Forest Hills Global Elementary
2020 - 2021
Parent-Student Handbook

Forest Hills will develop globally minded leaders by fostering respect, safety, collaboration, and high academic standards for all.

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The Parent Student Handbook for Forest Hills Global (FHG) has been modified to incorporate increased safety and health standards for the 2020-2021 school year due to the COVID-19 pandemic. There are many uncertainties about how our learning environment could change over the course of the school year. Notations have been added throughout the handbook to reflect restrictions for practices regarding onsite visitors, volunteers, celebrations, field trips, etcetera, due to enhanced health protocols. All of these changes are intended to protect the safety of all students and staff and we look forward to the time when we can once again welcome families and community volunteers back into our school.

NHCS has developed three plans for school operation to provide for the appropriate level of social distancing and time students spend in school at the same time. Each of these plans impacts the number of students in the building and how instruction is delivered. All instruction under Plans A, B, and C will be relevant, rigorous, and meaningful. We will also strive to create new ways to involve our families in each plan for learning.

Plan A - Minimal Social Distancing

- School facilities are open and all students are present at the same time in school buildings with enhanced health protocols.

Plan B - Moderate Social Distancing

- Students will be assigned to groups (1,2,3). Siblings in the same groups.
- Groups will attend school in an ongoing rotation by attending school in person for one week and receiving online instruction for two weeks.

Plan C - Remote Learning Only

- No students are present in school facilities.
- All learning will happen remotely and will include recorded and live instructional sessions.

Health

Symptom Screening - Plans A,B,C

At Home

- Students should have their temperature taken daily before learning for school
- Students should not attend school if they have a fever (100.4 degrees F)

At School Health Screening Process

- FHG staff will be assigned as screeners and will follow proper health practices.
- Students will participate in a daily health screening when they arrive at school as a walker, car rider, or bus rider.
- When arriving at school, students will be asked the symptom screening checklist questions and have their temperature taken at school, before being allowed to enter the building.
- Walker - 1) a responsible adult or older sibling is required to wait with elementary-age children to answer symptom screening checklist questions 2) temperature check upon arrival at school
- Car - 1) symptom screening checklist questions asked of the adult driver 2) temperature check while in the car
- Bus - 1) Attestation once year signed by parent 2)temperature check upon arrival at school

School Nurse

The school nurse is supervised by New Hanover County Public Health and is considered the medical expert at FHG. The school nurse maintains consistent communication and advice for the care and well being of the school family.

COVID-19 Case Reporting Procedures

Report any suspected, presumptive, or positive cases to New Hanover County Public Health officials for contact tracing.

Illness

A student is sent home when feeling ill and having a temperature above 100. Occasionally a below normal temperature with other symptoms may also be an indication of illness, and the student will be sent home. Any student with lice, scabies, or impetigo will be dismissed until treatment has been rendered. Any student with inflamed eyes, a rash, or a lesion must be excluded until the possibility of a contagious disease can be ruled out or until written permission from a physician indicating return to school has been received. If an illness occurs and a student must go home, a staff member will contact the parents. The person picking up the student should come to the office to sign out their child. If your home or business telephone number changes, please notify the school. It is extremely important that we are always able to reach a parent if an emergency should arise.

Parents are asked to provide current information with the school if there are special needs. If a child has an accident or is suddenly taken ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary. Parents are asked to notify the school of any communicable disease the child has at the earliest possible date. Children should not return to school after an illness until they are well enough to participate in his or her regular school program. If for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification should be sent to the classroom teacher. As a general rule, however, we assume that students are well enough to attend school, then they are well enough to participate in the total program.

Attendance

Face to Face On Campus Learning

- Regular school attendance is essential. Students are counted present if they remain in school until 11:15 a.m. or if they enter school before 11:15 a.m. and stay for the remainder of the day.

Plan B and C - Remote Learning and Virtual Academy Attendance

- Daily Attendance will be taken
- Students are considered present during a remote instructional day if a student completes their assignments for each remote instruction day; either online or offline and/or
- If a student has a daily check-in, a two-way communication, with the appropriate teacher

School Hours

Face to Face - On Campus Learning

7:30 - Students are permitted on campus and staff members begin supervisory duties.
Health Screenings Begin: Cars - Parent Drop Off Line, Walkers - Front Entry of School, Bus Riders - Cafeteria Entrance
7:50 - Tardy bell will ring. Students must be in the building when the bell rings to be on time.
7:50 – School Announcements
2:40 - Afternoon announcements and the dismissal process begins at 2:40 (* new time- NHCS extended the school day by 10 minutes beginning with the 2020-21 school year)

Remote Learning School Hours - Schedule Posted on Teacher Website
Virtual Academy School Hours - Schedule Posted on Teacher Website

Health Screenings - Plan B,C

Students, staff, and visitors will participate in a daily health screening upon arrival to school. Health screening will occur in one of 3 locations:

a) Car drop off - Side Entrance
b) Walkers - Front entrance
c) Bus Riders - Cafeteria entrance

Health screening will include: temperature check with touchless thermometer, health questionnaire

Tardy / Checking In

Instruction begins promptly at 7:50 a.m. At 7:50 a.m. students are tardy. Students that arrive on a late bus will not be marked tardy. Students who are tardy are to be escorted to the office by a parent to sign in and receive a tardy slip. We cannot risk a child coming to the door alone and being left outside the door. Many of our children cannot reach the doorbell and cannot open the door by themselves because it is too heavy.

Tardy students will not be admitted to class without a tardy slip. Once the parent has signed the student into school, office staff will escort children to classrooms to prevent disruptions to learning.

Teachers are required to keep a record of tardiness. Guidelines for monitoring tardiness are aligned with the attendance policy. Persistence in tardiness will be referred to the school administrators and the social worker due to the negative impact on school performance.

Student Check Out

It is very important that students remain in the class for a full daily schedule. Tardiness and early checkouts interrupt the instructional time of all of our students. If a student must check out during the day, **a parent or guardian** must come to the school office to sign out their child. The child will then be called to the office. Please do not call and ask that a child wait for you in the office. Office personnel will call for the student when you arrive. ***For the safety of our children, office personnel will ask for identification before checking out any student(s).***

Each student must have a copy of their Enrollment Form (Green Sheet) on file. Only individuals listed on the Enrollment Form will be entered in the computer database, Powerschool, and will be allowed to check out students. Students shall be released only to a parent, legal guardian (with whom they reside) or to another lawful guardian (i.e. DSS) or designated adult during the school day.

When excused check out is needed, please check out students prior to 2:00. Parents arriving at 2:00 or after will be redirected to parent pick-up.. Dismissal begins at 2:40.

To ensure a safe and orderly dismissal, transportation changes must be made by 1:30 p.m. Students may not be taken off buses by parents. All students will be dismissed through the parent pick-up line if not picked up for excused check out prior to 2:00 p.m.

Student Transportation Plan

Occasions do arise that may require a parent to change after-school transportation plans.

- All students are to have a primary transportation plan.
- Families are asked to provide teachers with the daily transportation plan at Open House.
- Changes in the normal transportation plan must be in writing and provided to the teacher(s) through the blue Mustang Communication folder.
- Day Care Procedures – the parent is responsible for notifying the daycare center if the student will not be in attendance

Transportation Changes: * Phone calls are not accepted *

If a change in transportation is necessary, please use the following procedure:

1) **Write the change on a note to the teacher. Place the note in the blue Mustang daily communication folder.**
2) **Email the change to Info.ForestHills@nhcs.net (no later than 1:30 p.m.)**

When parents email Info.ForestHills@nhcs.net with a transportation change, it must include:

Student Name
Teacher Name
Date(s) of change
Normal Transportation
Transportation Change (note bus number, van name, or name of person picking up student)
Name and contact # of person requesting change

If the email address requesting the change does not match the email we have on file, we will call the parent to confirm.

Delayed Opening, Early Dismissal or Cancellation of School

The Superintendent of Schools and/or the Board of Education may suspend the operation of any school(s) for particular days or portions of days in the event of emergency, act of God, hazardous weather conditions, or other conditions requiring the termination of classes. (Policy #4120) Closing and/or delay announcements are posted online at www.nhcs.net, on local TV and radio stations.

The safety of the students and staff at Forest Hills Global is one of our top priorities. The **CONNECT 5** automated service will allow NHCS to send a message or instructions to all of the parents' emergency numbers that have been provided to the school only in the case of an emergency. Our success in delivering the message is only as successful as the contact information we have for your students so please make certain that we have emergency information at all times.

If you are not receiving Connect 5 calls, please email Info.ForestHills@nhcs.net or contact the data manager.

STUDENT ATTENDANCE

NHCS BOE Policy 8212 - Attendance

General Requirements

The New Hanover County Board of Education believes that regular and punctual attendance at school is imperative for educational success. Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The Board further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.
The primary responsibility for school attendance rests with students and parents. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law. G.S. 115C-307 (f)

The Board seeks the full cooperation from parents in promoting good attendance and punctuality.
In particular;
1. Medical and dental appointments should be scheduled after school hours except in cases of emergency.
2. *Family vacations should be taken during school vacation and recess periods.*
3. Procedures when a student is absent: Parents/guardians should notify the school if the absence is expected to be more than one day.
No student will be excused from regular school work to take private lessons in music, art, dance, or any other area without prior approval of the Superintendent's office.

The objectives of the New Hanover County Schools' attendance policy are:
1. To encourage maximum class attendance.
2. To encourage students to apply seriously their time and attention toward obtaining the maximum benefits for their education.
3. To place the primary responsibility for school attendance upon students and parents.
4. To provide teachers, counselors, and administrators more time to accomplish their primary responsibilities as educators.
5. To eliminate excessive absenteeism.
6. To provide alternative consequences for excessive absences.
7. To reward good and perfect attendance.

Lawful, Excused Absences

Pursuant to state law G.S. 115C-378 and the rules and regulations of the N. C. Department of Public Instruction, School Attendance and Student Accounting Manual, the following shall constitute a lawful excused absence, provided satisfactory evidence is given to the appropriate school official:

1. Illness or injury: An illness or injury which prevents the child from being physically able to attend school.
2. Quarantine: When isolation of the child is ordered by the local health officers or the State Board of Health.
3. Death in the immediate family of the child: Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or dental appointments: When approved by the appropriate school official in advance, except in the cases of an emergency.
5. Court or administrative proceedings: Attendance at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.

