



**2009-2010  
Student/Parent Handbook**

August 25.....	School Opens
September 7.....	Labor Day Holiday
October 28.....	End of Grading Period
October 29/30.....	Teacher Work Days
November 11.....	Veterans Day Holiday
November 25-27.....	Thanksgiving Holidays
December 22.....	School Dismisses at 11:30am
December 23-January 3.....	Christmas Holidays
January 15.....	End of First Semester
January 18,19.....	Teacher Work Days
February 15.....	Teacher Work Day
March 24.....	End of Grading Period
March 25/26.....	Teacher Work Days
April 2 .....	Holiday
April 19-23.....	Spring Break
May 31 .....	Teacher Work Day
June 9.....	Last Day of School

See Possible Makeup Days on Page 8

This Agenda Belongs to: \_\_\_\_\_

**Agenda Designed by Kellie Chieu**

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

**Discrimination Statement**

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

**Accelerated Preparation For College Entry**

On-line courses and dual enrollment programs with local and community colleges are available to students wishing to work toward early college entrance. Transylvania County Schools encourage 8<sup>th</sup> through 12<sup>th</sup> grade students to visit with their school guidance office and school administrators to learn more information about opportunities to accelerate high school graduation.

**Access to Student Records**

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

### **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.

### **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.

### **Dual Enrollment and Extra-Curricular Activities**

Per Policy JECA, all students must be enrolled for a minimum of one-half of the school day (at least 2 periods/blocks). In order for dually enrolled students (private, parochial, and home school) to be eligible to participate in athletics/extra-curricular activities, at least one of the two 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.

#### ***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

### **Initial Entry and Immunizations**

Birth certificate and medical requirements for initial entry must be met within the first thirty calendar 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 schools 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.

#### **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.

#### **Possible Make Up Days**

In the event that we miss regularly scheduled school days, the following dates, as well as Saturdays, are possible makeup days:

September 7	October 29/30	November 11, 25-27
December 23-31	January 1, 18,19	February 15
March 25/26	April 2,19-23	May 9
June 10		

#### **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 that they are not receiving. The first step in helping these children is to find them. Contact Transylvania County Schools at 884-3113.

#### **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.

The Military may obtain name, address, and 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.

#### **Section 504**

**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 is Lisa Anderson. She may be contacted for further information at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884-6173. Email [landers@tcsnc.org](mailto:landers@tcsnc.org)

#### **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.

#### **Student Familiarity**

Students are expected to conduct themselves in a socially acceptable manner. At the high school level, the public display of affection, other than holding hands, is inappropriate.

#### **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 intervention program to help students during the school year.

### **Student Records**

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

### **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:

1. Retest with remediation (minimum of 5 hours and maximum of 10 hours per subject test depending on individual student's needs)
2. 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
3. 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.

### **Student Rights of Privacy (JFJ)**

Student privacy interests shall be respected. Therefore, to preserve expectations of privacy in the student's personal and home life, the student shall not be required to participate in the intentional solicitation,

as a part of the instructional program, matters relating to his/her personal life, those of his/her family, or his/her status within the family.

**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." The Title IX contact for Transylvania County Schools is John Tinsley. He may be contacted for further information at 225 Rosenwald Lane, Brevard, NC 28712. Office telephone 828.884-6173. Email: jtinsley@tcsnc.org

**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.

**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 automated telephone call system.

**Wireless Communication (Policy JI)**

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

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.

### **Academics**

#### **Academic Ethics**

Taking credit for someone else's work or assisting another student who is doing so violates the Academic Ethics Policy. The first violation of this policy results in a grade of zero (0) on the assignment and written notification to the parent(s). A second or subsequent violation during a student's high school career will result in a grade of zero (0) and an out-of-school suspension. A student who plagiarizes a research paper draft in any class will receive credit for that draft only if a new draft is written by the student to the teacher's satisfaction. Plagiarism in a final research paper results in a zero (0). For seniors in English 12, a grade of zero (0) on a final paper results in automatic failure of the course."

#### **Accountability for Academic Achievement**

Students taking a course that has a state End-of-Course test must pass the exam to receive credit for the course. Courses with EOC's are English 9, Algebra I, Geometry, Algebra II, Introduction To Chemistry and Physics, Biology, Chemistry, Physics, Civics, and U.S. History. Parents wishing to review the Board of Education Policy IK regarding student accountability are encouraged to obtain a copy from the school principal or visit the district website.

#### **Class Rank**

Student rank is determined in each grade level by weighted cumulative grade point averages from highest to lowest. GPA and Class Rank GPA is determined by calculating the total number of quality points a student earns each semester and dividing the points by the total number of subjects taken, beginning with the freshman year. Honors courses earn one additional quality point and Advanced Placement courses earn two

additional quality points. Class rank is determined by the calculated weighted grade point average.

#### **Enrichment Labs**

Students who need extra assistance in any class should make arrangements with the teacher of the class. In addition, labs are available in the mornings, after school, and in the evenings in all academic areas. As we approach exams, extra sessions are offered. For times and locations, ask a teacher, guidance counselor, or administrator.

#### **Gifted Education Access Statement**

If you think your child performs or shows potential to perform at substantially high levels of accomplishment when compared to others of his or 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 educational program. Contact Mr. Ginnane for information about the referral process and program options.

Transylvania County School' gifted education document is a comprehensive K - 12 plan which reflects 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. Copies of the plan can be found in each school's media center or principal's office.

