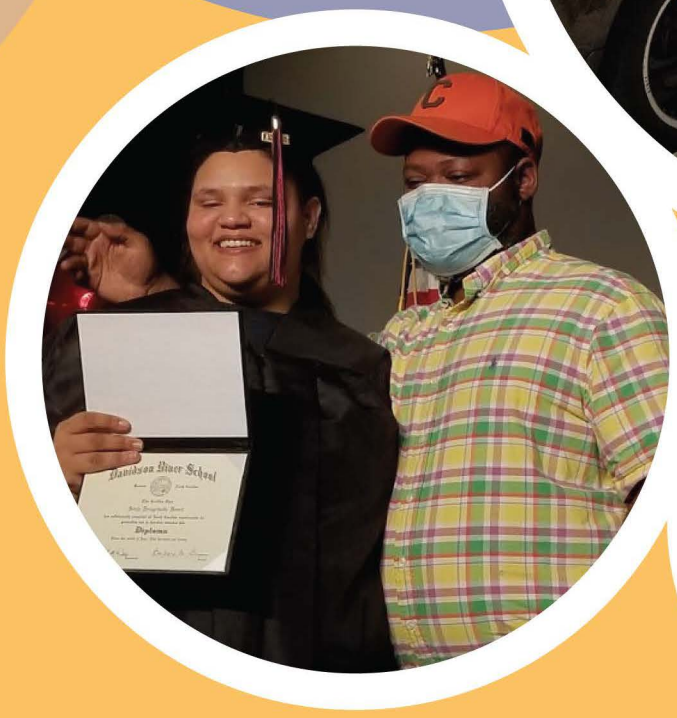
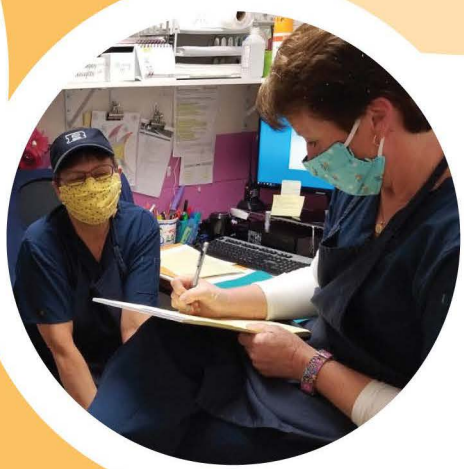
Transylvania County Schools

STUDENT HANDBOOK 2020-21





TEACHING EVERYONE TAKES EVERYONE

www.tcsnc.org

TEACHING EVERYONE TAKES EVERYONE

Transylvania County Schools

This page intentionally left blank.

Table of Contents

Welcome	2
I. Foundation and Basic Commitments	2
Mission Statement	2
Vision Statement	2
Motto	2
Goals	2
Values	2
Board of Education Policy	2
II. Educational Program	3
Goals and Objectives	3
Homework	3
Technology Responsible Use	3
School Calendar, Time for Learning, and School Closings	3
Remote Learning	4
School Trips	4
Evaluation of Student Progress	5
Testing and Assessment Program	6
Student Promotion and Accountability	6
Recognizing Excellence	7
Class Ranking	8
Graduation Requirements	8
Counseling Program	8
Extra-Curricular Activities	8
III. Students and School Safety	8
Focus on Students	8
School Health and Safety	9
Student/Parent Grievance Procedure	11
Immunization and Health Requirements for School Admission	11
Student Attendance	11
Student Discipline and Code of Student Conduct	12
IV. School Transportation Services	21
Student Conduct on School Buses	21
Driver's License Revocation	22
Student Drug Testing Program	22
V. School Nutrition Services	22
VI. Community Relationships	23
Schools and the Community	23
Parent Organizations	23
School Volunteers	23
Visitors to the Schools	23
Financial Obligations	24
Prohibited Items	24
Relationship with Law Enforcement	24
VII. Annual Public Notices	24
VIII. Optional Forms *(Not required to return to school)*	25

Welcome
Transylvania County Schools is home to 9 schools and nearly 500 full-time staff members whose sole focus is meeting the needs of the nearly 3,400 public school students in our community. We believe that achieving student success is the shared responsibility of students, parents, educators, and the community. We hope this handbook provides some helpful policy and procedure information as you begin a new school year. Students and family members are encouraged to review and discuss the information in this document. Please note that this is not a comprehensive list of all school policies and procedures. Many school procedures are decided by each individual school and fall within the authority or responsibility of the principal. Please contact the school with any questions or if you need more information. We are very pleased you are a part of Transylvania County Schools and we look forward to a safe and successful school year!

