



**High School
Student Handbook
and
Code of Conduct
2013-2014**

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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For the most up to date school calendars and notices of all school events,
please visit our school web site at

www.tcsnc.org

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.

Our high schools offer students a great number of opportunities and activities in a safe and caring environment to help prepare all students for a better future. We hold high expectations for ALL students, both behaviorally and academically.

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, Alan Justice, at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884-6173.

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 for further information at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884.6173.

The Family Educational Rights and Privacy Act (FERPA) 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 are 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. 2020-4605

Confidentiality of Student Records:

The Transylvania County Board of Education, in compliance with the Family Education Rights and Privacy Act of 1974 and the Student Privacy Amendment, maintain the confidentiality of all student records. Only authorized persons, including parents or guardians and students eighteen years of age and older, have access to these files. General directory information may be released without written consent of a parent, guardian, or a student eighteen or older, unless a Refusal for Release of Information form has been submitted by the parent/guardian.

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, participation in officially recognized activities and sports (height, weight for members of athletic teams), degrees, honors, awards, names of student’s parents/guardians and community in which they reside.

Types of information:

- Newspaper releases of honor roll lists, announcements of students’ outstanding achievements, awards or scholarships; articles of interest to the community about special activities or programs at a school; photographs in which students are seen and possibly identified by name
- Athletic programs and sporting events with lists of team members (height and weight for some sports)
- School yearbooks/annuals with students’ names, grade level, and photographs
- Programs for school plays or talent shows, graduation
- Unidentified photographs of students in the newspaper or on the school system web site

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 the school.

Military Requests for Student Information: Military may obtain name, address, phone number for all students at any grade level in high school. A student or parent may request that no information be released to the military. To do so, please request a refusal form from the school guidance office. Sign it and return it to the school guidance office within the first 20 days of school/the student's enrollment.

PARENT RIGHT TO REVIEW: Parents have the right to review any and all instructional programs/ materials used in their child's school. A parent may request that the principal provide a time and place to review such materials.

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.

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. Students who do not meet the test standards will be given an opportunity to retest at the end of semester and/or school year.

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 on an End-of-Course test, 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 courses with required state exams (EOC, Common 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 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.

HOMEWORK

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.

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. Honors courses earn one additional quality point and 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.

RECOGNITION OF TRANSYLVANIA COUNTY 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. The top ten percent of students in the junior class are recognized as Junior Marshals. Beginning with the graduating class of 2013, 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.

HIGH SCHOOL GRADUATION REQUIREMENTS

High schools in Transylvania County offer students the opportunity to complete 4 units of credit per semester. The Board of Education recognizes that not all school systems offer students an opportunity to earn as many as 32 credits. Therefore, the minimum course credits required for high school graduation is the total of a student's maximum potential credits less 4.

STUDENT ACCOUNTABILITY

Students in grades 9-12 must achieve a minimum score of Level 3 on the North Carolina End-of Course tests to be eligible for course credit. Courses with EOCs are English 10, **Math I**, and Biology.

If a student does not meet any of these standards, the teacher shall confer with the parents/guardians within two working days after receiving results, and inform them of the following options: (a) retest within five days after remediation; (b) summer school (if available); (c) course repetition; or, (d) other remedial options. Waivers are only granted after remedial options have been exhausted and only under certain limited conditions.

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

On-line 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 EXTRA-CURRICULAR 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.

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

SUBCHAPTER 6E - STUDENTS, SECTION .0100 - ATTENDANCE

0101 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.*)

0102 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.

0104 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.

Tardies

Unexcused tardies:

- Teachers will consider a student tardy if he/she arrive to their class no more than five minutes past the tardy bell.
- If a student is more than 5 minutes tardy and the tardy is not excused, then the student will be sent to student services and the office will be notified.
- An unexcused tardy that is greater than 5 minutes may be considered skipping class.

Consequences for tardies will be as follows:

- 1st Tardy—Warning
- Each additional tardy will equal 15 minutes and must be served with that teacher before school or after school on a date set by the teacher. Those that do not serve the detention will be reported to the office for insubordination.
- Cumulative tardies over five (5) for the week will not serve detention, but will automatically be referred to the office for insubordination.
- After 10 tardies in a semester, the student will lose his/her parking permit until the end of the semester. The student may purchase a new permit at the beginning of the next semester if a parking space is available.
- Habitual tardiness will be referred to the office for additional disciplinary action.

Excused admits:

The above consequences do not apply to admits issued by student services for excused absences and/or teacher notes.

The only reason that a tardy will be excused will be a medical note.

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 an attendance counselor 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. Students who leave school without properly signing out will be assigned three after-school detentions for the first offense and OSS thereafter.

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 trip may be planned to reward students with perfect attendance.

Pre-Arranged Trip

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.

Saturday School

For absence make up, Saturday School will be used at the discretion of and assigned according to an individual subject teacher's classroom policy. If used by a teacher, Saturday School should apply to absences incurred within the previous week.