6. Religious observances: When the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event unless the religious observance or the cumulative effect of the religious observance is of such duration as to interfere with the education of the child.
7. Deployment activities: A student whose parent/ 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/ legal guardian.
8. Educational opportunity: When the absence clearly is to take advantage of a valid education opportunity, such as travel or experience that supports career and college ready skills. All requests for approved absences should be submitted, in writing, in advance of the opportunity. The requests should include the learning objective of the opportunity, and how the objective links to coursework or educational development of the student. Such experiences may include: cultural exposure or experiences with clear alignment to course content standards for elementary and middle school levels; and college tours, cultural exposure or experiences with clear alignment to course content standards. Approval for such an absence must be granted prior to the absence by the principal.

Absence for Educational Travel

Family Vacations are not deemed as excused absences. We do understand that families need to spend quality time together and that does mean missing school periodically. However, these absences will be documented as unexcused.

Notification of Excessive Absences for Elementary, Middle and High School

1. The principal and his staff shall take appropriate action to prevent excessive absences and/or provide counseling for students with a history of excessive absences. Parents must be notified of their child's excessive absences, and the teacher and/or counselor shall then work with the student and his family to analyze the causes and to determine the steps to eliminate the problem.
2. Continued non-compliance shall result in the notification of the Department of Social Services, juvenile court, or the district attorney that the parent/guardian is not cooperating with the school system in addressing the attendance problem.

Communication

Conferences

Teachers are available for conferences after school and at other times designated by the teachers. Protecting the instructional time for all of our students is a priority when scheduling conferences. We welcome opportunities to meet with you to discuss your child's progress. As a professional courtesy, please schedule conferences in advance. Wednesday afternoons are reserved for teachers' professional learning and training.

E-mail

Every staff member at Forest Hills Global has an email address that can be found on our web page. Families are asked to provide Forest Hills staff with an email address for improved communication. Email is an efficient and great way to communicate with your child's teacher.

Class DoJo

ClassDoJo is a classroom communication app used to share reports between parents and teachers. Parents join the Class DoJo through an invitation sent by the teacher. Teachers track student behavior and upload photos or videos with your permission to the Class Storyboard to share with families. The gamification style system teaches developmental skills through real-time feedback. Classroom teachers will share information on how to join Class DoJo. Class DoJo does not take the place of direct communication with families. It is intended for the quick sharing of information. Parent conferences and phone calls are the best way to have your questions answered, discuss student progress and performance in the classroom. Teachers will not accept transportation changes through Class DoJo.

Newsletters

Teachers send home weekly newsletters electronically or by hard copy to share information about the curriculum, projects, programs, schedules, field trips, and expectations. A school-wide newsletter is sent home monthly.

During times of remote learning, the teacher will send updates through Class Dojo, the teacher website, and the Learning Management System (Seesaw K-2 and Google Classroom 3-5).

Telephone

Students must get permission from a staff member prior to using the telephone. To help students learn to prepare for school in advance and to be responsible, students are not to use the telephone to ask parents to bring school supplies, homework, or money. An automated telephone system is available for contacting staff members. Staff members will be responsible for checking messages and returning telephone calls within 24 hours.

Transportation Changes - * Phone calls are not accepted *

If a change in transportation is necessary, the following procedures are in effect immediately:

1) **Write the change on a note to the teacher. Place the note in the blue Mustang daily communication folder.**
2) **Email the change to Info.ForestHills@nhcs.net (no later than 1:30 p.m.)**

When parents email Info.ForestHills@nhcs.net with a transportation change, it must include:

Student Name
Teacher Name
Date(s) of change
Normal Transportation
Transportation Change (note bus number, van name, or name of person picking up student)
Name and contact # of person requesting change

Website

Our web page includes: current events, relevant links, accomplishments, the Parent/Student Handbook, and the School Improvement Plan. Each teacher also maintains a current web page about events in the classroom.

Curriculum

The North Carolina Standard Course of Study (NCSCOS) defines the appropriate content standards for each grade or proficiency level for every public school in North Carolina. These standards define what students know and should be able to do.

Based on a philosophy of teaching and learning that is consistent with current research, exemplary practices, and national standards, the Standard Course of Study is designed to support North Carolina educators in providing the most challenging education possible for the state's students. The goal of these standards is to prepare all students to become career and college ready.

With these standards as the foundation, local school leaders make decisions about the comprehensive curriculum that they choose to deliver to students so that they can reach the content standards for every grade and subject. Classroom instruction is a partnership between the state, which sets content standards in the Standard Course of Study, and local educators who determine which curriculum materials they will use to deliver instruction to reach the standards.

Literacy

FHG's Culture of Reading is a balanced approach to instilling a love of reading in all of our students. During the daily ELA block of instruction, teachers offer engaging opportunities for students to develop reading, writing, listening, and speaking skills to master grade level NC ELA Standards in whole group, small group, and independent settings. Teachers are implementing a Reader's Workshop and Writer's Workshop approach to teaching our readers with Schoolwide Units (Reading Fundamentals and Writing Fundamentals). Reading Fundamental Units include Launching, Fiction, Nonfiction, Poetry, and Content. Writing Fundamentals Units include How Writers Work, Fiction, Nonfiction, and Author's Study.
Reader's Workshop begins with a whole group Interactive Read Aloud or Mini-lesson with a mentor text followed by independent and partnership reading time to apply the strategy modeled in the lesson. While students read independently or with a partner, teachers confer with individual readers to support them in developing reading strategies and setting reading goals. Teachers also work with students in small guided reading groups and strategy groups. Our classroom libraries are sorted by genre/subgenre and by level so that students are able to easily choose books that interest them and are "good fit books" for them. Books from our media center, classroom libraries, and online provide our readers with opportunities to practice reading strategies, build knowledge and vocabulary, and enjoy quality literature.

Throughout the school year, the media center encourages a love of reading through activities such as author studies, book talks, guest speakers, virtual field trips, and centers that focus on global areas of interest. Students are exposed to great literacy choices via eBooks, audiobooks, and read-alouds. Older students learn to navigate the online catalog to find books of interest and all students have the opportunity to learn about problem solving and critical thinking skills through a combination of literature and technology that focuses on computer coding. The media center of Forest Hills Global Elementary encourages critical thinking, communication, collaboration, and cooperation. We encourage reading for enjoyment and help demonstrate how a variety of literature and activities helps the learner become a global citizen.

Writer's Workshop begins with a whole group Interactive Read Aloud or Mini-lesson with a mentor text that focuses on a writer's craft. Students then work independently to apply the writer's craft in their own writing. Students select a topic of interest to them to apply the learned writer's crafts through the writing process: Immersion, Generating Ideas, Collecting (more information), Selecting (an idea), Drafting, Revising, Editing, Publishing, Celebrating. Portfolios are maintained at

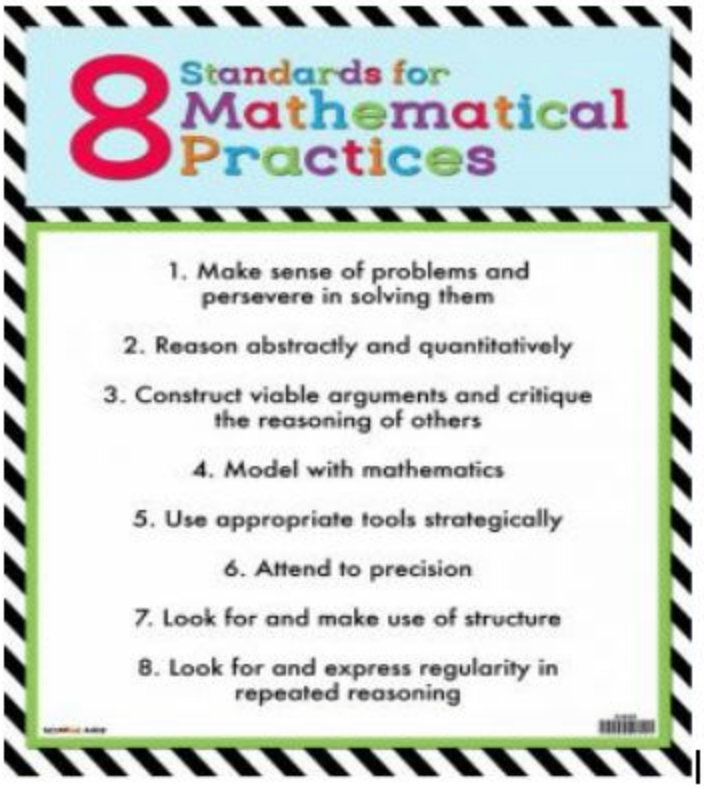
each grade level for each student to include the types of writing specific to the grade's NC Standard Course of Study.

The K-2 phonics instruction is a daily part of our balanced reading approach. K-2 students are instructed with whole group phonics lessons through Wilson Fundations Wilson Language Website (Fundations). The phonics skills learned during this part of the K-2 ELA block are applied to reading instruction with decodable texts and leveled readers.

Math

The New Hanover County Math Pacing Guide outlines our math curriculum for each quarter based on the NC Standard Course of Study Common Core Mathematics. Students in grades 3-5 participate in NC Check-Ins, to assess progress throughout the year. Students in grades K-2 are assessed each quarter using the AimsWebPlus and the NC Department of Public Instruction Math Assessments. Teachers also use various websites which provide measures for students to monitor their own progress. Links to websites may be found on teacher web pages.

At FHG, teachers work to build a classroom community where each student is valued as a mathematician and is encouraged to share their ideas for problem solving. Teachers help students develop their math esteem, their belief in themselves as a mathematician and that their mistakes will lead to deeper learning. Students are taught to use the 8 Mathematical Practices as they work to solve problems and develop this growth mindset.