I. Our Foundation and Basic Commitments

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

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

Motto
Teaching Everyone Takes Everyone

Goals
1. Every Transylvania County Schools student has a personalized education graduating from high school prepared for work, higher education, and citizenship.
2. Every Transylvania County Schools student, every day has excellent educators.
3. Every Transylvania County Schools student is healthy, safe, and responsible.

Values

- All children can learn; however, they learn differently, and we must value and understand those differences.
- High expectations will result in high achievement.
- Through the shared responsibility of students, teachers, parents, and community, we can reach our goals.
- Children are our most important resource.
- All children deserve a safe, comfortable, attractive, and inviting atmosphere that fosters learning.
- All educators, students, and parents deserve respect.
- Minds and hearts are the focus of education.

Board of Education Policy
Policies are the primary means by which the Transylvania County Board of Education (the "board") expresses its vision for the school system. In formulating specific policies, the board is guided by its duty to provide students with the opportunity to receive a sound basic education as defined by the North Carolina Supreme Court in *Leandro v. State.* It is further guided by governing principles it considers critical to meet that obligation by providing a system of excellent schools where students can succeed. These governing principles are referenced frequently in the board policies and also are set out below.
1. Student success. As its top priority, a system of excellent schools provides opportunities for individual students to succeed and overall student performance to improve.
2. Parental involvement. A system of excellent schools involves parents in decisions regarding their own children, the educational program, and the schools.
3. Safe, orderly, and inviting environment. A system of excellent schools creates and maintains a safe and orderly environment where staff and students are focused on and excited about learning.
4. School initiatives. In a system of excellent schools, each school initiates improvements to the educational program and services for students and involves staff, parents, and students in school-level decision-making processes.
5. Professional development. A system of excellent schools provides continuous professional development and training to help personnel gain the skills and knowledge needed to meet State Board and local board expectations, especially as they relate to improving student performance.
6. Removal of barriers. A system of excellent schools prohibits illegal discrimination and harassment of staff and students, encourages tolerance and respect, and seeks to eliminate or lessen other barriers that may impede a student's ability or opportunity to learn, including economic disadvantages, poor nutrition, ill-health, and lack of transportation.

7. Stewardship of resources. A system of excellent schools conserves financial and environmental resources and operates in an efficient manner.

All board policies are available online at www.tcsnc.org/policy. For more information, see Board Policy: Series 1000.

Prohibition against Discrimination, Harassment, and Bullying
The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability, or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs.

Parent and Family Engagement
A system of excellent schools involves parents in decisions regarding their own children, the educational program, and the schools. The Transylvania County Board of Education recognizes the value of family engagement in a child's academic success and believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children's first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents and provide parents and family members with meaningful opportunities to become involved in the programs offered by all of our schools, including Title I schools. Each parent or family member is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child's progress. The board also encourages parents and families to participate in activities designed by school personnel to involve them, such as parent conferences, in order to encourage effective communication. For more information, see Board Policies: Parental Involvement, Title I Parent and Family Engagement, as well as Governing Principles.

II. Educational Program

Goals and Objectives of the Educational Program
It is the goal of the Transylvania County Board of Education that every student be provided the opportunity to receive a sound basic education and graduate from high school prepared for work, further education, and citizenship. The board is committed to allowing administrators at individual schools to develop and implement plans necessary to ensure the educational success of their students. For more information, see Board Policy: 3000 Series.

