



Student Handbook and Code of Conduct 2016-2017

Mission Statement:

The mission of Transylvania County Schools is to prepare students to become caring and productive citizens in an ever-changing society through the shared responsibility of students, parents, educators, and the community.

Transylvania County Schools do not discriminate with regard to race, color, national origin, gender, age, disability, religion, marital status, veteran status, political affiliation, and/or other characteristics protected by law.

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Lots of good things are happening in our schools, and it's never been easier to find all the news you want to know.



PARENT PORTAL: Register at school, then use our app or any computer connected to the internet to check grades and attendance for your child.



SMARTPHONE APP: Find almost everything from school and sports calendars to Peachjar and Parent Portal... all in one place on our new phone apps for Android and iPhone.



PARENT LINK: You will receive phone calls, emails, and text messages to get updates from your school, and when weather or other major events affect the whole district schedule.



PEACHJAR: If you're not receiving Peachjar emails, you may miss out on exciting school and community activities. Register at peachjar.com or email info@tcsnc.org for help.



TRANSLYVANIA
COUNTY SCHOOLS

www.tcsnc.org

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Dear Parents and students,

The policies and procedures contained in this handbook are written as concisely as possible so that students and parents can better understand them. The information, a collection of federal, state, local and school policies, is presented so that it will help guide students through a successful school year. While this handbook is meant to be as inclusive as possible, it cannot address every situation that might arise.

ACADEMIC REQUIREMENTS:

Course Credit and Promotion

Transylvania County Schools seeks to assure that student achievement is meaningful and promotion and course credit accurately reflect each student's ability to handle material. Criteria for promotion and course credit incorporate performance on classroom assignments and tests as well as achievement on North Carolina standardized assessments/tests. North Carolina expects students to achieve at least one year of academic growth every year the student is in school. Standardized end-of-grade and end-of-course tests have been carefully constructed to measure students' progress and assess their ability to handle the next level of material. Students, parents, and schools share the responsibility for student success.

Student Accountability for Academic Achievement

Transylvania County students shall meet local Board of Education promotion (Policy IKE), attendance (Policy JE-R), and test standards to be eligible for promotion or secondary course credit.

Test Standards

- Students in grades 3-8 are expected to achieve at or above a Level III on the North Carolina End-of-Grade Tests in reading, mathematics, fifth and eighth grade science, and/or their alternate assessment (for special education or Limited English Proficient students) to be eligible for promotion.
- Students in high school are expected to achieve at or above a Level III on the North Carolina End-of-Course Tests to be eligible for course credit. The highest grade on an End-of-Course (EOC) test shall count as twenty-five percent (25%) of a student's final grade in each high school course.

Diploma Standards

To receive a North Carolina high school diploma, all students must:

- Meet all existing local and state graduation requirements;
- Complete a North Carolina Graduation Project during English IV.

Opportunities for Students Not Meeting the Standard

- The teacher shall confer with the parent/guardian of students not meeting test standards. The teacher shall discuss (via telephone or in person) with the parent/guardian summer school and retesting requirements.
- Students who do not score at least a Level III on an End-of-Grade or End-of-Course test ~~are~~ **may be** required to participate in summer school and ~~retesting~~ **readministration** of the test to be eligible for course credit or promotion.

Transylvania County Schools shall not charge a fee for summer school or other summer remediation.

Personalized Education Plans

Each student not on grade level or not making adequate progress toward graduation shall have a Personalized Education Plan developed cooperatively by the student, parent, and teachers(s) unless interventions are already addressed by an Individualized Education Program plan. Each Personalized Education Plan shall include intervention and monitoring strategies. Students not meeting the testing standard on End-of-Grade exams will have a Personalized Education Plan developed during the first month of the next school year.

Waivers from Testing Standard(s)

Students who do not score at or above a Level III on a test may be considered for a waiver from this practice under certain circumstances. To be eligible for a waiver the student must attend summer school and participate in ~~retesting~~ **readministration of the test, if availalbe**. A waiver review committee shall be established in each school to determine if the student has attained competency of

the grade level or course material and met the state's exit standard for the course even though the test score is below a Level III.

Waiver Review Committee

The Waiver Review Committee will consist of a central office administrator, a principal of a different school, and a teacher within the school other than the teacher of the course or class in question. The student's classroom teacher, the parent(s), an advocate approved by the parent(s), and the school principal may be present at the committee review to speak for the student and demonstrate evidence of the student's competency. Students with disabilities and Limited English Proficient students being considered for a waiver shall have teachers with expertise in these areas attend and present information to the review committees.

A committee review shall be initiated once the student has completed the retest.

The review committee will consider, at a minimum, the following information: formal test and achievement data other than the state test, teacher tests and quizzes, projects and other performance products, attendance, participation in regular academic coaching, participation in remediation prior to retesting, and any additional information that demonstrates evidence of the student's competency in the course material.

The review committee will make a recommendation to the principal regarding the course credit or grade level promotion. The principal has the final decision in granting the course credit or promotion, requiring other remedial options, or requiring the student to repeat the course or grade.

A high school student who received course credit is deemed to have met the state's exit standard requirement in that course for graduation. A statement signed by the principal, the parent/guardian, and the student is required for the waiver of any standard for any course.

Testing Accommodations

Accommodations to the testing procedures shall be consistent for every test administration. These accommodations and modifications shall comply with the guidelines established by the State Department of Public Instruction.

Student Accountability Standards for Students with Disabilities

The Board believes that students with disabilities can achieve at the same levels as students without disabilities. To the extent possible, students with disabilities will be held to the same standards as all other students. All intervention and other opportunities, benefits, and resources that are made available to students without disabilities shall be made available to students with disabilities who participate in the student promotion standards. Such opportunities will be in addition to the special education services provided to the student.

Student Accountability Standards for Students with Limited English Proficiency

The Board believes that a student with limited English proficiency can achieve at the same levels as other students. To the extent possible, students with limited English proficiency will be held to the same standards as all other students. All intervention and other opportunities, benefits, and resources that are made available to other students shall be made available to students with limited English proficiency who participate in the student promotion standards.

Staff, students, parents, and the community shall be informed of this regulation.

Reference: Title 16, North Carolina Administrative Code .0103 (Graduation Requirements)

Exam Exemptions for courses without state prescribed tests

1. For courses without required state exams (EOC, NC Final Exams, CTE post assessments, etc.), students must have no more than 5 absences in the course.
2. Students must have either an average of "A" or "B" in the course.
3. The student must not have been suspended (OSS or CSTOP) from school.
4. All absences (other than school-related) are counted when determining exemption status.
5. Students may take an exempted exam to better his/her grade. In this case, the final grade will not be lowered.

To earn high school course credit a student must:

- Meet attendance requirements.
- Earn a grade average of at least 60 in the course with required state test (EOC, NC Final Exam, CTE post-assessments, etc.) counting as 25% and the teacher grade as 75%.

Credits per grade level

- To be classified as a sophomore, 6 credits are necessary.
- To be classified as a junior, 13 credits are necessary.
- To be classified as a senior, 20 credits are necessary.
- To be promoted a student may not be more than one grade level behind in English.

Earning Credit by Demonstrated Mastery (CDM)

Starting in 2015, students will be able to earn credit for a course without spending a set number of hours taking the course in a classroom.

- “Credit by Demonstrated Mastery” is the process by which a school shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time.
- Under the state’s new Credit by Demonstrated Mastery (CDM) option, uniquely qualified students may “test out” or bypass a course if they have already mastered the content.
- The program provides another opportunity for students to learn new content, to challenge themselves with the next level of rigor in a subject, and even graduate early. This option is not designed to replace existing accelerated pathways, such as the Academically and Intellectually Gifted (AIG) program.
- The CDM option is available to all students in North Carolina under State Board of Education policy SBE-GCS-M-001, Section 13.

GPA and Class Rank

GPA is determined by calculating the total number of quality points a student earns each semester and dividing the points by the total number of subjects taken, beginning with the freshman year.

For students entering high school prior to 2015-2016 school year:

- Honors courses earn one additional quality point (including honors level college courses)
- Advanced Placement courses earn two additional quality points. Class rank is determined by the calculated weighted grade point average. Valedictorian and Salutatorian are calculated by the weighted GPA at the end of their senior year. Honor graduates (including Valedictorian and Salutatorian) will be those students who successfully complete the requirements for being a Transylvania Scholar.

For students entering high school in 2015-2016 and beyond:

- Honors courses earn one-half (.5) additional quality point.
- Advanced Placement courses earn one (1) additional quality point.
- College courses (“dual enrollment”) - Course content, pace and academic rigor are, by definition, college-level for these courses. College courses, which may be delivered by a community college, public university or private college or university, provide credit toward a high school diploma and may satisfy a graduation requirement or provide an elective course credit. The state weighting system adds the equivalent of one (1) additional quality point to the grade earned in community college courses included on the most recent Comprehensive Articulation Agreement Transfer List, and for courses taught at four-year universities and colleges.

Honor graduates (including Valedictorian and Salutatorian) will be those students who successfully complete the requirements for being a Transylvania Scholar.

Beginning for ALL students during the 2015-2016 school year and beyond:

The conversion of grades to quality points is standardized.

90-100 = A;

80-89 = B;

70-79 = C;

60-69 = D;

≤ 59 = F.

Grades and the corresponding number of quality points.

90-100 =4.0;

80-89 =3.0;

70-79 =2.0;

60-69 =1.0;

≤ 59 = 0.0;

FF =0.0;

INC =0.0.

Recognition of Transylvania Scholars

Each spring, the Transylvania County School system invites the top scholars of each class to a Recognition Banquet. Selection of the scholars in grades ten through twelve is based on Transylvania County Scholars' course requirements plus a 3.8 weighted and a 3.5 unweighted GPA. Beginning with students entering high school in 2015-2016 and beyond, the weighted and unweighted GPA may be adjusted to align with changes for NC Scholars. If there is a change it will be determined during the 2015-2016 school year and the information will be included in next year's student handbook. The top ten percent of students in the junior class are recognized as Junior Marshals. The Junior Marshals, including the Chief Marshal, will be determined by the following criteria: The student must be in the top 10% of the class and must be a Transylvania County Scholar. Seniors will be recognized at graduation as Transylvania County Scholars and honor graduates.

Abbreviated Schedules

All students will be enrolled full time (four classes) for the first semester. Extenuating circumstances, such as being a fifth-year senior, could allow for an exception. Second semester seniors are encouraged to take a full class load, but they may "graduate" early ONLY with parent consultation and approval. Eleventh and twelfth graders may take classes at higher educational institutions provided they also qualify for high school credit.

Accelerated Preparation for College Entry

Online courses and dual enrollment programs with local and community colleges are available to students wishing to work toward early college entrance. Transylvania County Schools encourage 8th through 12th grade students to visit with their school guidance office and school administrators to learn more information about opportunities to accelerate high school graduation.

Dual Enrollment and Extracurricular Activities

Per Policy JECA, all students must be enrolled for a minimum of one half of the school day (at least 2 periods/blocks). In order for dually enrolled students (private, parochial, and home school) to be eligible to participate in athletics/extra-curricular activities, at least 1 of the 2 minimum required periods/blocks must be taken on the school campus for the entire school year after the initial enrollment. Parents must meet with the school principal and sign the required Memorandum of Understanding before students may enroll or participate in any school activities.

