

# Brevard Middle School

400 Fisher Road  
Brevard, NC 28712  
Phone: 828-884-2091  
Fax: 828-883-3150

## ***The mission of Brevard Middle School is to:***

**Believe All Children Can Learn,  
Learn for the Future,  
Unify our School Community,  
Enrichment through a Safe and Supportive Environment.**

The staff of Brevard Middle School acknowledges its first responsibility is the safety of our children. Safety does not refer just too physical safety, but includes the personal, social and emotional safety, without which learning cannot occur. Thus we must emphasize personal and social responsibility to each other and the community at large, and to overtly teach pro-social engagement.

Life-long learning is a collection of skills and dispositions that children can be taught overtly, and can practice during the three years they are at Brevard Middle School. Setting priorities and achievable goals, evaluating one's own progress towards those goals, creating options for one's self, taking responsibility for one's progress, and creating a positive vision for one's self are skills that will set a child on the path of continuous learning. Continuous learning defines the most fundamental asset our children can carry into the 21st Century.

## **BREVARD MIDDLE SCHOOL VISION STATEMENT**

Students, educators, parents and the community will work together to provide all students with a well-rounded education including academic and extracurricular educational experiences in a safe and supportive environment. That will allow them to achieve success and personal responsibility

## **PBIS STATEMENT**

Brevard Middle School uses Positive Based Intervention and Supports (PBIS) in an effort to manage discipline problems in a positive and meaningful way. Our program is unique in that we teach our students appropriate behavior in the environment of Brevard Middle School as well as in life, thereby giving our students the opportunity to apply this same behavior within their community and future lives.

The PBIS model is simple and uniform so it is easily understood and reinforced. The key components include consistent training and reinforcement by all BMS staff, positive interactions, incentives and rewards for appropriate student behavior, and the use of behavior intervention plans for dealing with classroom disruptions.

## **CODE OF ETHICS**

At Brevard Middle School, we recognize and uphold the guiding principles of caring, honesty, courtesy, and mutual respect. The following information describes specific guidelines to help students achieve these standards as they learn and grow.

The Transylvania County Board of Education and Brevard Middle School shall provide equal opportunities for students to participate in school-sponsored activities and programs. 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.

**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.

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.

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.

**This agenda belongs to:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_





## **COMMUNICATING WITH THE SCHOOL**

### **Weather Closings**

If schools are closed, notification will be made on local TV and radio, available on the school system web site ([www.tcsnc.org](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.

### **Grading and Reporting**

Mid-term reports will be issued each grading period. Please review this report with your student, sign and return it to the homeroom teacher. Report cards are issued at the end of each nine-week grading period. The Honor Roll is figured for all courses taken, and will be reported at two levels: (1) students with all A's will be on the '**A' Honor Roll**'; (2) students with all A's and B's will be on the '**A/B' Honor Roll**'. We encourage you to contact the school if you wish to have a conference with your student's teachers. Teachers are available from 7:40-8:00 AM, 3:15-3:40 PM, and during planning periods. Call the office at 884-2091 to arrange for a conference.

### **Messages and Phone Calls**

Personal messages will only be given to students before their appointed lunch time or after 2:00 PM when announcements and notes are given to students, except in emergencies. Deliveries of flowers, balloons, and gifts cannot be accepted. The office telephone is available to students only for emergency use. **Students may not use cell phones during the school day unless directed to do so by school administration.** Telephones are in each classroom for teacher supervised uses; **front office staff cannot be expected to be aware of all phone calls made from campus telephones**, and therefore cannot direct parents as to 'miss calls' received from Brevard Middle School.

### **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/New\\_Home/InitialEntryRequirements.htm](http://www.tcsnc.org/New_Home/InitialEntryRequirements.htm)) 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.

### **Grading Scale**

Grades (A,B,C,D,F) fall within a seven point grading scale.

## **ACADEMIC MATTERS**

### **Accelerated Preparation for College Entry**

On-line courses and dual enrollment programs with local colleges are available to select middle school students wishing to work towards early college entrance. We encourage students to visit with the school guidance counselor or Lead Teacher to learn more about opportunities to accelerate high school graduation.

### **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.

### **Opportunities for Students Not Meeting the Testing Standard(s)**

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:

<b>Grades 3-8</b>	<b>Grades 9-12</b>
Students who score a Level II 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 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 who do not score at least a Level III on an End-of-Grade or End-of-Course will be considered for retention. 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.

### **Exam Exemptions for Non-EOC/VoCATS/CE Courses at the HS level.**

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:**

- a. Meet attendance requirements
- b. 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%.
- c. 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**

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

### **Gifted Education**

Transylvania County Schools' gifted education policy is

a comprehensive K-12 plan that reflects the gifted legislation and the 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. If you think your child performs or shows potential to perform at substantially higher levels of accomplishment when compared to others of his/her age, experience or environment, or 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. Contact the Lead Teacher for more information on the AIG referral process.

### **Student Progress**

Teachers at every school will strive to keep parents and students informed about each student's progress throughout the year. Schools will have an established intervention program/plan to help students succeed during the entire school year in accordance to the Response to

Intervention (RTI) state and federal supported intervention structure.

### **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.

### **Homework**

Homework is expected by the Board of Education. 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.

### **ACCEPTABLE USE OF COMPUTER RESOURCES**

The Acceptable Use Policy with guidelines and limitations will be distributed at the beginning of the school year. All students will be provided supervised access to computers including the internet. You may opt for your child to not have this opportunity by requesting, completing and submitting the appropriate form located online.

You can access it by the following link;

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

### **ATHLETIC ELIGIBILITY AND INFORMATION**

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.

