

***Cover Page***

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*Transylvania County Schools does 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.*

After you have read this handbook, please complete the bottom of this page and return it to school with your child. The top part is to keep for your records.

**Student's Name** \_\_\_\_\_  
**Grade** \_\_\_\_\_  
**Teacher's Name** \_\_\_\_\_

**I have read the information, including the Student Accountability Policy, Attendance Requirements, **Acceptable Use for Technology** and Weapons Policy (Student Conduct Discipline), in the school Handbook and understand what is expected of my child and me.**

**Parent Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

-----  
**Student's Name** \_\_\_\_\_  
**Grade** \_\_\_\_\_  
**Teacher's Name** \_\_\_\_\_

**I have read the information, including the Student Accountability Policy, Attendance Requirements, **Acceptable Use for Technology** and Weapons Policy (Student Conduct Discipline), in the school Handbook and understand what is expected of my child and me.**

**Parent Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

## I. School Information

### Purpose of Handbook

This handbook is designed to clearly define the rules and regulations that are to be followed in the daily operation of our school. As a staff, we feel it is important for parents to fully understand what is expected of all students and to assist them in meeting these set standards. If you have any questions as you read the handbook with your child, please call the school office for further information.

**MISSION STATEMENT:** *The mission of our school is to educate all students to their fullest potential*

**VISION STATEMENT:** *The school will be a model for educational excellence. It will be a safe, caring, community where a foundation is created for good citizenship and a life-long love of learning.*

### **BELIEF STATEMENTS:**

- Children are more successful when the responsibility of their education is shared with community parents and staff.
- Learning is the most important job a child has to do.
- Students should be prepared for the next level of learning.
- All students, parents, and staff deserve respect.
- All students and staff should feel successful and be recognized for their achievements.
- A complete education includes the arts, physical education, technology, and character education.
- High expectations should be set for every child by parents, students, and staff.

### **Transylvania County Schools Commitment for Capacity Building in Parent Involvement:**

Transylvania County Elementary Schools are School Wide Title I Schools. The school district is committed to building capacity for parent involvement by:

- Helping parents interpret and comprehend all national, state, and local standards and expectations through school meetings and distribution of information in all languages represented in Transylvania County in an easy to understand format;
- Providing materials to parents to help them assist in their child's education;
- Providing support based on reasonable parent requests;
- Creating an invitational atmosphere at (insert school name) for parent involvement.

**Students will attend class from 8:00am – 3:00pm at all elementary schools. Instruction begins at 8:00am each day. Students are expected to be in the classroom by 8:00am. Students who arrive after 8:00am will need to sign in at the office with an adult.**

For information on the Transylvania County School calendar, please refer to the district website at [www.tcsnc.org](http://www.tcsnc.org).

## Policy Information

Complete information regarding the following policies can be accessed online at [www.tcsnc.org/board\\_of\\_education/policies\\_\\_\\_regulations](http://www.tcsnc.org/board_of_education/policies___regulations) click on Board Link: Board Policy Manual; this information is also available by asking your school's principal for printed copies.

Topic	Policy Code Letters
Initial Entry and Immunizations	JEC, Website <a href="http://www.tcsnc.org/district_information/just_for_parents/initial_entry_requirements">www.tcsnc.org/district_information/just_for_parents/initial_entry_requirements</a>
Communicable Disease	JHCC
Diabetes Care Plan	JHCE and JHCE-R
Dual Enrollment	LEC
Excessive Absences	IKEA and JE
Sudden Illness or Injury	JHCAA
Course Credit and Promotion	IK and IKE
Homework	IKB
High School Graduation Requirements	IKF
Access to Student Records	JO
Student Rights of Privacy	JFJ
Wireless Communication	JI
Student Conduct on School Buses	JFCC and JFCC-R
Student Drug Testing	JHB, JHB-R, and JHB-E

## II. TRANSPORTATION

The Transylvania County Board of Education 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 is not tolerated. Minor offenses will merit a warning, and repeated minor offenses or serious misbehavior will result in parent notification, punishment, and suspension from the bus. Misbehavior on the school bus includes pushing or shoving; putting hands, arms, or legs out the window; getting off at an unauthorized stop; indecent language; not keeping assigned seats; use of tobacco; boisterous and/or distracting behavior; and eating or drinking on the bus.