Commencement expectations

Actual participation in the commencement (graduation) ceremony is a privilege. It is a very important event in the life of the community. In order to take part in this ceremony, students must:

- Attend all practices for the duration
- Dress appropriately as communicated by the Senior Sponsors.
- Pay all outstanding debts BEFORE graduation practice begins.
- Meet all academic and attendance standards for graduation.

*** Students, who choose not to abide by the above conditions and thus not take part in graduation, may receive their diploma at a later date.**

TRANSYLVANIA COUNTY ATTENDANCE POLICY

TCS recognizes that regular school attendance is the foundation for learning and that the North Carolina Attendance Law requires attendance of students between the ages of seven (7) and sixteen (16). These regulations are intended to inform, to encourage regular attendance, and to hold students and parents responsible for attendance. Children under age seven (7) are subject to the compulsory attendance law as long as they are enrolled in public school (G.S. 115C-378).

DEFINITIONS - North Carolina Administrative Code

Attendance Defined

To be considered in attendance, a student must be present in the school for at least one-half ($\frac{1}{2}$) of the school day or at a place other than the school with the approval of the principal to attend an authorized school activity. These activities include field trips, athletic contests, student conventions, music festivals or similar activities. (*Statutory Authority G.S. 115C-379; effective July 1, 1986.*)

Attendance Lawful

The school shall consider an absence lawful when a student provides satisfactory written evidence based on one of the following:

1. Illness or injury prevents the student from being physically able to attend school.
2. The local health officer or the State Board of Health orders the isolation of the student.
3. The student is absent due to the death of a member of the immediate family.
4. The student has a medical or dental appointment.
5. The student is a party to or is under subpoena as a witness in the proceedings of a court or administrative tribunal.
6. The student has obtained prior approval by the principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
7. The student/parent obtains prior approval from the principal to take advantage of a valid educational opportunity, such as travel.

Note: All lawful and unlawful absences are included as part of the 5 allowed by this policy. (*Statutory Authority G.S. 115C-379; effective July 1, 1986.*)

NUMBERS 1-7: A NOTE FROM A PARENT/GUARDIAN FOR REASONS OTHER THAN (STATED ABOVE) IS CONSIDERED AN UNLAWFUL ABSENCE.

Out of School Suspensions

The absence of a student that results from the suspension of said student for misconduct will count as an absence from school and in any missed classes. (*Statutory Authority G.S. 115C-379; effective July 1, 1986*)

Chronic Illnesses/Conditions

A dated doctor's verification of an illness/condition that is likely to result in the frequent absence of a student shall be placed in the student's health file. Parents' notes are still required for student absences.

Required Attendance

Students must attend at least two-thirds (2/3) of class to be counted as present. Any student who misses more than five (5) days (lawful or unlawful absences) in any one class per semester has exceeded the Transylvania County attendance policy requirements and may not be eligible for credit. With the occurrence of the 6th absence which must be for a lawful reason, the student will be required to sign an attendance contract and have the principal's/designee's permission prior to making up work. All work must be made up within 5 school days of the absence, time made up hour for hour for absences 6 through 9, and all assignments completed to the teacher's satisfaction. The attendance contract will cover make up work for any additional lawful absences up to the 8th lawful absence. With the 9th lawful absence, only the principal can grant permission for make-up work and will require appropriate supporting documentation for this absence. In order for students to receive at least 85% of offered instructional time, students exceeding 12 lawful absences will be automatically ineligible for credit UNLESS they make up all time (hour for hour) for absences 6, 7, & 8 in addition to all absences exceeding number 13.

Parents may request approval from the school principal to allow students to be absent from school for educational trips and vacations. These requests should be made with the principal at least five days prior to the absence. A request form is available in the school office. All approved educational absences will be considered lawful absences. These do not include school sponsored educational trips and activities which are not counted as absences.

Tardiness to School or Class

Students are expected to be punctual to school and to respective classes. Students that are arriving late to school or class are required to present valid documentation for the lateness. Chronic tardiness is considered disruptive to the learning process of others and may result in consequences for insubordination.

Early Dismissals

Students leaving school early must bring a note from the parent/guardian stating the time, destination, purpose, phone number where the parent/guardian may be reached, and method of transportation. All notes must be submitted to the office or attendance secretary by 8:00 a.m. If the student forgets a note, parents may call the school and provide the same information. ***Students may not call home to obtain an early dismissal unless ill.*** Per Board policy, any student under 16 must have a parent/guardian sign him/her out of school.

Perfect Attendance

In order to receive a perfect attendance certificate, you must be counted present at school for 180 days. Absences due to school-sponsored activities will not count against perfect attendance. Throughout the year, school staff will make every effort to recognize students who achieve quarterly perfect attendance. An end-of-year activity may be planned to reward students with perfect attendance.

Pre-Arranged Trips

A form is available in the office for pre-arranged trips. This form must be filled out completely and signed by an administrator before your trip. If the trip causes you to exceed five absences, you could lose credit and be required to attend summer school. Pre-arranged trips during the school year are discouraged.

Visits—College

Juniors and Seniors are encouraged to visit colleges and universities where they might attend. Visits must be approved by the school counselor and should be planned so that they do not interfere with a student's preparation for exams, etc. A note from the college(s) you visit must be presented to the guidance counselor the next school day.

SAFE SCHOOLS/COMMUNICATION

Cameras and entrance system

The installation of cameras and an entrance system has taken place. This will help to make the school more secure and provide a safer environment for maximum learning. The cameras are located in the hallways, entrances, and athletic facilities, as well as on the campus grounds. It should be noted that the cameras may not cover all areas of the school and from time to time they may not be activated or they may be malfunctioning.

Child abuse

Transylvania County Schools follows the North Carolina state law requiring school staff to report every case of suspected child abuse/neglect to the local Department of Social Services. Suspected cases of child abuse are directed to the school counselor.

Crisis Management

It is necessary from time to time to lock and secure the campus to ensure the security of all staff and students. Our school will follow two procedures. In case of Code Yellow, students and staff should do the following:

- go into the classroom and lock the door,
- make sure that all exterior doors and windows are closed and locked, and
- remain in the secure location until the all-clear announcement is given.

Teachers and students are to continue with normal classroom activities and should not be alarmed during a Code Yellow. In case of a more severe emergency, Code Red will be used to communicate the presence of an immediate threat to the school. In this procedure, students should report immediately to the nearest secure room and follow the directions of the staff member in charge.

Tipline

If you or your student were to suspect or become aware of any students or adults in a school who are planning or acting in any unsafe way, please let us know. This includes, but is not limited to, the use or possession of drugs, knives, guns, and/or threats to injure, bullying, or assault. If you are not comfortable talking directly with staff at the school level, use the Transylvania County Safe School's tip line at ~~828-393-0064~~ **828-201-2796**. If you have any questions about the Transylvania County Safe School's tip line, please feel free to contact Alan Justice at 884-6173.

Student drug testing policy

All students participating in a competitive extra-curricular activity at the middle schools and high schools and/or students issued high school parking permits will be subject to random and suspicionless drug testing. Students participating in extracurricular activities will be subject to random drug testing during the competitive/sports season in which they participate in the activity. Students having high school parking permits will be subject to random drug testing throughout the school year. The test shall detect illegal drugs and other controlled substances in which it is illegal for a student to possess or consume.

Students will be allowed to indicate the prescription drugs that they are taking under the care of a physician. A student will not be suspended from the competitive extra-curricular activity nor have his/her parking privileges suspended for taking a drug prescribed to him/her by a medical doctor, and taken as directed.

Details of testing procedures are described in athletic handbooks and in policy JH_B, JHB_R, JHB_E.

Student Responsibility in Random Drug Testing

Before participating in a competitive extracurricular activity or receiving a permit to park on campus, a student and the parent of that student must acknowledge they have received a copy of this policy by signing the release form for random selection for drug testing.

Guidance

The Student Services Department is concerned with the total development and well-being of all students. The school counselor is available for career and college planning, parent conferences, classroom guidance activities and individual counseling for personal concerns. High School students are required to complete a four-year academic plan after selecting a program of study. Our schools strive to prepare graduates to be productive, responsible citizens. For additional information, please contact our school counselor.

Communicable disease (JHCC)

A student diagnosed as having a communicable disease or a related condition shall not be denied access to public schools unless it is determined that the student is too ill to attend school, presents a health risk to others, or otherwise is denied admission by North Carolina General Statutes. In all cases of severe contagious disease (e.g., HIV/AIDS, HBV, HCV), strict adherence to control regulations as defined by general statute and/or the North Carolina Department of Health and Human Resources, shall be required. All decisions regarding the educational status of a student with a severe contagious disease shall follow the steps outlined in the procedures adopted by the superintendent. Legal Ref.: [G.S. 115C-36](#); [G.S. 130A-136](#), [-142](#) and [-143](#); 10 NCAC 7A.0209(d)(3); 10 NCAC 7A.0211

Diabetes care plan

All parents/guardians who have a diabetic child and desire that their child be considered for a Diabetic Care Plan must submit a written request to the principal of their school. Packets of information regarding the process are available in each school's office. If you desire additional information, please contact the school. Until the packet is returned with the necessary medical information, the school can only request the assistance of EMS (Emergency Management System) personnel.

Immunizations

Birth certificate and medical requirements for initial entry must be met within the first thirty days a student is enrolled. Details of documentation are available on the school district web site: (www.tcsnc.org) or at the student's school.

Legal custody

If a parent has a custody agreement or a current restraining order against a person, it is imperative that the school have copies of these orders immediately. According to North Carolina law, both parents have legal custody of minor children unless a court has decreed otherwise, and either can pick up the child or remove the child from school.

Project child find

The Division of Exceptional Children's Services is looking for all children and youth ages 3-21 with special needs. Many physically, emotionally, or mentally handicapped children may need help which they are not receiving. The first step in helping these children is to find them. Contact Transylvania County Schools at 884-6173.

Weather closings

If schools are closed, notification will be made on local TV and radio, available on the school system website (www.tcsnc.org) and telephone hotline (884-4157), and made through the telephone call system for parents who have activated their accounts.

Alert notifications(ParentlinkSchoolMessenger)

Transylvania County Schools subscribes to an alert notification system to provide instant notification for parents in cases of school closings/delays or other emergency situations. Instructions on accessing the web site, updating your information, etc. will be provided at the beginning of the school year.

STUDENT ACTIVITIES

Student Character Standards

All students are encouraged to participate in the many school sponsored extra-curricular activities. Students who participate in school activities outside the classroom are more engaged and find the school experience more rewarding. In order to participate in extracurricular activities (including athletic programs), students must adhere to school board policies, school-based criteria and applicable law. It is important for students to understand that the behavioral expectations placed upon them by the school can extend beyond the classroom and school campus. Pursuant to North Carolina law, the school board has the authority to withhold participation privileges from students.

Driver's license revocation

Students who have a NC Driver's License or a NC Learning Permit may have their permit/license revoked by the Division of Motor Vehicles for any of the following reasons:

- Failure to demonstrate adequate academic progress (failing 2 or more classes in any semester).
- Dropping out of school prior to the 18th birthday.

Suspension from school for more than 10 consecutive days, or placement in an alternative learning program for more than 10 days, for the following:

- Possession or sale of alcoholic beverages or an illegal controlled substance on school property.
- Possession or use on school property of a weapon or firearm that resulted in disciplinary action under GS 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel or school property.