### **STUDENT ATHLETIC INSURANCE (Policy JHA)**

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

## **BUS AND CAR TRAFFIC**

Car riders should be delivered and picked up **in the back parking lot** by the gym. Parents are asked to follow the established route and pull all the way up to allow more students access in or out of the school. **FOR SAFETY REASONS, PLEASE DO NOT STOP ON FISHER ROAD TO LOAD AND UNLOAD STUDENTS.** Do not pick up students at the Rescue Squad. Dismissal time for car riders is 3:10 PM. Walkers will exit through the double-doors by room 32 at 3:10 PM and should leave campus using the sidewalk in the back of the building. Buses only will use the front parking for delivery and pick-up of students. Buses will leave at 3:10 PM and 3:20 PM.

## **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 75% 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.

### **Lunch Charges and Pre-Pay Balances:**

Students may charge only two lunches on their account. Extra Items may not be charged. If a student goes beyond the charge limit he/she may be provided an alternate meal that qualifies as a complete or federally reimbursable lunch.

Parents in signing for this handbook acknowledge they are responsible for paying charges incurred by their children in the school cafeteria. Charges can be paid in the cafeteria. If any charges remain at the end of the school year they may have to be paid in the school office.

Left over or remaining balances in the cafeteria will be rolled forward to the next school year. If a student leaves with more than \$5 dollars on his/her account best efforts will be made to contact the student/family and refund the balance or move the balance to an account of the student/parent's choosing. If after 120 days we are unable to make contact with a student/family who has graduated or left the school system, the balance will revert to the Child Nutrition Department.

Theft from the cafeteria will result in disciplinary action.

Free and Reduced Lunch applications are collected at the beginning of the school year and may be re-submitted any time during the school year. Applications are available in the cafeteria, school office or on the web site ([www.tcsnc.org](http://www.tcsnc.org)). Click on, Departments, Child Nutrition, and then Free/Reduced Lunch Applications. Completed forms should be faxed to 885-7395 or sent in hard copy to the Child Nutrition Department. All information remains confidential.

The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment. Under the Federal Child Nutrition Program and USDA policy, discrimination is prohibited under the basis of race, color, national origin, gender (male or female), age or disability. USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

### **Food Allergy and Diet Requirements/Modifications:**

A Medical Statement Form must be submitted to the cafeteria if a parent wants to request special meal or diet modifications due to medical condition or allergy.

## **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)

## **Lunch with Students**

Parents are invited to join their children for lunch in the cafeteria. Parents are encouraged to participate in the school lunch program. Food brought in from outside vendors tends to discourage students from participating in school feeding programs and may be discouraging to many of our students who are unable to afford such special treats but parents may occasionally bring food for their child. Any food brought in may not be shared with other students (refer to Wellness Plan). If a classroom friend wants to join you and your child for lunch, you all must remain in the cafeteria area.

## **DRIVERS' LICENSES**

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

- Failure to demonstrate adequate academic progress (failing 2 or more classes in any semester).
- Dropping out of school prior to the 18<sup>th</sup> birthday.
- Suspension from school for more than 10 consecutive days, or placement in an alternative learning program for more than 10 days, for the following:
  1. Possession or sale of alcoholic beverages or an illegal controlled substance on school property.
  2. Possession or use on school property of a weapon or firearm that resulted in disciplinary action under GS 115C-391 (d1) or that could have resulted in

that disciplinary action if the conduct had occurred in a public school.

3. 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.

### **FERPA—Family Educational Rights and Privacy Act**

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

- The right to inspect and review the student's records within a reasonable amount of time.
- The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading.
- 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.
- 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.

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.

### **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.

### **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.

- Combs, hair picks, sunglasses, caps, hats, or other head coverings may not be worn indoors at the elementary or middle schools.
- Bandannas of any color may not be worn or displayed.
- Pants, shorts, skirts, and dresses will be to the student's knee or longer. Shorts or skirts that are above the knee are not permissible, even if leggings are worn underneath. Holes, slits (including string-covered slits), or tears above the knee are not acceptable, even if leggings or patches are worn underneath.
- Students are expected to wear pants securely fastened around their natural waistline. No sagging of pants is allowed. Undergarments should not be exposed above the waist line.
- Bedclothes, pajamas, pajama-like garments and other

sleeping attire are expressly prohibited.

- All shirts are required to have sleeves (i.e. long sleeve, cap sleeve, short sleeve) and must long enough to cover the midsection while standing, leaning, bending, or sitting in order to promote modesty.
- Students should wear shirts that are modest and do not expose the body. Cleavage cannot be exposed at anytime. For example, low-cut, see-through or tight tops are not appropriate. Shirts with spaghetti straps are not appropriate as well as mid-riff, cut-off, and tank top shirts, or any other garments that inappropriately exposes the body. Undergarments must not be showing.

Violations of dress code will result in a call home as requested by a supervising teacher for a change of clothes and/or changing into P.E. or school provided clothes for the remainder of the day. Students may wait in ISS until appropriate attire is obtained. Second offense and beyond will result in required referrals to the office for insubordination which may result in 1-3 days of ISS or OSS as deemed by the administrator.