### Bus Rules and Regulations

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

### Offenses

1. Pushing or shoving
2. Hands, arms, legs out window
3. Getting off at an unauthorized stop
4. Indecent language
5. Not keeping assigned seats
6. Use of tobacco on bus
7. Boisterous and/or distracting behavior
8. Eating and/or drinking on bus
9. Other inappropriate or dangerous behavior that would create a safety hazard
10. Fighting at bus stop or on bus
11. Throwing objects out of window

12. Tampering with any part of the bus, including the emergency door
13. Refusal to adhere to a reasonable request of a bus driver
14. Other inappropriate behavior that creates an immediate dangerous situation
15. Spitting on the bus and/or out of the window
16. Using cigarette lighters and/or matches on the bus
17. Providing a substitute driver with false information
18. Using indecent physical expressions and/or indecent exposure
19. Using an electronic communication device while on a bus

### Consequences

Principal/designee may invoke school disciplinary procedures as well as bus disciplinary procedures depending upon the circumstances. A long-term bus suspension may be imposed on the occurrence of any offense depending on the nature of the offense. Parents will be notified concerning inappropriate behavior and disciplinary action taken.

### Consequences for Elementary or Middle School

First Offense - Warning and/or other appropriate action, including three or more day suspension from the bus for first offenses deemed extreme and/or dangerous. *Severe first offenses may result in bus suspensions longer than three days.*

Second Offense - Three-day suspension from the bus or other appropriate action.

Third Offense - Five-day suspension from the bus, or other appropriate act

Fourth Offense - Ten-day suspension from the bus, or other appropriate action.

Fifth Offense - Suspension from the bus for the remainder of academic school year.

*A student could lose bus-riding 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.*

School bus discipline referrals must be taken home by the student to be signed by the parent and returned to the office.

### **Bus Riders**

Serious misbehavior on the bus includes fighting on the bus or at the bus stop, throwing objects, tampering with the emergency door or other bus parts, and any other inappropriate behavior that creates an immediate dangerous situation. This misbehavior receives a three-day first offense suspension and the parents are notified. A reoccurrence receives a ten-day suspension. A third offense will result in a suspension for the remainder of the year from the bus. A copy of the behavior policy is available from the office, at the Morris Education Center, and online at [www.tcsnc.org](http://www.tcsnc.org).

Good bus riders are: on time, stand at the stops and do not interfere with traffic or other people's property, cross the road only when the bus arm is extended (looking both ways before crossing), wait in turn to load or unload the bus, sit in assigned seats, remain seated while the bus is in motion, leave bulky or large articles at home for parents to bring to school, talk quietly, and keep their hands to themselves.

*Students who bring notes to ride the bus home with another student must get this approved in the office to assure there is room on the bus. Both students must have parental notes.*

Riding the school bus is a privilege that can be revoked at any time a student does not display safe and proper behavior. Parents shall be notified concerning inappropriate behavior and disciplinary action taken.

**TCS BOE Policy EEAB-R requires all students riding buses to be at their stops on time. Buses shall not wait for students who are not at the stop when the bus arrives.**

### **Car Transportation Arrival/Dismissal**

For safety reasons, please pick up and drop off children only at the sidewalk in front of the building – the back lot is for **BUSES ONLY**. Never allow a student to exit your car and walk through the parking lot. Please do not have your child arrive at school before 7:30 a.m. Children who arrive between 7:30 a.m. and 7:45 a.m. must go to the cafeteria. Classrooms do not open until 7:45 a.m.

The first dismissal bell is at 3:00 p.m. At this time, first buses, walkers and bike riders are dismissed. The second dismissal

bell at 3:05 is for car riders and the Afterschool Program. All other bus riders are dismissed at 3:20. Students are dismissed only as parents have previously directed. A note from a parent is required in order to change the regular dismissal procedure. For the safety of your child, early dismissals must be signed out in the office. Your child will then be called to the office.

### **Parking**

Visitor parking spaces are provided at the front of the building. Please do not park in "No Parking" areas. Please do not park at Marcum's Store, Sapphire Manor, or the Faith Assembly of God Church or at the back of the school when picking up your child. Visitor parking is not allowed in the back parking area near the gym.

Students should **NEVER** cross the road (Highway 276) in front of the school unless an adult accompanies them.