Students suspended for 10 or fewer consecutive days for one of the above offenses will not be eligible to enroll in driver's education classes for one year from the date of the suspension. This provision applies to any student at least 14 years old or in the 8th grade. The student will be ineligible to hold a driving permit/license or attend driver's education classes for one full year from the time of the offense. Students losing their license because of failing grades can have the license reinstated at the end of the next semester by passing 70% of their courses.

Student Athletic Insurance (Policy JHA)

The Board recognizes that inherent to participation in athletics is the potential for accidental injury. The Board encourages all student athletes in Transylvania County Schools to be covered by some form of medical insurance.

Dual enrollment extra-curricular activities

School board policy JECA dictates that all students must be enrolled for a minimum of one half of the school day (at least 2 periods/blocks). In order for dually enrolled students (private, parochial, and home school) to be eligible to participate in athletics/extra-curricular activities, at least 1 of the 2 minimum required periods/blocks must be taken on the school campus for the entire school year after the initial enrollment. Parents must meet with the school principal and sign the required Memorandum of Understanding before students may enroll or participate in any school activities.

Financial obligations

North Carolina law makes a pupil's parent or guardian liable for (1) damage fees for abuse or loss of textbooks, (2) damage to school buildings and furnishings and, (3) for any gross negligence or willful damage or destruction of school property to the extent of \$5,000. Other liabilities of the student include lunch charges, library fines, parking fines, and sales' obligations derived from school-sponsored projects. Financial obligations should be taken care of immediately. Failure to do so will result in a "due bill" at the end of the year. Outstanding due bills will be placed in a student's file and will have to be paid before he/she graduates.

Insurance

Parents/guardians of students participating in athletics (including cheerleading) are encouraged to be covered by some form of medical insurance (Board policy JHA). Any student participating in athletics will be required to complete form JHA-E prior to such participation. In addition, students taking science, physical education, or vocational classes are encouraged to purchase school insurance.

Internet: Acceptable Use Policy

Transylvania County Schools offer access and availability to the Internet and electronic mail for students at all sites. These resources are for *educational* and *research* purposes, consistent with the goals of the school system. Students will not be allowed to use the Internet for personal services such as Hot Mail, Gmail or any other electronic mail service not provided by Transylvania County Schools. The Acceptable Use Policy with guidelines and limitations will be distributed at the beginning of the school year. All students will be provided supervised access to computers including the internet. You may opt for your child to not have this opportunity by requesting, completing and submitting the appropriate form located online at www.tcsnc.org

Lockers

By school law, lockers are considered joint property of the school and the student and may be searched or inspected at any time by the principal or his designee. Students are expected to use only their assigned locker. The school is not responsible for property taken from your locker and therefore, it is mandatory that you use a lock on your locker door. A school designee will assign your lock and locker. Students are not to go into another student's locker without permission.

Closed campus

Transylvania County Schools operate under a closed campus policy. Students who check out prior to lunch and who are gone during the lunch period will not be allowed back on campus and in class unless they bring back documentation of a medical visit and/or other scheduled appointment. Visitors and students who return to school from an early dismissal are not to bring food from an outside vendor to be eaten on campus.

Medication

School staff may administer medication to students at school only if a doctor or parent/ guardian/health care provider deems it necessary for the medication (prescription or nonprescription) to be given during school hours. The parent/guardian must make a request in writing on form JHCD-E1. Form JHCD-E1 can be downloaded from the Board of Education Policy web site under **Board of Education**, Policies & Regulations, School Board Policy Manual, or obtained from the school. Medications shall be administered in accordance with the instructions on form JHCD-E1. A medication log will be maintained for each student receiving medication administered by school personnel. School personnel and the Board of Education assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian/health care provider or doctor.

1. Prescription medication must be in a container with pharmacist's label.
2. Non-prescription medication must be in the original container.
3. The parent/guardian must deliver medication to a school staff member. No medication will be transported on the school bus except in an emergency.
4. Medications must be removed from the school premises when medication administration has been completed. The school will dispose of medications left more than two weeks after the completion date.

Illness or Injury

If a student suddenly becomes seriously ill or is injured the parent/guardian or emergency contact person will be contacted to come for the student or to meet the student at a medical facility. Please keep phone numbers for parents/guardians/emergency contacts up to date. Also be sure emergency medical information (allergies, special conditions) is current.

If parent/guardian or emergency contact person cannot be reached and the student needs to be taken to a medical facility, the family will be responsible for the cost of services, including EMS transportation if deemed necessary.

No student will be taken home or sent home (in an emergency situation) unless a parent/guardian or someone designated by the parent/guardian is at home to accept the responsibility for the student.

Messages

All student messages will be posted or delivered to students as quickly as possible. To minimize class interruptions, arrangements for routine matters such as rides, money delivery, job times, etc., should be made before arriving at school.

School Improvement Team

The process for the school improvement team is based on five key areas: Globally Competitive Students, 21st Century Professionals, Healthy and Responsible Students, Innovative Leadership, and Transylvania County Schools will be governed and supported by 21st Century Systems. For each of these areas, measurable goals are set and action steps established. The plan is available on each school's website. We invite all students, parents, and community members to participate. If you are interested in improving the school, please contact the school principal.

School-sponsored trips

Field trips should be an integral part of a student's educational experience. Students must fill out a "special activities" form beforehand to have on file that includes approval from all of his/her teachers and parents. Chaperones going on any field trip must be approved by the principal and be on the approved volunteer chaperone list for the school system.

Textbooks

The textbooks issued to you are your responsibility even if missing from lockers, shelves, cafeteria, etc. In the event a book is lost, another book will not be issued until the cost of replacing the book is paid. Students with books which show excessive damage (beyond normal use) at the end of the year will be assessed a damage fee by the subject teacher.

Tornado/Fire drills

State Law requires Tornado and Fire Drills. When the alarm sounds, follow the instructions of your teacher, and remain quiet at all times. Familiarize yourself with the drill procedures posted in each classroom. Appropriate procedures in the event of a fire or tornado are to be followed. In the event that a fire alarm sounds between classes or at lunch, evacuate the building through the nearest exit as quickly as possible. Always assume that an alarm signals a real fire or tornado. This will help ensure your safety.

Student parking on campus

All vehicles parked on school grounds must be registered with the Principal or his designee, and must display a valid parking permit. You are to park only in the lot designated on the permit. Parking permits may be purchased at the office when registering vehicles.

Students who have their parking privilege permanently revoked will not receive a refund. Also, the principal or his designee shall have the authority to remove and/or suspend/revoke driving and parking privileges as a result of the following violations:

- Excessive tardies, absences, and/or truancy.
- Violations of the Transylvania County Code of Conduct.
- Inadequate Academic Performance

The school has the authority to search students' vehicles on school grounds if there is suspicion of alcohol, drugs, stolen items, or as part of an arrest for violating the law. Students, who drive vehicles to school, park at their own risk and need to understand that *the school or the Board of Education cannot be held responsible for the vehicle.*

A student is not to be in the parking lot during the school day unless he/she has permission from the office or has an early dismissal.

Visitors

The safety of our students is important to us, and so we ask that all visitors check in at the office and sign the visitor log. School policy is to welcome those visitors with legitimate business at school. Parents are welcome at any time. To avoid disruptions to the educational program and because of liability, student visitors are not permitted.

Lunch with students

Parents are invited to join their children for lunch in the cafeteria. We ask that you participate in the school lunch program and enjoy the meal prepared by our cafeteria staff. They have worked very hard to provide a delicious and nutritious meal. We thank you in advance of dining with us. Outside foods from restaurants will not be allowed.

Cafeteria program

Breakfast is FREE to all students K-12. Breakfast is served 7:30-8:15 am. K-8 is served in the classroom, grades 9-12 in the cafeteria. Seventy-Five % of our students eat breakfast each day. Lunch is .40 cents for Reduced Lunch, \$2.25 for grades K-5, and \$2.50 or \$2.75 for grades 6-12. All meals meet USDA Dietary Guidelines and NSLP-HHFKA regulations for calorie, fat, sodium, whole grain and nutrient content.

Students may not leave campus during lunch shifts. Parents may not bring food from restaurants for students to eat on campus. Students may charge only two lunches on their accounts. Charges for extra items are not allowed. Parents are responsible for debts owed to the cafeteria. Debts are paid in the cafeteria. Theft from the cafeteria will result in disciplinary action.

Free and Reduced Lunch applications are available on the web site (www.tcsnc.org/Page/1800). Click on, Departments, School Nutrition, Free/Reduced Lunch Applications. A form should be submitted at the beginning of each school year. Applications are accepted any time during the year and approval is good for the remainder of the current school year. Completed forms should be submitted to the school office, the cafeteria or faxed to School Nutrition Services at [828-885-7395](tel:828-885-7395). All information remains confidential.

Transylvania County Schools & School Nutrition Services is an equal opportunity provider- (refer to web page for complete Civil Rights non-discrimination statement.)

Home Made Foods for Classroom or School-Based Celebrations

Due to the significant increase in food allergies and food-borne illness, only commercially prepared items with a list of ingredients shall be used for classroom or school-based celebrations during the school day. (Policy JHCA: Student Wellness)

Policy Information

Complete information regarding the following policies can be accessed online at www.tcsnc.org

ANNUAL PUBLIC NOTICES

A. Student Records: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, gives parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review your child's education records within forty-five (45) days of the day the school receives a request for access. You should submit to the school principal a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request an amendment of your child's education records that you believe are inaccurate or misleading. You should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in your child's education records. FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions. For a complete list of the disclosures that elementary and secondary schools may make without parental consent see 34 CFR Part 99.37.
- The School District may release "directory information" about a student unless you have advised the school to the contrary. The School District has designated the following information as directory information:

Student's Name	Degrees, honors, and awards received
Address	Date and place of birth
Telephone listing	Electronic mail address
Photograph	Participation in officially recognized activities and sports
Major field of study	Weight and height of members of athletic teams
Grade level	Most recent educational agency or institution attended
Dates of attendance	Enrollment status

- The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:
 - i. A playbill, showing your student's role in a drama production;
 - ii. The annual yearbook;
 - iii. Honor roll or other recognition lists;
 - iv. Graduation programs; or
 - v. Sports activity sheets, showing weight and height of team members.
- Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
- In addition, under federal law, we are required to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school students unless the student or parent has advised the school that they do not want such information disclosed without their prior written consent.
- If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, the School District must be notified in writing within fourteen (14) days of the beginning of the school year or within fourteen (14) days of your enrolling in the School District. For your convenience, a form that can be used for this purpose is provided at the end of this Notice. An "opt out" is perpetual and can only be rescinded in writing.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

B. Non-Discrimination: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Rehabilitation Act of 1973 (Section 504); and The Americans with Disabilities Act of 1990 (ADA)

It is the School District's policy not to discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information or veteran's status in its educational programs, activities or employment policies.

For inquiries or complaints or to request a copy of the School District's grievance procedures, please contact:

Athletics, Safe Schools, & Transportation Director Transylvania County Schools Morris Education Center 225 Rosenwald Lane Brevard, NC 28712	Exceptional Children's Program Director Transylvania County Schools Morris Education Center 225 Rosenwald Lane Brevard, NC 28712
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C. Students with Disabilities: Individuals with Disabilities Act (IDEA)

Pursuant to the IDEA, a federal law, the School District must provide special education services to all children residing in the school district who are between the ages of three (3) and twenty-one (21) who have been diagnosed with or are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact:

Exceptional Children's Program Director Transylvania County Schools Morris Education Center 225 Rosenwald Lane Brevard, NC 28712
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D. Homeless Students: McKinney-Vento Homeless Assistance Act

For information concerning the educational rights of homeless students, please consult Board Policy Manual and/or contact:

Homeless Liaison Transylvania County Schools Morris Education Center 225 Rosenwald Lane Brevard, NC 28712

E. Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment requires that the School District notify you and obtain consent or allow you to opt-out your child from participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas:

1. Political affiliates or beliefs of the student or student's parent;

2. Mental or psychological problems potentially embarrassing to the student and/or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incrimination or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams or screenings except for hearing, vision, scoliosis or any physical exam or screening permitted or required under State law.