#### **Honor Rolls**

The honor roll is calculated at the end of each nine weeks. A student will be included on the A/B honor roll who receives A's and B's. A student who receives only A's will be placed on the A Honor Roll. A student with an Incomplete or failing grade in any class for the nine weeks will not be included. A student must be enrolled in two or more classes per semester to be eligible for consideration for the Honor Roll.

#### **National Honor Society**

The Brevard High School chapter of the National Honor Society (NHS) is an active chapter of the national organization. Based on the four tenants of scholarship, leadership, character, and service, NHS provides community service and tutoring to BHS and the community.

The selection process is as follows: Rising juniors and seniors with a weighted GPA of 3.75 or higher will be invited to submit their candidacy to NHS. Candidacy materials will be distributed in late January or February and will be due back to one of the sponsors by a specified due date (usually within 2 to 3 weeks). A faculty council comprised of members from across the disciplines at BHS will review all candidacy materials, which should demonstrate the suggestions below. Decisions will be based on a majority vote and all candidates will be notified of a decision, usually in early May. Those candidates who are selected for induction will be notified of the time and date of the ceremony that will take place before the school year ends. If selected for NHS, members will be expected to complete an individual service project, participate in large and small projects with NHS as a group, and tutor.

What can you do to make yourself stand out as a candidate for NHS?

- Get involved in a variety of activities both at school and in the community
- Get involved with leadership roles
- Have positive relationships and experiences with teachers, supervisors, and peers
- Show long-term commitment
- Volunteer

Any questions regarding NHS can be directed to either Ms. Meredith Licht or Mrs. Charisma Arbogast.

#### **Transylvania Scholars**

Each spring, the Transylvania County School system invites the top scholars in grades 10-12 to a Recognition Banquet. Selection of the scholars is based on Transylvania County Scholars' course requirements plus a 3.8 weighted and a 3.5 unweighted GPA. Seniors will be recognized at graduation as Transylvania County Scholars and honor graduates. For specific course requirements, refer to page 8 of the BHS Course Description and Career Planning Guide.

#### **Junior Marshals**

Beginning with the graduating class of 2013, the criteria for selection of the Chief Marshal and Junior Marshals are as follows:

- Selection of Junior Marshals will be done at the beginning of the second semester of their junior year of high school.
- Students must be in the top 10% of their class, based on their weighted GPA.

- Students must be a Transylvania County Scholar at the beginning of the second semester of their junior year.

The Chief Marshall will be the student with the highest weighted GPA.

### **Senior Project Requirements**

At BHS, the Senior Project has three components: the research paper, the project, and the presentation. Each student enrolled in English 12 receives a Senior Project Packet detailing the requirements, timetable, and rubrics for each component. An additional overview is available on the Senior Project webpage

[www.transylvania.k12.nc.us/schools/srproject/req.html](http://www.transylvania.k12.nc.us/schools/srproject/req.html), but only the Senior Project Packet is the authoritative, official guide.

Any student enrolled in English 12--whether it be the first time, second time, third time, or any time—must complete all components of the Senior Project; failure to do so results in automatic failure of the course. When retaking English 12 after failing the course, a student must produce a new Senior Project without duplicating any previous component. “Plagiarism of any component will result in automatic failure of the course”.

### **Valedictorian/Salutatorian**

The valedictorian and salutatorian of each class will be determined at the end of their second semester of their senior year of high school and will be based on all four years of high school credit. The student with the highest weighted GPA in the graduating class will be the valedictorian. The salutatorian will be the student with the second highest weighted GPA in the class.

### **School Office Phone Numbers**

#### **Attendance Office**

884.4103

Mr. Brubaker

Ext. 226

#### **Main Office**

884.4103

Fax

885.7355

Secretary

Mrs. Hodge

Ext. 221

Bookkeeper

Mrs. McJunkin

Ext. 222

NCWise Secretary

Mrs. Paxton

Ext. 285

Principal

Mr. Odom

Ext. 223

Assistant Principal

Ms. Chapman

Ext. 224

Assistant Principal

Mr. Putnam

Ext. 225

Athletic Director                      Mr. Robinson                      Ext. 603

**Guidance**

885.7328  
Fax  
884.9829  
Secretary                      Mrs. Raines                      Ext. 228  
Counselor                      Mrs. Seefeldt                      Ext. 230  
Counselor                      Mrs. Turner                      Ext. 229  
Counselor                      Mrs. Bolt                      Ext. 502  
Counselor                      Mr. Ginnane                      Ext. 232  
Student Programs                      Mr. Shields                      Ext. 231

**Vocational Office**

884.4188  
Director                      TBD                      Ext. 236  
Secretary                      Mrs. Roberts                      Ext. 238  
Counselor                      Mrs. Ellenberger                      Ext. 252

**Cafeteria Manager**

884.4103                      Mrs. Sherman                      Ext. 247

**Gym**

7349 Field House                      Mr. Barnes  
885-7343

**Toll Free Number**

877.263.0035

**Whom do I contact?**

Parents who need assistance are encouraged to contact one of the following:

Academics-Teachers                      Ms. Chapman  
884.4103  
Academically Gifted                      Mr. Ginnane  
885.7328  
Athletics-Coaches                      Mr. Robinson  
884.4103 Scholarship/Transcripts                      Mrs. Raines  
884.4103

## **Attendance Policy**

### **Attendance Regulations**

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).

