

***Cover Page
2015-2016
Transylvania County Handbook***

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No table of contents entries found. After you have read this handbook, please complete the bottom of this page and return it to school with your child. The top part is to keep for your records.

Student's Name _____
Grade _____
Teacher's Name _____

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

Parent Signature _____
Date _____

Student's Name _____
Grade _____
Teacher's Name _____

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

Parent Signature _____
Date _____

I. School Information

Purpose of Handbook

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

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

VISION STATEMENT: *Transylvania County Schools provides a bright and promising future for its students; both recruits and retains a professional, caring, and talented workforce; engages with parents, families, and the community at large; drives economic development and opportunity for our citizens; and exists as the central point of pride in our community.*

VALUES:

All children can learn; however; they learn differently, and we must value and understand those differences.

High Expectations will result in high achievement.

Through the shared responsibility of students, teachers, parents, and community we can reach our goals.

Children are our most important resource.

All children deserve a safe, comfortable, attractive, and inviting atmosphere that fosters learning.

All educators, students, and parents deserve respect.

Minds and hearts are the focus of education.

GOALS:

Every Transylvania County Schools student has a personalized education, graduating from high school prepared for work, higher education, and citizenship.

Every Transylvania County Schools student, every day, has excellent educators.

Every Transylvania County Schools student is healthy, safe and responsible.

Transylvania County Schools Commitment for Capacity Building in Parent Involvement:

Transylvania County Elementary Schools are School Wide Title I Schools.

The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by —

- (1) ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
- (2) meeting the educational needs of low-achieving children, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;

- (3) closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers;
- (4) holding schools, local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
- (5) distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
- (6) improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;
- (7) providing greater decision making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
- (8) providing children an enriched and accelerated educational program, including the use of school wide programs or additional services that increase the amount and quality of instructional time;
- (9) promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
- (10) significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
- (11) coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
- (12) affording parents substantial and meaningful opportunities to participate in the education of their children.

The charge is to meet the needs of our students and ensure their success.

ARRIVAL:

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

For information on the Transylvania County School calendar, please refer to the district website at www.tcsnc.org.

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,
Website 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

II. TRANSPORTATION

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

Bus Rules and Regulations

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

Offenses

1. Pushing or shoving
2. Hands, arms, legs out window
3. Getting off at an unauthorized stop
4. Indecent language
5. Not keeping assigned seats
6. Use of tobacco on bus
7. Boisterous and/or distracting behavior
8. Eating and/or drinking on bus
9. Other inappropriate or dangerous behavior that would create a safety hazard
10. Fighting at bus stop or on bus
11. Throwing objects out of window
12. Tampering with any part of the bus, including the emergency door
13. Refusal to adhere to a reasonable request of a bus driver
14. Other inappropriate behavior that creates an immediate dangerous situation
15. Spitting on the bus and/or out of the window
16. Using cigarette lighters and/or matches on the bus
17. Providing a substitute driver with false information
18. Using indecent physical expressions and/or indecent exposure
19. Using an electronic communication device while on a bus

Consequences

Principal/designee may invoke school disciplinary procedures as well as bus disciplinary procedures depending upon the circumstances. A long-term bus suspension may be imposed on the occurrence of any offense depending on the nature of

the offense. Parents will be notified concerning inappropriate behavior and disciplinary action taken.

Consequences for Elementary School

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

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

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

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

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

A student could lose bus-riding privileges immediately for a serious misbehavior. A student who damages or defaces a bus must pay for the damage in addition to receiving appropriate disciplinary action.

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

Bus Riders

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

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

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

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

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

Car Transportation Arrival/Dismissal

For safety reasons, please pick up and drop off children only at the sidewalk in front of the building. Please do not park in spaces marked BUSES ONLY. Never allow a student to exit your car and walk through the parking lot. Please do not have your child arrive at school before 7:30 a.m. Children who arrive between 7:30 a.m. and 7:45 a.m. must go to the cafeteria or the designated area in your child's school. Students will not be permitted to classrooms until 7:45 a.m.