Google.com (8 mathematical practices pdf - images)

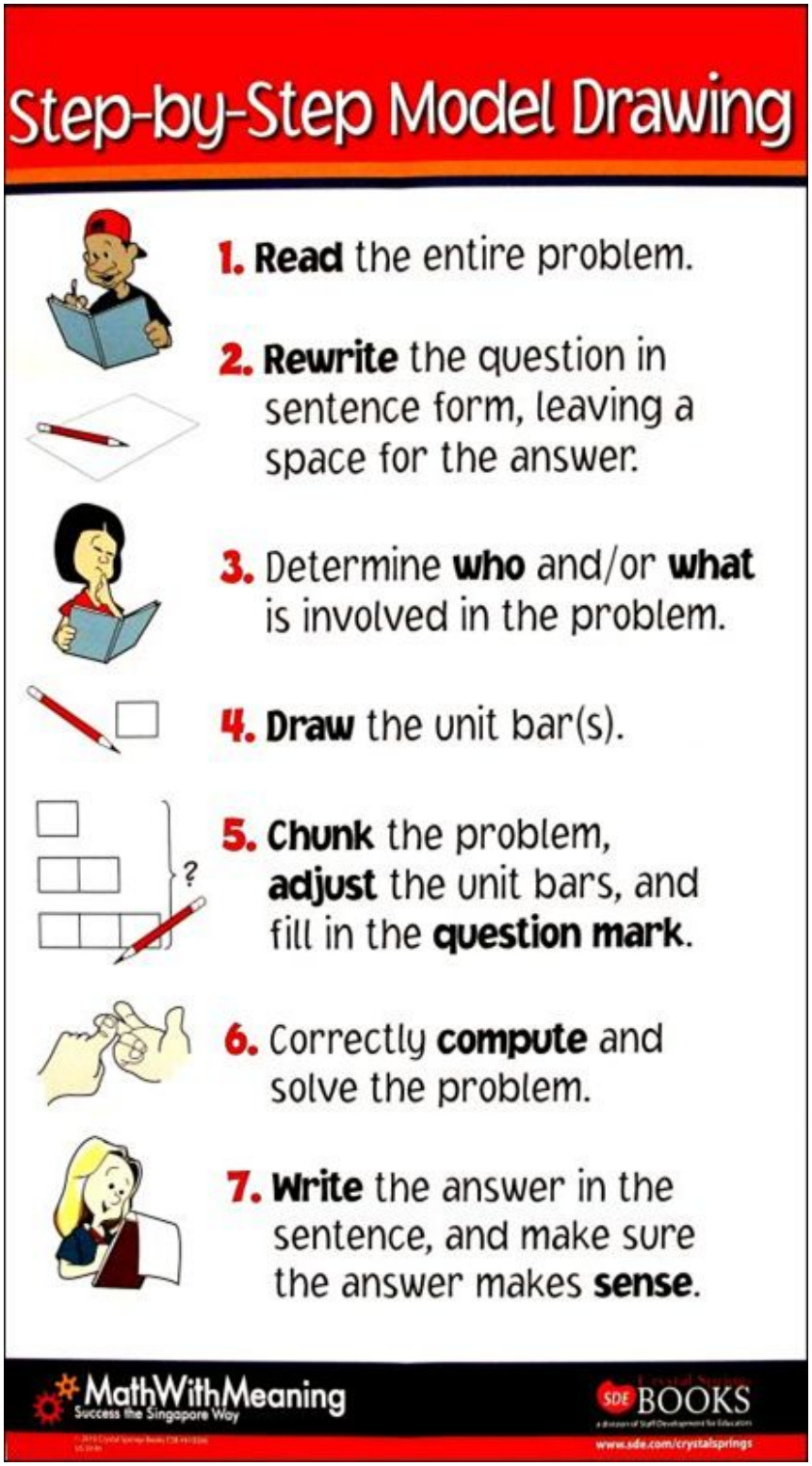
Students at FHG are taught mathematics through the C-P-A mode. Teachers begin teaching mathematics concepts through a Concrete approach using manipulatives so that students learn through teacher modeling and show their understanding through their own modeling. Students will move to demonstrating their understanding with Pictorial representations and finally to the Abstract using equations/algorithms. Most mathematical learning in K-4 is spent building an understanding of mathematics and basic algorithms are taught in grades 4-5. This approach to learning mathematics ensures that each student truly understands the math and doesn't rely on "tricks" and memorization to solve problems



Google.com (CPA Model pdf - images)

Our school-wide Problem Solving Model in grades 2-5 is **WEDS.** This problem solving framework requires students to determine **W**hat they know from the problem presented, make an **E**stimation, **D**esign at least 2 ways to solve the problem (bar model is usually one method used), and finally to **S**olve the problem. This framework ensures that students understand the problem and that their answer is reasonable. Students in K-1 use problem solving mats to show their problem solving strategies which include number bonds, five/ten frame, drawings, and number lines.

Steps to using a bar model to solve problems:



Our approach to teaching mathematics is supported in our use of Eureka and Zearn Math which emphasizes conceptual understanding through reasoning, modeling, and discussion and develops students' procedural fluency. This curriculum leads to student mastery of the NC Mathematics Standards.

We also use iReady Math which is a blended curriculum that allows students to work on their individual learning path online through instruction of standards based on the data collected from the student's diagnostic assessment. Teachers support this online learning by conferencing with students about their online performance in one on one and small group settings. Students can access their iReady account from home using their username and password.

Students receive these mathematics opportunities for learning during their daily math block which includes whole group math instruction, small group math instruction, and small group and independent station activities. Daily Number Sense Fluency protocols are included in mathematics instruction each day to build students' flexibility with numbers. Students are involved in Number Talks with classmates at least 3 times each week to share their understanding of how numbers work and mental strategies that they use to solve equations. K-2 students also work to build subitizing skills with Dot Cards and Tens Frame.

Science and Social Studies

Teachers provide inquiry based instruction which allows students to share and research questions that will lead to investigations and community service projects that provide answers to the units' Essential Questions. Science kits that include materials for scientific investigations are provided by the county. As a global school, teachers share current events and global issues/Sustainable Development Goals (SDGs) that connect to the standards being taught. We believe in using our instructional time to develop global citizens that will impact our world in a positive way. Forest Hills Global is a Participate Learning school. The goal of the program is to develop Global Educators and Global Citizens. Teachers use the NCSCOS Essential Standards for social studies instruction while integrating globally themed lessons through daily activities. The global theme gives teachers a framework for which to teach all of our common core objectives in a very meaningful way. In a global school, all teachers and specialists at every grade level in the school take part in and benefit from global professional development. The Participate Learning program helps prepare students for success in an interconnected world. Starting in kindergarten, all students at the school will receive instruction that is enhanced by exploration of world cultures. As kindergarteners, students start their journey in North America; they study South America in first grade, Asia in second, Africa in third, Oceania in fourth and Europe in fifth grade.

Character Education

The New Hanover County Board of Education believes it is vital that the public schools support the efforts of families and our community to teach all young people certain fundamental, commonly agreed upon character traits. Support for character development will strengthen the New Hanover County Schools' efforts to establish a safe and orderly environment where students will have optimum conditions for learning. The Board of Education further believes that everything a school does teaches values. Therefore, the administration, instructional staff, classified staff, and volunteers shall work together to integrate instruction that teaches and reinforces the character traits.

Morning meetings referred to as Mustang Round Up are held in all classrooms each morning to establish a common time for building class community and optimism. The Sandford Harmony curriculum provides lessons for teachers to model social harmony in classrooms by engaging students in discussions on strategies to build healthy relationships and compassion for one another. We support the creation of a class community focusing on leadership and the promotion of

developing mindful attention to oneself and others, tolerance of differences and the capacity of each member of the classroom community to grow as a human being and learner.

Handwriting

Students begin handwriting using the *Wilson Fundations* Handwriting manuscript curriculum. Proper letter formation is practiced to assist students in making letters in a quick and efficient way. Students are introduced to cursive writing during the spring semester of the second grade with the *Zaner Bloser* method. The review of individual letters, combined with procedures for joining letters, continues through the third grade. Cursive writing continues to be reinforced with instruction in fourth and fifth grades. Re-teaching and remediation are provided as necessary. Students are also provided opportunities to read cursive writing.

Thinking Maps

To enhance the instructional process, to help students to develop concepts, and to assist students with organizing their thoughts, students are taught to utilize different *Thinking Maps*. These maps include organizers such as bubble maps, double bubble maps, and tree maps.

Enrichment Classes

Students participate in weekly enrichment classes taught by teachers in the subjects of art, music, physical education and media/technology.

Healthy Active Children

Promoting healthy and safe behaviors among students is an important part of the fundamental mission of schools. By promoting health and safety behaviors, we can increase students' capacity to learn, reduce absences, and improve physical fitness and mental alertness. Our students participate in 150 minutes per week of physical activities that promote developmentally appropriate motor skills, social skills and knowledge as defined in the NC Healthful Living Standard Course of Study. Students are asked to wear tennis shoes each day so they can participate in daily physical education.

Homework

All students in all grade levels should do some homework every school night. The purpose of homework is to reinforce skills taught in class. Teachers include homework assignments in their weekly communication with families. All students are required to read each day at home.

Field Trips

Plan B and C :

At this time, all district and school-based field trips are on hold until further notice.

Field trips are a direct outgrowth of the instructional program. Instructional preparation for field trips occurs prior to the field trip. **Written parental permission** is required for students participating in each field trip. Telephone calls are **not** permitted. All students are required to travel and remain with their class on field trips. Personal cars are not to be used for field trips. Teachers may request the assistance of a few parent chaperones to accompany the class and provide additional supervision on field trips. Chaperones must complete at a minimum Level I Volunteer training at the school or online. The classroom teacher, office staff, or counselors are happy to assist you with the process of basic volunteer training.

Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend the field trip. Instruction will be aligned to the learning goals of the field trip.

Internet Access and Acceptable Use of Internet

NHCS BOE Policy 7188 - Internet Access

New Hanover County requires that each school keep on file an Acceptable Use Policy form signed by each student and his/her parent or guardian. Teachers will review the policy at the beginning of each year and send home the Acceptable Use Policy for any student that does not have one on file. Violations of any of the guidelines in the Acceptable Use Policy may result in access being suspended and/or future access being denied.