### **EARLY DISMISSALS**

If it is necessary for a student to leave school early, a written note from the parent stating the time and reason will be presented to the office. An early dismissal slip will be issued, and the student will have it signed by all teachers in missed classes ***before leaving school***. The student will return the slip to the office when signing out. **Per Board policy, any student under 16 years of age must have a parent or guardian sign him/her out of school. For safety reasons, students may not wait outside the building while awaiting pick up.**

### **EXTRACURRICULAR ACTIVITIES/ ATHLETIC PARTICIPATION**

Brevard Middle School encourages students to participate in a wide variety of extracurricular activities. State regulations restrict participation in interscholastic sports to seventh and eighth graders. Students must pass three of four subjects for eligibility. All student athletes are expected to be aware of and follow the guidelines of conduct for students as listed in this handbook. Athletes in violation of school policy will be held accountable for disciplinary action as stated in this handbook. In addition, athletes are held accountable to policies and procedures as listed in the Transylvania County Schools Athletic Procedures Manual. Athletes must familiarize parents with the Transylvania County Schools Athletic Procedures Manual, especially concerning consequences for use of tobacco, drugs, alcohol, and theft. Note that this includes all on-campus and off-campus activities. The Board of Education strongly encourages all student athletes in Transylvania County Schools to be covered by some form of medical insurance. School insurance policies serve only

as secondary coverage. Each student must have a physical and insurance waiver on file in the school office to participate in athletic try-outs.

The BMS Student Council also sponsors one or more chaperoned dances each year. Students with outstanding fines or lunch charges, overdue books, etc. may be ineligible to attend these dances until fees are paid. Students who exhibit chronic behavior problems or inappropriate behavior may be ineligible to attend after school activities. **Students are required to follow school dress code policies for dances and all other extracurricular activities.**

### **FIELDWORK and FIELD TRIPS (Policy IICA, IICA-R)**

Students participating in school-sponsored field trip/ fieldwork 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.

Field trips/ fieldwork is an off-campus learning opportunity provided to students without regard to their ability to pay. These studies in the field provide hands-on experiential opportunities for learning and are not optional activities. While we believe that these experiences are important to students' learning, certain behavioral and work expectations are also required to adequately prepare the student for the learning experience of off-campus excursions. All TCS policies on student conduct and dress code apply to fieldwork. Students may not participate in fieldwork while under suspension (OSS, C-STOP or ISS). If a student violates any TCS conduct policy or otherwise misbehaves while performing fieldwork, the student may be immediately suspended from the experience and sent back to school or home, as appropriate, at the student's expense.

Chaperones accompanying any field trip/ fieldwork excursion must be approved by the principal and be on the approved volunteer chaperon list for the school system.

### **CLUBS AND ORGANIZATIONS**

#### **Clubs**

Brevard Middle School hosts several extracurricular clubs and groups to support the interests and talents of their students including Art Guild, Battle of the Books, Show Choir, Student Council. BMS yearbook staff, Science Fair, and Band.

#### **Honorary**

BMS sponsors a local chapter of the Beta Club. Students maintaining a 93 or higher average for two consecutive quarters are eligible for induction. Additionally, 8th graders are recognized through the President's Education Awards Program for meeting these criteria: 90+ average for the first semester, and 85th percentile on 7th grade EOGs.

### **HEALTH EDUCATION**

The Transylvania County Board of Education is committed to a sound, comprehensive health education



program that is an integral part of each student's general education. The Board believes that the greatest opportunity for effective health education lies within the public schools because of the opportunity to reach almost all children at an age where positive, lifelong health habits may be engendered and because of the availability of qualified personnel to conduct health education programs. Good health is a dynamic quality and, therefore, depends upon continuous attention to scientific advances and acquisition of new knowledge.

The healthful living education curriculum specified in the North Carolina Standard Course of Study shall be the basis of the instructional program. This program shall provide students in grades K-12 with age-appropriate developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol). Information will be available to all students about available drug and alcohol counseling, rehabilitation, and re-entry programs.

### **HEALTH RELATED MATTERS**

#### **Communicable Disease (JHCC)**

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

#### **Diabetes Care Plan**

All parents/guardians who have a diabetic child and desire that their child be considered for a Diabetic Care Plan must submit a written request to the principal of their school. Packets of information regarding the process are available in each school's office. If you desire additional information, please contact the school.

#### **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.

- ✧ Prescription medication must be in a container with pharmacist's label.
- ✧ Non-prescription medication must be in the original container.
- ✧ The parent/guardian must deliver medication to a school staff member. No medication will be transported on the school bus except in an emergency.
- ✧ 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.

#### **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.

### **INITIAL ENTRY**

Students enrolling for the first time must present a certified copy of birth certificate. Students transferring from another school system must also provide a completed Educational Residency Affidavit/Disciplinary Status Affidavit form.

#### **Legal Custody**

**According to North Carolina law, both parents have legal custody of minor children unless a court has decreed otherwise. If a parent has a custody agreement or a current restraining order against a person, it is imperative that the school has copies of these orders immediately. Please let the school know of any changes or extraordinary circumstances as soon as possible. For more information, visit the web site: [tcsnc.org/district\\_information/just\\_for\\_parents/initial\\_entry\\_requirements](http://tcsnc.org/district_information/just_for_parents/initial_entry_requirements)**

## Dual Enrollment

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

## LOCKERS AND VALUABLES

Each student will be assigned a locker near his/her homeroom and issued a school lock to secure it. Students will be charged \$5.00 for replacement locks. Personal locks attached to lockers will be removed. Student lockers are school property and remain under the control of the school. School authorities have the right to search lockers at any time. Students are asked to leave valuables at home. This includes large sums of money, jewelry, tapes, CD's, cell phones, electronic devices and other items. **The school does not assume responsibility for lost, stolen, or damaged personal property.**

## MEDIATION

If students are involved in a conflict, mediation is an option to help resolve the problem. Trained student mediators under the supervision of the school guidance counselor and school resource officer may handle minor problems. More serious problems may be handled by adult mediators from the school or through the Center for Dialogue. Mediation is a voluntary option for all participants. Contact Guidance for more information about Peer Mediators.

## SCHOOL ATTENDANCE

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).