The School District will, within a reasonable period of time prior to the administration of the surveys and activities, provide notice of said surveys and activities and give you or your son/daughter, if he/she is eighteen (18) years old or older, the opportunity to opt-out.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

F. Student Health: N.C.G.S. § 115C-375.4

With the passage of N.C.G.S. 115C-375.4, the School District must provide families with information on Influenza and Meningococcal diseases and the vaccines that are available to prevent each. Influenza ("flu") is caused by a virus that spreads from infected persons to the nose or throat of others. Influenza can cause fever, sore throat, chills, coughs, headache and muscle aches.

Anyone can get influenza. Most people are ill with flu for only a few days, but some get much sicker and may need to be hospitalized. Influenza causes an average of 36,000 deaths each year in the U.S., mostly among the elderly.

Influenza vaccine is available in two types. Inactivated (killed) flu vaccine, given as a shot, has been used in the U.S. for many years. A live, weakened vaccine, FluMist, was licensed in 2003. It is sprayed into the nostrils. It is available for persons age 5-49 years of age. Influenza viruses change often. Therefore, influenza vaccine is updated every year. Protection develops in about 2 weeks after getting the shot and may last up to a year. The best time to get the vaccine is in October or November. Contact your local health department or physician for more details on cost and time vaccine will be available.

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections. About 2,600 people get meningococcal disease each year in the U.S. Ten to fifteen percent of these people die, in spite of treatment with antibiotics. Of those who live, another 10% have chronic complications. It is most common in infants less than one year of age, international travelers, and people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease.

Learn more about these vaccines by consulting with your family doctor or nurse or contacting the Transylvania County Department of Public Health at (828) 884-3135 or contacting the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or visiting <http://cdc.gov/vaccines/>.

G. Student Health: N.C.G.S. § 115C-47(51)

North Carolina General Statute § 115C-47(51) requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus and the vaccines available to prevent these diseases.

Information on these diseases and the vaccines can be found at www.cdc.gov/vaccines/vpd-vac. Those individuals without internet access can contact a school nurse or the Transylvania County Department of Public Health at (828) 884-3135.

H. North Carolina Safe Surrender Law

Pursuant to N.C.G.S. §7B-500(b), a female may legally surrender her newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, School Social Workers, School Nurses, counselors and law enforcement agents are examples of responsible adults who are familiar with this law. More information can be found at www.safesurrender.net. Those individuals without internet access can contact a school nurse or social worker.

I. Asbestos Hazard Emergency Response Act

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for the Transylvania County Schools. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to "ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review." (§763.84(c)) The AHERA Management Plan contains documents of the initial AHERA inspection, 6-month periodic Surveillances, Triennial re-inspections, employee training and Operations and Maintenance procedures. If you have any questions regarding the AHERA Management Plan for this school district, you can contact Safe Schools Director at (828) 884-6173.

J. Use of Pesticides: N.C.G.S. § 115C-47(47)

With the passage of N.C.G.S. § 115C-47(47), the School District must provide notification regarding pesticide use on school property. For more information, please consult Board Policy ECD and/or contact:

Director of Safe Schools Transylvania County Schools Morris Education Center 225 Rosenwald Lane Brevard, NC 28712

K. Student Restraint/Seclusion/Isolation

The School District has adopted Board Policy JGB, as required by N.C.G.S. § 115C-391.1. Board Policy JGB, as well as N.C.G.S. § 115C-39.1.1, are fully set out herein.

Policy JGB: Student Seclusion/Restraint/Isolation

Physical Restraint

Physical restraint is defined as the use of physical force to restrict the free movement of all or a portion of a student's body. Physical restraint shall be allowed by Transylvania County Schools personnel as a reasonable use of force under the following circumstances in accordance with N.C.G.S. §115C-391.1:

- A. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- B. As reasonably needed to maintain order or prevent or break up a fight.
- C. As reasonably needed for self-defense.
- D. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
- E. As reasonably needed to escort a student safely from one area to another. Students should only be physically escorted when it is deemed safe or if the current setting conditions pose hazards for the student or staff. Escorts should only be conducted in accordance with training procedures adopted by the system.
- F. If used as provided for in a student's Individualized Education Plan (IEP) or Section 504 Plan or Behavior Intervention Plan as a brief intervention strategy to assist the student in regaining self-control.
- G. As reasonably needed to prevent imminent destruction to school or another person's property.

Physical restraint shall not be considered a reasonable use of force if used solely as a disciplinary consequence.

Mechanical Restraint

Mechanical restraint is defined as the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint shall be allowed only in the following circumstances in accordance with N.C.G.S. §115C-391.1:

- A. When properly used as an assistive technology device included in the student's IEP or as otherwise prescribed for the student by a medical or related services provider.
- B. When using seat belts or other safety restraints to secure student during transportation.
- C. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- D. As reasonably needed for self-defense.
- E. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person. If used for the purpose of preventing self-injurious behavior, the use of mechanical restraints should be included in the IEP as part of a Behavior Intervention Plan.

Nothing in the policy prevents the use of physical or mechanical restraint by School Resource Officers or other sworn law enforcement officials in the lawful exercise of their law enforcement duties.

Physical restraint in Transylvania County Schools shall follow the prescribed methods taught by either CPI (Crisis Prevention Intervention) or NCI (Nonviolent Crisis Intervention). All personnel who are in positions in which physical restraint may be necessary shall be trained to use CPI or NCI. All schools should identify a minimum of one team of five to seven employees trained to intervene in crisis prevention and physical restraint. In no case should employees use an intervention that involves either a prone or chair restraint.

Seclusion

Seclusion is defined as the confinement of a student alone in an enclosed space from which the student is:

- A. Physically prevented from leaving by locking hardware or other means; or
- B. Not capable of leaving due to physical or intellectual capacity.

Seclusion is prohibited in Transylvania County Schools except in the following settings and circumstances:

- A. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
- B. As reasonably needed to maintain order or break up a fight.
- C. As reasonably needed for self-defense.
- D. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self/others or imminent substantial destruction or school or another person's personal property.
- E. When used in accordance with the student's IEP or Section 504 Plan or Behavior Intervention Plan, the following conditions should be met:

- The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
- The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP.
- The space in which the student is confined has been approved for such use by the school principal.
- The space is appropriately lighted.
- The space is appropriately ventilated and heated or cooled.
- The space is free of objects that unreasonably expose the student or others to harm.

Isolation

Isolation is defined as a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Transylvania County Schools personnel may use isolation provided that:

- A. The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
- B. The duration of the isolation is reasonable in light of the purpose of the isolation.
- C. The student is reasonably monitored while in isolation.
- D. The isolation space is free of objects that unreasonably expose the student or others to harm.

Aversive Procedures

Aversive procedures are defined as the systematic physical or sensory intervention for modifying behavior of students with disabilities that causes or reasonably may be expected to cause significant physical harm, serious psychological impairment to the student, or obvious repulsion to observers of the intervention due to procedures that do not follow acceptable, standard practice. Transylvania County Schools prohibits the use of aversive procedures as defined herein by its employees, volunteers, or personnel permitted in schools in accordance with interagency agreements.

Time-out

Time-out is defined as a behavior management technique in which a student is separated from other students for a period of time in a monitored setting.

Notice, Reporting, and Notification

Pursuant to North Carolina law, school personnel shall promptly notify the principal/designee of any use of aversive procedures, any improper use of physical restraint resulting in observable physical injury to a student, prohibited use of mechanical restraint, or any

prohibited use of seclusion or seclusion lasting more than 10 minutes or the time specified on a student's Behavior Intervention Plan. When a principal/designee has personal knowledge or actual notice of these incidents, he/she shall promptly notify the parent/guardian by the end of that workday, but in no event later than the end of the following workday, and provide the name of a school employee they can contact regarding the incident.

In addition, the parent/guardian of the student shall be provided with a written incident report of any incident covered by this section within a reasonable period of time, but in no event later than 30 days after the incident. The written documentation shall include:

- A. The date, time of day, location, duration, and description of the incident and interventions used.
- B. The event or events that led up to the incident.
- C. The nature and extent of any injury to the student.
- D. The name of a school employee the parent/guardian can contact regarding the incident.
- E. In the case of seclusion incidents, the school personnel supervising the seclusion shall maintain a log of observations of the student, which shall be available for inspection upon request by the parent/guardian.
- F. All incidents of physical restraint and seclusion required to be reported pursuant to N.C.G.S. §115C-391.1(j)(4) shall be reported as part of the Safe Schools reporting process, which shall be reported annually to the State Board of Education.

Transylvania County Schools policy requires prompt notification to parents/guardians regarding all occurrences of physical restraint resulting in observable physical injury to a student. Prompt notification means by the end of that workday during which the incident occurred, but in no event later than the end of the following workday.

Notice

All employees and parent/guardians shall be provided a copy of N.C.G.S. §115C-391.1 and a copy of this policy at the beginning of each school year.

Training of Personnel

Transylvania County Schools will provide pre-service training as soon as possible for all new certified employees in:

- A. The identification and education of children with disabilities.
- B. Positive management of student behavior.
- C. Effective communication techniques for defusing and de-escalating disruptive or dangerous student behavior.
- D. Safe and appropriate use of seclusion and restraint.

As soon as possible, all Transylvania County Schools personnel who are most likely to be called upon to prevent or address disruptive or dangerous student behavior, including but not limited to school administrators, teachers and teacher assistants, bus drivers, School Resource Officers, school psychologists, and school counselors shall receive training in:

- A. Positive management of student behavior.
- B. Effective communication for defusing and de-escalating disruptive or dangerous behavior.
- C. Safe and appropriate use of seclusion and restraint.

Compliance by Community Agency Personnel

All personnel working within Transylvania County Schools in accordance with interagency agreements shall adhere to the above policies. In all circumstances in which a community agency employee is assigned to work with a student or students in a Transylvania County school, an intervention plan which describes the crisis prevention and intervention procedures to be utilized must be developed by a team that includes parents, school and agency personnel.

Legal Notices

Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under N.C.G.S. §115C-390 or modifies the rules and procedures governing discipline under N.C.G.S. §115C-391(a). Nothing in this policy is intended to prohibit or regulate the use of "time-out" as a behavior management technique where a student is separated from other students for a limited period of time in a monitored setting.

Nothing in this policy shall be construed to create a private cause of action against any local board of education, its agents or

employees, or to create a criminal offense.

Approved by Board and Effective 6/5/06

N.C.G.S. § 115C-391.1

- (a) It is the policy of the State of North Carolina to:
 - (1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.
 - (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
 - (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
 - (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
 - (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.
- (b) The following definitions apply in this section:
 - (1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.
 - (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
 - a. Significant physical harm, such as tissue damage, physical illness, or death.
 - b. Serious, foreseeable long-term psychological impairment.
 - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.
 - (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
 - (4) "IEP" means a student's Individualized Education Plan.
 - (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is prevented from leaving.
 - (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
 - (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
 - (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
 - (9) "School personnel" means:
 - a. Employees of a local board of education.
 - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
 - (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:
 - a. Physically prevented from leaving by locking hardware or other means.
 - b. Not capable of leaving due to physical or intellectual incapacity.
 - (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- (c) Physical Restraint:
 - (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:
 - a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.