Bring Your Own Device BYOD

NHCS BOE Policy 4228- Bring Your Own Device BYOD

Use of a personally owned device during the school day is to be done with the permission of the classroom teacher and is permitted for educational purposes only and/or in approved locations only. These devices shall be turned off and put away while the students are in class. Personally owned devices are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the Internet via the District's content filtered quest network. Gaming devices are considered unacceptable devices for the purpose of BYOD. Please review the full policy for more information.

Picture phones and handheld computers with photographic capabilities present many unique challenges. Therefore, students shall not use these devices to send pictures of other students by email or by other electronic means during class. In addition, these devices, if used in academically reprehensible conduct (cheating), will be punished in accordance with Policy 8410, Student Discipline, Policies, Rules and Procedures. Students in violation of this Policy will have their devices confiscated by school officials. Students who fail to comply with a request to turn over such devices will be disciplined in accordance with Policy 8410. Confiscated devices shall be secured by the school administration and released only to the parent/guardian of the student. Neither the school nor the Board assumes liability for the loss or damage of these devices. NHCS shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.

Electronic Devices

Plan B and C

Remote Learning and Virtual Academy

iPads will be available at the elementary level for check-out during remote learning. The district will provide connectivity options for students when they are in remote learning.

Reporting of Student Progress

NHCS BOE Policy 7413 - Report Cards

Interim Reports

- Students are on a nine week grading schedule. Interim reports will be issued midway through each nine-week grading period. Interim reports are to be signed and returned promptly.

- **Report Cards**
  - The New Hanover County Board of Education feels that it is essential for parents to be kept fully informed of their child's progress in school. There are four grading periods each year. A report card will be issued at the conclusion of each grading period. Please promptly return the report card in the designated envelope.

Grading System
(NHC Board Policy #7413)

Grading Scale for Report Cards

Performance Codes – Grades K-2

3 Meets grade level expectations

2 Progresses toward grade level expectations

1 Needs more development, performing well below grade level expectations

Checklist Codes – Grades K-2

+ Adequate progress

- Needs further development

* Not yet assessed

Grading Scale – Grades 3-8

A	*90-100*
B	*80-89*
C	*70-79*
D	*60-69*
F	*59 and Below*

Citizenship (Grades K-12) and other non-core areas (Grades K-5) such as art, music, physical education, and handwriting will be as follows:

S Satisfactory Progress N Needs Improvement U Unsatisfactory Progress

Honor Roll

NHCS BOE Policy - 7432 - Honor Roll

The New Hanover County Board of Education views a system of honor rolls as additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. Honor rolls will be used in third, fourth, and fifth grades. The students that have achieved honor roll status will receive recognition.

Criteria for Honor Rolls

Grades 3-5

A Honor

- All A's

A-B Honor Roll

- Cumulative B average
- Students with grades lower than C are ineligible for the A and A/B Honor Rolls
- Students with U in citizenship are ineligible for the A and A/B Honor Rolls.

School Culture

Mission Statement

Forest Hills will develop globally minded leaders by fostering respect, safety, collaboration, and high academic standards for all.

Vision Statement

Explore the world. Be the change.

Leadership opportunities are strategically offered to all students in the classroom and across the school community to prepare them for success in college and career. We promote students as leaders of their learning and leaders in the school. Taking responsibility for success through effort and preparation is a key message at Forest Hills Global.

Core Values

Mustangs L.E.A.D.

- L - Learners: Mustangs listen and learn to one another and are LEADERS of their learning
- E - Empathetic: Mustangs treat one another with respect and kindness. Mustangs treat one another the way we would like to be treated. We consider the perspective of others by learning about their culture and belief systems.
- A - Accountable: Mustangs are accountable for their actions. They are safe and responsible in the school and community.
- D - Determined: Mustangs show determination and responsibility in their learning. Mustangs set goals for the future and possess a desire to succeed.

Positive Behavioral Intervention and Support (PBIS)

Our staff has taken a school-wide approach for teaching appropriate behaviors in order to optimize academic achievement for each student. We use a systematic approach that establishes and reinforces clear behavioral expectations called Positive Behavior Intervention and Support (PBIS). PBIS encompasses a variety of methods that help students understand the behavioral expectations for different settings on campus (i.e., classroom, hallway, sidewalk, bus, playground, and cafeteria.) Overall, we are teaching and reinforcing our students to be ***Learners, Empathetic, Accountable, Determined.***

Mighty Mustangs

Plan B and C:

NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal.
The school will explore options for school assemblies and events to be held virtually.

Our mascot is Molly the Mustang and our school-wide Positive Behavioral Intervention and Support initiative is known as the **Mighty Mustangs** program. Mighty Mustang stickers are awarded daily by members of the school staff. Students' names are also announced on the intercom with specific recognition for kindness and global citizenship. Additionally, students are recognized during classroom celebrations scheduled throughout the year. Students are recognized for their accomplishments in reading, math, and other academic areas throughout the quarter. Other behaviors reinforced include leadership, acting as a responsible passenger on the school bus, displaying good citizenship behaviors, and accomplishing

other goals set forth by the teachers. Parents are invited to attend quarterly assemblies referred to as the Golden Globes. Students use this time to demonstrate leadership skills while sharing their accomplishments and goals for learning.

School-wide Expectations for Forest Hills Global Elementary School Students

Mighty Mustangs LEAD!

Expectations	Classroom	Hallway/Sidewalk	Playground	Bathroom
L **Learners**	-Listen actively -Collaborate -Stay engaged	-Listen actively -Seek information with eyes and ears from other's work and the environment	-Listen actively -Seek information from the environment and others	-Listen actively -Use time appropriately
E **Empathetic**	-Use kind words and actions -Listen to others -Help others -Take care of materials -Keep it clean	-Use kind words and actions -Help others -Move quietly and orderly on the right side of the hallway -Let an adult know if someone needs to enter from an outside door	-Use kind words and actions -Include anyone that wants to play -Take turns -Help others	-Use kind words and actions -Wait your turn -Help others -Move quietly -Respect privacy
A **Accountable**	-Follow directions independently -Use time wisely -Be prepared -Take care of school property -Lead by example (have integrity)	-Follow directions independently -Use time wisely -Take care of school property -Lead by example (have integrity) -Problem solve	-Follow directions independently -Take care of school property -Display good sportsmanship -Lead by example (have integrity) -Problem solve	-Follow directions independently -Use facilities properly -Take care of school property -Lead by example (have integrity) -Keep restroom clean -Flush and wash hands
D **Determined**	-Stay on task -Do your best -Never give up -Problem solve	-Stay on task -Show respect -Go directly to next destination	-Stay on task -Be fair -Take turns -Use equipment properly	-Stay on task -Follow procedures -Show respect -Use time wisely

STUDENT DISCIPLINE

NHCS BOE Policy 8410 - Student Discipline

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. (NHCS Board Policy 8410)

The following behaviors are examples of unacceptable student conduct:

- □ Insubordination
- □ Persistent disobedience
- □ Disruption of the learning environment
- □ Verbal or physical abuse of peers or staff
- □ Threatening, intimidating, and/or bullying others
- □ Destruction of school property or the property of others
- □ Possession of any dangerous object or weapon

Disciplinary Actions That May Be Taken

- ⇒ Student conferences
- ⇒ Parental conferences
- ⇒ Detention
- ⇒ Parent attendance in the classroom
- ⇒ Peer Mediation
- ⇒ Behavior Contracts
- ⇒ Instruction in conflict resolution and anger management
- ⇒ Academic Interventions
- ⇒ Community Service
- ⇒ Referral to school based committee as set forth in NCGS 115C-397.1
- ⇒ In-school suspension
- ⇒ Short-term suspension
- ⇒ Long-term suspension
- ⇒ Restitution (may not be imposed on students whose Parents do not have the ability to pay)
- ⇒ School work service (may be offered as an alternative to other punishments at the option of the Parent
- ⇒ Counseling within the community
- ⇒ Disciplinary Reassignment
- ⇒ Removal to an alternative educational setting, if available
- ⇒ Expulsion; and
- ⇒ Other measures consistent with sound educational practice and applicable law

Copies of the ***complete*** New Hanover County School Board Policy 8410 is on the NHCS website www.nhcs.net

NHCS Notice of Nondiscrimination (2020-2021)

In compliance with federal law, New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination because of disability, race, religion, national orgin, color, age, or military service and provides equal access to the Boy Schouts and other designated your groups.

New Hanover County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Amendments Act of 1972 (Title IX) and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate disccrimination on the basis of sex, including any form of sexual harrassment as that term is defined underTitle IX, in any of the school system's educational and employment activities and programs.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. The contact information for the Title IX coordinator is:

Title IX coordinator
6410 Carolina Beach Road, Wilmington, NC 28412
titleix@nhcs.net
910-254-4200

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

General Information

Change in Address or Phone

Please notify the office and your child's teacher if you move or change your telephone number during the year. Utilize the NHCS Parent Portal to check the accuracy of phone numbers. Students who begin school at Forest Hills but move during the school year may have the opportunity to continue to attend Forest Hills for the remainder of the school year. Please promptly notify the school office of your new address and submit a "Completion of School Year" request form.

Child Custody

If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing court documentation. Otherwise, the school considers both parents to have equal access to children.

Deliveries

In an effort to preserve the instructional time of all students, please refrain from sending flower arrangements, balloons, or singing telegrams to students while they are at school. If delivered to school, the items will remain in the office until the end of the day. Items delivered may not go home with students on the school bus.

Dress Code:

NHCS BOE Policy 8520 - Dress Code

Forest Hills Global students wear student uniforms. The uniform for the school is as follows:

Tops

- Solid Colors: Any Color
- Must have sleeves and a collar (polo, button down, or turtleneck)
- Free of graphics and labels
- Forest Hills Global spirit wear may also be worn on any day

Dresses and Jumpers

- Solid Colors: Blue, Black, Khaki

Bottoms: pants, skirts, capris, shorts

- Solid Colors: Blue, Black, Khaki

Shorts, dresses, skirts: (length of the garment shall cover the area to mid- thigh)

- Black or blue jeans with no rips or tears may be worn with a uniform top on Fridays

NHCS students will be expected to adhere to certain standards of dress and cleanliness. A student's appearance, mode of dress, or condition of personal hygiene shall not be permitted to disrupt the educational process or constitute a threat to the health or safety of others.