### **Traffic/Traffic Patterns**

Many students who are transported to and from school by their parents, can create a traffic problem in the afternoon. Car riders will be supervised and brought to the front of the building at 3:05 for pick up. Please adhere to the following guidelines regarding afternoon pickup:

Cars will be admitted to the covered pick-up area in blocks beginning at 3:00. When all cars in the block have picked up their students, they will be released and another block of cars admitted. **The left lane will not be used for pick up until 3:05 and must remain clear until then for through traffic.** Please **do not** form the second pick-up line in the left lane until instructed to do so by school personnel. To further reduce congestion, please **do not arrive at school for pick-up before 2:45.**

When picking up students, please do not leave your car unattended in the line of traffic. If you must come inside, please park in a designated parking spot and use the crosswalk at the main entrance of the school. Do not cross between the lines of cars in the pick-up area.

**Students should not be dropped off or picked up except along the sidewalk at the front of the building.** The back parking lot is reserved for bus loading and unloading. **Passing a school bus while loading or unloading on school grounds is a traffic violation.** For student safety, no car loading or unloading is permitted in the back area. You **WILL** be asked to move to the front parking lot for loading or unloading.

**It is important that transportation changes be planned well in advance and early enough in the day so that schools staff members have sufficient time to coordinate changes. We ask that any last minute changes be communicated to the school prior to 2:30 each day.**

### **III. ATTENDANCE**

Regular school attendance is necessary for learning and school success. Once a child starts school, state law holds parents responsible for school attendance every day school is in session. Our school board recently revised the attendance policy beginning with the 2006-2007 school year. The full policy can be found on the Transylvania County Schools website at [www.tcsnc.org](http://www.tcsnc.org). Highlights of the policy are below.

**You will be notified by letter of your child's unexcused absences after three, five, and ten absences.**

#### **School Board Policy/Student Attendance File JE-R**

Recognizing 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).

#### SUBCHAPTER 6E - STUDENTS, SECTION .0100 - ATTENDANCE

##### **Attendance Defined**

To be considered in attendance, a student must be present in the school for at least one-half (½) 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.

**Students who arrive after 11:30 a.m. or who have early dismissals before 11:30 a.m. and do not return to school that day will be counted absent.**

##### **Attendance Lawful**

The school considers 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 ten (10) elementary and middle school absences and five (5) high school absences allowed by this policy.**

##### **Out-of-School Suspensions**

The absence of a student, which results from the suspension of that student for misconduct, will count as an absence from school and in any missed classes.

##### **Lawful/Unlawful Absences**

Absences shall be coded "lawful" or "unlawful" as determined by the principal/designee based upon available information. Absences not defined as lawful and absences for which there is no given explanation shall be coded unlawful.

##### **Chronic Illnesses/Conditions**

A dated doctor's verification of an illness/condition which 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.

##### **Reason for Absence**

Parent notes and/or other verification, including doctor's notes, for student absences shall be given **within two (2) school days after the student's return to school or the absence shall be coded unlawful by default.**

##### **Makeup Work - Lawful Absences**

Students who are absent from school shall be allowed to make up work for the first 10 absences from school except for truancy. This work shall be completed within five (5) school days of the absence unless more time is granted by the principal/designee from the date of the absence(s). Arrangements for makeup work must be made with the classroom teacher and completed on the terms of the teacher involved. The principal/designee will work with students having extenuating circumstances.

With the occurrence of the 11<sup>th</sup> absence (which must be for a lawful reason), the principal/designee will allow the student to make up work.

The student also will be allowed to make up work for absences 12 and 13 if these absences are deemed lawful.

At the occurrence of the 14<sup>th</sup> lawful absence, only the principal can grant permission for makeup work.

**Failure to make up work after the 10<sup>th</sup> absence will result in non-promotion.**

##### **Makeup Work - Educational Travel**

**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.**

### **Excessive Absences**

**Students exceeding ten (10) absences (lawful and/or unlawful) in one school year shall not be promoted to the next grade except by a determination of the principal/designee upon review of the student's records.**

Retention may be required when excessive absences interfere with the student's educational progress and it is determined that the child would benefit from such. If an exceptional student exceeds ten (10) absences, promotion shall be determined by the school-based IEP Team after consultation with the principal.

### **Appeals Process**

An appeals committee shall be established in each elementary school. Any parent/guardian whose child is in violation of the absence policy may seek relief through the appeals process. Any absence after the 10<sup>th</sup> school absence must be a lawful absence with valid documentation to be considered for an appeal. Any decision of the appeals committee shall be reviewed by the principal upon request from the student's parent(s).