- b. As reasonably needed to maintain order or prevent or break up a fight.
- c. As reasonably needed for self-defense.
- d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
- e. As reasonably needed to escort a student safely from one area to another.
- f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
- g. As reasonably needed to prevent imminent destruction to school or another person's property.
- (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.
- (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
- (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.
- (d) Mechanical Restraint:
 - (1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:
 - a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
 - b. When using seat belts or other safety restraints to secure students during transportation.
 - c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
 - d. As reasonably needed for self-defense.
 - e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.
 - (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.
 - (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.
- (e) Seclusion:
 - (1) Seclusion of students by school personnel may be used in the following circumstances:
 - a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
 - e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
 - 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
 - 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
 - 3. The space in which the student is confined has been approved for such use by the local education agency.
 - 4. The space is appropriately lighted.
 - 5. The space is appropriately ventilated and heated or cooled.
 - 6. The space is free of objects that unreasonably expose the student or others to harm.
 - (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.
 - (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
 - (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.
- (f) Isolation – Isolation is permitted as a behavior management technique provided that:
 - (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
 - (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
 - (3) The student is reasonably monitored while in isolation.
 - (4) The isolation space is free of objects that unreasonably expose the student or others to harm.
- (g) Time-out – Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.
- (h) Aversive Procedures – The use of aversive procedures as defined in this section is prohibited in public schools.

- (i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through G.S. 115C-390.12
- (j) Notice, Reporting, and Documentation.
- (1) Notice of Procedures – Each local board of education shall provide to school personnel and parents or guardians at the beginning of each school year copies of this section and all local board policies developed to implement this section.
- (2) Notice of specified incidents:
 - a. School personnel shall promptly notify the principal or principal's designee of:
 - 1. Any use of aversive procedures.
 - 2. Any prohibited use of mechanical restraint.
 - 3. Any use of physical restraint resulting in observable physical injury to a student.
 - 4. Any prohibited use of seclusion or seclusion that exceeds ten minutes or the amount of time specified on a student's behavior intervention plan.
 - b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.
- (3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but no event later than the end of following workday.
- (4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:
 - a. The date, time of day, location, duration, and description of the incident and interventions.
 - b. The events or events that led up to the incident.
 - c. The nature and extent of any injury to the student.
 - d. The name of a school employee the parent or guardian can contact regarding the incident.
- (5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.
- (k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of higher education or their agents or employees or to create a criminal offense.

L. Use of Corporal Punishment

The Board of Education prohibits corporal punishment, believing other consequences are more appropriate and effective for teaching self control. No employee, student teacher or volunteer may use corporal punishment with any student. The use of reasonable force as permitted by law, including force necessary to protect oneself or others, is not considered corporal punishment.

M. Parental Information for Title I Schools

The following schools in this District receive federal funding through Title I: **all elementary schools**. These funds are used to provide supplemental instruction to students who are in need of assistance in the area of reading and, on occasion, in the area of mathematics. Our goal is to provide early intervention to struggling learners.

Federal guidelines require that school districts provide a process by which parents may request the qualifications of their child's teacher, insuring that the teacher meets Highly Qualified standards. As a parent of a student in a Title I school, you have the right to know the following information:

- 1. Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher provides instruction;
- 2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications have been waived;
- 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To request this information, please contact Elementary Education & Title I Director at (828) 884-6173.

N. Free or Reduced School Lunch

A free or reduced lunch application form will be sent home with your child at the beginning of the school year. Please complete the form and return it to your child's teacher. You will be notified if your child(ren) qualifies for free or reduced meal prices. All information is strictly confidential.

O. Student Discipline Policies

Pursuant to N.C.G.S. § 115C-390.2(i), schools must make available all policies, rules and regulations regarding student discipline. For the Board's policies and regulations regarding student discipline, consult the Board's online policy manual at www.tcsnc.org. All other student discipline information will be printed in student handbooks or made available on the school's website at the beginning of the year available at www.tcsnc.org.

P. Student and Parent Complaint and Grievance Procedures

For information concerning student and parent complaint and grievance procedures, see Board Policies ~~ACB-R and AE-2310~~ and ~~4021~~.

Q. Equal Access to Facilities

The school system provides equal access to its facilities. For more information about accessing school facilities, consult with Board Policy KG available at www.tcsnc.org.

R. Information Regarding Advanced Courses

Pursuant to N.C.G.S. § 115C-83.4A(d), schools must provide information to students and parents on available opportunities and the enrollment process for student to take advanced courses. This information will be available on the school's website at the beginning of the year available at www.tcsnc.org.

S. School Bullying/Cyber-Bullying Policies

Pursuant to N.C.G.S. § 115C-407.16(d), school principals shall provide the local board of education's policy prohibiting bullying and harassing behavior, including cyber-bullying, to staff, students and parents. A copy of these policies is available at www.tcsnc.org and will be printed in student and employee handbooks. Hard copies of the policies are available from the school principal upon request.

**Code of Student Conduct
Transylvania County Schools**

INTRODUCTION

The Transylvania County Board of Education is committed to teaching responsibility and respect for cultural and ideological differences and to maintaining safe, orderly, and inviting schools. Each student in Transylvania County Schools is responsible for exhibiting the highest standards of behavior. The Code of Student Conduct (the "Code") outlines system-wide expectations for student behavior designed to provide the best possible learning environment. This Code does not restrict the authority of teachers, site-based teams, or principals to make individual school or class rules not inconsistent with the procedures outlined below.

Students are encouraged to make responsible choices regarding personal behavior and to seek the support, guidance, and intervention of school officials when needed. Mediation services are available to all students as a healthy and proactive process for guiding good decision making, resolving conflicts in a peaceful manner, and maintaining healthy relationships throughout the school environment.

Applicability

Students must comply with the Code in the following circumstances:

1. While in any school building or on any school premises before, during, or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any school bus stop;
4. During any school-sponsored activity or extracurricular activity;
5. When subject to the authority of school employees; and,
6. At any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Definitions

Alternative Education Services – Part- or full-time programs, wherever situated, providing direct or computer-based instruction that allows a student to progress in one or more core courses.

Board – Transylvania County Board of Education

Day(s)– School day(s) excluding teacher workdays, holidays, vacation days, and weekends.

Destructive Device – An explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other device similar to any of the devices listed.

Expulsion – The indefinite exclusion of a student from registering, enrolling, or attending any school under the operation of the Board for disciplinary purposes. This exclusion also includes riding in a school-owned or school-operated vehicle and prohibits the student from participating in school activities or entering any school property.

Firearm – Includes (1) a weapon, including a starter gun, which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; and, (3) any firearm muffler or firearm silencer. The term "firearm" does not include an inoperable antique firearm, BB gun, stun gun, air rifle, or air pistol.

Long-Term Suspension – Exclusion from the school to which the student was assigned at the time of the disciplinary action and from participation in school activities or events for a period in excess of ten days but not to exceed the remainder of the school year, except that if the offense leading to the long-term suspension occurs in the final quarter of the school year, the exclusion may extend to the end of the first semester of the following school year.

Parent – Includes the natural parent, legal guardian, legal custodian, or other caregiver adult who is acting in the place of a parent and is entitled under state law to enroll the student in school.

Principal – Includes the Principal and the Principal's designee

School Personnel – Includes (1) any Board employee; (2) any person working on school grounds or at a school function under a contract or written agreement with the school system to provide educational or related services to students; and, (3) any person working on school grounds or at a school function for another agency providing educational or related services to students.

Short-Term Suspension – Exclusion from school and participation in school activities or events for up to ten days.

Superintendent – Includes the Superintendent and the Superintendent's designee

Interrogation and Searches of Students

As outlined in Board Policy JFG, "Interrogations of Students," and Board Policy JFGA, "Searches of Students," students may be questioned and/or searched if it is necessary to maintain a safe and orderly school environment. The Board believes that students should be free from unreasonable search and seizure by school officials. School officials may search a student when a reasonable suspicion exists that the student has violated a school rule or broken a law.

Since student lockers are school property, they may be inspected at any time.

When law enforcement authorities have initiated the search, or are directly involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. The Board will not prohibit law enforcement agents from attempting to question students at school if any of the following conditions exist:

1. Parental consent;
2. A court order involving the student(s); or,
3. A warrant involving the student(s).

Any of these three stated conditions provide sufficient justification for law enforcement agents to escort students to other locations for questioning. Should a law enforcement agent present a court order or warrant for a student, reasonable efforts will be made to contact the parents if they have not been previously notified.

Reports to Law Enforcement

As outlined in Board Policy JFCA, "Criminal Behavior," principals shall report to law enforcement certain criminal offenses that occur on school property when the principal has personal knowledge, actual notice, or a reasonable belief that the following criminal acts have occurred, regardless of the age or grade of the perpetrator or victim: (1) assault resulting in serious personal injury; (2) sexual assault; (3) sexual offense; (4) rape; (5) kidnapping; (6) indecent liberties with a minor; (7) assault involving the use of a weapon; (8) possession of a firearm in violation of the law; (9) possession of a weapon in violation of the law; and, (10) possession of a controlled substance in violation of the law. Additionally, the principal may notify law enforcement of any other potential criminal conduct or incident which may jeopardize the safety, security, or well-being of the school environment.

The principal shall notify the superintendent in writing or by e-mail of any report made to law enforcement. Such notice must occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The superintendent must inform the Board of any such reports. In addition, the principal must notify the parents or guardians of students who are alleged to be victims of any reported offenses. Certain crimes must be reported to the State Board of Education in accordance with State Board of Education Policy HRS-A-000.

Consequences and Behavioral Interventions

Violation of Board policies, the Code, regulations issued by the individual school or an individual teacher, or North Carolina law may result in disciplinary action. Principals shall inform students at the beginning of each school year of the contents of the Code and any school rules that may result in discipline. Most disciplinary consequences can occur with the student remaining in an educational environment. Illustrative examples of in-school disciplinary consequences available to principals include, but are not limited to:

1. Parental involvement, such as conferences;
2. Isolation or time-out for short periods of time;
3. Behavior improvement agreements;
4. Instruction in conflict resolution and anger management;
5. Mediation;
6. Individual or small group sessions with the school counselor;
7. Academic intervention;
8. In-school suspension;
9. Detention before and/or after school or on Saturday;
10. Community service;
11. Exclusion from graduation ceremonies;
12. Exclusion from extracurricular activities;
13. Suspension from bus privileges; and,
14. Placement in an alternative school.

As outlined in Board Policy JGA, "Corporal Punishment," the Board prohibits corporal punishment, believing other consequences are more appropriate and effective for teaching self-control. No employee, student teacher, or volunteer may use corporal punishment with any student. The use of reasonable force as permitted by law, including force necessary to protect oneself or others, is not considered corporal punishment.

When, in the judgment of the school principal, a student's behavior warrants an out-of-school suspension, the principal may impose a short-term suspension or, for more serious violations of the Code, may recommend a long-term suspension, a 365-day suspension, or expulsion. Suspensions of greater than ten days are reserved for serious misconduct that either threatens the safety of others within the school or threatens to substantially disrupt the educational environment.