When, in the judgment of the principal, a student's appearance violates the intent of this Policy, or the policy of a school which has established a standard dress code, the student will be required to make necessary modifications.

Students are asked to wear tennis shoes to school. Flip flops and high heels are not permitted since they pose a safety concern and limit students' ability to participate fully in daily opportunities for physical activity.

Educational Records

A parent or legal custodian may review their child's educational file. Upon request for review, and proper identification, the school shall arrange a conference with the parent or legal custodian. Parents requesting copies of their child's educational file need to allow 24-48 hours for office staff to make copies.

Birthdays and Invitations

We announce all student birthdays on the intercom each morning and offer a small item of recognition.

We realize that social occasions occur and students want to extend invitations to their friends; however, no party invitations may be distributed during the school day unless ALL students in the class are invited.

Items not permitted on Campus or the Bus

Students are to refrain from bringing non-instructional items to school. These may include, but are not limited to the following items: toys, sports equipment (unless permission is given by the teacher, the student is willing to share with ALL students during recess, and/or the item is stored so as to not cause a disruption during transport or class time) , electronics (unless in accordance with the BYOD policy and procedures) , and any other items that may cause a *distraction to the learning environment.* Teachers or school administrators reserve the right to hold the items until a parent comes to school to claim the item if guidelines are not followed.

Lost and Found

Parents are asked to put the child's name in all of his belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. The Lost and Found area is located in the vestibule near parent drop off. These items are periodically displayed so students may claim their belongings. Items not claimed after a period of time are donated to a charitable organization.

Parties

Plan B and C:

NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal. Classroom celebrations must be approved by the principal and adhere to social distancing protocols.

Instructional time is valuable and is to be protected. Parents are expected to work closely with teachers to plan classroom celebrations. Parents are to get **prior approval** from the teacher before bringing any food to school. To support school wide health and nutrition goals, sweets are limited. Any food brought into the classroom must be in the original commercial container with the ingredient label visible. Accommodations will be made for students that do not wish to participate in holiday parties. Grade parents that wish to 'surprise' a teacher or class with a party or gift in honor of a special occasion will need to make a written request to the principal. Any letters notifying parents of classroom celebrations or requesting donations must receive prior approval from the principal.

Publicity Release Forms

Our school frequently has the opportunity to promote the achievements of our students, staff, and school through news releases. A publicity release form will need to be kept on file at school. Teachers will send a form home for any student that does not have one on file.

Returned Check Policy

New Hanover County Schools use the FARS (Federal Automated Recovery Systems) to recover any returned checks.

Tenth Day of School

This is a significant day in North Carolina Public Schools. Student enrollment and staff allocations in each school are reviewed by the New Hanover County School System. Adjustments in class sizes, student assignments, and teacher assignments are carefully reviewed and adjustments are made if necessary to comply with state guidelines. Parents and students will be notified of any changes around the tenth day of school. Parents' patience and understanding are needed if transitions are required to keep Forest Hills Global in compliance.

Class sizes must remain in compliance with NC school law throughout the school year. At any time during the year, classes may need to experience reorganization as enrollment changes. We recognize the impact changing teachers can have on students during the year, so every effort is made to avoid such changes when creating classes.

Health and Safety

Animals on Campus

The safety of students, staff, and visitors is a primary concern. Animals that are essentially pets should not be allowed on campus. Animals that are part of the K-9 unit supporting law enforcement are allowed on campus. Trained working dogs that support disabled students, parents, or visitors are also allowed on campus. ***(NHC Health Department)***

Diabetes

North Carolina law (G.S. 115C-47) requires development of care plans relative to students with diabetes. If your child has diabetes and you think your child may need a plan for his/her diabetes while at school, call the school nurse and ask for the Parental Request for an Individual Diabetes Care Plan.

Fire, Tornado, and Crisis Drills

The New Hanover County Safe Schools Plan requires each school to implement routine procedures for conducting drills in response to fire, tornado, lockdown, or any other crisis that might occur on our campus. Students, staff, and visitors must comply with the established procedures. Our school's Crisis Plan is located in each room of our school. Selected staff members serve on our Safe School Committee.

Immunizations

North Carolina law requires that upon enrollment, proof of completion of immunization or proof of being "in process" of receiving required immunizations must be provided to the school. You will be notified if your child's immunization record is not up to date. The parent shall have 30 calendar days from the first day of attendance to present documentation of the required immunizations. Upon termination of 30 calendar days, the principal shall ***prohibit*** the child from school until the required documentation of the required immunizations has been presented.

Kindergarten Health Assessment

Every child entering kindergarten will receive a health assessment. The health assessment shall be completed between the first of January prior to school entry and the date of school entry. The parent shall have 30 calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall ***prohibit the*** child from school until the required health assessment form has been presented.

Medication

If your child must have medication of **any** type during school hours, (including over-the-counter medicine), you have the following options:

1. You may come to school and give the medication to your child at the time required;
2. You may discuss with your child's doctor an alternative schedule for time the medicine is needed (for example, before or after school hours);
3. The medication can be given by the school personnel. In order for this to be possible it is critical that the following steps be taken to provide for your child's safety:

- Your child's doctor ***must*** complete the form "Request for Medication to be given during School Hours"; this is for both prescription and over-the-counter medicines.
- You must bring the medicine in the bottle from the pharmacy with your child's name, medication, dosage and date of prescription with directions for use; or in the case of an over-the-counter medicine, it must be provided in the original container to the school... **plastic bags or other containers will not be acceptable**.
- All medications ***must*** be brought in by the parent or designee... the student **may not** bring their own medication to school
- You may be asked to sign the Medication Check-In Log after the school staff has counted your child's pills.

When school is over for the summer or summer interim session, parents are asked to pick up their child's leftover medication. Your child will not be sent home with leftover medications. Any medication left over for longer than one week after school is over will be discarded, unless the parent and school make other arrangements.
If your child requires medication for emergency medical care for allergies, asthma, seizures, or sensitivities, please provide pertinent information to school personnel.

Nurse

A nurse from the New Hanover County Health Department is on campus. Her responsibilities include administering medications, taking care of students that get sick at school, and administering first aid. She also conducts vision screenings and is available for consultation on medical issues. The nurse and selected staff have been trained to use the defibrillator on students and adults in emergency situations.

Safe Schools

The Forest Hills Global school community believes that schools can and should be peaceful places where children can learn and grow. We believe that children can be taught to manage both feelings and behaviors in appropriate ways and that these skills will lead to healthy productive citizens. The New Hanover County Board of Education believes that to be successful, public school education must be a partnership involving the school personnel, students, parents, and community. The New Hanover County Board of Education further believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. Forest Hills Global does not tolerate behaviors that interfere with the learning environment. A School Resource Officer is available to collaborate with school administrators. At the beginning of each school year, the Board of Education will distribute a copy of the policies, rules, and procedures relative to student discipline to every student in the New Hanover County School System.

Keyless Entry to Buildings

All doors are locked during the school day and each door is equipped with keyless entry to provide extra security for our children, staff, and visitors. Students are provided training on using access cards and how to move about the campus safely with a buddy and adult leaders. The front office doors are also locked. A video and audio monitor is used to provide visitors entry to the school. All visitors must sign in and wear a visitor's badge. Please wear a visitor's badge on the left or right shoulder to help staff easily identify approved visitors. Signing in during school events may take extra time. We appreciate your patience and support as we strive to create the safest campus possible for all people attending and visiting our school.

Visitors

Plan B and C:

NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal.

When school facilities are open under traditional conditions, visitors are welcome at Forest Hills Global. For the safety of our students, all visitors must ***report to the office*** upon arrival and obtain a ***visitor's badge*** to be clearly displayed on the front of their clothing. For the safety of our students and staff, visitors not wearing a badge will be escorted to the office by a staff member. Visitors are asked to return to the office at the end of their visit, sign out, and return the visitor's badge to office personnel. If visiting for lunch, parents are asked to meet students in the cafeteria and depart from the cafeteria. Visitors may not walk children back to classrooms.

A detailed letter regarding Classroom Visitations is posted on the website under the PARENT Tab at the top of the page. Both Volunteering and Classroom Visitations are scheduled with the teacher to protect instructional time and the safety of all children. Volunteering must be preceded by the completion of Volunteer Training and an invitation by the teacher. Scheduled Classroom Visitations are connected to parent-student events. Dropping by classrooms is not permitted.

Safety Patrol

Our safety patrol includes 4th and 5th grade students who exemplify model citizenship. These students will be given the opportunity to help with arrival and dismissal procedures.

Tobacco Free Campus

NHCS BOE Policy 8430 - Tobacco

It is the belief of the New Hanover County Board of Education that the use of tobacco is harmful to general health. Further, the improper use of these products poses a potential safety hazard in public facilities. For these reasons, the Board desires that all New Hanover County School facilities and properties be free from the use of tobacco products. Therefore, the use of tobacco products in or on New Hanover County School facilities or property is *prohibited*.

Nutrition

Plan B and C:

- *Visitors are not permitted*
- *Child nutrition will continue to prepare food in our school kitchen following very strict food safety and sanitation procedures.*
- *Students will eat breakfast and lunch in classrooms.*
- *Meals will be individually packaged for direct service to students.*

NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAM

New Hanover County Schools participate in the National School Lunch and Breakfast Program which are federally funded programs that provide reimbursement for school meals. As a part of the agreement with the federal government, we are not allowed to offer food from an outside vendor until the last child has been served. Therefore, operate all food and beverage services to students during or before the established lunch period through the Child Nutrition Department.

FHG is one of NHCS eligible for the Community Eligibility Provision (CEP) Grant. This allows schools to offer nutritious meals at no cost to all students through the National School Lunch and School Breakfast Programs.

Therefore, students at FHG do not have to complete a free/reduced meals application nor will one be sent home with children. If a child transfers to another school that is not a CEP school, the family will need to complete an application. Applications are available on the NHCS website at www.nhcs.net/nutrition.

A LA CARTE ITEMS - "Extras": Children may not charge a la carte items. A la carte items are not free.