To be considered in attendance, a student must be present in the school for at least one-half (1/2) of the school day or at a place other than the school with the approval of the appropriate school official to attend an authorized school activity. These activities include field trips, athletic contests, student conventions, music festivals or 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.

## Daily Attendance

Students must attend at least two-thirds (2/3) of class to be counted as present. Any student who misses more than ten (10) days (lawful and/or unlawful) in a year long class has exceeded the Transylvania County attendance policy requirements and will not receive credit for that class unless permission is granted to make up work and the following conditions are met. The excessive absences shall be made up hour for hour and the student must have proper notes on file and have completed all makeup work. The assignments must be completed to the teacher's satisfaction within 5 days of the absence. With the occurrence of the 11th, 12th, and 13th absence from class, the student shall obtain permission from the principal/designee prior to making up work. The principal/designee will grant permission for makeup work only if the 11th, 12th and 13th absences are lawful. Beginning with the 14th lawful absence, only the principal can grant permission for makeup work.

After three (3) accumulated daily absences, the school shall notify a parent or guardian by mail. After five (5) accumulated daily absences, a parent or guardian shall be notified by mail that there may be in violation of the Compulsory Attendance Law. After ten (10) accumulated daily absences in middle school and eight (8) in high school, 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. Parents of all students will be notified of student absences through mid-term reports and quarterly report cards.

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

- ⤴ Illness/injury
- ⤴ Quarantine
- ⤴ Death in the immediate family
- ⤴ Medical or dental appointment
- ⤴ Prior approval for religious activity
- ⤴ Court
- ⤴ Prior approval for valid educational opportunity (forms are available in the office).

Students attending an authorized school activity with the approval of the appropriate school official will not be considered absent. The absence of a student, which results from the suspension of that student for misconduct, will count as an absence from school.

Students with **LAWFUL** absences will have an opportunity to make up work and tests based on the above provisions. Students who are absent with parent permission but with **UNLAWFUL** cause (first 10 absences only) may be provided makeup work with the permission of the principal/designee. Students suspended from school shall be provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period [G.S. 115C-392(b)]. Students who are truant shall not be provided makeup work. All makeup work must be completed prior to procedural reviews. Students

having more than 10 unlawful absences are not eligible for a procedural review.

If a student is absent, parents may request homework assignments. Please call the school to request your child's work assignments. We ask that requests be made before 8:30 AM. Your student's assignments and books will be at the front office at 3:30 PM.

### **Attendance Procedural Reviews**

At the end of the school year, all students who have exceeded the allowable number of absences (10) may have benefit of a procedural review. The student is responsible for obtaining a Procedural Review Form from the attendance secretary and having the form completed by the classroom teachers. Unlawful absences may not be appealed through this review process. Students violating the attendance policy because of absences resulting from suspension may have the opportunity for a procedural review with their principal's permission. All requirements for the review must be met for this student.

The procedural review will determine if all proper notes are on file, all lawful absences have been made up hour per hour, all work has been completed and the student is passing the class. Failure to satisfy any of these conditions will eliminate the opportunity for a procedural review. Upon completion of the review, the attendance secretary will submit a recommendation for granting credit or promotion. The student and parent/guardian will be notified of the recommendation based on the procedural review. Within 3 days of receiving this notification, the parent/guardian may submit a request for appeal in writing to the principal. The principal will appoint a committee and schedule an appeals hearing for final determination of the granting or denial of credit or promotion. Within 5 days of receipt of this letter. The principal will provide results of the appeal to the parent and student in writing.

### **Tardiness to School**

Tardies to class are cumulative per semester in high school and per year in middle school. If a student is tardy to school, he/she must report to a designated area to receive an admit slip to class. Students who check into school late as a result of medical or dental appointments, court appearances, or reasons approved by the principal will be given a lawful tardy. All tardies accumulate and accrue to absences. Three (3) tardies will equal one (1) absence. These absences will be subject to the attendance rule stated above.

Students are expected to be in class promptly so that instruction for all students can begin on time and progress smoothly. Common consequences will be employed for students who are chronically tardy to school during the year.

### **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.

### **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.

### **STUDENT DISCIPLINE**

Students will respect the rights of other students and of school personnel at all times. The school rules are designed to help students realize the undesirable consequences of specific actions. A student may be referred to the office for major offenses or for persistent disruptions to the educational process that have not ceased despite interventions by teachers. Consequences may include detention, parent conferences, verbal warnings, in-school suspension, C-Stop, out-of-school suspension, recommendation for long-term suspension or permanent expulsion, court referrals, and/or a referral to local law enforcement officials.

Consequences depend on the severity and frequency of the problem. Administrators reserve the right to use discretion in the assignment of appropriate punishment in consideration of the specific circumstances of the violation of rules cited in an office referral. Administrators also reserve the right to contact law enforcement agencies at any time. **Any student assigned to in-school or out-of-school suspension may not participate in any school-sponsored event for the length of the suspension.**

## **Board of Education Policies Related to Student Conduct**

The Transylvania County Board of Education expects student behavior to reflect respect and consideration for the rights of others. A student's behavior, whether it be 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 and/or personnel or interferes with the educational process. A copy of this policy and its sanctions will be given to each student and parent. Parents and students will be notified that compliance with this policy is mandatory. The offenses listed below are not intended to cover all possible situations that could arise. Any act that has a direct detrimental effect on the educational process or jeopardizes the health and/or safety of students, school personnel or school property may result in disciplinary action. Authorized school officials should consult with proper law enforcement personnel in cases where there is a question concerning violation of local, state, or federal law.

**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.

## **Supervision of Students**

The school doors open **at 7:30 AM**. The Brevard Middle School regular day ends at **3:10 PM**. Students will be supervised between 7:30 AM and 3:30 PM. Please observe these times when transporting students to and from school. Students will remain in the cafeteria until 7:45 AM, when they will be dismissed to go to class.