### **Attendance Procedures (All Schools)**

#### **Reporting Attendance**

1. After three (3) accumulated daily absences, a parent or guardian shall be notified by the school by mail.
2. After five (5) accumulated daily absences, a parent or guardian shall be notified by mail that there may be a violation of the Compulsory Attendance Law or Board of Education policy, as appropriate.
3. After ten (10) accumulated daily absences at the elementary and middle school levels and eight (8) accumulated absences at the high school level, the principal/designee shall review the record for compliance with G.S. 115C-378 to determine if there is a *prima facie* case that the child's parent/guardian is responsible for the absences.
4. High school teachers will notify parents by phone when their child has accumulated three (3) absences in that teacher's class. A high school student's parent/guardian again will be notified by phone when their child has reached five (5) absences in a teacher's class.
5. Parents of all students will be notified of student absences through mid-term reports and quarterly report cards.
6. All teachers and attendance personnel are required to report attendance each day to maintain accurate attendance records.
7. Each school will determine procedures for reporting absences.
8. Students will present a written excuse from a parent or guardian within two (2) days after returning from each absence. Personnel will code absences as lawful or unlawful based on the state coding guidelines. Failure to produce a note within two (2) days shall result in the absence being coded as unlawful by default.

9. Students attending an authorized school activity, with the approval of the appropriate school official, will not be considered absent. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar activities.

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.

### **Perfect Attendance Awards**

Students who miss zero days and have three or less tardiness will be recognized at the end of the school year for perfect attendance.

### **Bad Weather Schedule**

#### **Closings**

If schools are closed, notification will be made on the school system web site ([www.tcsnc.org](http://www.tcsnc.org)), on local TV and radio, the Information Hot Line (884-4157), and through the telephone alert notification system for parents who have activated their accounts.

### **Alert Notifications**

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 year.

## **IV. ACADEMICS**

### **Non-Discrimination**

**Title IX of the Educational Amendments of 1972** provides, "No person... shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." For more information, please contact the school system's Athletics Director and Safe Schools Coordinator at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884-6173.

### **Equal Education Opportunities**

**Section 504 of the Rehabilitation Act of 1973** provides, "No otherwise qualified handicapped individual... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The Section 504 contact for Transylvania County Schools may be contacted at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone number is 828.884-6173.



### **FERPA (Family Educational Rights and Privacy Act)**

This act affords parents and students over 18 years of age certain rights with respect to the student's educational records.

1. The right to inspect and review the student's records within a reasonable amount of time.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained within the student's records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Complaints may be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C 20201-4605

### **Gifted Education Access Statement**

Transylvania County Schools' gifted education document is a comprehensive K-12 plan that reflects the gifted education legislation and guidelines set forth by the State Board of Education. The plan identifies and establishes procedures for providing appropriate educational services to each academically or intellectually gifted student. Copies of the plan can be found in each principal's office.

If you think your child exhibits high performance capability in intellectual areas and specific areas, your child may need differentiated education services beyond those ordinarily provided by the regular education program. For information about the referral process and program options, contact the gifted education specialist for our school.

### **Field Trips (Policy IICA, IICA-R)**

Students participating in a school-sponsored field trip must have a written field trip permission slip on file prior to the trip. Permission cannot be granted over the phone. Trips outside the US shall not be sponsored or approved by the school.

Chaperones going on any field trip must be approved by the principal and be on the approved volunteer chaperone list for the school system.

### **Homework/Schoolwork**

Homework is an integral part of our school instructional program. It provides practice, reinforcement, and opportunity

to apply skills learned in school. Homework activities should be purposeful and provide opportunities for success. The time allotted to homework will increase gradually from grade to grade. Actual time required to complete assignments will vary with each student's study habits, academic skills and selected course load. Students are encouraged to pursue non-assigned, independent, leisure reading. The teacher will review all homework assignments. Homework increases in length and complexity through the years. The following is a list of approximate daily time allotments:

Grades K-2: 10—30 minutes  
Grades 3-5: 30—60 minutes

### **Grading Scale**

93-100 - A      77-84 - C  
85-92 - B      70-76 - D  
69 and below - F

### **Report Cards/Conferences**

Report cards will be issued every nine weeks. Teachers will keep in close contact with parents concerning student progress. Conferences are required for all parents, specifically at the end of the first and third grading period. Your child's teacher will contact you for an appointment. We have found conferences to be extremely helpful. Please make every effort to attend as scheduled. If you have an emergency and cannot attend your conference, please call to reschedule.

### **Course Credit and Promotion**

Transylvania County Schools seek to assure student achievement is meaningful and promotion and course credit accurately reflect a student's ability to handle material. Criteria for promotion and course credit incorporate classroom performance on assignments 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.