In determining the appropriate consequence for a violation of this Code, principals shall consider all aggravating or mitigating circumstances they deem relevant. Examples of aggravating or mitigating circumstances that may be considered include, but are not limited to:

1. The student's age;
2. The student's intent;
3. The student's disciplinary history, including number of infractions and prior discipline for the same violation;
4. The student's academic history;
5. Whether the conduct caused a threat to safety;
6. Whether school property or personal property was damaged;
7. Whether the conduct caused a substantial disruption of the educational environment; and,
8. Whether a weapon was involved and whether any injury resulted.

The Code is leveled to indicate the severity of the violation and the type of consequence. The principal shall inform students of local school rules that, if broken, may result in suspension from school.

Level I rule violations should generally result in in-school interventions in lieu of out-of-school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level I rule, or other aggravating factors are present, the principal may impose a short-term suspension. The procedures established by Board Policy JGD, "Short-Term Suspension," shall be followed when disciplinary consequences for a Level I rule violation include suspension for fewer than ten (10) days. Any short-term suspension for truancy or tardiness shall not exceed two (2) school days and shall only occur following documented interventions. Level I rule violations may not result in long-term suspension.

Level II rule violations involve more serious misconduct that may warrant short-term suspension. The procedures established by Board Policy JGD, "Short-Term Suspension," shall be followed when disciplinary consequences for a Level II rule violation include suspension for fewer than ten (10) days. Principals may recommend a long-term suspension based upon the presence of aggravating factors. The procedures established by Board Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion," shall be followed when disciplinary consequences for a Level II rule violation include the principal's recommendation for suspension in excess of ten (10) days.

Level III rule violations are more severe in nature and support long-term suspension. The procedures established by Board Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion," shall be followed when disciplinary consequences for a Level III rule violation include the principal's recommendation for suspension in excess of ten (10) days. The principal may impose a short-term suspension based on mitigating factors. The procedures established by Board Policy JGD, "Short-Term Suspension," shall be followed when disciplinary consequences for a Level III rule violation include suspension for fewer than ten (10) days.

Level IV rule violations compromise the safety and welfare of students and staff and require a suspension of a specific length under the North Carolina General Statutes. In such cases, the procedures established by Board Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion," shall be followed.

Level V allows for expulsion of a student, as provided by state law, for a violation of the Code, if (1) the student is fourteen years of age or older, (2) the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or employees, and (3) the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N. C. Gen. Stat. § 14-208 may be expelled consistent with state law. The procedures established by Board Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion," shall be followed.

VIOLETIONS AND CONSEQUENCES

Level I violations result in in-school disciplinary consequences or possible short-term suspension due to aggravating factors, and include:

- I-1 Inappropriate Language.** Cursing and the use of vulgar, profane, or obscene language is prohibited.
- I-2 Attendance.** Students shall attend school regularly. Students shall be considered truant and subject to discipline whenever they are absent from school without a valid excuse or not in class or an approved instructional activity during the school day. Arriving late to class, skipping class or school, leaving the school campus without permission, and being in an unauthorized area on the school campus are prohibited.
- I-3 Cheating.** Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- I-4 Plagiarism.** Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. Plagiarism may include a grade of zero (0) for the assignment or paper in addition to other disciplinary consequences.
- I-5 Falsification.** Falsification includes the verbal or written statement of any untruth.
- I-6 Compliance with Directions.** Students shall comply with all reasonable directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions.
- I-7 Disrespect of Other Students.** Students shall not mistreat fellow students or act in a way that interferes with the ability of other students to learn in a peaceful and safe environment.
- I-8 Disruptive Behavior.** A student may not use any means to interrupt or interfere with teaching or orderly conduct of school activities.
- I-9 Wireless Communication and Electronic Devices.** As outlined in Board Policy JI, "Wireless Communication and Electronic Devices," the Board regards the possession of a wireless communication and/or electronic device as a privilege. The use of these devices can also be a disruption to the instructional process and create a safety hazard.

Students and parents assume the risk of loss when an electronic device is brought onto school grounds for any reason. The school system is not responsible for the loss of, theft of, or damage to any wireless communication and/or electronic device, including any such device confiscated by school personnel. Nothing in this policy shall prevent a principal from immediately banning from school the possession of any item or device when used in the violation of a specific provision of the Code for which a more stringent punishment is warranted.

No elementary student shall have in their possession on school property any wireless communication and/or electronic device, including but not limited to cell phones, laser pointers, paging devices, two-way radios, iPods, any devices possessing photographic capabilities, CD/MP3 players, electronic games, PDAs, Bluetooth devices, or other communication and/or electronic devices not specified capable of the same or similar functions.

Except as provided below, no high school or middle school students shall use, have in view, or have on their person or in their personal belongings during the instructional day (from the beginning school bell until the dismissal bell) any wireless communication and/or electronic device, including but not limited to cell phones, laser pointers, paging devices, two-way radios, iPods, any devices possessing photographic capabilities, CD/MP3 players, electronic games, PDAs, Bluetooth devices, or other communication and/or electronic devices not specified capable of the same or similar functions. All such devices must be stored in locked cars or locked lockers during the instructional day. Devices in lockers must be in the "off" position and shall be stored in such a manner as to make them inaccessible during the instructional day.

High school and/or middle school students, with permission from their principal, may have wireless communication and/or electronic devices in their possession on yellow school buses. However, all such devices must be in the "off" position and shall be stored in such a manner as to make them inaccessible during the bus ride. The use of such devices on white activity buses is at the discretion of the sponsor/coach in charge of the white activity bus.

School administrators have the right to conduct searches of students upon reasonable suspicion to ensure the enforcement of this policy. Any school staff member witnessing a violation of this policy at his/her school shall report it to a school administrator immediately.

An "offense" shall occur each time this policy is violated, regardless of the specific device or devices involved. However, the possession of multiple devices at one time shall be regarded as one offense. The consequences for violation of this policy are:

1. **First Offense** – The device will be confiscated and a parent conference with the principal will be held. A contract must be signed by the parent/legal guardian, student, and principal.
2. **Second Offense** – The device will be confiscated and a parent conference with the principal will be held. At the discretion of the principal, the student may receive either a three-day in-school or out-of-school suspension. The device will be returned to the parent after a maximum of forty-five (45) calendar days or sooner at the discretion of the principal.
3. **Third Offense** – The device will be confiscated and a parent conference with the principal will be held. At the principal's discretion, the student may receive either a five-day in-school or out-of-school suspension. The device will be returned to the parent after a maximum of ninety (90) calendar days or sooner at the discretion of the principal.
4. **Possession of a wireless communication and/or electronic device during a test or quiz** – In addition to the above consequences, a grade of zero (0) will be assigned for the test or quiz. Any student who has a visible cell phone or one that rings during a test will be considered cheating on that test. In addition, any student who has a visible cell phone or one that rings during a test will go to the second offense outlined in this section, even if the student has no prior history of being caught with a cell phone.

Any student not following the directives of a school employee during the confiscation of any device is subject to disciplinary action at the discretion of the principal.

The principal may give special approval (at the request of the teacher) for the possession and/or use of electronic devices by a student(s) for special instructional activities during the school day(s).

The use of a wireless communication/electronic device in a criminal act will result in prosecution.

I-10 Student Dress Code. As outlined in Board Policy JFCE, "Student Dress Code," Transylvania County Schools' student dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students in an educational setting shall be modestly dressed and groomed in a manner that is clean and neat and that will not be a health hazard to themselves or others. The Board prohibits clothing or grooming that, in the principal's judgment, may be lewd, offensive, vulgar, suggestive, obscene, or may reasonably be expected to cause disruption or interfere with normal school operations. Also prohibited are items of clothing with slogans that promote or encourage the use of tobacco products, alcoholic beverages, or illegal drugs. Students should dress for success. Therefore, pajamas, slippers, and excessively casual or tight fitting attire should not be worn. Caps, hats, and other head coverings may not be worn indoors at the elementary or middle schools. Caps may be worn only in the hallways at the high school level.

THE CLOTHING DESCRIBED BELOW IS ACCEPTABLE AND APPROPRIATE. If the clothing is NOT described below, then it is considered unacceptable and will constitute a violation of the dress code:

1. Pants, shorts, skirts, and dresses must be knee-length. Holes, slits, or tears in garments above knee length are not acceptable.
2. All tops must be loose-fitting, must have sleeves, and must have an appropriate neckline that is not revealing. Cleavage cannot be visible at any time.
3. All students must have shirts that are tucked in or long enough to cover the midsection when standing, leaning, bending, or sitting.
4. Undergarments cannot be inappropriately visible at anytime.
5. No other type of headgear may be worn in the building (e.g., bandanas, do-rags).
6. Pants must be worn at the natural waistline.
7. Trench coats are not to be worn.

8. **All shorts and pants must be loose-fitting and modest. Tight fitting pants such as leggings, yoga pants, “jeggings” should not be worn unless with a suitable length shirt or dress covering to the mid-thigh.**

Consequences for Violations of the Dress Code Policy

1. **First Offense** – Students will be warned and directed to change clothes or correct the violation.
2. **Second Offense** – Students will be assigned to lunch detention and directed to change clothes or correct the violation.
3. **Third Offense** – Students will be referred to the office for insubordination and directed to change clothes or correct the violation.

This policy does not apply to school-sanctioned uniforms and costumes approved by the principal for athletic, choral, or dramatic performances.

I-11 Gambling. Students shall not participate in any unauthorized games of chance in which money or other items of value may be won or lost.

I-12 Disruptive or Indecent Images, Literature, or Illustrations. The possession or distribution of images, literature or illustrations that are vulgar, indecent, or obscene or that significantly disrupt the educational process is prohibited.

I-13 Use of Tobacco. As outlined in Board Policy Board Policy GBK, “Tobacco-Free Schools,” students are prohibited from using or possessing any tobacco product: (1) in any school building, on any school campus, and in or on any other school property owned or operated by the Board, including school vehicles; (2) at any school-related activity, including athletic events; or, (3) at any time when the student is subject to the supervision of school personnel, including during school trips. For purposes of this provision, “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products. No tobacco use is allowed in buildings, on campus, in school vehicles (or vehicles used for school related transportation), or at school sponsored events. No student may possess tobacco products, matches, or lighters.

Nothing herein prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.

Consequences for Tobacco Possession and/or Use

1. **First Offense** – One (1) day of in-school suspension or C-STOP. The student will be provided with educational materials regarding tobacco cessation.
2. **Second Offense** – Two (2) days of in-school suspension or C-STOP
3. **Third Offense** – One (1) day of out-of-school suspension
4. **Fourth Offense** – Two (2) days of out-of-school suspension

I-14 Misconduct on a School Vehicle. As outlined in Board Policy JFCC, “Student Conduct on School Buses,” the Board recognizes the importance of safety on school buses as related to student welfare and an efficient transportation system. Misbehavior in any form on a bus is a safety hazard and will not be tolerated. Minor offenses will merit a warning, and repeated minor offenses or serious misbehavior will result in parent notification, punishment, and possible removal from the bus for extended periods of time. A student could lose bus privileges immediately for a serious misbehavior. A student who damages or defaces a bus must pay for the damage in addition to receiving appropriate disciplinary action. Illustrative examples of inappropriate behavior as a bus passenger include, but are not limited to:

1. Pushing or shoving;
2. Hand(s), arm(s), or leg(s) out window;
3. Getting off at an unauthorized stop;
4. Indecent language;
5. Not keeping assigned seat;
6. Use of tobacco and/or illegal substance on bus;
7. Boisterous and/or distracting behavior;
8. Eating and/or drinking on bus;
9. Fighting at bus stop or on bus;

10. Throwing objects out of window;
11. Tampering with and/or damage to any part of the bus, including the emergency door;
12. Refusal to adhere to a reasonable request of a bus driver, including failure to sit up and face forward in bus seats and/or discontinue loud talking;
13. Spitting on the bus and/or out of the window;
14. Use of cigarette lighter and/or matches on the bus;
15. Providing a substitute driver with false information;
16. Indecent physical expression and/or indecent exposure; and,
17. Other inappropriate behavior that could create a safety hazard or dangerous situation.