## **Procedures and Expectations**

Students and staff are expected to follow the BMS Matrix of Expected Procedures and Behaviors as posted in this handbook and in Brevard Middle School. Each of expected behavior and procedure is explained or reviewed and discussed at the beginning and middle of each school year. If students choose to disobey the established procedures as posted in classrooms and common areas, teachers will take appropriate action as based on the

severity of the offense and the possible consequences as outlined within this handbook.

## **Intervention Committees**

Brevard Middle School encourages parents, students, and teachers to work together to recognize needs and begin the process of implementing behavioral modification plans and academic interventions. CARE Team is a group composed of grade level and administrative representatives that meet twice monthly to discuss students presenting significant academic or environmental concerns in an attempt to continue communication with parents on new or ongoing interventions.

BLUE Committee seeks to recognize students in particular need of behavioral modifications or alternate behavior training and discuss opportunities and strategies to help those students better succeed in school and among their peers.

If you have questions about these committees or would like to contact a representative about your child, please call the Lead Teacher at 884-2091.

## **Category I Offenses**

***Category I Offenses may result in expulsion or long-term suspension (more than 10 school days).***

In determining appropriate interventions for each individual who commits an act listed in Category I (Items 1-5) or Category II, the building principal shall give the following factors full consideration:

- The degree of harm created by the incident;
  - The surrounding circumstances;
  - The nature and severity of the behavior;
  - The relationship between the parties involved, including the degree to which there is an imbalance of power;
  - Past incidences or patterns of behavior.
1. Acts causing material and substantial disruption to the educational process
  2. Willful and/or persistent disobedience and/or disregard of school rules.
  3. Assault or battery or threatening conduct toward school personnel, students, or any other person.
  4. Harassment or bullying (or aiding or assisting in harassment or bullying):
    - a. Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassing behavior may include, but is not limited to, epithets, derogatory comments, slurs, lewd propositions, assault, impeding or blocking movement, offensive touching or physical interference with normal work or movement, and visual insults such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical/teaching

techniques are not considered harassing behavior.

- b. Bullying is a form of harassment. Bullying is the repeated intimidation or injury of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and put downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.
5. Theft, attempted theft or possession of stolen property, or intentional damage or attempted damage of school property or private property while under school jurisdiction.
6. The possession, use, transmission, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine, or other intoxicating liquor; or possession, use, or transmission of drug paraphernalia or counterfeit drugs, or the inhalation or ingestion of any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. The use of a drug authorized by a medical prescription from a registered physician shall follow the procedures outlined in Policy JHCD.

#### **Suspension for Weapons Offenses (Category 1)**

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.

Any principal who reasonably believes a student has brought a weapon onto education property shall immediately report the incident to the appropriate law enforcement agency. "Educational property" is defined as any public or private school campus, grounds, recreational area, athletic field or other property owned, used, or operated by any board of education.

A. **Firearm/Explosive** - Any student who possesses or carries a firearm or powerful explosive onto educational property will be suspended for 365 days, unless the superintendent recommends and the Board approves a modification. A firearm includes any gun, rifle, pistol or other weapon used for firing a projectile by means of an explosive charge. A powerful explosive includes a dynamite cartridge, blasting cap, trinitrotoluene (TNT), nitroglycerin, grenade or mine. A student who brings a firearm or powerful explosive to school also will be referred to the criminal justice or juvenile delinquency system.

B. **Other Weapon(s)** - Any student possessing or carrying a weapon as defined in NCGS 14-269.2(e) on educational property, whether openly or concealed, or at any time when a student is subject to the authority of school personnel, will be suspended from school for the remainder of the school year. Weapons that shall result in a misdemeanor charge and suspension for the remainder of the school year include but are not limited to: BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot,

slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades (except solely for personal shaving), and any sharp-pointed or edged instruments except for instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction and maintenance on school property. (NCGS 14-269.2; 115C-288, -391)

#### **CATEGORY II Offenses-**

##### ***May result in short-term suspension (10 days or less)***

- 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.

#### **Fighting / Instigating a Fight**

A student will not fight or attempt to cause bodily harm to another student through physical contact. If a student attempts to involve another student in a fight, that student should walk away and report the incident to a staff member. A student who instigates a fight will be subject to the same consequences as the students who are actually involved in the fight. It is important to know that self-defense and retaliation are not the same. A student who attempts to avoid a fight by moving away from the scene is acting in self-defense and will not be suspended. Students who engage in a fight may expect a criminal charge for Affray or Assault. (NC G.S. 19-11, 14-33)

- ⤴ 1st Offense – OSS – 1 to 3 days
- ⤴ 2nd Offense – OSS – 3 to 5 days
- ⤴ 3rd Offense – OSS – 5 to 10 days

Other types of inappropriate behavior that involve physical contact may receive less severe consequences, such as after-school detention, in-school suspension, or out of school suspension. These may include:

- ⤴ **Horseplay** – physical contact in a friendly manner often resulting in anger or aggression;
- ⤴ **Confrontation** – verbal exchange directed toward another student in a threatening manner;
- ⤴ **Altercation** – physical contact, such as pushing and shoving that does not constitute an affray.

#### **Battery Resulting in Injury**

A student who commits battery upon another student shall be subject to the following consequences:

- ⤴ 1st Offense – OSS - 5 days

- ⤴ 2nd Offense – OSS - 10 days
- ⤴ 3rd Offense – OSS 10 days and recommendation for long-term suspension

### **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)**

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**

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.