Teachers at every school will strive to keep parents and students informed about each student's progress throughout the year. Schools will have an intervention program to help students during the school year. All students in grades 3 through high school will participate in End of Grade and End of Course testing. Success on these tests and classroom performance are required for promotion and course credit. "Third Grade Social Promotion is eliminated in the area of reading. Third grade students who do not pass the Reading EOG will need to retest and/or attend Summer Reading Camp."

**Opportunities for Students Not Meeting the Test Standard**

The teacher shall confer with the parent/guardian of students not meeting test standards. Parental contact shall be initiated within two (2) working days of the teacher's receipt of test results. The teacher shall discuss (via telephone or in person) with the parent/guardian the following options:

Grades 3-8	Grades 9-12
Retest (if available) with remediation (minimum of 5 hours and maximum of 10 hours per subject test depending on individual student's needs).	Retest (if available) with remediation (minimum of 5 hours and maximum of 10 hours per subject test depending on individual student's needs).
Students who score within one Standard Error of Measure of a Level III after the retest may be promoted by the principal if also passing teacher standards with a C or higher.	Students who score within one Standard Error of Measure of a Level III after the retest may receive course credit if there is a passing grade once the test score is averaged with the classroom grade.
Waiver Review Committee to recommend grade retention, additional remediation and retesting, or promotion for students not scoring within one Standard Error of Measure of a Level III.	Waiver Review Committee to Recommend course credit or failure for students not scoring within one Standard Error of Measure of a Level III on the first test or retest if there is a passing grade once the test score is averaged with the classroom grade.

Students participating in the above remedial option(s) shall be given the opportunity to retest on the designated retest day(s). A minimum of five (5) hours and a maximum of ten (10) hours of remedial instruction shall be provided before the first End-of-Course or End-of-Grade retest.

Students who do not score at least a Level II on an End-of-Grade or End-of-Course test are not required to participate in retesting, but their parents may request in writing to continue with retesting in order to meet the promotion or course credit standard. The parent(s) of a student who scores a Level II, but whose class average is too low to eventually pass the course, shall request in writing if they wish to waive the remediation requirement; however, the student is still required to take the retest.

Remediation and retesting for all End of Grade and End of Course tests will be scheduled during teacher work days and in the days immediately following the end of year. The dates and length of summer remediation will vary by student according to the number of subjects being addressed. All summer remediation and retesting will be completed no later than the last week of June.

**Exam Exemptions for Non-EOC/VoCATS Courses**

1. For non-EOC/VOCATS, 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.

High school scores on end-of course tests reflect a student's mastery of course objectives. Writing assessments in grade 10 determine if a student is able to produce a clear, logical, written product appropriate for his grade level.

**To earn high school course credit a student must:**

- Meet attendance requirements
- Earn a grade average of 70 in the course with the End of Course test (where applicable) counting as 25% and the teacher grade as 75%.
- Earn at least one Standard Error of Measure below a Level III on an End of Course test or receive a Waiver from the test standard.

**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.

**Acceptable Use of Computer Resources**

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 on the school system's web page:

[http://www.tcsnc.org/UserFiles/Servers/Server\\_3155130/File/Board%20of%20Education/Policies%20and%20Regulations/TechPolicyGuidelines/TCS-OptOutForm.pdf](http://www.tcsnc.org/UserFiles/Servers/Server_3155130/File/Board%20of%20Education/Policies%20and%20Regulations/TechPolicyGuidelines/TCS-OptOutForm.pdf)

**Classroom Supplies and Textbooks**

Each teacher will issue a list of supplies required for his/her class at the beginning of the school year.

Textbooks are loaned to students free of charge; however students who lose or damage textbooks must pay a damage

assessment or replacement cost so that the book can be replaced or repaired for the next school year.

## **V. CONDUCT/DISCIPLINE**

### **Student Conduct, Discipline, Suspensions**

All students are expected to behave in a manner that respects the rights and property of others. Respect, cooperation, and courtesy are demanded of all. The teacher in charge usually handles discipline. Serious problems are referred to the Principal. As a general rule, minor infractions are handled through discussions with students. Repeated problems and more serious offenses may result in punishment (exclusion from activities, staying after school, suspension, out-of-school suspension, and, rarely, corporal punishment). Parents will be contacted by phone when there are serious problems.