LUNCHBOXES: No soft drinks in cans or bottles will be permitted at school. Teachers and teacher assistants are not permitted to warm or refrigerate students' food unless there is a medical need. The medical need shall be documented with the school nurse and discussed with administration.

FRESH FRUITS AND VEGETABLE PROGRAM

The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables 2-3 times per week to serve as a snack during the school day. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. The FFVP also encourages schools to develop partnerships at the state and local level to encourage healthy eating.

The Goal of the FFVP Create healthier school environments by providing healthier food choices
Expand the variety of fruits and vegetables children experience
Increase children's fruit and vegetable consumption
Make a difference in children's diets to impact their present and future health.

This program is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits. The FFVP introduces school children to a variety of produce that they otherwise might not have had the opportunity to sample.

SNACKS

Students may also bring a snack from home to eat during a snack break. We ask parents to only send *nutritional* foods rather than sweets. Soft drinks are not allowed in school.

PARENT VISITATION AT LUNCH -

Plan B and C:

NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal.

Visitors at Lunch - *When school facilities are open under traditional conditions, visitors are welcome at Forest Hills Global*

- Child's teacher provides families with the time for lunch for your child's class
- Arrive at school and notify the office of your purpose for visiting the school (the office will deliver forgotten lunches, book bags, etc.)
- Present identification. Only authorized visitors in the computer system are permitted to eat lunch with students. Sign in and get a visitor's sticker. Wear the visitor's sticker on your shoulder where it is visible by all.
- Wait in the cafeteria for your child and enjoy lunch with your child
- Informal conferences with the teacher should not be conducted at lunch
- Return to the office and sign out. We ask for security purposes that you offer hugs and goodbyes to your child in the cafeteria. Visitors are not permitted to return to the classroom.

Prices for Adult / Visitor Lunch: https://nhcschildnutrition.com/

Parent / Community Partnership

Plan B and C:

NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal.

VISITORS

When school facilities are open under traditional conditions, visitors and volunteers are welcome at Forest Hills Global. For the safety of our students, all visitors must ***report to the office*** upon arrival and obtain a ***visitor's badge*** to be clearly displayed on the front of their clothing. For the safety of our students and staff, visitors not wearing a badge will be escorted to the office by a staff member. Visitors must also return to the office at the end of their visit, sign out, and return the visitor's badge to office personnel.

Scheduled Volunteering

Plan B and C:

NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal.

- Complete the Volunteer process for training each year (see Forest Hills website)
- Notify the office of your purpose of visiting.
- Present identification. Get a visitor's sticker
- The office will call the classroom teacher to verify your scheduled time to visit. If you are a regular volunteer, the office will get to know you.
    - *Volunteering in your child's classroom is preceded by an invitation from the classroom teacher: tutoring, class celebrations, performances, field trips, etc.*
    - *Classroom teachers schedule their own volunteers and provide them with specific learning tasks designed for students.*
    - *When volunteering in classrooms confidentiality must be maintained. Learning styles of students are not to be discussed.*
    - *Classroom teachers are not to conduct conferences with parents during instructional time.*
    - *If the presence of a parent volunteer is distracting to the child, the volunteer may be asked to discontinue volunteering in the classroom or to try a different volunteer role.*

Scheduled Classroom Visits

Plan B and C:

NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal.

- Visiting your child's classroom is preceded by an invitation from the classroom teacher: parent-child lessons, class celebrations, performances, field trips, etc.
- Families are not permitted to "drop-in or drop by" classes to check on students. This would be a distraction to learning for all students.
- Notify the office of your purpose of visiting.
- Present identification. Get a visitor's sticker
- The office is made aware by classroom teachers when scheduled classroom visits are occurring.
- Return to the office and sign out.
- When donating items for class celebrations or projects, please leave all items at the front desk for delivery to the classroom. Office staff will deliver items to classrooms so as to protect instructional time for all students.

VOLUNTEERS :
Plan B and C:
NHCS schools and administrative facilities are closed to visitors except by appointment of the school principal.
When school facilities are open under traditional conditions, visitors and volunteers are welcome at Forest Hills Global.

Visit the Forest Hills Global website - Parent Tab - Volunteer for more information on getting involved.

FHG - Online Volunteer Training (required once per year)
NHCS BOE Policy 9022 - School Volunteers
NHCS Volunteer Programs / Portal
NHCS Volunteer Handbook

The students of Forest Hills Global benefit from the support of our community volunteers. Volunteers are our partners in education. They take an active role to support and enhance the development of our students. Every day, family and community member volunteers bring enthusiasm and skill into our schools while assisting staff, teachers and students.

If you are interested in volunteering, you may contact your child's teacher, the PTA President, or a school administrator. Volunteer Orientation Sessions are available using the online training through FHG website. There are opportunities to volunteer to work directly with students and to assist teachers with clerical tasks. Each role is valuable to the school community. You will receive more specific information after the opening of school.

All volunteers must complete an Annual Volunteer Orientation Training and complete a NHCS Volunteer Application before volunteering. Applications are online and at the FHG front desk. You may view the orientation online and complete some follow-up questions to verify your review. The training is also provided by a member of the school's Family Involvement Team (FIT) and is offered during the first and second semester.

Applicants for volunteers may either be designated a Level I or Level II Volunteer depending on the type of services the volunteer provides and the amount of school based supervision the volunteer works under.

Level I

Parents, family, or community members volunteering to assist students in a supervised setting are not required to undergo a background check if they are continually supervised by school personnel during the school day. Some examples include: Classroom Helper, Office Helper, Library Helper, and Cafeteria Helper

An applicant designated as a **Level I** Volunteer must:

1) Attend Annual Volunteer Training at the school or view the Alternative Volunteer Training - online
2) Complete NHCS Level I Application (available online or at the school) and the FHG Alternate Training Attestation if participating in the online training (available online or at the school)
3) Read the NHCS Volunteer Handbook (available online or at the school)
4) Return the completed Volunteer forms to the front office or the classroom teacher
5) The Volunteer Coordinator and/or the classroom teacher will coordinate your volunteer time(s)
6) **No online background application is needed**

Level II

Parents, family, or community members volunteering to assist students in an unsupervised setting away from school personnel are deemed Level II Volunteers. For example, an individual who volunteers to come in on a weekly basis to teach an art class after school in the auditorium without a school staff member present in the room. Some additional examples may include tutors- providing one-on-one remediation with students and field trip chaperones who travel overnight with students or are left alone to supervise a group of students.

An applicant designated a **Level II** Volunteer must:

1) Attend Annual Volunteer Training at the school (see details above)
2) Complete the NHCS Volunteer Application
3) Complete the Online Application. Complete the Online Criminal Background Check ($20.00 fee for 3 years- requires the use of a credit card)
4) Return forms to the front office or classroom teacher. Applications must be completed at least two weeks prior to the time you wish to begin volunteering.
5) The volunteer will receive an email approved or denied within 7 – 10 days. If you complete the background check you will receive an email confirmation of your Level 2 Volunteer status. Please forward that email to boni.hall@nhcs.net or christina.eames@nhcs.net so that information will be added to the school's volunteer database. If approved, the volunteer will receive an identification card which must be shown to school personnel upon volunteering. An identification card is valid for 3 years in all New Hanover County Schools. The expiration date is on the identification card. The volunteer and the school will receive an email notification when credentials are expected to expire within 30 days.

Partnership in Education

Support, cooperation, and teamwork are key issues if parents and teachers are to help children be their best. Parents support their children and their teachers when they show an interest in their children's schoolwork, provide a time and place for homework, and provide a positive home environment that builds self-esteem. Your efforts are greatly appreciated and we value our partnership!

PTA

The FHG PTA is an organization of parents and staff members joined in a partnership to provide students with the best education possible. A PTA Executive Board is elected and meets periodically to plan activities that support and enhance school facilities, programs, and student achievement. PTA General Meetings are held four times a year. ***We welcome your participation so we hope you will join our PTA!***

FHG PTA FACEBOOK - https://www.facebook.com/FHGESPTA/
FHG PTA WEBSITE - https://sites.google.com/nhcs.net/foresthillspta/home

School Improvement Plan

Plan B and C:

SIT meetings will be held virtually. Links to meetings will be shared through the Connect 5 automated calling system.

FHG School Improvement Plan - https://foresthills.nhcs.net/about-us/school-improvement-plan

Each school is required by state law to develop a School Improvement Plan. At Forest Hills Global, we strive for continuous improvement and set goals based on data. A School Improvement Team, consisting of staff and parent representatives, oversees the improvement process. Parent representatives are elected by the parents of students in our school for a two year term. The once per month meeting schedule is posted on the website and included in school newsletters. During

Student Support / Services

Plan B and C:

- *Expanded in-person services may be offered for some students with global delays who, by nature of their disabling condition, have not demonstrated the capacity to gain meaning from remote learning models.*
- *Services for students with medical conditions that place them at increased risk will be determined by the student's IEP team.*
- *Contact the school principal to discuss your child's unique needs and we will work together to determine next steps.*

Student Support Team

The mission of Forest Hills Global is to identify and implement strategies to enhance the learning and achievement of individual students. When students are not successful in the classroom with either learning the curriculum or showing kind, safe, and respectful behavior, the school quickly involves the parent and involves them in a problem solving process to promote success. The process begins with the parent and teacher discussing classroom expectations and sharing strengths and areas of concern.

The problem solving model process offers three tiers of instructional support for students. Tier I, Core Instruction, is the quality instruction provided to all students. The school's Tier I Core Instructional program uses the North Carolina Standard Course of Study as the foundation for lesson planning. Lessons are created with opportunities to use technology, direct instruction, and hands-on activities that keep children engaged while learning. A strong focus on teaching children to respect and care for one another and to take charge of their own learning is also present in classrooms.

When students are not experiencing success, multiple sources of data are reviewed. Changes with instructional methods or the structure of the classroom environment may be made. Students' response to instruction is monitored frequently and serves as a guide to next steps. Students not experiencing success with Core Instruction may be provided with supplemental tiers of support, referred to as Tier II and Tier III interventions. The child's teacher, school counselor, or a school administrator may request the problem solving model be started when students are having difficulty in school.