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

The Transylvania County Board of Education prohibits the use of tobacco products by any student, staff member, or school visitor on school grounds/property or at any on-campus or off-campus school-sponsored event. The consequences for student use or possession are the following:

- 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 2 days of OSS.
- 4th Offense: The student will be suspended three days and required to perform 20 hours of community service. Visitors will be asked to comply with the policy or leave the premises. A visitor can be charged with trespassing for failure to comply with the request(s). Multiple violations can result in a visitor being banned from attending school functions.

### **Public Displays of Affection**

The Transylvania County Board of Education believes that an atmosphere must be established that promotes an optimum learning environment for all students. Appropriate social behaviors in an educational setting contribute to a positive learning environment for all students. Learning and practicing socially acceptable behavior are important aspects of the students' education.

### **Student Familiarity**

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

### **Assaults on Personnel**

The Transylvania County Board of Education values its employees and will prosecute to the fullest extent of the law anyone who assaults an employee.

Job-related assault will be defined as any verbal assault, physical assault, or battery upon an employee which takes place at any time during an employee's performance of work-related duties, either on educational property or off.

An assault by a student shall result in a minimum ten (10) day suspension from school. The assault of a school bus driver by a student shall result in a minimum one-hundred eighty (180) day suspension from the bus and a minimum ten (10) day suspension from school. If the principal believes that a longer suspension is warranted, Policy JGDA-R (Student Long-Term Suspension) shall be followed.

### **Profanity and Threats to or about Staff from Students**

Profanity or threats directed toward staff members that jeopardize the health and/or safety of school staff and result in a court referral

- ⤴ 1st Offense – OSS - 10 days
- ⤴ 2nd Offense – Recommendation for long-term suspension

### **Derogatory Comments**

Derogatory comments to or about staff, obscene gestures directed at staff, or failure to follow the reasonable request of a staff member

- ⤴ 1st Offense – OSS - 3 days
- ⤴ 2nd Offense – OSS - 5 days
- ⤴ 3rd Offense – OSS - 10 days with a recommendation for long-term suspension

### **Profanity/Threats**

Profanity/Threats to/about students from other students and sexual harassment

- ⤴ 1st Offense – ISS - 3 days
- ⤴ 2nd Offense – OSS - 3 days

- ⤴ 3rd Offense – OSS - 5 days

#### Truancy

- ⤴ 1st Offense – ISS - 1 day
- ⤴ 2nd Offense – ISS - 3 days
- ⤴ 3rd Offense – ISS - 5 days

#### Criminal Theft, Robbery, Burglary, Damage to School or Personal Property, or Possession of Stolen Property

- ⤴ 1st Offense – OSS - 3 days, plus restitution
- ⤴ 2nd Offense – OSS - 5 days, plus restitution
- ⤴ 3rd Offense – OSS 10 days and recommendation for long-term suspension

#### PROCEDURES FOR COMMON CONSEQUENCES

- ⤴ **After-School Detention** will be assigned to students for excessive tardiness and for minor class disruptions. If assigned by a teacher, students are to report to that teacher's classroom at the assigned time. If assigned through the office, students are to report to the designated room from 3:15 PM until 4:15 PM.
- ⤴ Students may be assigned to **In-School Suspension (ISS)** as an alternative to out-of-school suspension. Students assigned to ISS will report to the ISS room with books, notebook, and pens/pencils. They will remain there until the end of the school day. Assignments from classes will be completed while in ISS, and counseling about behavior will be provided. Students in ISS must cooperate with established program behavior expectations. Failure to do so will result in an extension of the ISS duration or out-of-school suspension. Students in ISS will participate in campus beautification activities. Disruptive behavior in ISS will result in out-of-school suspension. Students in ISS may not participate in any after school activities for the suspension period.
- ⤴ **C-STOP** is a consequence given in lieu of out-of-school suspension that is housed at Davidson River School. Parents must sign appropriate forms each time their child participates in the C-STOP program. Students in C-STOP may not participate in any after school activities.
- ⤴ All students have the right to educational programs that are free from disruption and interference. Students who display disruptive, dangerous or chronic misbehaviors will be **Suspended Out-Of-School (OSS)**. During the suspension period, teachers will provide assignments. It is the responsibility of the student to obtain these assignments, complete them, and submit them to teachers within designated time frames.
- ⤴ **Saturday School** (*BMS Saturday Academy*) may be required for students with consistent and unchanging issues with attendance, tardiness to school and/or class, making up required work, or meeting teacher standards. Saturday school is manned 8:00-12:00 PM and assignments are provided for each student. Transportation and lunch are not provided.

#### Board of Education policy provides the following guidelines for short-term out-of-school suspensions:

Before invoking a short-term suspension, the principal/designee shall investigate all circumstances surrounding the alleged misconduct of the student. Students shall be informed of the nature of all allegations and encouraged to present a defense. If persistent issues are raised by the student, the principal/designee will continue the investigation in an effort to understand all necessary facts surrounding the alleged misconduct. If the student reasonably claims the need for more time to present a defense, the principal/designee should grant a reasonable postponement prior to disciplinary actions being taken.

If the principal/designee finds the allegations true, he may invoke a short-term suspension. He shall notify the parent or guardian of the suspension. A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to ten school days.

Under no circumstances shall a suspended student be allowed to leave school unless the parent or guardian approves the method of transportation. Transportation for the suspended student shall comply with one of the following:

1. The school shall provide transportation home for the student, or
2. The parent shall pick up the student at the school at a specified time and place, or
3. The student shall be permitted to ride the school bus.