Transylvania County Board of Education:

- expects student behavior to demonstrate respect and consideration for the rights of others
- believes every student has the rights granted under federal and state laws
- feels the responsibility for student conduct rests with students and is shared by parents

A student's behavior in class, in school, on school grounds, at a school related function, or in the community is of legitimate concern to school officials if the behavior poses a threat to the well-being of other students or school personnel or interferes with the educational process. Any interruption of the educational process is serious and may warrant some form of disciplinary action.

### **Dress Code**

Students are expected to be modestly dressed and groomed in a manner that is clean and neat and is not a health or safety hazard to themselves or others.

The Board of Education prohibits clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption or interfere with normal school operation. Clothing must not advertise or promote the use of alcoholic beverages, tobacco products, or illegal substances. Caps, hats, and other head coverings may not be worn indoors at the elementary or middle schools.

Students are expected to dress in a manner that is consistent with the importance of education, is safe, and is healthy. Since our building is air conditioned, there is no need for students to wear halter tops, spaghetti strap tops, tank tops, cut-off shirts, or short shorts. Due to physical education and playground activities, they must wear appropriate shoes. This includes lace up or Velcro-type fasteners found on most soft-soled shoes. For safety reasons, flip-flops or open toe shoes are not permitted. The length of students' shorts should be at least half-way between the knee and hip. Students are expected to wear their shorts/pants securely fastened around their waists.

Sagging pants/shorts will not be permitted. Belts must be worn with any pants that may sag or create a safety concern to students. Long pants cannot be rolled up to calf length. Long necklaces that reasonably distract from the educational process or could cause a safety issue are not allowed.

### **Student Familiarity**

Students are expected to conduct themselves in a socially acceptable manner.

### **Student Behavior**

Behavior that endangers the safety of others, especially fighting, will result in a suspension and a required parent conference.

The following activities are considered disruptions to the educational process:

Talking back to the teachers

Horseplay

Talking without permission or being out of seat without permission during class

Not listening or following directions

Profanity/name calling

Excessive noise

Littering

Taking objects belonging to others

Physical or verbal confrontations with others

Chewing gum is not allowed because of carpeting in the school. Students may not wear hats in the building except on "special hat" days. Skateboards or roller blades are not permitted on school grounds or on buses.

### **Behaviors that can result in short-term suspension**

Behaviors which may result in suspension for fewer than 10 days:

- Disobedience and/or disregard of school rules
- Failure to identify oneself to a member of the faculty upon request
- Failure to follow reasonable instructions of a staff member
- Use or possession of any tobacco product, a cigarette lighter or matches
- Profanity or vulgarity
- Disorderly, disruptive or dangerous acts in school buildings or on school property
- Truancy or skipping class
- Persistent tardiness
- Bullying, harassment, or discriminatory behavior or language

### **Behaviors that can result in long-term suspension or expulsion**

The possession or carrying onto school property of any weapon (*including a pocket knife*) will result in expulsion or

long-term suspension and referral to law enforcement authorities for possible criminal charges.

The following behaviors may result in expulsion or suspension for more than 10 days:

- Acts causing material and substantial disruption to the educational process
- Willful and/or persistent disobedience and/or disregard of school rules
- Use, possession or sale of alcoholic or intoxicating beverages or illegal use of any controlled substance
- Assault or battery or threats toward school personnel, students, or any other person
- Theft, attempted theft, willful defacement or damage to school or private property while under school jurisdiction
- Bullying, harassment, or discriminatory behavior or language

Transylvania County Schools 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/she has been the victim of such behavior should report it to the principal who will investigate and determine further appropriate action. The procedures for dealing with this are described in detail in Policy ACB-R.

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.

A student 18 years of age or the parent or guardian of any student facing serious disciplinary measures may request a hearing before the principal or assistant principal. Any disciplinary decision made by a school official may be appealed.

#### **North Carolina Reportable Offenses**

**According to NC G.S. 115C-12(21), the principal is required to report the following seventeen incidents of crime and violence to law enforcement and to the State Board of Education:**

1. Assault Resulting in Serious Injury
2. Assault Involving Use of a Weapon
3. Assault on School Personnel
4. Bomb Threat
5. Burning of or Attempting to Burn a School Building
6. Death by Other Than Natural Causes
7. Kidnapping
8. Possession of Alcoholic Beverages
9. Possession of a Controlled Substance in Violation of the Law
10. Possession of a Firearm or Powerful Explosive

11. Possession of a Weapon
12. Rape
13. Robbery with a Dangerous Weapon (Armed Robbery)
14. Robbery Without a Dangerous Weapon
15. Sexual Assault(Not Involving Rape or Sexual Offense)
16. Sexual Offense
17. Taking Indecent Liberties with a Minor

Related investigations and accusations will be handled by law enforcement, not by the school.