Special Education Services : Individualized Education Plans (IEP)

Students with disabilities receive specially designed instruction from certified special education teachers and related services based on educational need. Services are provided in varying amounts of time and may range from consultation to full-time services. Maximum participation in the regular classroom is emphasized. The need for special education is determined through a comprehensive evaluation process.

Parents of students with disabilities are offered a full array of procedural safeguards to insure development of quality services for their children. For more information about these safeguards, please request the New Hanover County Schools Special Education and Related Services Parents' Rights Handbook. Mediation and consensus are the preferred approaches to a positive resolution of differences.

Disabilities

"If a person with a disability needs special accommodations for an activity sponsored by New Hanover County Schools, she/he must notify the school/group sponsoring the activity, in writing, at least ten (10) working days before the activity is to take place of the need for accommodation. The written notification must state the nature of the disability and the specific accommodations required." No individual, identified with a disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school, because of their disability. The school seeks to locate and identify every three through twenty-one year old person with a disability in its district. A free appropriate public education will be provided to any qualified person with a disability.

Homebound Instruction

Homebound and hospital-bound instructional services are available to children that are ill for extended periods of time. Please notify your child's teacher and the principal if these services might be needed. An educational team will meet with the parents/guardians to determine eligibility.

English Language Learners

FHG's ELL teacher collaborates with classroom teachers to help our students experience even more success with the curriculum.

Academically and Intellectually Gifted (AIG)

New Hanover County School's Gifted Education Improvement Plan is designed to provide differentiated services to all students who demonstrate a need for academic advancement. Opportunities are provided for children of all races and economic backgrounds to access appropriate differentiated services through a process that incorporates both formal and informal measures. The model adopted by New Hanover County Schools provides a continuum of services based on individual student interests, abilities, and needs. No one criteria of giftedness is used to match students with differentiated services. Instead, multiple factors are taken into account to determine the appropriate services. A three-step process identifies candidates for differentiated services in grades K-12. This process includes screening students, reviewing individual student's data by the Service Match Team, and matching appropriate service options. Parents, teachers, students, and others in the educational community may nominate students for consideration.

School Social Worker / Guidance Counselor

Our school has one social worker, two guidance counselors and a Community in Schools student support member that serve our student population. The contributions of our team members enable students to be even more successful in school by assuring that students' education, social, emotional, and material needs are met. They serve as a consultant to staff members, collaborate with community agencies to provide for students' needs, and adhere to a professional code of ethics. These individuals meet with individual students, parents, and staff. They also facilitate small group and classroom discussions. Small groups may include: new students, study skills, loss, friendship, and anger management. Classroom lessons may include: conflict resolution, feelings, study skills, multi-cultural diversity, career awareness, and appreciating others and ourselves. Referrals may be made by sending a note, calling the school for an appointment, or through self-referral slips in classrooms.

Mental Health Therapist

Our school system and the New Hanover County Health Department collaborate on a variety of projects with our shared goal of maximizing and coordinating services to children and their families. A part-time mental health therapist works at our school. For more information, please contact a school administrator, school counselor, or your child's teacher.

NEW HANOVER COUNTY SCHOOLS

NOTICE OF RIGHTS UNDER SECTION *504*
1973 REHABILITATION ACT

1. Section *504* of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability.

2. It is the policy of the New Hanover County Schools (NHCS) not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act.

3. The 1973 Rehabilitation Act requires the school system to locate, evaluate, and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. The accommodation will be provided in the least restrictive environment for the student.

4. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the local board of education policy manual and implementation procedures.

5. Parents or guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations for access to educational programs may request a hearing before an impartial hearing officer by notifying the school principal.

6. Compliance with Section *504* is managed by the Exceptional Programs Office, which can be contacted by calling 254-4445.

GRIEVANCE PROCEDURE
SECTION 504
1973 REHABILITATION ACT

When parents or guardians and the school are unable to agree about services proposed under Section *504* of the Rehabilitation Act of 1973, it is expected that the disagreement will be resolved at a level closest to the student. The first attempt to reach an agreement should be through a meeting involving the classroom teacher(s) that serves the student and the principal at the local school level.

If no resolution is reached, the parent or guardian may request, in writing, a review. Address the written request for a review to NHCS Section 504 Compliance, Exceptional Programs Office, 6410 Carolina Beach Road, Wilmington, NC 28412. As a part of his review, the parent or guardian will receive the formal Grievance Procedures adopted by New Hanover County Schools.

At any point in this grievance procedure, the complainant has the right to file formal complaints with the Office for Civil Rights, U.S. Department of Education, 330 C St., S. W., Washington, D.C. 20202

Testing and Student Accountability

Plan B and C:
Updates on testing and accountability will be provided by FHG throughout the year.

ASSESSMENT OF STUDENT LEARNING
NHCS BOE Policy 7400 - Assessment of Student Learning

Assessment of Student Learning should:
Align with the Common Core State Standards and Essential Standards. Include multiple methods for communicating student learning such as:

a. Formative and summative assessments
b. Portfolios or work products
c. Student involved conferences
d. Parent involved conferences
e. Readiness inventories
f. Technology-based online assessments

PROMOTION
Testing & Accountability Information
At the beginning of each school year, students and parents or guardians will be provided with information advising them of the district-wide and state-mandated tests that students are required to take during that school year.

Teachers will notify parents if their child is at risk of not performing on grade level and a Personal Education Plan through the Problem Solving Model process will be developed for the student. Parents are included in the development, implementation, and ongoing review of this plan.

At the beginning of each school year, students and parents or guardians will be provided with information advising them of the district-wide and state-mandated tests that students are required to take during that school year.

GRADES K-2:

- portfolio approach based on a checklist of goals and objectives to keep track of children's progress in reading and math during the year
- iReady diagnostic assessments to monitor student reading progress
- AimsWebPlus assessments to monitor progress in math
- Complete writing samples for a writing portfolio throughout the year.

GRADE 3:

- iReady diagnostic assessments to monitor student reading progress
- AimsWebPlus assessments to monitor progress in math
- formative assessments using SchoolNet or NC Check-Ins for reading, math

- North Carolina End-of-Grade reading comprehension and mathematics tests at the end of the third grade
- Complete writing samples for a writing portfolio throughout the year.

GRADE 4:

- North Carolina End-of-Grade reading comprehension and mathematics tests at the end of fourth grade
- formative assessments using SchoolNet and/or NCCheck-Ins for reading and math
- complete writing samples for portfolio throughout the year

GRADE 5:

- North Carolina End-of-Grade Reading comprehension, mathematics, and science are tested at the end of the fifth grade
- complete writing samples for portfolio throughout the year
    - participate in formative assessments using SchoolNet and/or NC Check-Ins for reading, math, and science

Read to Achieve –Grade 3

North Carolina state law requires that third graders read at a proficient level on the end-of-grade test .
When a child does not score proficient on the end-of-grade test in reading at the end of third grade, here is what will happen:

- First, your child will be re-tested to make sure that they didn't just have a bad day on the first test day.
- Second, if your child is not proficient on the re-test, they will be invited to a summer reading camp to help them improve their reading skills. This camp is at no charge to families. NHCS will organize the camp and give more information about when and where it will be held.
- At the end of summer reading camp, each child's reading will be retested. If he or she tests proficient, your child will be eligible to be promoted to fourth grade. If your child does not score proficient at the end of summer reading camp, he or she will be placed in fourth grade classes the following year with a third-grade retention label for reading. The following year, additional support in reading will be provided in addition to the ninety minutes of uninterrupted reading instruction all children receive. Children will be eligible to retake the reading test in late October to achieve a mid-year promotion and have the third-grade retention label in reading removed. Children will remain in the same fourth grade class for the entire school year and continue to receive the uninterrupted reading instruction throughout fourth grade to support ongoing improvement in reading skills.

Transportation

Bus Arrival and Dismissal

Plan B and C:

To promote social distancing, no more than one student will be seated on a school bus seat at a time. Exceptions can be made for family members. All k-12 students riding a bus must wear a face covering unless there is an exception due to developmental, medical, or behavioral health needs. If a student does not wear a face covering, one will be provided.

Families will be required to complete and submit a Parent/Guardian Attestation form before utilizing bus transportation services. Forms are available at schools and at https://www.nhcs.net/nhcsreadysetreturn.

The bus attestation form may be submitted to busattestation@nhcs.net or FHG. Every student must have this attestation on file before utilizing bus transportation services.

After arriving at school, all bus riders will be asked the symptom screening checklist questions and have their temperature taken before being allowed to enter the building.

- Staff members greet students from arrival and dismissal from the bus
- Health screenings will be conducted upon arrival by bus.
- Plan B and C: Breakfasts will be delivered to classrooms.
- Students may enjoy breakfast in classrooms after health screenings are completed.
- Buses use the left side parking lot when facing the school.
- Transportation changes are not accepted after 1:30 p.m. Students may not be taken off buses by parents.
- Students younger than 3rd grade will not be left at the bus stop unless a parent is present to receive the child or an older sibling is responsible for walking them home. A form must be completed for unattended drop off. Visit www.nhcs.net/divisions/operations/transportation/bus-routes for more information.

Walker Arrival and Dismissal

Parents are required to provide written permission for students to walk to or from school. Classroom teachers have copies of the required form.

Walker Arrival - Plan B and C

- *The single point of entry for all walkers will be the front entrance of the school. A single file line maintaining 6 feet of social distancing will be maintained as students wait their turn for health screening. The health screening will occur outside the main entrance and once successfully completed, the student will enter the building. Parents will exit the sidewalk in a set pattern in order to maintain the appropriate 6 feet of social distancing for all students and families.*

Walker Dismissal - Plan B and C

- *Walkers will be dismissed from designated locations which will allow for 6 ft of social distancing.*
- Forest Hills staff members assist approved student walkers in meeting people approved for pickup. Students will not be dismissed until 2:40. A parent pick-up sign will be provided to families to show to FHG to assure approval for pick up has been granted.

- Students younger than 3rd grade will not be permitted to cross Colonial Drive and/or walk home unless a parent is present to receive the child or an older sibling is present with the child.
- If a Parent Pick up sign is not available, photo ID will be requested. If no photo ID is available and the person is unknown to staff, the parent will be asked to park and go inside to process student pick up.