### **Attendance Defined**

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

### **Lawful Absences**

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

1. Illness or injury prevents the student from being physically able to attend school.
2. The local health officer or the State Board of Health orders the isolation of the student.
3. The student is absent due to the death of a member of the immediate family.
4. The student has a medical or dental appointment.
5. The student is a party to or is under subpoena as a witness in the proceeding of a court or administrative tribunal.
6. The student has obtained prior approval by the principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
7. The student/parent obtains prior approval from the principal to take advantage of a valid educational opportunity, such as travel.

### **Unlawful Absences**

Absences not defined as lawful and absences for which there is no given explanation shall be coded unlawful.

### **Out of School Suspensions**

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

### **High School Regulations Requirements**

Students must attend at least two-thirds (2/3) of class to be counted as present. Any student who misses more than five (5) days (lawful or unlawful absences) in any one class per semester has exceeded the Transylvania County attendance policy requirements and will not be considered for credit. With the occurrence of the 6<sup>th</sup> absence which must be for a lawful reason, the student will be required to sign an attendance contract and have the principal's/designee's permission prior to making up work. All work must be made up within 5 school days of the absence, made up hour for hour, and all assignments completed to the teacher's satisfaction. The attendance contract will cover make up work for any additional lawful absences up to the eighth lawful absence. With the ninth lawful absence, only the principal can grant permission for make up work and will require appropriate supporting documentation for this absence.

### **Monitoring/Documenting Attendance**

- After three (3) accumulated (daily) absences, a parent or guardian shall be notified by the school.
- After five (5) accumulated (daily) absences, a parent or guardian shall be notified by mail that there might be a violation of the Compulsory Attendance Law or Board of Education Policy, as appropriate.
- After eight (8) accumulated (daily) absences, 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.

High school teachers will notify parents by phone when their child has accumulated three absences in that teacher's class. A high school student's parent/guardian will be notified by phone when their child has reached five (5) absences in a teacher's class.

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

All teachers and attendance personnel are required to report attendance

each day to maintain accurate attendance records.

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

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

#### **Makeup Work**

1. Students with LAWFUL absences will have an opportunity to make up work and tests missed based on the provisions outlined in these regulations.
2. Students who are absent with parent permission but with UNLAWFUL cause (first 5 absences in a semester) may be provided makeup work with the permission of the principal.
3. 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)].
4. Arrangements for makeup work must be made with the classroom teacher and completed on the terms of the teacher involved within 5 school days of the absence.
5. Students who are truant (absent without permission of the parent and knowledge of the school) shall not be provided makeup work.
6. All makeup work must be completed prior to procedural reviews. Students having unlawful absences after exceeding the number of allowable absences (5 absences per semester) in these regulations are not eligible for a procedural review.

#### **Procedural Reviews**

1. At the end of the semester in the high school or end of the year in middle school, all students who have exceeded the allowed number

of absences (5 absences in the high schools and 10 absences in the middle schools) may have benefit of a procedural review. The student is responsible for obtaining a review form from the school attendance officer, having the form completed by teachers, and returning the completed form to the attendance officer.

2. The procedural review will determine if (1) all proper notes/verification are on file; (2) all lawful absences have been made up hour for hour; (3) all work has been completed; and (4) the student has a passing grade in the class. High school students must also have their attendance contract signed and dated by the principal. Failure to satisfy any of these conditions will eliminate the student's opportunity for the procedural review.
3. Upon completion of the procedural review, the attendance officer will submit his/her recommendation for granting credit or promotion to the school principal.
4. The student and parent (or guardian) will be notified of the attendance officer's recommendation based on the procedural review. Within three (3) days of receiving this notification, the parent or 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. The appeal will be heard within five (5) days of receipt of the letter. The principal will provide the results of the appeal to the parent or guardian and the student in writing.

#### **Student Attendance Contract**

Students having five or more absences in any one semester will be required to have an Attendance Contract. The contract outlines attendance regulations and ensures that both students and parents understand the current attendance requirements. Once signed, this contract will remain in effect until the student graduates or state attendance guidelines change.

The purpose of this document is to verify that the parents/guardian of the above mentioned student are aware of the attendance guidelines pertaining to being eligible to receive credit for courses taken. Students missing more than five classes in a semester are required to have their parent/guardian participate in a conference with their school administrator to discuss the terms of this document and sign verifying that the attendance requirements were discussed and understood.

### **Tardies**

1. Tardies to class are cumulative per semester in high school. If a student is tardy to school, he/she must report to the attendance office 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 the principal will be given a lawful tardy.
2. All tardies accumulate and accrue to absences. Three (3) tardies will equal one (1) absence.
3. Early dismissal from a class is considered as a tardy when calculating attendance.
4. Students with six or more tardies will be subject to disciplinary action.