#### **Seclusion, Restraint, Isolation**

North Carolina General Statutes 115C.391.1 allows for the **reasonable use of seclusion, isolation or restraint of students** in order to maintain a safe and orderly environment.

#### **Interrogations of Students (Policy JFG)**

The Transylvania County Board of Education 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)
3. A warrant involving the student(s)

Any of the 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.

#### **Searches of Students (JFGA)**

The Transylvania County Board of Education feels 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 and cubbies are school property they may be inspected at any time.

#### **Police Involvement**

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 JFGA.

#### **Tobacco Free Environment (Policy GBK/KGC)**

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.

Consequences for tobacco possession and/or use:

1st Offense: The student will be assigned 1 day of ISS or C-STOP. The student will be provided with educational materials regarding tobacco cessation.

2nd Offense: The students will be assigned 2 days of ISS or C-STOP.

3rd Offense: The student will be assigned 1 day of OSS.

4th Offense: The student will be assigned 2 days of OSS.

### **Drug Paraphernalia**

A student possessing drug paraphernalia is in violation of the Transylvania County Board of Education Substance Abuse Policy. Appropriate disciplinary action will be taken by the school's administration.

### **Drug Testing Policy JGDB—Reasonable Suspicion**

When a school administrator has a reasonable basis to believe that a student is using or is under the influence of alcohol or a controlled substance at school or a school activity, the school administrator may offer the student, with the student's parent(s)' written permission, the opportunity to take a drug test, at Board expense. The purpose of this test is to determine whether the administrator's suspicion is justified. If the results are positive for the presence of drugs, the results shall be considered relevant corroborative evidence of a violation of this policy. If the test result(s) is negative for the presence of alcohol and/or illegal drug(s), the student shall be found innocent of the allegations of misconduct. A decision by the student or the student's parents not to be tested shall not be used against the student. In such an event, the school administrator shall base his/her disciplinary decision solely on the information obtained during the investigation of the alleged misconduct.

### **Tobacco Free Environment Policy GBK/KGC**

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.

### **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 884-3113.

### **Wireless Communication (Policy JI)**

The Board of Education 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 of student conduct for which a more stringent punishment is warranted.**

No elementary or middle school 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 device possessing photographic capabilities, CD/MP3 players, electronic games, PDA, Bluetooth device, or other communication and/or electronic devices not specified capable of the same or similar functions.

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.

Any violation of this Policy shall be a violation of the Student Conduct/Discipline Code and/or Student Conduct on School Buses Code.

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 as follow:

- A. *First offense* – The device will be confiscated and a parent conference with the principal or designee will be held. A contract must be signed by the parent/legal guardian, student and principal/designee.
- B. *Second offense* – The device will be confiscated and a parent conference with the principal or designee will be held. At the discretion of the principal, the student will receive either a three-day in-school or out-of-school suspension. The device will be returned to the parent after 45 calendar days.
- C. *Third offense* – The device will be confiscated and a parent conference with the principal or designee will be held. At the principal's discretion, the student will receive either a five-day in-school or out-of-school suspension. The device will be returned to the parent after 90 calendar days.
- D. *Possession of a wireless communication and/or electronic device during a test or quiz*--In addition to the above consequences, a grade of zero 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 a minimum three-day out-of-school suspension.

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

## **V. HEALTH AND SAFETY**

### **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)

Please do not send or bring gifts, cards, flowers or balloons to your child at school. We strive to protect learning time by keeping classroom interruptions to a minimum. If flowers or balloons are delivered, they will not be accepted.

### **Pesticide Notice**

Students, parents/guardians, as well as school staff are entitled to notification and, to the extent possible, will be notified of the schedule of pesticide use on school property at least 72 hours in advance. This notification may be a telephone alert notice.

### **Initial Entry and 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/district\\_information/just\\_for\\_parents/initial\\_entry\\_requirements](http://www.tcsnc.org/district_information/just_for_parents/initial_entry_requirements)) or at the student's school.

### **Immunizations**

Physicians may exempt students from immunizations for health reasons. Those who object on religious grounds may also be exempt. Otherwise, within 30 calendar days of the date of enrollment, all students enrolled in NC Public Schools are required to provide proof of immunizations.