If the student refuses to comply with the transportation designated above, the principal/designee may request assistance from the School Resource Officer or other appropriate law enforcement personnel. The removal of a student from his class by the classroom teacher, principal/designee or other authorized school personnel for the remainder of the subject period or school day to another room or place on school premises shall not be considered a short-term suspension. When a student is suspended, the principal shall send a statement (JDG-E) to his/her parents and to the Superintendent fully describing the misconduct, stating the rule violated and stating the principal's reason for action. The principal shall keep on file all documents and relevant information received about the misconduct.

#### 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

- ⤴ Pushing or shoving
- ⤴ Hands, arms, legs out window
- ⤴ Getting off at an unauthorized stop
- ⤴ Indecent language
- ⤴ Not keeping assigned seats
- ⤴ Use of tobacco on bus
- ⤴ Boisterous and/or distracting behavior
- ⤴ Eating and/or drinking on bus

- ⤴ Other inappropriate or dangerous behavior that would create a safety hazard
- ⤴ Fighting at bus stop or on bus
- ⤴ Throwing objects out of window
- ⤴ Tampering with any part of the bus, including the emergency door
- ⤴ Refusal to adhere to a reasonable request of a bus driver
- ⤴ Other inappropriate behavior that creates an immediate dangerous situation
- ⤴ Spitting on the bus and/or out of the window
- ⤴ Using cigarette lighters and/or matches on the bus
- ⤴ Providing a substitute driver with false information
- ⤴ Using indecent physical expressions and/or indecent exposure
- ⤴ 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.

#### ⤴ 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 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.**

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. 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.

### **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, and
- 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 follow the directions of the staff member in charge.

### **TOBACCO FREE SCHOOLS**

Transylvania County Schools recognize that the use of tobacco is a health, safety and environmental hazard for students, employees, visitors and school facilities. The School Board believes that the use of tobacco products on school grounds and at school-related events is detrimental to the health, safety of staff and students. Adult employees and visitors are role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote healthy learning and working environments. No student, staff member or visitor is permitted to use any tobacco product at any time, including non-school hours and any Transylvania County School facility.

### **REASONABLE USE OF SECLUSION, ISOLATION OR RESTRAINT OF STUDENTS**

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.

### **WIRELESS COMMUNICATION (POLICY JI)**

Except as provided below, no high school or middle school students shall use, have in view, or have on their person or in their personal belongings during the instructional day from the beginning school bell until the dismissal bell) any wireless communication and/or electronic device, including but not limited to cell phones, laser pointers, paging devices, two-way radios, iPods, any 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 and/or middle school students with permission from their principal may have wireless communication and/or electronic devices in their



possession on yellow school buses. However, all such devices must be in the "off" position and shall be stored in such a manner as to make them inaccessible during the bus ride. The use of such devices on white activity buses is at the discretion of the sponsor/coach in charge of the white activity bus.

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

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:

- ✧ *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.
- ✧ *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 may receive either a three-day in-school or out-of-school suspension. The device will be returned to the parent after a maximum of 45 calendar days or sooner at the discretion of the principal.
- ✧ *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 may receive either a five-day in-school or out-of-school suspension. The device will be returned to the parent after a maximum of 90 calendar days or sooner at the discretion of the principal.
- ✧ *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 disciplinary action at the discretion of the principal.

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

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

## **STARBUCKS AND REWARD SYSTEMS**

### **Starbucks**

Brevard Middle School seeks to reward those students meeting and exceeding behavior and academic standards. Throughout the year students will be able to earn *Starbucks*, a token economy, which can be used to "buy" entrance into school and grade level reward events and activities, school supplies, or enter them for special reward drawings at certain points in the school year.

### **Bank of Blue**

Starbucks may be banked through our *Bank of Blue*. Students may drop off deposits or checks for withdrawals each morning the bank is open and supervised. Student tellers will complete the requested actions during the course of the school day, and homeroom teachers will have periodic access to Bank of Blue rosters. Automatic deposits will be made by teachers and administrators throughout the year.

## **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>TCS Board Policies: Topic</b>	<b>Policy Code Letters</b>
Initial Entry and Immunizations	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

## **NEED MORE ANSWERS?**

Check out Transylvania County Schools @  
[www.tcsnc.org](http://www.tcsnc.org)

Find answers to other frequently asked questions, including curriculum guides, teacher pages, and other important parent and student resources @  
[bms.tcsnc.org](http://bms.tcsnc.org)

For updated calendars or calendar changes, visit online  
[http://www.transylvania.k12.nc.us/calendar/2011-2012\\_school\\_calendar/](http://www.transylvania.k12.nc.us/calendar/2011-2012_school_calendar/)

## Brevard Middle School Regular Day Schedule

\*A bell to dismiss students from cafeteria to homerooms @ 7:45AM.

\*A warning bell rings at 7:55 and class begins with the 8:00AM bell.

<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<i>7:55-8:05 Homeroom</i>	<i>7:55-8:05 Homeroom</i>	<i>7:55-8:05 Homeroom</i>
8:05-9:01 BLOCK 1	8:05-9:01 BLOCK 1	8:05-9:01 BLOCK 1
9:05-11:01 CORE 1	9:05-10:01 BLOCK 2	9:05-10:01 BLOCK 2
9:05-11:01 CORE 1	10:05-11:01 BLOCK 3	10:05-11:01 BLOCK 3
11:05-11:35 LUNCH	11:05-11:35 BDT	11:05-12:01 BLOCK 4
11:38--12:09 BDT	11:39-12:09 LUNCH	12:05-12:35 BDT
12:13-2:09 CORE 2	12:13-1:09 BLOCK 4	12:39-1:09 LUNCH
12:13-2:09 CORE 2	1:13-2:09 BLOCK 5	1:13-2:09 BLOCK 5
2:13-3:10 BLOCK 6	2:13-3:10 BLOCK 6	2:13-3:10 BLOCK 6
<b>1<sup>st</sup> Bell @ 3:10; 2<sup>nd</sup> Bell @ 3:20</b>		