The first dismissal bell is at ____ p.m. At this time, first buses, walkers and bike riders are dismissed. The second dismissal bell at ____ is for car riders and the Afterschool Program. All other bus riders are dismissed at _____. Students are dismissed only as parents have previously directed. A note from a parent is required in order to change the regular dismissal procedure. For the safety of your child, early dismissals must be signed out in the office. Your child will then be called to the office.

Parking

Visitor parking spaces are provided at the front of most buildings. Please do not park in "No Parking" areas.

Traffic/Traffic Patterns

III. ATTENDANCE

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

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

School Board Policy/Student Attendance File JE-R

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

Car Riders:

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

Cars will _____ beginning at 3:00.

. To further reduce congestion, please **do not arrive at school for pick-up before 2:45.**

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

Students should only be dropped off or picked up along the sidewalk at the front of the building. Passing a school bus while loading or unloading on school grounds is a traffic violation. For student safety, no car loading or unloading is permitted in the bus area. You WILL be asked to move to the car loading and unloading area for loading or unloading students.

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

SUBCHAPTER 6E - STUDENTS, SECTION .0100 - ATTENDANCE

Attendance Defined

To be considered in attendance, a student must be present in the school for at least one-half (½) of the school day or at a place other than the school with the approval of the principal to attend an authorized school activity. These activities include field trips, athletic contests, student conventions, music festivals or similar activities.

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

Attendance Lawful

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

1. Illness or injury prevents the student from being physically able to attend school.
 2. The local health officer or the State Board of Health orders the isolation of the student.
 3. The student is absent due to the death of a member of the immediate family.
 4. The student has a medical or dental appointment.
 5. The student is a party to or is under subpoena as a witness in the proceedings of a court or administrative tribunal.
 6. The student has obtained prior approval by the principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
 7. The student/parent obtains prior approval from the principal to take advantage of a valid educational opportunity, such as travel.
- Note: All lawful and unlawful absences are included as part of the ten (10) elementary and middle school absences and five (5) high school absences allowed by this policy.**

Out-of-School Suspensions

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

Lawful/Unlawful Absences

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

Chronic Illnesses/Conditions

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

Reason for Absence

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

Makeup Work - Lawful Absences

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

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

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

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

Failure to make up work after the 10th absence will result in non-promotion.

Makeup Work - Educational Travel

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

Excessive Absences

Students exceeding ten (10) absences (lawful and/or unlawful) in one school year shall not be promoted to the next grade except by a determination of the principal/designee upon review of the student's records. Retention may be required when excessive absences interfere with the student's educational progress and it is determined that the child would benefit from such. If an exceptional student exceeds ten (10) absences, promotion shall be determined by the school-based IEP Team after consultation with the principal.

Appeals Process

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

Attendance Procedures (All Schools)

Reporting Attendance

1. After three (3) accumulated daily absences, a parent or guardian shall be notified by the school by mail.
2. After five (5) accumulated daily absences, a parent or guardian shall be notified by mail that there may be a violation of the Compulsory Attendance Law or Board of Education policy, as appropriate.
3. After ten (10) accumulated daily absences at the elementary and middle school levels and eight (8) accumulated absences at the high school level, the principal/designee shall review the record for compliance with G.S. 115C-378 to determine if there is a *prima facie* case that the child's parent/guardian is responsible for the absences.
4. High school teachers will notify parents by phone when their child has accumulated three (3) absences in that teacher's class. A high school student's parent/guardian again

will be notified by phone when their child has reached five (5) absences in a teacher's class.

5. Parents of all students will be notified of student absences through mid-term reports and quarterly report cards.

6. All teachers and attendance personnel are required to report attendance each day to maintain accurate attendance records.

7. Each school will determine procedures for reporting absences.

8. Students will present a written excuse from a parent or guardian within two (2) days after returning from each absence. Personnel will code absences as lawful or unlawful based on the state coding guidelines. Failure to produce a note within two (2) days shall result in the absence being coded as unlawful by default.

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

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

Perfect Attendance Awards

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

Bad Weather Schedule

Closings

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

Alert Notifications

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

IV. ACADEMICS

Non-Discrimination

Title IX of the Educational Amendments of 1972 provides, "No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." For more information, please contact the school system's Athletics Director and Safe

Schools Coordinator at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884-6173.