### **BELL SCHEDULES**

#### **Regular Schedule**

<u>First Lunch</u>		<u>Second Lunch</u>	
8:05	First Bell	8:05	First Bell
8:10-9:43	First Pd	8:10-9:43	First Pd
9:48-11:21	Second Pd	9:48-11:21	Second Pd
11:21-11:51	1st Lunch	11:26-12:56	Third Pd
11:56-1:26	Third Pd	12:56-1:26	2 <sup>nd</sup> Lunch
1:31-3:01	Fourth Pd	1:31-3:01	Fourth Pd

#### **Homeroom Schedule/Administrative**

<u>First Lunch</u>		<u>Second Lunch</u>	
8:05	First Bell	8:05	First Bell
8:10-9:39	First Pd	8:10-9:39	First Pd
9:44-9:56	Homeroom	9:44-9:56	Homeroom
10:01-11:27	Second Pd	10:01-11:27	Second Pd
11:27-11:57	1st Lunch	11:32-12:58	Third Pd
12:02-1:28	Third Pd	12:58-1:28	2 <sup>nd</sup> Lunch
1:33-3:01	Fourth Pd	1:33-3:01	Fourth Pd

#### **Two Hour Delay Schedule**

9:55	First Bell	9:55	First Bell
10:00-11:05	First Pd	10:00-11:05	First Pd
11:10-11:40	1 <sup>st</sup> Lunch	11:10-12:15	Second Pd
11:45-12:45	Second Pd	12:15-12:45	2 <sup>nd</sup> Lunch
12:50-1:55	Third Pd	12:50-1:55	Third Pd
2:00-3:01	Fourth Pd	2:00-3:01	Fourth Pd

**Homeroom/Advisor Schedule**

8:05	First Bell	8:05	First Bell
8:10-9:35	First Pd	8:10-9:35	First Period
9:40-10:07	Advisement	9:40-10:07	Advisement
10:12-11:37	Second Pd	10:12-11:37	Second Pd
11:37-12:07	1st Lunch	11:42-1:04	Third Pd
12:12-1:34	Third Pd	1:04-1:34	2 <sup>nd</sup> Lunch
1:39-3:01	Fourth Pd	1:35-3:01	Fourth Pd

**Pep Rally Schedule**

8:05	First Bell	8:05	First Bell
8:10-9:35	First Pd	8:10-9:35	First Pd
9:40-11:05	Second Pd	9:40-11:05	Second Pd
11:05-11:35	1st Lunch	11:10-12:35	Third Pd
11:40-1:05	Third Pd	12:35-1:05	2 <sup>nd</sup> Lunch
1:10-2:40	Fourth Pd	1:10-2:40	Fourth Pd
2:40-3:01	Pep Rally	2:40-3:01	Pep Rally

**Mid Term Schedule**

8:05	First Bell	8:05	First Bell
8:10-9:39	First Pd	8:10-9:39	First Pd
9:44-11:12	Second Pd	9:44-11:12	Second Pd
11:12-11:42	1 <sup>st</sup> Lunch	11:17-12:45	Third Pd
11:47-1:15	Third Pd	12:45-1:15	2 <sup>nd</sup> Lunch
1:20-2:49	Fourth Pd	1:20-2:49	Fourth Pd
2:54-3:01	Homeroom	2:54-3:01	Homeroom

**First Lunch**

Students with third period class in the Vocational, Science or Math Halls

**Second Lunch**

Students with third period class in the Gym, Office/English, Band, Social Studies halls.

**Cafeteria Program**

Breakfast is free for all students K-12 at every school. Breakfast is served from 7:20 to 8:05 am.

Lunch fees:

Lunch	\$2.50
Combo Meal	\$2.75 or \$3.00
Reduced lunch	\$ .40
Milk	\$ .50

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 lunch on their account.** Additional charges will not be accepted. Debts are paid in the cafeteria. Theft from the cafeteria will result in disciplinary action.

Free and Reduced Lunch applications are available on the web site ([www.tcsnc.org](http://www.tcsnc.org)). Click on, Child Nutrition, then Free/Reduced Lunch. 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)

#### **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.

#### **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, pregnancy, political affiliation or belief, age, gender, national origin, physical or handicapping condition, marital or parental status, participation in classes, sports, or other activities.**

**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.

#### **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.

#### **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.

#### **Fireworks**

Students may not use or possess firecrackers, smoke bombs, or fireworks/explosive devices of any kind on school grounds or at school functions at any time. Violations will result in disciplinary action.

#### **Gambling**

Gambling on campus is prohibited.

#### **In-School Suspension**

A student is allowed three occurrences of In School Suspension per year. If problems persist after that point, the student will be suspended out of school. Students assigned to ISS are expected to bring all of their books and materials to complete their academic assignments for the day.

#### **Other Weapon(s)**

Any student possessing or carrying a weapon as defined in N.C.G.S. 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, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips,

and tools used solely for preparation of food, instruction and maintenance on educational property. (Legal Reference N.C.G.S. 14-269.2; 115C-288, -391) Suspension procedures for weapons offenders are outlined in Policy JGDC.

#### **Principal's Actions**

The principal, upon having completed a thorough investigation, will recommend to the superintendent a long-term suspension and a 365-day suspension for any student who the principal believes to have brought any firearm or powerful explosive to school. If the student is 14 years of age or older, the principal also may recommend expulsion in accordance with Policy JGE. A student with disabilities will receive all protections required by law.

The notice and hearing rights in Policy JGDA-R will be followed. A determination will be made by the superintendent or designee as to whether the evidence supports 1) a long-term suspension, 2) a 365-day suspension, and/or 3) an expulsion. The superintendent/designee will notify the principal if a long-term suspension is approved and the principal may immediately impose a long-term suspension.

The long-term suspension may be appealed to the board. If the superintendent/designee also determines that a 365-day suspension and/or expulsion is appropriate, the superintendent/designee will determine whether to also recommend to the board any modification to the suspension, including the provision of alternative education services or reduction in the suspension.

The superintendent/designee will notify, in writing, the parent(s) or guardian and the student of the recommendation and the basis for the recommendation. The superintendent also will notify the parent(s), in writing, of any recommendation for expulsion and the basis for the recommendation.