## Brevard Middle School 2 Hour Delay Schedule

Students dismissed from Cafeteria @ 9:45; Warning Bell @ 9:55; Day's Beginning Bell @ 10:00

-Breakfast is not served on 2 Hour Delay Days-

<b>Gr 6</b>	<b>Gr 7</b>	<b>Gr 8</b>
<i>10:00-10:05 Homeroom</i>	<i>10:00-10:05 Homeroom</i>	<i>10:00-10:05 Homeroom</i>
10:05-10:43 1 <sup>st</sup> Block	10:05-10:43 1 <sup>st</sup> Block	10:05-10:43 1 <sup>st</sup> Block
10:47-11:17 Lunch	10:47-11:30 2 <sup>nd</sup> Block	10:47-11:30 2 <sup>nd</sup> Block
11:21-12:04 2 <sup>nd</sup> Block	11:34-12:04 Lunch	11:34-12:17 3 <sup>rd</sup> Block
12:08-12:51 3 <sup>rd</sup> Block	12:08-12:51 3 <sup>rd</sup> Block	12:21-12:51 Lunch
12:55-1:38 4 <sup>th</sup> Block	12:55-1:38 4 <sup>th</sup> Block	12:55-1:38 4 <sup>th</sup> Block
1:42-2:27 5 <sup>th</sup> Block	1:42-2:27 5 <sup>th</sup> Block	1:42-2:27 5 <sup>th</sup> Block
2:31-3:10 6 <sup>th</sup> Block	2:31-3:10 6 <sup>th</sup> Block	2:31-3:10 6 <sup>th</sup> Block
<b>2<sup>nd</sup> Bell @ 3:20</b>		

\*\*NO B.D.T. on 2 Hour Delay Schedules\*\*

\*\*PM Dismissals As Usual\*\*

# Brevard Middle School Regular Grade Reports

## \*DO NOT REMOVE FROM AGENDA, PLEASE\*

<p>Date: _____ <b>FIRST QUARTER - Before Midterms*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>	<p>Date: _____ <b>THIRD QUARTER - Before Midterms*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>
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<p>Date: _____ <b>FIRST QUARTER - Before Report Cards*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>	<p>Date: _____ <b>THIRD QUARTER - Before Report Cards*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>
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<p>Date: _____ <b>SECOND QUARTER - Before Midterms*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>	<p>Date: _____ <b>FOURTH QUARTER - Before Midterms*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>
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<p>Date: _____ <b>SECOND QUARTER - Before Report Cards*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>	<p>Date: _____ <b>FOURTH QUARTER - Before Report Cards*</b></p> <p>Math _____ Communication Skills _____</p> <p>Social Studies _____ Science _____</p> <p>1<sup>st</sup> Elective (_____) _____</p> <p>2<sup>nd</sup> Elective (_____) _____</p> <p><small>*SEE FURTHER NOTES ON TODAY'S AGENDA PAGE</small></p> <p>Parent Signature: _____</p>
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# BMS SUPER PASS! Required for permission to be out of class at any time!

Student NAME: \_\_\_\_\_

## Quarter 1


















































1 <sup>st</sup> block							 Time: _____
2 <sup>nd</sup> block							 Time: _____
3 <sup>rd</sup> block							 Time: _____
4 <sup>th</sup> block							 Time: _____
5 <sup>th</sup> block							 Time: _____
6 <sup>th</sup> block							 Time: _____
Enrichment							 Time: _____

## Quarter 2


















































1 <sup>st</sup> block							 Time: _____
2 <sup>nd</sup> block							 Time: _____
3 <sup>rd</sup> block							 Time: _____
4 <sup>th</sup> block							 Time: _____
5 <sup>th</sup> block							 Time: _____
6 <sup>th</sup> block							 Time: _____
Enrichment							 Time: _____

STUDENT NAME: \_\_\_\_\_

Quarter - Spare

1 <sup>st</sup> block _____							 Time: _____
2 <sup>nd</sup> block _____							 Time: _____
3 <sup>rd</sup> block _____							 Time: _____
4 <sup>th</sup> block _____							 Time: _____
5 <sup>th</sup> block _____							 Time: _____
6 <sup>th</sup> block _____							 Time: _____
<u>Enrichment</u> _____							 Time: _____


















































Quarter - Spare

1 <sup>st</sup> block _____							 Time: _____
2 <sup>nd</sup> block _____							 Time: _____
3 <sup>rd</sup> block _____							 Time: _____
4 <sup>th</sup> block _____							 Time: _____
5 <sup>th</sup> block _____							 Time: _____
6 <sup>th</sup> block _____							 Time: _____
<u>Enrichment</u> _____							 Time: _____




















































STUDENT NAME: \_\_\_\_\_

Quarter 3

1 <sup>st</sup> block _____							 Time: _____
2 <sup>nd</sup> block _____							 Time: _____
3 <sup>rd</sup> block _____							 Time: _____
4 <sup>th</sup> block _____							 Time: _____
5 <sup>th</sup> block _____							 Time: _____
6 <sup>th</sup> block _____							 Time: _____
<i>Enrichment</i> _____							 Time: _____

Quarter 4

1 <sup>st</sup> block _____							 Time: _____
2 <sup>nd</sup> block _____							 Time: _____
3 <sup>rd</sup> block _____							 Time: _____
4 <sup>th</sup> block _____							 Time: _____
5 <sup>th</sup> block _____							 Time: _____
6 <sup>th</sup> block _____							 Time: _____
<i>Enrichment</i> _____							 Time: _____