Elementary and Middle School Consequences

1. **First Offense** – Warning and/or other appropriate disciplinary action, including suspension from the bus for three (3) or more days for a first offense deemed to be extreme and/or dangerous
2. **Second Offense** – Three-day suspension from the bus or other appropriate disciplinary action
3. **Third Offense** – Five-day suspension from the bus or other appropriate disciplinary action
4. **Fourth Offense** – Ten-day suspension from the bus or other appropriate disciplinary action
5. **Fifth Offense** – Suspension from the bus for the remainder of the school year. If the suspension occurs prior to October 1, then the student *may* be permitted to ride again beginning January 1 if deemed appropriate by the principal.

High School Consequences

1. **First Offense** – Three-day suspension from the bus
2. **Second Offense** – Five-day suspension from the bus
3. **Third Offense** – Ten-day suspension from the bus
4. **Fourth Offense** – Suspension from the bus for the remainder of the school year. If the suspension occurs prior to October 1, then the student *may* be permitted to ride again beginning January 1 if deemed appropriate by the principal.

In addition to imposing bus disciplinary consequences, the principal may also impose school-level disciplinary consequences if specific circumstances warrant additional disciplinary action. (See also Rule II-11 in this Code for additional information.) Nothing in this section prohibits the principal from imposing a long-term bus suspension for severe violations of the Code that threaten the health, safety, or welfare of school bus passengers.

Parents shall be notified concerning inappropriate behavior and disciplinary action taken.

I-15 Inappropriate displays of affection. As outlined in Board Policy JFCK, “Student Public Display of Affection,” the Board believes that an atmosphere must be established that promotes an optimum learning environment for all students. Appropriate social behaviors in an educational setting contribute to a positive learning environment for all students. Learning and practicing socially acceptable behavior are important aspects of the students' education. The Board explicitly prohibits public display of affection except for hand holding at the high school level.

Level II violations result in short-term suspension, the principal's recommendation for long-term suspension with aggravating factors, or in-school disciplinary consequences with mitigating factors, and include:

II-1 Verbal Abuse. Students may not direct toward any school employee cursing, threats, or language that is abusive or threatening. Using profane, indecent, or threatening language to any person over the telephone; annoying or harassing by repeated telephoning; or, making false statements over the telephone is prohibited. Serious infractions may be considered Level III violations resulting in more severe consequences.

II-2 Threat/False Threat. As outlined in Board Policy JFC, “Student Conduct/Discipline,” students are prohibited from directing toward any other person any language that threatens force, violence, or disruption or any sign or act that constitutes a threat of force, violence, or disruption. See also Rule III-5 and Rule III-7 in this Code for additional information regarding bomb threats and terrorist threats.

II-3 Bullying and Harassment. As outlined in Board Policy ACB, “Interpersonal Human Relations and Student Grievance Procedures,” and Board Policy JFC, “Student Conduct/Discipline,” the Board will not tolerate inappropriate behavior or language which results in harassment, bullying, or discrimination based on race; color; religion; ancestry; national origin; gender; sex; age;

socioeconomic status; academic status; gender identity; physical appearance; sexual orientation; pregnancy; or, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. Any student who believes he has been the victim of such behavior should report it to the principal, who will investigate and determine further appropriate action. All matters involving interpersonal human relations complaints shall remain confidential. Acts of retaliation against a student for filing a report under the provisions of this policy will not be tolerated.

II-4 Sexual Harassment. No student shall engage in any conduct prohibited by Board Policy AACA, "Sexual Harassment."

II-5 Fighting/Physical Aggression. No student may intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. No student shall take any action or make any comments or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

Fighting at the elementary school level will result in the following disciplinary consequences:

1. **First Offense** – The student will be placed in in-school suspension for one (1) day. The principal will consult the School Resource Officer, and offenders may be charged.
2. **Second Offense** – The student will be placed in in-school suspension for three (3) days. A behavior contract will be developed for the student. The principal will consult the School Resource Officer, and offenders may be charged.
3. **Third Offense** – The student will be placed in in-school suspension for five (5) days. The principal will consult the School Resource Officer, and offenders may be charged.

Fighting at the middle and high school level will result in the following disciplinary consequences:

1. **First Offense** – The student may be suspended for up to three (3) days. The parent will be notified to pick up the student. The principal will consult the School Resource Officer, and offenders may be charged.
2. **Second Offense** – The student may be suspended for three (3) to five (5) days. The parent will be notified to pick up the student. Law enforcement officials will be notified, and offenders may be charged. A behavior contract will be developed for the student.
3. **Third Offense** – The student may be suspended for up to ten (10) days, and the principal may recommend the student's long-term suspension to the superintendent. The parent will be notified to pick up the student. Law enforcement will be notified, and offenders may be charged.

Parents will be encouraged to meet with the School Resource Officer to discuss the consequences of any possible criminal charges.

II-6 Hazing. N. C. Gen. Stat. § 14-35 defines *hazing* as "subjecting another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority or other similar group." No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, swear, harass or subject him/her to personal indignity.

II-7 Theft or Damage to Property. As outlined in Board Policy JFC, "Student Conduct/Discipline," students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property. Students are also prohibited from damaging or attempting to damage school or private property.

II-8 Arson. Starting a fire or attempting to start a fire on school property is prohibited unless specifically authorized by school officials.

II-9 False Fire Alarms. No student shall falsely set off, attempt to falsely set off, or aid and abet anyone in falsely setting off a fire alarm at school.

II-10 Trespassing. As outlined in Board Policy JFC, "Student Conduct/Discipline," students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:

1. The student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
2. The student is loitering at any school after the close of the school day without any specific need or supervision; or,
3. The student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

II-11 School Transportation Disturbance. Any physical or verbal disturbance that occurs on a school transportation vehicle and that interrupts or interferes with the safe and orderly operation of the vehicle is prohibited. Violations of this rule may result in removal from school transportation in addition to other disciplinary consequences available under this policy. (See also Rule I-14 in this Code and Board Policy JFCC, "Student Conduct on School Buses" for additional information.)

II-12 Computer Misuse. Individual users of school-provided Internet service and computers are expected to abide by Board Policy ~~IBC, "Telecommunications—Acceptable Use," 3225/4312/7320~~ **"Technology Responsible Use"**. In addition to the provisions of that policy, the following behaviors are specifically prohibited:

1. Sending or displaying offensive, vulgar, crude, or threatening messages or pictures;
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers, computer systems, software, or computer networks;
5. Violating copyright laws;
6. Using another's ID and/or password;
7. Illegal use of data in folders or work files;
8. Intentionally wasting limited resources, including distributing mass email messages, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization; and,
9. Employing the network for commercial purposes.

Disciplinary consequences for violations of Board Policy ~~IBC, "Telecommunications—Acceptable Use," 3225/4312/7320~~ **"Technology Responsible Use"** include restitution of costs incurred through damage, including loss and/or repair; limitation or cancellation of user privileges; criminal prosecution; and, short-term suspension. Nothing in this section shall inhibit the principal's authority to recommend long-term suspension for computer misuse that violates other rules established by the Code.

Level III violations may result in the principal's recommendation for long-term suspension or possible short-term suspension with mitigating factors, and include:

III-1 Assault on School Personnel. As outlined in Board Policy GBEEA-R, "Staff Protection," the Board values its employees and will prosecute to the fullest extent of the law anyone who assaults an employee. Job-related assault will be defined as any verbal assault, physical assault, or battery upon an employee which takes place at any time during an employee's performance of work-related duties, either on educational property or off.

An assault on school personnel by a student shall result in a minimum ten (10) day short-term suspension from school. The assault of a school bus driver by a student shall result in a minimum one-hundred eighty (180) day suspension from the bus and a minimum ten (10) day short-term suspension from school. The principal may recommend long-term suspension as a result of aggravating factors. If a teacher is assaulted or injured by a student and as a result the student is long-term suspended, expelled, or assigned to alternative education, then the student shall not be returned to that teacher's classroom unless the teacher consents.

III-2 Assault on Another Student. No student may cause or attempt to cause serious physical injury to another student.

III-3 Coercion or Extortion. No student may use force or violence or threat of force or violence to obtain money, property, or personal services from another student.

III-4 Weapons. As outlined in Board Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety," the Board will not tolerate the presence of weapons. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning. Students are prohibited from possessing, handling, using, or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon, including loaded and unloaded firearms, including guns, pistols, and rifles; destructive devices such as explosives, dynamite cartridges, bombs, grenades, and mines; knives, including pocket knives, bowie knives, switchblades, dirks, and daggers; slingshots and slungshots; leaded canes; blackjacks; metal knuckles; BB guns; air rifles and air pistols; stun guns and other electric shock weapons such as tasers; icepicks; razors and razor blades (except those designed and used solely for personal shaving); fireworks; and, any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance. Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage, or aid another student to possess, handle, or use or transmit any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or

other person with such an item, or who becomes aware that another student or other person intends to possess, handle, or use such an item must notify a teacher or the principal immediately.

This section does not apply to Board-approved and Board-authorized activities for which the Board has adopted appropriate safeguards to protect student safety.

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above.

Please refer to **Level IV** violations for additional information regarding firearms and destructive devices.

III-5 Bomb Threats. As outlined in Board Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety," students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property. No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the principal immediately.

III-6 Drugs and Alcohol. As outlined in Board Policy JGDB, "Drugs and Alcohol," unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. Narcotic drugs;
2. Hallucinogenic drugs;
3. Amphetamines;
4. Barbiturates;
5. Marijuana or any other controlled substance;
6. Synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
7. Any alcoholic beverage, malt beverage, fortified or unfortified wine, or other intoxicating liquor; or,
8. Any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with Policy JHCD, "Administering Medicines to Students." The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

As required by Policy JFCA, "Criminal Behavior," the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substances in violation of this policy. All prohibited behaviors outlined in this policy are deemed to constitute "serious violations" pursuant to Board Policy JFC, "Student Conduct/Discipline," and the disciplinary consequences for those prohibited behaviors shall be consistent therewith. The Board is concerned for the well-being of students who are substance abuse offenders and recognizes their need to remain in school and continue their education. Therefore, voluntary participation in Transylvania County Schools' Substance Abuse Offenders Program may be provided, in conjunction with other disciplinary consequences, as an alternative to long-term suspension for first-time substance abuse offenders. Please see Board Policy JGDB, "Drugs and Alcohol," for additional information about the Substance Abuse Offenders Program

III-7 Terrorist Threats. As outlined in Board Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety," students are prohibited from making, aiding, conspiring, and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance, or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage, or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

III-8 Clear Threats to Student and Employee Safety. As outlined in Board Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety," students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

1. Theft or attempted theft by a student from another person by using or threatening to use a weapon;
2. The intentional and malicious burning of any structure or personal property, including any vehicle;
3. An attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
4. An attack by a student on any employee, adult volunteer, or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
5. An attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
6. Any intentional, highly reckless, or negligent act that results in the death of another person;
7. Confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
8. The possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
9. Taking or attempting to take anything of value from the care, custody, or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
10. Any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
11. The possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
12. Any behavior resulting in a felony conviction on a weapons, drug, assault or, other charge that implicates the safety of other persons; and,
13. Any other behavior that demonstrates a clear threat to the safety of others in the school environment.