### **Legal Custody**

**If a parent/legal guardian 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.**

### **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 non-prescription) to be given during school hours. The parent/guardian must make a request in writing on form

JHCD-E1. Medications shall be administered in accordance with the instructions on form JHCD-E1. Form JHCD-E1 can be downloaded from the Board of Education Policy web site ([www.tcsnc.org/board\\_of\\_education/policies\\_regulations](http://www.tcsnc.org/board_of_education/policies_regulations) under **Board of Education**, click on Policies & Regulations, School Board Policy Manual) or obtained from the school. 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, and 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.

### **Visitors**

In order to keep classroom interruptions to a minimum and to better manage the visit after the school day begins, please read the following reminder: ALL visitors, parents, and guardians should wait in the office area. Do not go to individual classrooms UNLESS it has been pre-approved for you to volunteer, visit or observe. If items such as money, notes, messages, lunch, snack, books, etc. need to be given to a student, school staff will deliver it to the student. Please wait in the office area to pick up your child. Your child will be brought to you.

### **Lunch with Students**

Parents are invited to join their children for lunch in the cafeteria. Parents are encouraged to participate in the school lunch program, but may bring food for their child. Food brought in may not be shared with other students. If a

classroom friend wants to join you and your child for lunch, they must remain in the cafeteria area.

### **Cafeteria Program**

Breakfast is free for all students K-12 at every school. Breakfast is served between 7:45 and 8:00.

Each day over 80% of all students enjoy lunch prepared by our Child Nutrition staff, or students can bring food from home. 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 account. Additional charges will not be accepted. 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](http://www.tcsnc.org)). Click on, Departments, Child Nutrition, and then Free/Reduced Lunch Applications. Completed forms should be faxed to 885-7395 or sent in hard copy to the Child Nutrition Department. All information remains confidential.

In the operation of child nutrition free and reduced food programs, no student will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272.

### **Emergency Security Procedures**

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:

- 1) Go into the classroom or nearest secure room and lock the door
- 2) Make sure that all exterior doors and windows are closed and locked
- 3) 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. Drills for Code Yellow/Code Red are conducted each quarter.

### **Fire and Tornado Drills**

Emergency drills are a routine part of the school program. During a fire drill, immediately leave the building through the nearest exit, clear the building by 150-200 feet, and wait for directions. During a tornado drill, go to the area's designated interior section of the school (place as many walls as possible between you and the outside) and be seated with your back to

a wall. Fire and tornado drill procedures will be taught to students at the beginning of the school year.

## **VI. RECORDS**

### **Student Records**

Confidentiality of all student records is protected by the Family Educational Rights and Privacy Act of 1974. Only authorized individuals, including parents/guardians and students eighteen and older, have access to student records.

### **Release of Student Information**

From time to time the Transylvania County School System makes information about school activities or students' achievement public through local newspapers and/or other media, on the school web site, in yearbooks, or in printed programs at public events.

Published information about students can include name and/or photograph, school, grade level, honors, awards, names of parents/guardians and community in which they reside.

**You may request that no information be released to the news media, used on the web, or published in any form that will be distributed to the public. To do so, please request a form refusing release of public information from your child's school, sign it and return it to your child's school.**

## **VII. SPECIAL PROGRAMS**

### **After School Program**

The After School Care program provides care for students (K-5) as a service for parents. Full information about After School Care is provided in the After School Care Parent Handbook. The program operates from dismissal until 6:00 p.m. on regular school days. If school is dismissed before lunch is served, After School Care will **NOT** be provided. This is a fee-based program. Fee information as well as resources for supplementary financial assistance is included in Parent Handbooks for the program. Children must be pre-registered before entering the program. Registration forms are available at the school office. Parents must sign students out in the afternoon.

### **Organization of Parents and Teachers (OPT/PTO/ROPE)**

As a new school year begins, the Organization Board urges each family at our school to actively participate in their child's education by volunteering at school. Our school has enjoyed a long history of striving for excellence due to the partnerships with parents. Please help your child and his school by supporting the efforts of these organizations

### **Volunteer Program**

Volunteers serve in every aspect of the school program – instructing small groups, making large group presentations, sharing unique arts and craft talents, tutoring individual students, grading papers, directing plays, answering telephones, assisting in the library, helping on “picture day”,

and many other tasks. Volunteers become role models, surrogate grandparents, and good friends. Please contact

Jessica Merrill, 884-6173 or our school office, for more information on becoming a volunteer.