child’s teachers. If you

wish to volunteer on a routine schedule, please contact the principal. For the safety of your child and others, certain criteria must be met in order to for non-school employees to volunteer on a regular basis.

### **PROCEDURES FOR MEAL PAYMENTS**

This year Tyrrell County Schools has received a grant for all students in the county to receive FREE Breakfast and Lunch. Students must pay for extra helpings and snacks. Parents have the option of prepaying for their child's/children's snacks and extra helpings on a weekly or monthly basis. This can be done by bringing money personally or send it with your child.

### **RADIOS/ELECTRONIC DEVICES/CELL PHONES**

Students should not bring cell phones or electronic devices to school unless special permission is granted as they cause a distraction for other students during class time and often conflicts occur with other students when riding buses.

### **CONDUCT AT OTHER SCHOOL FUNCTIONS**

**Students are reminded that their conduct at any school function (ball games, plays, field trips, etc.) is subject to the same regulations that are expected during the regular school day.**

### **BUS PROCEDURES**

The faculty and staff at Tyrrell Elementary School are dedicated to the safety and well-being of each of our students. Nowhere is safety more important than the school bus. As a result, we ask families to keep the following concepts in mind to help us ensure the safety of all students who ride our buses.

#### **While waiting to board the bus in the morning:**

- 1- Students should be ready at the designated time. Drivers have a set schedule they must follow and are instructed not to wait for students who are continually late for their designated bus pick up time.
- 2- Students should be well off the road (at least two car lengths).
- 3- Students should not proceed to cross the road to enter the bus until the driver gives a hand signal that it is safe to do so.

#### **While on the bus:**

- 4- Students should remain seated- back to back and bottom to bottom at all times.
- 5- Keep the bus clean. There should not be eating or drinking on the bus. No items should be thrown on the bus.
- 6- Keep hands, arms and objects inside the bus. Do not hang outside the windows.
- 7- Do not attempt to touch or in any way damage the school cameras.
- 8- Remember to use inside voices to minimize the distractions to the driver.
- 9- Do not tamper with the emergency doors.
- 10- Electronics should not be brought on the bus as they often cause unnecessary disagreements between students.

**When exiting the bus:**

- 11- Students should look both directions before crossing the road.
- 12- Never bend down to pick up something that is dropped on the ground without alerting your bus driver first.
- 13- Walk quickly to clear the area around the bus.

We appreciate the support of parents and guardians as we continue to work together to ensure a safe and incident free bus ride to and from school each day.

### **STUDENT RECORDS**

A. The Tyrrell County Schools Administrative Unit shall maintain a cumulative record folder for each student attending its schools. The cumulative record folder shall contain all the written records directly related to a student except (1) records kept by teachers, counselors, or supervisory or administrative personnel that are in the sole possession of the maker and are not revealed to any other person except a substitute; (2) employment records of student employees if those records relate exclusively to the student in his capacity as an employee and are not made available for any other use; and (3) records kept by the principal concerning the behavior and discipline of the student or other such administrative or education records deemed necessary by the principal or his designee.

B. Those who have the right to inspect and review the cumulative record folder kept about the student include (1) parents of students who are under 18 years of age. Parents who wish to inspect and review the cumulative record folder shall submit a request in writing to the principal of the student's school. Upon receipt of a request, the principal shall schedule the review. The appointment date should be as early as possible but never later than 30 days after the request was made. The

inspection and review shall be made in a location designated by the principal. A school official competent in interpreting student records shall be present to explain the implications of the records that are examined.

C. A parent who believes that information contained in the student's cumulative record folder is inaccurate or misleading or otherwise violates the student's rights may request in writing, that the records be amended by the principal of the school where the records are kept. Not later than five school days after he receives a request to amend, the principal shall decide whether to amend the records in accordance with the request. If he finds that the challenge is not justified, he shall inform the person who made the request of his finding and shall also inform that person of his rights to appeal in writing to the superintendent. The parents, guardian, or person standing in loco parentis may appeal the decision of the principal to the superintendent, and, if desired, may appeal that decision to the board of education.