Hearing procedures for long-term suspension will be followed. The board may review the record from the administrative hearing in addition to or instead of presentations of evidence by individuals other than the superintendent/designee or the parent, student, or student's counsel. The board will accept new evidence only as is necessary to avoid a substantial threat of unfairness.

If the parent(s)/guardian and student do not want to be present at the hearing, the parent(s)/guardian or student will give notice within one day of the scheduled hearing. The superintendent may then provide

evidence to support the recommendation in writing to the board, provided that the board may elect to request a hearing or request additional records and documents.

If the superintendent/designee has recommended a 365-day suspension, the board will make a written determination of whether the evidence supports a 365-day suspension and whether it accepts any modification recommended by the superintendent. Policy JGE will be followed in regard to any recommendation for expulsion. The superintendent will keep all records required by state or federal law on all suspensions made pursuant to this policy.

#### **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 Due Process-Student Short-Term Suspension**

Before invoking a short-term suspension, the principal/designee shall investigate any instance of alleged misconduct and endeavor to hear every side of the controversy. Students shall be informed of the nature of the allegations and encouraged to raise any defense felt to be available, and the principal will investigate further, if necessary, after giving the student an opportunity to respond to the allegations. If the student reasonably claims the need for time to present evidence, which may exculpate him, the principal should grant a reasonable postponement of the disciplinary action.

If the principal finds the allegations true, he may invoke a short-term suspension; he shall notify the parent or guardian of the suspension and of the right to an appeal (JGD-E). 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 method of transportation is approved by the principal/designee. 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 school at a specified time and place.
3. If the student drives a vehicle to school, the student shall be permitted to drive himself home
4. The student shall be permitted to ride the school bus.
5. Other transportation agreed upon by the parents and the administrator

If the student refuses to comply with the transportation designated above, the principal/designee may request assistance from the appropriate law enforcement agency.

The removal of a student from his class by the classroom teacher, principal or other authorized school personnel for the remainder of the subject period or school day and his/her location in 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 (JGD-E) to his 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.

#### **Student Long-Term Suspension**

The principal, with the prior approval of the Superintendent, shall have the authority to suspend for a period in excess of ten school days but not exceeding the time remaining in the school year, any student who willfully violates the policies of conduct established by the Board of Education. The student or his parent(s)/ guardian(s) may appeal the decision of the principal to the Board of Education. The appeals process for long-term suspension will be explained to the student and his/her parents by the building administrator when the decision is made to suspend for more than 10 school days.

#### **Transylvania County Substance Abuse Policy Suspension for Substance Abuse Offenders**

The Transylvania County Board of Education is committed to maintaining schools that are free of alcohol and drugs. Therefore, in an effort to maintain drug and alcohol free schools, the principal, with

permission by the Superintendent, shall suspend for the remainder of the school year any student who is found to be guilty of using alcohol or drugs on educational property, being on educational property after having consumed alcohol or drugs, possessing or having on his/her person alcohol or drugs, or storing alcohol or drugs in any location on educational property. This includes use or possession of alcohol or drugs at any school-related/sponsored function whether on or off educational property.

At the same time, the school system is concerned for the well being of students who are substance abuse offenders and recognize their need to remain in school and continue their education. Therefore, an alternative to long-term suspension may be provided for first-time substance abuse offenders. A possible alternative is as follows: Voluntary acceptance by the student and the student's parent or guardian of a minimum five-day out-of-school suspension, and agreement to participate in the Transylvania County Schools' Substance Abuse Offenders Program. Program components are listed below:

#### **Addiction Assessment**

A substance addiction assessment shall be administered to the student by a certified, adolescent substance abuse counselor approved by the principal. The cost of the assessment shall be paid by the student or his parent/guardian. Verification of the assessment and the recommendation from the addiction assessment administrator or the substance abuse counselor shall be forwarded to the participant's school principal within five (5) school days following the initial suspension. If verification of the addiction assessment and substance abuse counselor recommendation is not received by the school principal within five (5) school days following the initial suspension, the student shall be immediately suspended from school until the verification and the substance abuse counselor's recommendation is received.

#### **Intervention Plan**

After the addiction assessment, the principal or designee, the participant and his/her parent or guardian, a school counselor, and the addiction assessor (if desired) shall meet to define an intervention plan for the participant. The plan shall include no less than three family counseling sessions conducted by the agency and/or person that administered the addiction assessment. (The addiction assessor may, however, recommend that the family participate in only one family counseling session.) The intervention plan shall include four

components - the school, the community, the participant, and the parent/guardian. It shall be the responsibility of the participant's principal or designee to coordinate the intervention plan and school re-entry.