Homework
Transylvania County Schools recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and fosters independence, responsibility, and self-direction. Homework assignments should strengthen skills, provide practice in subjects that already have been taught in class, and improve a student's ability to work independently. Teachers should take into consideration the differences in financial, educational, and technological resources of students and their parents or guardians when making assignments. In addition, the amount of time necessary to complete the tasks should be reasonable in light of the age and maturity of the students and other assignments given to the students. For more information, see Board Policy and Regulation: Homework.

Technology Responsible Use and Internet Safety
The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. For more information, see Board Policies: Technology Responsible Use and Internet Safety.

School Calendar, Time for Learning, and School Closings for Inclement Weather
The board recognizes that the school day and school year should be planned in such a manner as to facilitate student learning and to permit an accurate assessment of student achievement in scheduled testing periods. Interruptions of instructional time and time off task must be kept to a minimum. The principal is responsible for ensuring that instructional time is maintained and protected in the school schedule. Each teacher is responsible for ensuring optimal use of instructional time in his or her classes. The superintendent has established procedures for the temporary closing of a school or all schools in the school system because of inclement weather or any other

unforeseen occurrence that presents a threat to the safety of students and employees or causes major damage to school property. The superintendent shall notify parents, the news media, and other interested parties of a decision to close a school or schools as soon as it is feasible to do so under the circumstances. If schools are closed, notification will be made on local TV and radio, the school system website, the weather telephone hotline at 828-884-4157, as well as through the telephone notification system for parents.

Remote Learning

In NC K-12 public schools, remote learning is defined as learning that takes place outside of the traditional school setting using various media and formats, such as but not limited to: video conference, telephone conference, print material, online material, or learning management systems.

There may be several instances in which Transylvania County may need to call a Remote Learning Day. This could be due to severe weather, issues with school facilities, dangers within the school community, pandemic concerns, etc.

During a Remote Learning Day, the following factors are critical to a student's success:

- Students have appropriate learning materials (this could be a Chromebook, paper packet of materials, teacher's email contact)
- Students are able to devote, at a minimum, 4 hours to Remote Learning
- Student work is completed and turned in, within 5 days of the Remote Learning Day. In the event that Remote Learning is long term, rather than sporadic for bad weather, student work should be completed, as assigned by the classroom teacher.
- Students communicate barriers with Remote Learning to their assigned teacher as soon as possible, so problem solving can be initiated.

During a Remote Learning Day, Transylvania County Schools understands that the partnership between teacher/student must be strong. Transylvania County educators will:

- Provide feedback and engagement to support continued student growth and well-being and not just evaluation.
- Work to ensure equity and excellence issues regarding access to learning environment as well as student growth and achievement
- Extend grace and generosity through flexibility and varied learning opportunities.

For the 2020-2021 school year, Transylvania County Schools created another learning path called the TCS Online Learning Path. This path was created to address concerns, due to COVID 19, but also to continue offering alternative options for our families, as the education environment continues to change. The TCS Online Learning Path application option closed on July 31st, 2020, but if you have interest for the spring semester, or beyond, you may reach out to onlinelearningpath@tcsnc.org with questions.

School Trips

School trips may help meet educational goals and objectives by connecting learning with experiences outside of the classroom environment. All eligible students will be given an opportunity to participate in school trips. No student will be denied participation because of economic hardship or because the student has a disability. A school trip occurs when a student or group of students leaves a school campus under the sponsorship of the school and under the supervision of school employees to extend the educational experiences of that student or group. This includes such trips taken by extracurricular groups but does not include trips by athletic teams to participate in athletic events or competitions that are part of the team's regular season or playoffs. The principal must approve all school trips in advance. All students who participate in a school trip must provide signed parental consent forms to participate, unless a student is officially emancipated, in which case the student can consent on his or her own behalf. A student who fails to provide a signed consent form may be denied participation in the trip. No student's grade may be lowered or raised based on parental consent to participate in the school trip. School staff must ensure parents are given proper notice of trip details and that parents provide signed authorization and consent regarding their child's participation and care during the trip. For more information, see Board Policy: School Trips

Evaluation of Student Progress

A. Scope of Evaluation

The purpose of a grading system is to report and communicate accurately a student's progress toward achieving clearly defined learning goals. All grading practices employed by teachers in Transylvania County Schools should be designed to advance student learning and to provide for the equitable treatment of students. Grading practices should not be designed to be punitive in nature or to measure non-academic standards or behaviors.