Tuancy

Tuancies are any unexcused absences with or without the knowledge of or approval of the parents/guardians or the school. Some examples of tuancy are: no written excuse, oversleeping, missing the bus, work, vacation, shopping, hunting/fishing, going to the lake, car trouble, babysitting, skipping, etc.

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.

CAMERAS

The installation of cameras and security lighting has taken place. This will help to make the school more secure and provide a safer environment for maximum learning. The cameras will be 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.

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, will receive their diploma at a later date.**

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.

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.

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) 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 pickup the child or remove the child from school.

WEATHER CLOSINGS

If schools are closed, notification will be made on local TV and radio, available on the school system web site (www.tcsnc.org) and telephone hot line (884-4157), and made through the telephone call 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.

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 by the Alert Now telephone notice.

DRIVER'S LICENSE REVOCATION

Students who have a NC Drivers 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 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.

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.

EXTRACURRICULAR ACTIVITIES

A. 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.

Participation in extracurricular activities such as clubs, athletics, graduation, field trips or any activity where the student represents his/her family, our schools, and the community is a privilege. Participation can be withheld as a form of discipline. **If a student is not meeting academic goals due to lack of effort, poor attendance, or inappropriate behavior, the student can be academically suspended from participation.**

B. CONDUCT

Students are expected to follow school rules and the instructions of staff members at all school events, and to represent our schools with dignity. Your behavior at extracurricular events (including assemblies, field trips, etc.) will determine your future attendance at such events.

Student athletes should read and understand the district's athletics policy handbook for all expectations of our student athletes.

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 AND 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.

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.

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.

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.

HALL PASS

Class change time, before and after school, and lunchtime are times for students to go to their lockers, the restroom, and take care of any other business. If a student is in the hall during class time, he/she must have a pass from a teacher or the office. If you are out of class and have no hall pass, you will be escorted back to your classroom or to Student Services. Under the block schedule, it is very important that students remain in classes and on-task the entire period.

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

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 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 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

MEDIA CENTER

Media Center hours are posted outside the library entrance. The rules for using the library are posted on the library bulletin board. All students following those rules will have full library privileges. Any library fines for missing books incurred during the school year should be paid immediately.

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. If the lock is not returned you will be charged the amount of \$5.00. 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 non-prescription) 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 (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. 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.

PHONE CALLS

Phone calls are not an excused tardy! Calls made home due to illness are to be made from Student Services. Telephones in the various offices throughout the school are off limits.

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 the 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 (Policy IICA, IICA-R)

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. Teacher approval is based on student attendance and academic standing. Chaperones going on any field trip must be approved by the principal and be on the approved volunteer chaperone list for the school system.

Students who misbehave during a field trip may forfeit their opportunity to take part in any other field trip for a period of a calendar year, depending on the severity of the misbehavior, etc.

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 suspicion less drug testing. Students participating in extra-curricular 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 extra-curricular 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.

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 DRILL

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.

TRANSPORTATION

A. PARKING

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 for \$20.00 per year to be paid in full at the beginning of the year.

Parking for students is limited to certain sections of the campus. Available parking spaces will be assigned to seniors on a first-come, first-serve basis. Remaining spaces will be assigned to juniors. If spaces are available, sophomores will be considered next, followed by freshmen. Only assigned vehicles may be parked in the designated lot.

Parking fines/tickets will be assessed for violations, including, but not limited to: (1) not having a valid permit, (2) parking in the wrong lot, (3) parking in a nondesignated area, (4) reckless driving, (5) going to vehicle without permission during the school day, and, (6) continued disregard for the parking rules and regulations.

Students need to understand that parking on school property is a privilege. The first ticket includes a \$5.00 fine, the second ticket includes a \$10.00 fine, and the third ticket involves loss of parking privileges for the remainder of the school year. Parking privileges will be temporarily revoked until assessed fines are paid. 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.

CAFETERIA PROGRAM

Breakfast is free for all students K-12 at every school. Breakfast is served from 7:30 am until 8:00 am.

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 accounts. 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). Click on, Departments, Child Nutrition, 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.

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/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,
web site www.tcsnc.org/district_information/just_for_parents/initial_entry_requirements	
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

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.

VIOLATIONS 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, alcohol beverages, or illegal drugs. Students should dress for success. Therefore, pajamas, slippers, and excessively casual 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., bandannas, do-rags).
6. Pants must be worn at the natural waistline.
7. Trench coats are not to be worn.

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 IIBG, “Telecommunications - Acceptable 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 e-mail messages, creating and participating in unauthorized news groups, and storing files on file servers without proper authorization; and,
9. Employing the network for commercial purposes.

Disciplinary consequences for violations of Board Policy IIBG, “Telecommunications - Acceptable 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 GBAAA-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 non-verbally (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 Driver's License Revocation for Serious Infractions. As outlined in Board Policy IJAG, "Driver's Education and License Eligibility," 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 IGAJ, “Driver's Education and License Eligibility”
- ⤴ 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

Required Signatures

Please complete this page, print it, 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): _____

Student Signature: _____ Date: ____/____/____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: ____/____/____