Equal Education Opportunities

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

FERPA (Family Educational Rights and Privacy Act)

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

1. The right to inspect and review the student's records within a reasonable amount of time.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained within the student's records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Complaints may be addressed to:

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

Gifted Education Access Statement

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

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

Field Trips (Policy IICA, IICA-R)

Students participating in a school-sponsored field trip must have a written field trip permission slip on file prior to the trip.

Permission cannot be granted over the phone. Trips outside the US shall not be sponsored or approved by the school.

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

Homework/Schoolwork

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

Grades K-2: 10—30 minutes

Grades 3-5: 30—60 minutes

Grading Scale

A: 90-100	C: 70-79
B: 80-89	D: 60-69
F: < 59	

Report Cards/Conferences

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

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) the results and options with parent/guardian. Only 3rd grade students are permitted to retest.

Promotion

Transylvania County Schools seek to assure student achievement is meaningful and promotion and course credit accurately reflect a student's ability to handle material. Criteria for promotion and course credit incorporate classroom performance on assignments. North Carolina expects students to achieve at least one year of academic growth every year the student is in school. Standardized end-of-grade 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 5 will participate in End of Grade testing. Success on these tests and classroom performance are required for promotion. Third Grade Social Promotion is eliminated in the area of reading. Third grade students who do not pass the Reading EOG will have multiple pathways to show success.

These include:

Retest on EOG

Alternate Test: IOWA

Read to Achieve Test

Complete the Portfolio

Attend Summer Camp

Retest: Read to Achieve Test after Summer Reading Camp

If a parent elects to not have their 3rd grader participate in one of the above listed areas to show proficiency, the student will be retained in 3rd grade.

Supplies and materials

Textbooks are loaned to students free of charge; however students who lose or damage textbooks must pay a damage assessment or replacement cost so that the book can be replaced or repaired for the next school year. Each teacher will issue a list of supplies required for his/her class at the beginning of the school year. A supply list can be found on the TCS website. Teachers may ask for additional supplies.

Acceptable Use of Computer Resources

All students must have parent signatures/support in order to access the school networks. The Acceptable Use Policy with guidelines and limitations are included at the end of this handbook. Please sign and return to your child's teacher.

CONDUCT/DISCIPLINE

Student Conduct, Discipline, Suspensions

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

Transylvania County Board of Education:

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

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

Dress Code

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

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

Students are expected to dress in a manner that is consistent with the importance of education, is safe, and is healthy. Since our building is air conditioned, there is no need for students to wear halter tops, spaghetti strap tops, tank tops, cut-off shirts, or short shorts. Due to physical education and playground activities, they must wear appropriate shoes. This includes lace up or Velcro-type fasteners found on most soft-soled

shoes. For safety reasons, flip-flops or open toe shoes are not permitted. The length of students' shorts should be at least half-way between the knee and hip. Students are expected to wear their shorts/pants securely fastened around their waists. Sagging pants/shorts will not be permitted. Belts must be worn with any pants that may sag or create a safety concern to students. Long pants cannot be rolled up to calf length. Long necklaces that reasonably distract from the educational process or could cause a safety issue are not allowed.

Student Familiarity

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

Student Behavior

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

The following activities are considered disruptions to the educational process:

Talking back to the teachers
Horseplay
Talking without permission or being out of seat without permission during class
Not listening or following directions
Profanity/name calling
Excessive noise
Littering
Taking objects belonging to others
Physical or verbal confrontations with others

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

Behaviors that can result in short-term suspension

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

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

Behaviors that can result in long-term suspension or expulsion

The possession or carrying onto school property of any weapon (*including a pocket knife*) will result in expulsion or long-term suspension and referral to law enforcement authorities for possible criminal charges.

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

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

Transylvania County Schools will not tolerate inappropriate behavior or language which results in harassment, bullying, or discrimination based on race; color; religion; ancestry; national origin; gender; sex; age; socioeconomic status; academic status; gender identity; physical appearance; sexual orientation; pregnancy; or mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

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

All matters involving interpersonal human relations complaints shall remain confidential.

Acts of retaliation against a student for filing a report under the provisions of this policy will not be tolerated.