Meaningful evaluation of student academic progress will include consideration of all activity that has occurred during the particular evaluation period. Activities to be considered include but are not limited to (1) assignments, (2) projects, (3) reports, (4) classroom work, (5) homework, and (6) quizzes, tests, or other summative assessments.

B. Grading Scales

1. Elementary School

Grades in elementary school courses will be awarded using the following grading system:

Grades K-5

Grades K-5 will employ a standards-based report card approved by the school district to report the progress of students toward benchmarks at the end of each quarter. While various numerical measurements and assessment data may be used to arrive at report card grades, the 100-point scale and the A-F grading scale will not be used in grading student work, assignments, or assessments. A rating scale of Struggling, Progressing, Proficient, and Mastery will be used to communicate student progress.

2. Middle School

Grades in middle school courses will be awarded using the following grading system.

Standard Scale - Letter Grades/Standard Scale - Numeric Grades

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
≤59% = F

3. High School

Grades in high school courses will be issued using the following grading scale.

State Board of Education policy GCS-L-004/GRAD-009 requires the following grading scale and award of quality points.

Standard Scale - Letter Grades/Standard Scale - Numeric Grades	Standard Quality Points Awarded
90% - 100% = A	A = 4.0
80% - 89% = B	B = 3.0
70% - 79% = C	C = 2.0
60% - 69% = D	D = 1.0
≤59% = F	F = 0.0

Standard courses – Course content, pace and academic rigor follow standards specified by the North Carolina Standard Course of Study (NCSCoS). Standard courses provide credit toward a high school diploma and require the end-of-course test for those courses identified as such in the NC accountability program. Quality points for the GPA calculation are assigned according to the standard 4.0 scale and receive no additional quality points.

Honors courses – Course content, pace and academic rigor place high expectations on the student, demanding greater independence and responsibility. Such courses are more challenging than standard level courses and are distinguished by a difference in the depth and scope of work required to address the NCSCoS. These courses provide credit toward a high school diploma and require the end-of-course test for those courses identified as such in the NC accountability program. The state course weighting system awards the equivalent of one-half (.5) of a quality point to the grade earned in Honors courses.

Advanced Placement/International Baccalaureate (AP/IB) courses – Course content, pace and academic rigor are considered college-level as determined by the College Board or the International Baccalaureate (IB) program and are designed to enable students to earn high scores on the AP or IB test, potentially leading to college credit. These courses provide credit toward a high school diploma and require an EOC in cases where the AP/IB course is the first course taken by a student in a subject where an EOC is required

by the NC accountability program. The state weighting system awards the equivalent of one (1) quality point to the grade earned in an AP/IB course.

College courses ("dual enrollment") – Course content, pace and academic rigor are, by definition, college-level for these courses. College courses, which may be delivered by a community college, public university or private college or university, provide credit toward a high school diploma and may satisfy a graduation requirement or provide an elective course credit. The state weighting system adds the equivalent of one (1) quality point to the grade earned in community college courses included on the most recent Comprehensive Articulation Agreement Transfer List, and for courses taught at four-year universities and colleges.

All grades and other assessment reporting must be an accurate evaluation of the student's academic work and mastery of clear learning goals. No student will have a grade lowered or raised or be penalized or rewarded academically as a disciplinary sanction unrelated to academic misconduct or based on other non-academic considerations. A student's grade in a course may be lowered, however, due to the student's excessive absences as provided in policy 4400, Attendance.

Teachers should provide opportunities, wherever appropriate, for students to resubmit or reattempt failed assignments. Students are expected to make up missed work. Teachers shall make every effort to obtain incomplete or missing work from students rather than record a failing grade. For more information, see Board Policy and Regulation: Evaluation of Student Progress.