Bicycles

- Bike Racks are located at the front entrance of the school. Parents are encouraged to periodically review bicycle safety rules with their children. Once on campus, students are asked to park their bikes quickly and proceed to the front entrance of the school. Bicycle racks are located in the front of the school.
- *Plan B and C - Health screening is located outside the main entrance of the school.*

Car Arrival and Dismissal

Plan B and C

- All parent drop off and pick-up will take place from the Car Line. To reach the Car Line route, turn onto Confederate and then Alpine to access the line behind the school by the playground and cafeteria.
- Students will be dismissed from classrooms at 2:30.
- Please be patient with the staff, students, and fellow parents during this time! *Upon arrival, students will participate in health screenings and temperature checks while still in the car. Students will be dismissed using social distancing protocols so it will take longer for students to reach cars. Our goal is to coordinate an efficient and safe drop off and pick-up process while maintaining the physical safety of all involved.*
- Parents will be issued a sign to post in their window to identify the student(s) to be picked up. Parents who do not have the sign visible will be asked for a photo ID. If no photo ID is available and the person is unknown to staff, the parent will be asked to park and the process for pick up will take longer.
- Early arrivals are asked to pull up and stop at the safety cones. Staff members will be wearing an orange safety vest.
- Parents are to wait in their cars and are not permitted to leave their cars. Children will be escorted to cars.
- A radio system is used to request children for car pick up. The signs posted in the car window are used to efficiently request children from inside the school building. Students have been directed to remain on the sidewalk until it is their turn to load. Children should enter vehicles on the right-side door.



Day Care Van Procedures for Dismissal

- If your child will not be going to the after school center on a specific day, please call the daycare center and notify them. The office staff is not responsible for communicating with after school programs.
- Parents are responsible for determining the availability of van service at the school.
- Vans use the circular drive in the front of the school at dismissal. Parents are not to park in the circular grassy area.
- Parents are asked to contact the daycare when their student is absent.
- *Students will be dismissed using social distancing protocols.*

Bus Behavior

NHCS BOE Policy 8440 - Bus Behavior

Riding the school bus is a privilege. It is an expectation that students act appropriately at the bus stop, as they enter and exit the bus, and while riding on the bus. Bus drivers will report inappropriate behaviors to school administrators.

STUDENT CONDUCT ON SCHOOL BUSES

The New Hanover County Board of Education endorses the following rules concerning the behavior of students while riding a school bus:

1. The school bus, including the bus stop area, is an extension of the school. All school rules and regulations that pertain to student conduct in the school are applicable to student conduct on the bus and at the bus stop. Therefore, the Student Discipline Policy is applicable (Policy 8410 Student Discipline Policies, Rules and Procedures) to incidents occurring on the school bus and at the bus stop area.
2. Discipline on the school bus is the responsibility of the principal of the school where the student is assigned. The principal has authority over students on the bus and at designated bus stops. This authority is delegated to the bus driver. The driver has the responsibility and authority for the safe operation of the bus and will refer all students who violate regulations to the principal.
3. Students shall not attempt to ride in a school bus unless assigned to it by the principal.
4. Students shall not board or disembark the bus unless it is their assigned stop.
5. When students enter the school bus, they should take their assigned seats quickly and remain seated and face front at all times.
6. With permission of the driver, students are allowed to converse quietly with persons sitting near them.
7. Students shall not rush to get off the bus.
8. Students shall not loiter or play near a stopped bus, but shall walk quickly away from the bus to the school building.
9. The following is a nonexclusive list of specific bus behaviors that are prohibited:

• Putting any part of the body outside of the bus;
• Throwing objects about the bus or out the windows;
• Eating, drinking, or chewing gum on the school bus;
• Striking matches or lighting cigarette lighters;
• Piling books, musical instruments, lunch boxes, or other objects in the bus aisle;
• Using profane and indecent language, tobacco, alcoholic beverages, illegal drugs or substances that mimic the effects of illegal drugs while riding in a bus;
• Taking pets or other animals on the school bus;
• Taking balloons on the school bus;
• Making loud or boisterous noises that have the potential of distracting the driver's attention;
• Fighting, playing or scuffling on the school bus;
• Tampering with the emergency door or any other part of the bus;
• Marring or defacing the bus in any way;
• Tampering with the fire extinguishers or first aid supplies;
• Harassing or assaulting other students, the driver or bus monitor; and
• Making obscene gestures.

Students and parents are advised that video cameras are used to monitor behavior on the bus. Students who fail to observe these rules are subject to immediate disciplinary action since their failure to do so may affect the safety of others. The driver will report a student who misbehaves to the principal on the same school day if the incident occurs in the morning, or the next morning if it occurs in the afternoon. Disciplinary action may include suspension from the bus and other disciplinary action.

CROSS REF: Policy 8410 Student Discipline Policies, Rules and Procedures
Approved: 06/05/84
Revised: 04/14/87, 12/07/93, 04/05/11

Willfully trespassing upon, damaging, or impeding the progress of a public school bus.

NC G.S. 14-132.2

It is unlawful for a parent to get on a school bus to confront either the driver or another student. If a parent ignores the warning of the bus driver and gets on the bus to confront either the driver or a student, the driver will notify the school principal, NHCS transportation, and law enforcement.

EFFECTIVE JULY 1, 2006

All LEAs are expected to:

- Train all school personnel regarding the permissible use of physical restraint, mechanical restraint, and seclusion in order to manage disruptive and dangerous student behaviors.
- Require that schools report any use of aversive procedures and any prohibited uses of physical restraint, mechanical restraint, and seclusion.
- Require that schools notify all parents or guardians of all local board policies developed to implement the mandates in House Bill 1032.

It is required that all public schools update their Safe Schools Plans to incorporate professional development to train appropriate school personnel in the management of disruptive or dangerous student behavior.

We appreciate your continued efforts to keep North Carolina's schools safe, orderly, and caring environments for all students.

PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction

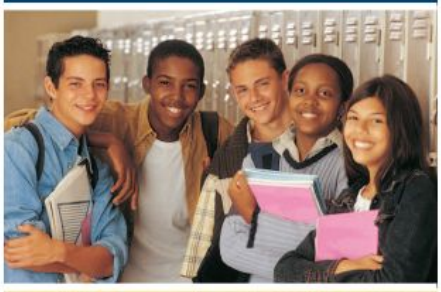
Federal Program Monitoring and Support Division
6351 Mail Service Center, Raleigh, NC 27699-6351

In compliance with federal law, NC Public Schools administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Inquiries or complaints regarding discrimination issues should be directed to:
Dr. Rebecca Garland, Chief Academic Officer
Academic Services and Instructional Support
6368 Mail Service Center, Raleigh, NC 27699-6368
Telephone: (919) 807-3200 :: Fax: (919) 807-4065

Visit us on the Web :: www.ncpublicschools.org

House Bill 1032
Reasonable Force



Clarifications on the Permissible Uses of Seclusion and Restraint

An Addendum to Chapter 115C of the North Carolina General Statutes

Ratified July 14, 2005
Effective July 1, 2006

PUBLIC SCHOOLS OF NORTH CAROLINA
State Board of Education | Department of Public Instruction

REMEMBER TO:

Incorporate House Bill 1032 into each school's Safe School Plan

Report all incidents involving aversive procedures or impermissible uses of restraint or seclusion.

NC General Statute 115C-391.1 addresses the permissible use of seclusion and restraint in public schools and the provision, the training of school personnel in the management of disruptive and dangerous student behavior, and the requirements for reporting aversive procedures and impermissible uses of restraints and seclusion to parents and guardians.

NC General Statute 115C-47(45) requires that incident reports be provided annually to the State Board of Education.





STEPS TO TAKE WHEN AN APPLICABLE INCIDENT OCCURS

1. The parent or guardian must be promptly notified of the incident.
2. The incident must be recorded on a "Use of Seclusion or Restraint" Incident Report. These reports may be found online at: http://www.ncpublicschools.org/schoolsafety/resources/reporting/
3. The Incident Report must be sent to the student's parent or guardian no later than 30 days after the incident.
4. Incident reports will be compiled by the LEA and provided to DPI at year's end along with the LEA's Discipline Data Verification Forms.

DEFINITION OF TERMS*

Physical Restraint – The use of physical force to restrict freedom of movement.

Mechanical Restraint – The use of any device or material to restrict freedom of movement.

Seclusion – The confinement of a student alone in an enclosed space from which the student is prevented from leaving.

Aversive Procedure – An intervention that may cause significant physical harm or serious foreseeable long-term psychological impairment.

**For complete definitions and impermissible uses of restraint and seclusion, please refer to NC General Statute 115C-391.1.*

For more information, please contact Ken Gattis, DPI Federal Program Monitoring and Support Division, at 919-807-3940 or kgattis@dpi.state.nc.us

Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the New Hanover County Schools receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or Assistant Superintendent for Student Support a written request that identifies the records they wish to inspect. The principal or Assistant Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the New Hanover County Schools to amend their child's or their education record should write the school principal or Assistant Superintendent for Student Support, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health, medical or security staff); a school resource officer; a member of the Board of Education; a volunteer, contractor, or consultant who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a company which provides information management, educational services or other functions for the school system; or a parent, student, or

other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the New Hanover County Schools discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

New Hanover County Schools will also release "directory information" about individual students upon request as explained in Board Policy 8700 unless the parent has opted out of the disclosure of directory information by providing written notice to the principal or Assistant Superintendent for Student Support. Any such opt-out must be renewed annually and/or when the child changes schools.

As required by law, New Hanover County Schools will also release the names, addresses, and telephone numbers of secondary students, upon request, to military recruiters or military institutions of higher learning, whether or not such information is designated directory information by the school system. Students or their parents may opt out of such disclosures by sending written notice to the principal or Assistant Superintendent for Student Support. Any such opt-out must be renewed annually and/or when the child changes schools.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the New Hanover County Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

    Student Privacy Policy Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202

Additional information about student educational records, including disclosures that New Hanover County Schools may make, may be found in New Hanover County Board of Education Policy 8700, which can be accessed on the New Hanover County Schools website.