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

North Carolina Reportable Offenses

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

1. Assault Resulting in Serious Injury
2. Assault Involving Use of a Weapon
3. Assault on School Personnel
4. Bomb Threat
5. Burning of or Attempting to Burn a School Building
6. Death by Other Than Natural Causes
7. Kidnapping

8. Possession of Alcoholic Beverages
9. Possession of a Controlled Substance in Violation of the Law
10. Possession of a Firearm or Powerful Explosive
11. Possession of a Weapon
12. Rape
13. Robbery with a Dangerous Weapon (Armed Robbery)
14. Robbery Without a Dangerous Weapon
15. Sexual Assault (Not Involving Rape or Sexual Offense)
16. Sexual Offense
17. Taking Indecent Liberties with a Minor

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

Seclusion, Restraint, Isolation

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

Interrogations of Students (Policy JFG)

The Transylvania County Board of Education will not prohibit law enforcement agents from attempting to question students at school if any of the following conditions exist:

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

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

Searches of Students (JFGA)

The Transylvania County Board of Education feels that students should be free from unreasonable search and seizure by school officials. School officials may search a student when a reasonable suspicion exists that the student has violated a school rule or broken a law.

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

Police Involvement

When law enforcement authorities have initiated the search, or are directly involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy JFGA.

Tobacco Free Environment (Policy GBK/KGC)

No tobacco use is allowed in buildings, on campus, in school vehicles (or vehicles used for school related transportation), or at school sponsored events. No student may possess tobacco products, matches, or lighters.

Consequences for tobacco possession and/or use:

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

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

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

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

Drug Paraphernalia

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

Drug Testing Policy JGDB—Reasonable Suspicion

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

Tobacco Free Environment Policy GBK/KGC

No tobacco use is allowed in buildings, on campus, in school vehicles (or vehicles used for school-related transportation), or at school sponsored events. No student may possess tobacco products, matches, or lighters.

Project Child Find

The Division of Exceptional Children's Services is looking for all children and youth ages 3-21 with special needs. Many physically, emotionally, or mentally handicapped children may need help which they are not receiving. The first step in helping these children is to find them. Contact Transylvania County Schools at 884-3113.

Wireless Communication (Policy JI)

The Board of Education regards the possession of a wireless communication and/or electronic device as a privilege. The use of these devices can also be a disruption to the instructional process and create a safety hazard.

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

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

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

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

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

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

In addition, any student who has a visible cell phone or one that rings during a test will go to the second offense outlined in this section, even if the student has no prior history of being caught with a cell phone.

Any student not following the directives of a school employee during the confiscation of any device is subject to a minimum three-day out-of-school suspension.

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

V. HEALTH AND SAFETY

Home Made Foods for Classroom or School-Based

Celebrations

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

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

Pesticide Notice

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

Initial Entry and Immunizations

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

Immunizations

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

Legal Custody

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

Medication

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

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

Illness or Injury

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

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

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

Visitors

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

Lunch with Students

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

Cafeteria Program

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

Each day over 80% of all students enjoy lunch prepared by our Child Nutrition staff, or students can bring food from home. Students may not leave campus during lunch shifts. Parents may not bring food from restaurants for students to eat on campus. Students may charge only two lunches on their account. Additional charges will not be accepted. Debts are paid in the cafeteria. Theft from the cafeteria will result in disciplinary action.

Free and Reduced Lunch applications are available on the web site (www.tcsnc.org). Click on, Departments, Child Nutrition, and then Free/Reduced Lunch Applications. Completed forms should be faxed to 885-7395 or sent in hard copy to the Child Nutrition Department. All information remains confidential.

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

Emergency Security Procedures

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

- 1) Go into the classroom or nearest secure room and lock the door
- 2) Make sure that all exterior doors and windows are closed and locked
- 3) Remain in the secure location until the all-clear announcement is given

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

Fire and Tornado Drills

Emergency drills are a routine part of the school program. During a fire drill, immediately leave the building through the

nearest exit, clear the building by 150-200 feet, and wait for directions. During a tornado drill, go to the area's designated interior section of the school (place as many walls as possible between you and the outside) and be seated with your back to a wall. Fire and tornado drill procedures will be taught to students at the beginning of the school year.