Testing and Assessment Program
The board believes that an effective testing and assessment program evaluates the progress of individual students and helps ensure that educational goals and objectives are being met for every child. A testing program also assists in the continued refinement of the instructional program. In addition, data from tests and assessments provide measures of student learning that are useful for evaluating educator effectiveness. Every effort will be made to ensure that the testing program contributes to the learning process rather than detracts from it. Efforts also will be made to use only culture-free or culture-fair tests in order to ensure that measurements are reasonably accurate.

Elementary and middle school students must take all end-of-grade (EOG) tests required by the State Board of Education. High school students must take all end-of-course (EOC) tests, NC Final Exams, and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education. The results of EOC tests, NC Final Exams, and CTE Post-Assessments will count as twenty-five percent (25%) of a student's final grade in each high school course for which there is an EOC test, NC Final Exam, or CTE Post-Assessment. This requirement does not apply to EOC tests for students following the Occupational Course of Study Pathway. For more information, see Board Policy: Testing and Assessment Program.

Student Promotion and Accountability
The board believes that students should progress to the next level of study after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in Policy 3420 and Regulation 3420-R.

Promotion Standards
The school system has promotion standards and a process to be used in determining a student's readiness to progress to the next level of study. The standards are based, in part, upon proficiency in reading. The standards and process provide multiple criteria for assessing a student's readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio or anthology of the student's work, and, when appropriate, accepted standards for assessing developmental growth. The standards and process incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third grade students as described in G.S. 115C-83.6 et seq. and State Board of Education Policies KNEC-002 and -003. To receive a North Carolina high school diploma, a student must complete the requirements set forth in policy 3460, Graduation Requirements. It is the general practice that each student will advance to the subsequent grade level at the completion of each academic year with the expectation that the student can demonstrate mastery of grade level skills and learning goals. Except in rare and extenuating circumstances, each student will be promoted to the next grade level at the end of the school year, including a student in the Exceptional Children (EC) Program. For more information, see Board Policy and Regulation: Student Promotion and Accountability.

Reading Camps
The board will provide reading camp opportunities as required by law at no fee for students who have not yet demonstrated reading proficiency on a third grade level at the end of third grade and for first and second grade students whose demonstrated reading comprehension is below grade level. The superintendent or designee shall encourage parents of eligible students to enroll their students in a reading camp.

Credit by Demonstrated Mastery
The school system provides opportunities for students in grades 9 through 12 to earn course credit by demonstrating mastery of course material without first completing the regular period of classroom instruction in the course. Students in grades 6 through 8 may earn credit by demonstrated mastery for high school courses offered in middle school. To earn credit by demonstrated mastery, students must demonstrate a deep understanding of the content standards and application of knowledge through a multi-phase assessment, in accordance with standards established by the State Board of Education and any additional standards established by the superintendent.

Repeating a Previously Failed Course
As provided in State Board of Education policy CCRE-001, high school students who fail a course for credit may repeat that course. To take advantage of this option, the student must repeat the entire course. Beginning with the 2015-16 school year, when a student initially fails a high school course and successfully repeats the course for credit, the new course grade will replace the original failing grade for the course on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility.

Acceleration
Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore subjects in greater detail, or providing different types of educational experiences. To challenge a student sufficiently, the principal may reassign the student to a different class or level of study and/or may identify concurrent enrollment or other curriculum expansion options (see policy 3101, Dual Enrollment).

High School Credits and Grade Levels
1. In order to be promoted from 9th to 10th grade, a student must earn six (6) credits during the 9th grade (which must include English I).
2. In order to be promoted from the 10th to the 11th grade, a student must have earned a cumulative total of 12 credits (which must include English I, English II, and Math I).
3. In order to be promoted from the 11th to the 12th grade, a student must have earned a cumulative total of 18 credits.
4. High school credits earned in middle school do not count towards credits that must be earned each year in order to be promoted to the next grade. However, credits earned in middle school do count towards the total number of credits necessary to satisfy graduation requirements.
5. Until students have satisfied graduation standards in English or Math, they must be scheduled to take at least one English and one Math course every year. Exceptions to this rule must be approved by the principal.
6. Except as provided below, students should be promoted only at the end of first or second semester, upon completing the requisite courses and credits to be reclassified to the next grade level.
7. International transcripts for newly enrolling high school students are received throughout the school year. Therefore, principals may place such students in different grade levels throughout the school year if a review of the transcript changes the credits awarded and the grade-level placement of the student.
8. Consistent with state statute, the school principal can grade and classify a student to a particular grade level inconsistent with this regulation if extenuating circumstances exist. The principal should consult with the Chief Academic Officer in such cases.

