

## 2010-2011 Student Handbook Common Procedures

Note changes in **green** and **yellow**, cuts in ~~red strikethroughs~~, and directions/reminders in **red**.

**Discrimination statement:** **This needs to appear either on the cover or one of the first two pages.**

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

**Include the following information statement relative to discrimination wherever appropriate.**

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 Athletic Director and Safe Schools Coordinator at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884-6173.**

**Include the following information statement relative to discrimination wherever appropriate.**

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 828.884-6173.**

### 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](http://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.

### Initial Entry and Immunizations

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

### 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.

## 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](http://www.tcsnc.org/board_of_education/policies___regulations) under **Board of Education**, click on Policies & Regulations, School Board Policy Manual) or obtained from the school. 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.

## ALL SCHOOLS

### 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 in 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 with remediation (minimum of 5 hours and maximum of 10 hours per subject test depending on individual student's needs).	Retest 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 non-EOC/VOCATS, students must have no more than 5 absences in the course.
2. Students must have either an average of "A" or "B" in the course.
3. The student must not have been suspended (OSS or CSTOP) from school.
4. All absences (other than school-related) are counted when determining exemption status.
5. Students may take an exempted exam to better his/her grade. In this case, the final grade will not be lowered.

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

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

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

#### Credits per grade level

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

#### Do not use the prior revision, below:

##### ~~Elementary and Middle Schools Only~~

~~Students enrolled in grades 3—8 will participate in End of Grade testing. Students who do not score within at least one Standard Error of Measure below a Level III on the first test will participate in additional academic tutoring and one retest in order to meet the proficiency standard. *County Policy IK-R* (Student Accountability) sets particular exam standards for end of grade/course tests that students must meet in order to be promoted or receive credit for the course.~~

## High Schools Only

### Exams

To receive course credit in any course with a state End of Course test, students must take the EOC test. Semester exams will count as 25% of term/semester grade whether the exam is a state EOC or a non-EOC test. Students must take exams during the announced exam schedule. Only in case of sickness or emergency will students be allowed to make up exams; otherwise the exam score will be recorded as a zero. In case of sickness, the student must contact the school ahead of time. Students will then be given an "incomplete" until the exam is made up. Students who do not pass state End of Course tests will participate in additional academic tutoring and be given an opportunity to take one retest in order to meet the proficiency standard. County Policy IK-R (Student Accountability) sets particular exam standards for end of grade/course tests that students must meet in order to be promoted or receive credit for the course.

### State Test Results and Promotion/Course Credit

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 with remediation (10 hours per subject test)	Retest with remediation (minimum of 5 hours and maximum of 10 hours per subject test depending on individual student's needs)
Waiver Review Committee to recommend grade retention, additional remediation and retesting, or promotion	Waiver Review Committee to recommend course credit or failure for students scoring within one Standard Error of Measure on the first test or first retest
	Second retest with remediation (10 hours per subject test). Waiver Review Committee to recommend course credit or failure.

Students participating in the above remedial option(s) shall be given the opportunity to retest on the designated retest day(s). At least ten (10) hours of remedial instruction shall be provided before End of Grade retesting. 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 retest. A minimum of ten (10) additional hours of remedial instruction shall be provided before the second End of Course retest.

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

request in writing if they wish to waive the remediation requirement; however, the student is still required to take the retest.

### **All schools (add this to your section on attendance and approved absences)**

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.

## **All schools**

### **Acceptable Use Policy**

All students must have parent signatures/support in order to access the school networks. The Acceptable Use Policy with guidelines and limitations will be distributed at the beginning of the school year.

### **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.

## **All Schools**

### **Bus Rules and Regulations**

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

### **Offenses**

1. Pushing or shoving
2. Hands, arms, legs out window
3. Getting off at an unauthorized stop
4. Indecent language
5. Not keeping assigned seats
6. Use of tobacco on bus
7. Boisterous and/or distracting behavior
8. Eating and/or drinking on bus
9. Other inappropriate or dangerous behavior that would create a safety hazard
10. Fighting at bus stop or on bus
11. Throwing objects out of window
12. Tampering with any part of the bus, including the emergency door
13. Refusal to adhere to a reasonable request of a bus driver

14. Other inappropriate behavior that creates an immediate dangerous situation
15. Spitting on the bus and/or out of the window
16. Using cigarette lighters and/or matches on the bus
17. Providing a substitute driver with false information
18. Using indecent physical expressions and/or indecent exposure
19. Using an electronic communication device while on a bus

### Consequences

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

### Consequences for Elementary or Middle School **Elementary and Middle Schools only**

- 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 offences 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 bus, or other appropriate action.
- 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.

### Consequences for High School **High Schools only**

- First Offense Three-day suspension from bus, parents notified.  
*Severe first offences may result in bus suspensions longer than three days.*
- Second Offense Five-day suspension from bus
- Third Offense Ten-day suspension from bus
- Fourth Offense Suspension from bus for remainder of year.

If suspension occurs during first semester prior to October 1, student may be allowed to ride again beginning January 1 if deemed appropriate by Principal.

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.

**Elementary Schools: You may want to use the following from the PFS handbook—it's a positive approach rather than a negative one.**

### **BUS RIDERS**

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.

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

### **All schools are encouraged to include the following portion.**

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.

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.

### **The following should be in all handbooks—Elementary, Middle, and High School**

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.

## **Cafeteria Program All Schools**

Breakfast is free for all students K-12 at every school. Breakfast is served **enter appropriate time/time span for your school**.