D. In accordance with state law, G.S. 115C-402, any student discipline resulting in the student's suspension for more than 10 days, must become a part of the student's official record (cumulative file). G.S. 115C-402 requires that "each student's official record also shall include notice of any suspension for a period of more than 10 days or of any expulsion under G.S. 115C-391 and the conduct for which the student was suspended or expelled."

In accordance with the law, The Tyrrell County Board of Education allows the superintendent or the superintendent's designee to expunge from the record the notice of suspension or expulsion if the following criteria are met:

- (1.) One of the following persons makes a request for expungement:
  - a. The student's parent, legal guardian, or custodian.
  - b. The student, if the student is at least 16 years old or is emancipated.
- (2.) The student either graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension.
- (3.) The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to adequately serve the child.

Even in the absence of number (1) above, a superintendent or the superintendent's designee may expunge from a student's official record any notice of suspension or expulsion provided all other criteria as spoken to in numbers (2), and (3) above are met. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **FIRE AND EVACUATION DRILL REGULATIONS**

1. The signal for fire and evacuation drills will be the fire alarm horns located in each building.
2. Teachers and students will be expected to know the classroom fire exits for each of their locations during the day.
3. In the event there is a blocked exit, the line leader will raise both arms over his/her head. This will be a signal for everyone to turn around and follow the last person in line to the next most appropriate exit.
4. Students should not talk, run, or loiter during a drill, nor should they get their books, wraps, or other things. They must leave immediately upon the horn blast.
5. Each teacher should take his/her roll book and call the roll immediately upon evacuation.
6. Each group should go out at least 100 feet from the building. The group should not be between two buildings or near trees or other things that may catch on fire. No group should block a driveway.
7. All students will return to the room they left immediately upon direction by the teacher.

### **TORNADO DRILL PROCEDURE**

If it becomes necessary to take precautions from high or tornado-like winds, the following procedures will be observed:

1. Notice will be given over the intercom (or by Messenger if power fails) for all students to move into the halls of the building in which they are located.
2. Once in the halls, students are to kneel and cover their heads with their hands and upper arms until danger has passed.
3. Stay away from windows or other areas where glass or flying objects may be a threat.
4. The tornado signal consists of **three consecutive rings** on the bell system repeated at short intervals.

### **INTRUDER DRILLS**

During the course of this school year, Tyrrell Elementary School students and staff will be conducting “lockdown drills.” During this time, we will practice how to

secure the classrooms and ensure student safety should it ever be necessary. For these drills, we may involve the sheriff's department or local emergency management officials.

If you ever attempt to enter the school building during the day and no one responds to the doorbell, we are in the process of a "lockdown drill". Please don't be alarmed. We will notify you as soon as safety permits should a real emergency ever occur. We thank you in advance for your patience if you happen to visit our campus while a drill is in progress.

## **TYRRELL COUNTY SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the Tyrrell County Board of Education (the "board"). Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

### **A. Requirements for Use of Technological Resources**

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyber bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive

a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any

personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

## **B. Restricted Material on the Internet**

Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's e-mail communication and use of the Internet.

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

## **C. Privacy**

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

## **D. Personal Websites**

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

### **1. Students**

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours,

when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

## **2. Employees**

All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters.

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

**Cross References:** Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Compliance (policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300)

Adopted: June 6, 2011

## **TITLE I DESIGNATION**

**Tyrrell Elementary is a Title I school.** The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they meet the school system's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program. When applicable, students must be selected to receive Title I services based on objective criteria that are consistent with federal and state requirements, such as standardized test scores, teacher judgment, and results of preschool screening and home-school surveys. **Qualified Title I schools will operate as school-wide programs** or targeted assisted programs based upon federal eligibility criteria. **School-wide programs will utilize a comprehensive**

**school improvement process enabling schools to serve all students in the school.** Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include strategies to support parental involvement.

#### ANNUAL MEETING

Each year, Title I parents must be invited to an annual meeting, at which time parental rights will be explained, programs and activities provided with Title I funds will be discussed, and input will be solicited. In addition, all parents will have an opportunity to evaluate the effectiveness of the Title I programs and the parental involvement policies and plans.

\*Excerpt from TCS BOE policy

1320/3560