To earn high school course credit a student must: meet attendance requirements AND earn a grade average of at least 60 in the course with any required final exam (EOC, NC Final Exam, CTE post-assessments, etc.) counting as 25% and the teacher grade as 75%.

Recognizing Excellence
The board strongly encourages programs and activities that recognize and reward excellence in student academic achievement, character, and leadership. A variety of programs, such as honor rolls, honor societies, and citizenship and leadership awards, may be implemented to recognize outstanding student achievement. The board encourages school recognition ceremonies and community recognition ceremonies to honor scholarship and distinguished character and leadership abilities. Administrators and teachers are responsible for developing and implementing various means of recognizing student achievement. Each spring, Transylvania County Schools invites the top scholars of each class to a Recognition Banquet. Selection of the scholars in grades ten through twelve is based on

Transylvania County Scholars' course requirements plus a 3.8 weighted and a 3.5 unweighted GPA. The top ten percent of students in the junior class are recognized as Junior Marshals. The Junior Marshals, including the Chief Marshal, will be determined by the following criteria: The student must be in the top 10% of the class and must be a Transylvania County Scholar. Seniors will be recognized at graduation as Transylvania County Scholars and honor graduates. Latin honor graduation designations will be calculated using the NC Unweighted GPA at the conclusion of the first semester of the graduating class year. Summa Cum Laude, "with highest honor" Designation: Cumulative GPA 3.9-4.0; Magna Cum Laude, "with great honor" Designation: Cumulative GPA 3.75-3.89; and Cum Laude, "with honor" Designation: Cumulative GPA 3.6-3.74.

Class Ranking
Class rankings are one method of measuring academic performance. The board also recognizes other means of evaluating student achievement, including grade point average, courses completed, rigorousness of curriculum, results of tests and assessments, and recommendation letters. High school principals shall provide for the compilation of class rankings to be listed on student transcripts and may make class rank information available periodically to students and their parents or guardians, and to other institutions at the request of the student or the student's parent or guardian. Principals shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy.

Graduation Requirements
The board recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be career and college ready and productive members of society. In order to graduate from high school, students must meet the following requirements:
1. successful completion of all course unit requirements as described in Policy 3460;
2. successful completion of cardiopulmonary resuscitation instruction.

The principal shall ensure that students and parents are aware of all graduation requirements. Guidance program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their post-graduation plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation. For more information and a detailed list of requirements, see Board Policy: Graduation Requirements.

Counseling Program
Guidance and counseling programs are provided by the school system with the ultimate aim of improving student performance by implementing strategies and activities that support and maximize student learning; helping students to grow in their personal and social development; and providing a foundation for acquiring the skills that enable students to make a successful transition from school to the world of work. School counselors and other guiding adults in middle and high schools shall provide guidance and information to students about high school course selections and requirements prior to ninth grade, in order to inform them about the requirements for college entry, including accelerated preparation for college entry. For more information, see Board Policy: Counseling Program.

Extra-Curricular Activities
Students are encouraged to participate in opportunities available at the school, including interscholastic athletics and student organizations. All activities are open to all students attending that school unless a restriction is justified and has been approved by the principal. Participation in extracurricular activities, including student organizations and interscholastic athletics, is a privilege, not a right, and may be reserved for students in good academic standing who meet behavior standards established by the board and the school. Participation in extracurricular activities may be restricted if a student (1) is not performing at grade level as provided in policy 3400, Evaluation of Student Progress; (2) has exceeded the number of absences allowed by attendance policies; (3) has violated the student conduct standards found in policy; or (4) has violated school rules for conduct. In addition, in order to be eligible for interscholastic athletics participation, students must have been in daily attendance eighty-five percent (85%) of the previous semester and must meet all applicable eligibility standards of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and any locally established requirements for interscholastic athletics participation. Students in the sixth grade are eligible to participate in all interscholastic athletics except football. For more information, see Board Policy: Extra-Curricular Activities.