Students electing to participate in the Substance Abuse Offenders Program and their parent/guardian shall sign a contract agreeing to fulfill all program requirements. The program shall include the following components:

1. School
  - a. Continuation of the educational program
  - b. Teacher advocate for the participant
  - c. Counseling services from peers and /or guidance counselors
  - d. Financial assistance for indigent students
2. Community
  - a. Court System – Juvenile Court Counselor or Adult Probation Officer
  - b. Law Enforcement – Police Department or Sheriff's Department
  - c. Social Services
  - d. Support Groups – alcohol and Narcotics Anonymous
3. Participant
  - a. Performance of forty (40) hours of school service (may include such tasks as mopping/waxing floors, washing windows, cleaning football stadium or gym after games, trimming shrubbery, mowing grass, picking up litter, cleaning restrooms, etc.). The school service will be performed outside of regular school hours under school supervision.
  - b. Completion of the Substance Abuse Offender Program
  - c. Additional school service for those students receiving financial assistance from the school
4. Family
  - a. Commitment to and financial support of the participant's completion of the Substance Abuse Offenders Program
  - b. Participation in required family counseling sessions

A second substance abuse offense or failure to complete the requirement of the participant's plan shall result in out-of-school suspension for the remainder of the school year. The suspension for

the remainder of the school year must be authorized by the Superintendent, as specified in Policy JGDA.  
Legal Reference N.C.G.S. 14-269.2; 115C-288, -391

### **Dress Code for Students**

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

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

THE CLOTHING DESCRIBED BELOW IS ACCEPTABLE AND APPROPRIATE. If the clothing is NOT described below, it is considered unacceptable and will constitute a violation of the dress code:

- Pants, shorts, skirts, and dresses must be knee-length. Holes, slits or tears in garments are not acceptable above knee length.
- All tops must be loose fitting, have sleeves and an appropriate neckline that is not revealing. Cleavage cannot be visible at anytime.
- All students must have shirts that are tucked in or long enough to cover the midsection when standing, leaning, bending or sitting.
- Undergarments cannot be inappropriately visible at anytime.
- No other type of headgear may be worn in the building. (i.e. Bandannas, do rags)
- Pants must be worn at the natural waistline.
- Trench coats are not to be worn.

For each violation, students will be sent to the ISS room to wait until appropriate clothing can be obtained. Any class period missed due to inappropriate dress will constitute an absence. Additionally, the consequences for dress code violations are as follows:

First violation: Warning and parent called to bring appropriate clothing

Second violation: Parent called to bring appropriate clothing plus one

day of ISS.

Third violation: Parent called to bring appropriate clothing plus office referral for insubordination

### **Guidance Program**

#### **Auditing a Course**

A student who passes a course, but chooses to take it again, will receive a grade of audit for the first attempt. A grade of audit "AUD" has no impact on GPA or rank. Students requesting to audit a class will be assigned only after all other students have a schedule and seats remain in the class.

#### **Counselor Assignments**

Students are assigned a specific counselor. Your counselor will be the first contact for you if any issues arise with scheduling, academics or you need information about your course of study.

#### **Counselor**

Mrs. Turner  
Mrs. Seefeldt  
Mr. Ginnane  
Mrs. Bolt

#### **Students Assigned**

Last name begins with A – L  
Last name begins with M – Z  
All AIG students  
All EC students

#### **Drop/Add**

Dropping and adding courses may occur under the following conditions

1. Schedule changes for First Semester must be made during the summer. Any exception must demonstrate an extreme hardship.
2. Schedule changes for Second Semester may be considered only:
  - If student has to repeat a 1<sup>st</sup> semester class
  - If there is a legitimate (i.e., career) reason to change a class
  - If there is classroom space
3. Classes dropped within the first six weeks will be recorded on the student's transcript as withdrawn passing (WP) or withdrawn failing (WF). Based on the grade at the time of withdrawal.
4. Classes dropped after the first six weeks will be recorded as a failing grade on the student's transcript.
5. Students cannot withdraw from an EOC class after the tenth day of class.

### **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. *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.

### **EOC Exam Retake**

Students passing the teacher standards for an EOC class but fail the exam on the first attempt may retake the exam after receiving five to ten hours of remediation. If the exam is passed the student will receive a grade based on 25% of their highest exam score and 75% of the teacher grade.

### **Exam Exemptions for non-EOC/VoCAT 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.

### **Graduation Ceremony**

The date of graduation exercises is established annually on April 1 except when April 1 is on Saturday or Sunday, in which case the date is established on the Friday prior to April 1. Graduation may be set for two days after the last pupil day, or anytime thereafter as determined by the senior class. The Director of Curriculum and Instruction shall announce the date for graduation. (TCS Policy IC) Students participating in the graduation ceremony must attend the Senior Awards Day activities and Graduation Practice.

### **Graduation Requirements**

High schools in Transylvania County offer students the opportunity to complete 4 units of credit per semester. The Board of Education recognizes that not all school systems offer students an opportunity to earn as many as 32 credits. Therefore, the minimum course credits required for high school graduation is the total of a student's maximum potential credits less 4. A complete description of course requirements are available in the school's course of study publication or can be viewed on the school's website.

### **Promotion Requirements/ Course Credit**

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. Students, parents, and schools share the responsibility for student success.

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.

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 a Level III on an End of Course test or receive a Waiver from the test standard.
- Earn a grade average of 70 for non EOC courses

**Credits per grade level**

- To be classified as a sophomore, 7 credits are necessary
- To be classified as a junior, 14 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

**Summer School Remediation**

Summer remediation is an optional part of the school year. Due to financial restrictions, the decision to have summer school is determined on a year-to-year basis. Remediation sessions have been developed during the school year to help students with their academic work. Please take advantage of these sessions. In order to be eligible for the summer remediation program a student must receive an Incomplete (INC) as a final grade. When scheduling students into our summer program, priority goes to those students needing to complete an EOC course. Students needing to remediate a non-EOC class will be scheduled if space is available.