III-9 Gangs and Gang Activities. As outlined in Board Policy JFCB, "Gang-Related Activity," gang-related activity is strictly prohibited within the schools. As it is used within this Code, "gang-related activity" means (1) any conduct that is prohibited by Board policy and is engaged in by a student on behalf of an identified gang or as a result of the student's gang membership, or (2) any conduct engaged in by a student to perpetuate, proliferate, or display the existence of any identified gang. Prohibited behaviors include, but are not limited to:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang;
2. Communicating either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
3. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang;
4. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
5. Inciting others to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership; and,
7. Committing any other illegal act or other violation of school system policies in connection with gang-related activity.

Current information on gang-related activities is maintained in the main office at each school. This information is subject to change, and the principal should be consulted for updates. Additional information identifying gang signs, symbols, clothing, and other gang indicators may be found on the website of the *Partnership for a Gang Free North Carolina* at <http://www.ncgangcops.org/gfnc.html> or by contacting the School Resource Officer in any school.

Before being punished for a violation of subsection 1 or 2 above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously received notice that the specific item or conduct is prohibited.

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal shall conduct an intervention involving the principal and/or assistant principal, the student and the student's parent. Such intervention also may include the school resource officer and others as appropriate. The purpose of an intervention is to discuss school officials' observations and concerns and to offer the student and his or her parents information and an opportunity to ask questions or provide other information to the school officials.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

III-10 's License Revocation for Serious Infractions. Students shall lose their driver's license due to suspension from school for more than ten (10) consecutive days, or placement in an alternative learning program for more than ten (10) days, for the following:

1. Possession or sale of alcoholic beverages or an illegal controlled substance on school property;
2. Possession or use on school property of a weapon or firearm that resulted in disciplinary action under N. C. Gen. Stat. § 115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school; or,
3. The physical assault on a teacher or other school personnel or school property.

Students suspended for ten (10) or fewer consecutive days for one of the above offenses will not be eligible to enroll in driver's education classes for one year from the date of the suspension. This provision applies to any student at least fourteen (14) years old or in the eighth grade. The student will be ineligible to hold a driving permit/license or attend driver's education classes for one (1) full year from the time of the offense.

Level IV violations shall result in mandatory suspensions required under State law, and include:

IV-1 Firearms and Destructive Devices.

As required by State law and outlined in Board Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety," a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary, or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

Level V violations shall result in expulsion.

An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the superintendent, the Board may expel a student who is fourteen (14) years of age or older if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to Policy JFCL, "Student Sex Offenders," may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system. Please refer to Board Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion," and Board Policy JGDD, "Requests for Readmission of Students Suspended for 365 Days or Expelled," for additional information.

Legal References:

N. C. Gen. Stat., Chapter 90, "Medicine and Allied Occupations"
N. C. Gen. Stat. § 14-35, "Hazing; Definition and Punishment"
N. C. Gen. Stat. § 14-208, "Punishment; Probation; Parole"
N. C. Gen. Stat. § 115C-391, "Corporal Punishment, Suspension, or Expulsion of Pupils"

Board Policy References:

Policy AACA, "Sexual Harassment"
Policy ACB, "Interpersonal Human Relations and Student Grievance Procedures"
Policy GBAAA-R, "Staff Protection"
Policy GBK, "Tobacco-Free Schools"
Policy IIBG, "Telecommunications - Acceptable Use"
Policy JFC, "Student Conduct/Discipline"
Policy JFCA, "Criminal Behavior"
Policy JFCB, "Gang-Related Activity"
Policy JFCC, "Student Conduct on School Buses"
Policy JFCE, "Student Dress Code"
Policy JFCK "Student Public Display of Affection"
Policy JFCL, "Student Sex Offenders"
Policy JFG, "Interrogation of Students"
Policy JFGA, "Searches of Students"
Policy JGA, "Corporal Punishment"
Policy JGD, "Short-Term Suspension"
Policy JGDA, "Long-Term Suspension, 365-Day Suspension, and Expulsion"
Policy JGDB, "Drugs and Alcohol"
Policy JGDC, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety"
Policy JGDD, "Requests for Readmission of Students Suspended for 365 Days or Expelled"
Policy JHCD, "Administering Medicines to Students"
Policy JI, "Wireless Communication and Electronic Devices"

All Board policies referenced in this Code are available online at <http://www.tcsnc.org/>. Individuals without Internet access may obtain hard copies of these policies in the main office of each school in the district and at the Morris Education Center, located at 225 Rosenwald Lane in Brevard, NC.

End of Code of Student Conduct

Note: Returning this form to the school is optional

**NCLB /FERPA Opt-Out Letter
Transylvania County Schools**

If you wish to restrict the disclosure of your student's directory information, please check all boxes that apply and return to your child's school.

Federal law requires schools to release a secondary student's name, address, and phone number to military recruiters and institutions of higher education unless the student or his parent requests in writing that such information be withheld. In addition, the *Family Educational Rights and Privacy Act* (FERPA) gives parents (or students, if 18 years of age or older) the authority to prohibit schools from disclosing any or all directory information by providing notification in writing.

Please consider this letter notice of the following:

As parent/legal guardian of a student who is less than 18 years of age and in high school, I hereby exercise my right to request that you do not disclose the name, address or telephone number of my son/daughter to:

Military recruiters Institutions of higher education

As a student 18 years of age or older and in high school, I hereby exercise my right to request that you do not disclose my name, address or telephone number to:

Military recruiters Institutions of higher education

As parent/legal guardian of a student less than 18 years of age, I hereby exercise my right under FERPA to request that you do not disclose any directory information for my son/daughter, except: [List directory information or purposes that you do permit, if any].

As a student 18 years of age or older, I hereby exercise my right under FERPA to request that you do not disclose any of my directory information except: [List directory information or purposes that you do permit, if any].

Student Name: _____ Grade: _____

Name of School: _____ Grade: _____

Signature of Parent/Legal Guardian

Date

Signature of Student (if 18 years of age or older)

Date

It is the policy of the Transylvania County Public School System not to discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information or veteran status in its educational programs, activities or employment policies.

Note: Returning this form to the school is optional

Student Name (please print): _____ Grade: _____

**TECHNOLOGY RESPONSIBLE USE
ADMINISTRATIVE REGULATION: 3225/4312/7320-F1
PARENT/GUARDIAN AGREEMENT**

As the parent/guardian of this student, I have read policy 3225/4312/7320, Technology Responsible Use. By signing below, I affirm that I understand that this policy governs my child's use of all school system technological resources both on and off school property, and I accept full responsibility for my child's compliance with this policy. I also consent to school personnel monitoring my child's Internet activity, email communication, and any other use of school system technological resources. I understand that the school system takes reasonable efforts to filter inappropriate content on the Internet accessible through school system devices but that the school system is not responsible for Internet content accessed by my child via his/her personal mobile technology (e.g. 3G, 4G service).

By checking this box, I DENY permission for my student to independently access the Internet. I understand that while my child will not be able to use the Internet independently, he/she will be granted supervised access to the Internet, third party systems used for school-related projects designed to meet certain educational goals, and other school system technological resources.

Note: If the above box is not checked (and/or the form is not returned to the school), your child WILL be granted independent access to the Internet. While school system personnel will take reasonable precautions to prevent your child from accessing inappropriate material, it is possible that your child will access inappropriate material while engaged in independent use of the Internet.

Parent Name (please print): _____

Parent Signature: _____ Date: _____

PUBLISHING OF STUDENT PHOTOS, ARTWORK, OR WRITING

It is the practice of Transylvania County Schools to promote our students, staff, and school system community by publishing student photos, artwork, and writing on the system webpage, social media, and other media with public access.

By checking this box, I DENY permission for my student to have his/her photo, artwork, or writing published through Transylvania County Schools.

Note: If the above box is not checked (and/or the form is not returned to the school), your child's photo as well as his/her artwork or writing may be published by the school system in various media.

Parent Name (please print): _____

Parent Signature: _____ Date: _____

Note: Returning this form is required.

**TECHNOLOGY RESPONSIBLE USE
ADMINISTRATIVE REGULATION: 3225/4312/7320-F1**

STUDENT AGREEMENT

I have read policy 3225/4312/7320, Technology Responsible Use. I understand that the policy governs the use of all school system technological resources both on and off school property. By signing below, I agree to strictly comply with that policy, including the provisions of the policy summarized below:

- I agree to respect others in the school community and on the Internet by following the generally accepted rules of network etiquette.
- I agree to follow the rules set by my principal regarding whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus.
- If I notice a security problem on a school technological resource, I will immediately notify my teacher, a principal, or other school administrator, and I will not show this problem to other students.
- I will not:
 - Use school system technological resources to make money, to play games that are not school-related, or for other entertainment purposes that are not school-related.
 - Copy, for personal use, software purchased by the school system.
 - Use school technological resources to plagiarize another's work or otherwise violate state or federal law.
 - Create, transmit, or intentionally view or access material that is obscene, defamatory, profane, pornographic, harassing, or abusive.
 - Attempt to bypass the school system's content filtering.
 - Install or use any Internet-based file sharing program designed to allow sharing of copyrighted material.
 - Send email or other electronic communications fraudulently, such as by misrepresenting the identity of the sender.
 - Reveal personally identifying information or information that is private or confidential when using e-mail, chat rooms, blogs, or other forms of electronic communication.
 - Forward or post personal communications without the consent of the person who wrote it.
 - Deliberately damage school system computers or other technological resources, transmit computer viruses or self-replicating messages, or deliberately try to degrade or disrupt performance of the school system network.
 - Create or load any games or software onto any school system computer, electronic device, or network without permission.
 - Use the computer network to try to gain unauthorized access to other computers, computer systems, or accounts.
 - Use someone else's ID or password without permission from that person and a teacher or school official.
 - Read, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.

- I understand that nothing I create, store, send, delete, receive, or display when using the school system’s network, devices, Internet access, email system, or other technological resources owned or issued by the school system is private. I understand that this applies whether the resources are used at school or elsewhere and even if the use is for personal purposes.
- I understand that the school system reserves the right to monitor, track, and log for any lawful purpose (1) my network access, communications, and use; (2) the content of my user files, electronic mailboxes, and systems outputs (such as printouts); and (3) my online activities when accessing the Internet with a school-owned device.

I understand that failure to follow these requirements will result in disciplinary action, including revocation of user privileges and, in the event of willful misuse, possible criminal prosecution. I also understand that while school personnel generally do not monitor my Internet activity on a personal device during non-school hours, I may be disciplined when my online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, even if no school system technological resources are used.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Required Signatures

Please complete this page and return it to your school with the required signatures.

Code of Student Conduct

I have received and read Transylvania County Schools' Code of Student Conduct. I understand that I may access school board policies described in the Code of Student Conduct online or obtain hard copies of those policies in the main office of each school. I also understand that principals and other school officials are available to answer any questions I may have about the contents of the Code of Student Conduct.

Student Name (please print): _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____