### **Lunch fees:**

Lunch	
Reduced lunch	
Milk	

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 **one 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](http://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)

## After School Program

**Use the following paragraph for BES, PFS, TCH ONLY**

The After School Care program provides care for students (K-5) as a service for parents. Full information about After School Care is provided in the After School Care Parent Handbook. The program operates from dismissal until 6:00 p.m. on regular school days. If school is dismissed before 11:00 a.m., After School Care will **not** be provided. This is a fee-based program. Fee information as well as resources for supplementary financial assistance are included in Parent Handbooks for the program. Children must be pre-registered before entering the program. Registration forms are available \_\_\_\_\_. **location for your school.** Parents must sign students out in the afternoon.

**Add the following for Pisgah Forest Elementary ONLY**

Before School Care provides care for students (K-5) between 6:45 and 7:45 AM. Parents must bring students in and sign them in for the morning program.

~~The After School Care program provides care for students (K-5) as a service to working parents. It operates from dismissal until 6:00 p.m. on regular school days. If school is dismissed before 11:00 a.m., After School Care will **not** be provided. The program is operated as a partnership between Transylvania County Schools and Boys & Girls Club of Transylvania County. Your child must be pre-registered before entering the program. Registration forms are available \_\_\_\_\_.~~

## All Schools

### FERPA—Family Educational Rights and Privacy 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

### Student Records

Only authorized persons, including parents or guardians and students eighteen years of age and older, have access to student records.

### **Release of Student Information**

From time to time the Transylvania County School System publicizes information about school activities or students' achievement through local newspapers and/or other media, on the school web site, in yearbooks, or in printed programs for public events such as athletic competitions, school plays, and graduation exercises. 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.

Parents may request that no information be released in any form that will be distributed to the public. To do so, please request from your child's school guidance office a form refusing release of public information. Sign it and return it to the guidance office within the first 20 days of school/the student's enrollment.

#### **INCLUDE THE FOLLOWING IN HIGH SCHOOL HANDBOOKS ONLY**

##### **HIGH SCHOOL STUDENTS AND PARENTS**

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.

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

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.

#### **Elementary and Middle Only**

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.

#### **High School Only**

Except as provided below, no high school student shall use, have in view, or have on their person or in their personal belongings during the instructional day (8:00 a.m. through 3:01 p.m.) 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. 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 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.

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.

## All Schools

### Student Conduct and Behavior

#### 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.

#### Student 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.

**In elementary and middle school handbooks:**

Caps, hats, and other head coverings may not be worn indoors at the elementary or middle schools.

**In high school handbooks only:**

Caps may be worn only in the hallways at the high schools.

**Enter each school's specific dress code details.**

#### Student familiarity

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

**Include the following in high school handbooks only**

At the high school level, the public display of affection other than holding hands is inappropriate.

### **Seclusion, isolation, restraint**

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.

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

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

- 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

Short term suspensions may be referred to the C-STOP program at Davidson River School for instruction by a certified teacher. This privilege is voluntary and may be repeated only once.

### **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 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.

#### **Drivers License Include in middle and high school handbooks only**

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:

1. Failure to demonstrate adequate academic progress (failing 2 or more classes in any semester).
2. Dropping out of school prior to the 18<sup>th</sup> birthday.
3. Suspension from school for more than 10 consecutive days, or placement in an alternative learning program for more than 10 days, for the following:
  - a. Possession or sale of alcoholic beverages or an illegal controlled substance on school property.
  - b. 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.
  - c. 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 8<sup>th</sup> 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.

For more information, see School Board Policy IGAJ-R.

## **All schools**

### **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 (Policy 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 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.

### **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.

### **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.

### **Random Drug Testing (Policy JHB) (Middle and High Schools only)**

All students participating in a competitive extra-curricular activity at the middle schools and high schools and/or parking on campus at the high schools will be subject to random and suspicionless drug testing. Students participating in extra curricular activities will be subject to random drug testing during the season in which they participate in the activity. Students parking on campus will be subject to random drug testing throughout the school year. The test will detect illegal drugs and other controlled substances which it is unlawful 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 parking privileges suspended for taking a drug prescribed by a medical doctor.

Details of testing procedures are described in athletic handbooks and in policy JHB, JHB\_R, JHB\_E.

### **Student Responsibility in Random Drug Testing (Middle and High Schools only)**

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.

## **All schools**

### **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 Instant Alert telephone notice.

### **Athletic Eligibility and Information Include in middle and high school**

To be eligible during fall semester, a student must have been promoted from their previous grade level. To be eligible during either semester, a student must pass at least 3 out of 4 courses during the previous semester. A graduating senior must take at least one course (not teacher's assistant) during the second semester in order to participate in a sport. Student athletes must also have a physical examination and the appropriate insurance information on file. According to Policy JHB, all students participating on an athletic team must sign a waiver to participate in random drug testing. Any student athlete who is absent or suspended, in (ISS) or out (OSS) of school, is not eligible to participate in practice or in an athletic event on that day. Any athlete ejected from an athletic contest is ineligible to participate for one or more contests, depending on the sport. A junior or senior, who aspires to play a sport at the college level, must register with the NCAA Clearinghouse. Forms are available \_\_\_\_\_ insert appropriate location.



## **Student Athletic Insurance (Policy JHA) (Middle and High Schools only)**

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.

## **All Schools**

### **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.

## **Include the following in all handbooks**

### **Policy Information**

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

<b>Topic</b>	<b>Policy Code Letters</b>
Initial Entry and Immunizations web site <a href="http://www.tcsnc.org/district_information/just_for_parents/initial_entry_requirements">www.tcsnc.org/district_information/just_for_parents/initial_entry_requirements</a>	JEC,
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