VI. RECORDS

Student Records

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

Release of Student Information

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

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

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

VII. SPECIAL PROGRAMS

After School Program

The After School Care program provides care for students (K-5) as a service for parents. The cost per week is \$60.00 for each student attending. Full payment is expected by Friday of the week prior to the student attending. In addition, there is a \$25.00 registration fee that must be paid and paperwork completed before a student will be admitted to attend. Registration forms are available at the school office. Full information about After School Care is provided in the After School Care Parent Handbook. The program operates from dismissal until 6:00 p.m. on regular school days. If school is dismissed due to inclement weather, After School Care will **NOT** be provided. Children must be pre-registered before entering the program. Parents must sign students out in the afternoon when picking up

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

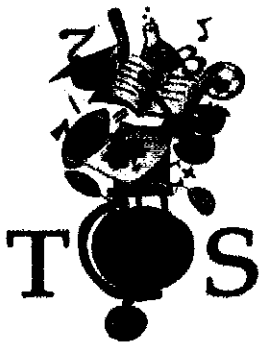
As a new school year begins, the Organization Board urges each family at our school to actively participate in their child's education by volunteering at school. Our school has enjoyed a long history of striving for excellence due to the partnerships

with parents. Please help your child and his school by supporting the efforts of these organizations

Volunteer Program

Volunteers serve in every aspect of the school program – instructing small groups, making large group presentations, sharing unique arts and craft talents, tutoring individual

students, grading papers, directing plays, answering telephones, assisting in the library, helping on “picture day”, and many other tasks. Volunteers become role models, surrogate grandparents, and good friends. Please contact, 884-6173 or our school office, for more information on becoming a volunteer.



TRANSYLVANIA COUNTY SCHOOLS

Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712

828 / 884-6173 Main
828 / 884-9524 Fax
www.tcsnc.org

Board of Education

Tawny McCoy, *Chair*
Cindy Petit, *Vice Chair*
Sue Fox
Ron Kiviniemi
Mike Rogers

Superintendent

Jeffrey S. McDaris, Ed.D.

Student's Name (please print) _____ Date: _____

Student's School: _____ Grade level: _____

TRANSYLVANIA COUNTY SCHOOLS PARENT OPT-OUT FORM FOR INTERNET ACCESS

This opt-out applies to the current school year and must be specifically renewed at the beginning of each school year. Internet access is available on all computers connected to the Transylvania County Schools network. Choosing to "opt-out" for your child prevents them from using computers for instruction at school.

By signing here I am choosing for my child named above NOT to have internet access through TCS.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____
Transylvania County Schools adheres to the requirements of the Children's Internet Protection Act and employs Internet filters to block access to inappropriate material as described in the Acceptable Use Policy #IIBG.

Transylvania County Schools Parent Request for Non-Publication Form

This opt-out applies to the current school year and must be specifically renewed at the beginning of each school year. It is TCS practice to promote our school system by publishing student photos, artwork, and writing on the TCS webpage and other media with public access.

By signing here I am choosing for my child named above NOT to have his/her photo, artwork, or writing published through TCS.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

TRANSYLVANIA COUNTY SCHOOLS

Audrey Reneau
DIRECTOR OF TITLE I

Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712

Telephone: (828) 884-6173
FAX (828) 884-9524

August 24, 2015

Dear Parent /Guardian:

The Federal "No Child Left Behind" Act of 2001 allows you to request and receive the following information regarding your child's teacher:

1. Has the teacher met state qualifications and licensing criteria for the grade and subject taught?
2. Have the state qualifications and licensing criteria been waived for the teacher?
3. Request for the college degree earned by the teacher and college major
4. Teacher Assistants' qualifications, if your child receives services from an assistant

If you would like to receive this information in letter format, at your home address/email address, please complete the bottom portion of this sheet. Return to your child's teacher by September 30, 2015 and the information will be mailed or emailed to you. If you have additional questions, please contact the Director of Title I at 884-6173. Thank you.

Please print all information

School	Teacher and/or Assistant's Name	Grade
<hr/>		
<hr/>		
<hr/>		
<hr/>		
*Name of person requesting information <hr/>		
*Student's Name <hr/>		
Mailing Address <hr/>		
Street	City	Zip
Telephone number <hr/>		
* Email Address <hr/>		