Eligibility to attend the ten (10) hour summer remediation program in an EOC Classes -

A student must:

- Meet the attendance standards for the class
- Pass the teacher standard
- Have failed the EOC test and after five to ten hours of remediation failed the retest
- Receive a recommendation (an incomplete final grade- INC) from the classroom teacher
- To receive credit the student must either pass the second retest or be granted credit by the waiver review committee.
- If the waiver review committee does not grant credit the student must retake the course

**School Rules and Procedures****Announcements**

Announcements should be turned into the main office at least one day before needing to be announced. The student government president will read the announcements at the beginning of the school day.

### **Assembly Programs, Pep Rallies, Student Meetings, Etc.**

Students are expected to behave appropriately and demonstrate respect for speakers and other audience members. Any student removed for misbehaving during an assembly will not be allowed to attend another program of any kind for one calendar year. The school administration reserves the final decision in this manner.

### **Crisis Management**

Our school has developed a system to lock down the campus in the event of an emergency situation. The faculty and staff have been trained in conducting these emergency procedures. During the school year, we will conduct several practice scenarios. Students will be informed of specific directions related to these emergency procedures.

### **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. A junior or senior, who aspires to play a sport at the college level, must register with the NCAA Clearinghouse. Forms are available in the guidance office.

### **Student Athletic Insurance**

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 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.

- First Offense: Three-day suspension from bus, parents notified. *Severe first offenses 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.

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.

### **Clubs and Student Organizations**

In high school, maintaining a balance between work and play is very important. Involve yourself in activities that you find enjoyable. It is one of the ways that you can feel connected to your school and develop a sense of belonging, while having a good time. If you participate in an extra-curricular competitive event with your club or athletic team, it is required by Policy JHB that students sign a waiver prior to the competitive activity, which releases them to submit to random drug testing.

### **Clubs & Activities Sports**

Art Guild	DECA	Environmental Club
Envirothon	FBLA	FFA
French Honor Society	HOSA	Hunter Safety Team
Interact Club	International Club	National Honor Society
Spanish Club	Student Council	Thespians
TIME	Skills USA-VICA	
Baseball	Basketball	Cheerleading
Cross County	Football	Golf
Soccer	Softball	Tennis
Track & Field	Volleyball	Wrestling

### **College Visits**

Students are allowed up to 3 school days for college visits during the four years of high school. A college visit is considered a school related

activity. Prior to the visit, a permission form must be obtained from then guidance office and approved by the administrator in charge of guidance. Proof of the visit as outlined in the permission form must be returned to guidance within two days of returning to school to ensure that credit is given in the student's attendance report.

#### **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.

#### **Drivers Education**

Classes are open to any student 14 years of age or older. Classes are announced at school for several weeks prior to their starting dates. Classes are also announced on cable TV and in the Transylvania Times. Classes are held in the summer and usually in the spring and fall. For more information, you may call Mr. McMahan at 862.4284 or Mr. Odom at 884.4103.

#### **Drivers License**

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:
  - Possession or sale of alcoholic beverages or an illegal controlled substance on school property.
  - Possession or use on school property of a weapon or firearm that resulted in disciplinary action under GS 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
  - The physical assault on a teacher or other school personnel or school property.

Students losing their license because of failing grades can have the license reinstated at the end of the next semester by passing 70% of their courses.

Students suspended for 10 or fewer consecutive days for one of the above offenses will not be eligible to enroll in driver's education classes for one year from the date of the suspension. This provision applies to any student at least 14 years old or in the 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.

#### **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.

#### **Early Dismissals**

Notes requesting early dismissal should be turned into the attendance office before school starts and the student will receive an early dismissal note to show the teacher. Parents are requested to include a phone number on the note for verification purposes. Students needing to leave school early but having no note must have the attendance office make a phone contact prior to the student leaving campus. Any student leaving without checking out is considered truant.

#### **Extra Curricular Activities**

Participation in school related activities outside of the classroom is an important part of each student's high school experience. Students are encouraged to take part in athletics, clubs, student government and the many other opportunities offered at Brevard High. Students must

understand that being a member of any type of school-sponsored organizations is a privilege. Students are expected to represent our school in a positive manner both in our community and while participating in these school-sponsored activities. Failure to do so may result in losing these privileges.

#### **Fan/Audience Behavior**

All spectators and participants at extracurricular events are expected to be excellent representatives of the Brevard High School community by exhibiting good sportsman-like behavior, use of appropriate language, and good spectator manners. Failure to do so could result in being banned from future school activities.

#### **Field Trips**

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.

#### **Fighting**

Fighting on campus is a serious issue and jeopardizes the safety of others and is disruptive to the school day. Students involved in fighting will:

- 1<sup>st</sup> offense: 3 days OSS and possible notification of law enforcement
- 2<sup>nd</sup> offense: 3-5 days OSS, notification of law enforcement, possible reduced schedule for student
- 3<sup>rd</sup> offense: 5-10 days OSS, notification of law enforcement, reduced schedule for student, possible recommendation for long term suspension
- 4<sup>th</sup> offense: 10 days OSS, recommendation for long term suspension, law enforcement notified

#### **Hall Passes**

Students needing to be out of class must have their agenda book signed by their teacher. It is the responsibility of the student to have a hall pass before leaving the classroom. Being in the hall without your agenda book will result in staying in ISS for the remainder of the period.

### **Homework**

The time allotted to homework will increase gradually from grade to grade. Actual time required to complete assignments will vary with each student's study habits, academic skills and selected course load. Students are encouraged to pursue non-assigned, independent, leisure reading.

### **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.

### **Intimidation**

Intimidation of another student, whether verbal or physical will not be tolerated. Students intimidating others will be disciplined.

### **Lockers**

Locks and lockers are the property of Brevard High and are subject to periodic inspections by school administrators without student consent. For security reasons, lockers should not be shared. The school has placed a lock on each locker. Students wanting a locker for the year may reserve a locker in the Attendance Office. Students are to leave the lock on the locker at the end of the school year. Any removed lock will result in a charge of \$5.00 to the student assigned the locker.

### **Mediation**

Students who have conflicts with other students may seek help resolving their problems through mediation. To seek assistance see your guidance counselor. Trained students and adults are available to assist in conflict resolution.

### **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. High school students may self-medicate when the school administration and the parent(s) mutually agree. 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.

### **Parking**

All cars parked on campus must be registered. Rules and regulations governing vehicles are provided to each student who purchases a parking sticker. Students are reminded that parking on campus is a privilege and must abide by the terms of the parking agreement in order to maintain this privilege.

To be eligible to purchase a parking permit a student must:

- Hold a valid North Carolina drivers license
- Both parents and student must sign the school's parking agreement/random drug test waiver form
- All fines, fees, or debts owed to the school must be paid before a permit is issued

### **Plagiarism**

Plagiarism is the intentional or unintentional failure to give appropriate credit to an author for his ideas. This can happen in many forms. Plagiarism usually occurs either due to a failure to cite sources appropriately or due to a failure to paraphrase information correctly. Some common forms of plagiarism include:

- Failure to internally cite sources of information that are used in the text of a writing assignment
- Failure to appropriately list sources of information used in the text of a paper in its works cited page
- Failure to cite direct quotes from an author
- The verbatim (word for word) use of the author's words without representing the author's words in quotations
- The near-verbatim use of the author's words (changing only one or two words in a sentence while maintaining the same basic sentence structure)
- Using the source author's ideas or comparisons without proper acknowledgement in the text of the paper

The consequence of plagiarizing a final research paper in Freshmen through Junior English classes is a grade of zero for the paper. The consequence of plagiarizing a final research paper in Senior English is automatic failure OF THE COURSE.

### **Public Display 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. The Board of Education explicitly prohibits display of affection except for hand holding at the high school level.

### **School Resource Officer and Campus Crime Stoppers**

A sheriff's deputy is assigned to Brevard High School as the School Resource Officer to help contribute to a safe and orderly educational environment and to assist students and faculty. He may be reached at all hours by calling the Transylvania County Sheriff's Department at 884-3168. He is also available by e-mail at [brevardhisro@citcom.net](mailto:brevardhisro@citcom.net). Any student, parent, or community member who wishes to report anonymously any criminal activity relating to Brevard High School, particularly in regard to the threat of violence of any kind may call

86C-RIME (862-7463). Such activity may also be reported directly to the SRO or any other school administrator. All reports are confidential.

#### **Security Cameras**

Cameras have been installed on our campus. These cameras are not intended to replace the daily supervision provided by the teachers and administrators but are intended to assist the administration with security of our campus. Cameras are located in traffic areas inside of the school and provide some surveillance of the campus. Cameras may not cover all areas of the school and from time to time may not be activated or may be malfunctioning.

#### **Selling of Items**

Nothing is to be sold on campus without the written approval of the principal.

#### **Senior Early Releases**

Seniors must take four classes first semester. Second semester seniors may take fewer than four classes for pursuing other educational or work opportunities. An early release must be scheduled at the beginning or end of (not in between) scheduled classes.

#### **Sexual Harassment**

Students involved in sexually harassing (verbally or physically) another student will receive disciplinary action along with required counseling and a possible court referral.

#### **Student Drop Off/Pick up**

Students should be dropped off between 7:30am – 8:15am and picked up between 2:30pm-3:15pm on the vocational side of the building. Bus riders will be dropped off and picked up in the front of the building during these same times. During these times, only bus traffic is allowed at the front of the school. Please do not use the gym lot or the soccer lot for student drop-off and pick-up.

#### **Tardies**

See Attendance Policy.

#### **Theft**

A student taking the school's property, taking another person's property while on school grounds, or is in possession of property that has been stolen will be considered as being involved in stealing. The

school will take appropriate disciplinary actions that could result in Out-of-School Suspension and legal charges in the court system. Theft, even though not related to any form of substance abuse, is a serious and an unfortunate situation and is a crime. The consequences of theft will be the same as those of substance abuse and alcohol and may even result in the immediate termination of ones opportunity to participate in that sport season and future sports seasons. If an athlete is criminally charged for theft, or determined by a school administrator to be involved with a theft, he/she is suspended from athletic participation immediately and will remain so until he/she is cleared of the theft. If convicted, the penalty as stated above will be invoked. If found innocent, the athlete will be reinstated immediately.

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

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

Consequences for violations are listed below:

- 1<sup>st</sup> offense: one day C-Stop with anti-smoking program assigned
- 2<sup>nd</sup> offense: one day OSS
- 3<sup>rd</sup> offense: 2 days OSS, 10 hours of community service assigned
- 4<sup>th</sup> offense: 3 days OSS, 20 hours of community service assigned

#### **Visitors**

All visitors must have approval from an administrator to be on school grounds. Permission to bring a visitor to school must be received in the office 24 hours in advance of the visit. Visitor passes will not be issued for any lunch period except for visitors who are here for the entire day. All visitors must check in at the main office.

#### **Technology**

##### **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.