III. Students and School Safety

Focus on Students
To support students in their formal education, each school should strive for a learning environment in which school

grounds, buildings, and classrooms are safe, orderly, clean, and inviting; students learn and practice responsible behavior; students are treated fairly; and students have input in decisions affecting them when feasible.

School Health and Safety
Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. Students must be reasonably supervised while in the care and custody of the school system. This supervision must occur throughout school hours, including during class, between classes, on the playground, and during recess or lunch periods; during authorized school field trips; and on school buses.

Alert Notifications (SchoolMessenger)
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. This system may also be used to provide other updates or information about school events and programs. It is imperative that parents keep the school informed of current contact information, including cell phone numbers, at all times. Please contact your child's school with any changes to addresses, phone numbers, or email addresses whenever changes occur.

Closed Campus
Transylvania County Schools facilities operate under a closed campus policy. Students who check out prior to lunch and who are gone during the lunch period will not be allowed back on campus and in class unless they bring back documentation of a medical visit and/or other scheduled appointment. Visitors and students who return to school from an early dismissal are not to bring food from an outside vendor to be eaten on campus.

Crisis Management and Lockdowns
If necessary, school officials may lock and secure the campus to ensure the security of all staff and students in the form of a lockdown. In such cases, schools follow established lockdown procedures and students are directed to follow the directions of school staff. In the event of a lockdown announcement, any student not already in a classroom should report immediately to the nearest secure room and follow the directions of the staff member in charge there. At least one lockdown drill will be conducted during each school year.

Communicable Diseases
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.

Diabetes Care Plan
All parents/guardians who have a diabetic child and desire that their child be considered for a Diabetic Care Plan must submit a written request to the principal of their school. Packets of information regarding the process are available in each school's office. If you desire additional information, please contact the school. Until the packet is returned with the necessary medical information, the school can only request the assistance of EMS (Emergency Management System) personnel.

Fire Drills and Severe Weather Drills
State Law requires tornado or severe weather drills as well as fire drills to be conducted in schools at certain intervals. When the alarm sounds, students must follow the instructions of school staff and remain quiet at all times. Familiarize yourself with the evacuation and drill procedures posted in each classroom. In the event that a fire alarm sounds between classes or at lunch, evacuate the building through the nearest exit as quickly as possible. Always assume that an alarm signals an actual emergency.

Illness or Injury
If a student suddenly becomes 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 a 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.

Insurance
Membership in a group accident insurance program will be made available to students each year. Information on the plan will be made available through school publications. Purchase of this insurance constitutes an agreement between the student and/or parent and the insurance company. The school system is not a party to this agreement. The school system does not assume any contractual responsibility for expenses not covered by insurance. Students who choose to participate in programs that may have a higher risk of physical injury than most school activities, including off-site internship programs, football, and other interscholastic sports, are required to have accident insurance through the group plan or comparable coverage. The superintendent may designate other activities, including certain school trips, as requiring accident insurance.

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 pick up the child or remove the child from school.

Medication
School staff may administer medication to students at school only if a doctor or parent/ guardian/healthcare provider deems it necessary for the medication (prescription or nonprescription) to be given during school hours. The parent/guardian must make a request in writing to the school. A medication log will be maintained for each student receiving medication administered by school personnel. School personnel and the Board of Education assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/guardian/healthcare provider or doctor.

1. Prescription medication must be in a container with a 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.

Messages
All student messages will be posted or delivered to students as quickly as possible. To minimize class interruptions, arrangements for routine matters such as rides, money delivery, job times, or other personal matters should be made before arriving at school.

Parking for Students (High School)
All vehicles parked on school grounds must be registered with the Principal or his designee, and must display a valid parking permit. You are to park only in the lot designated on the permit. Parking permits may be purchased at the office when registering vehicles. Students who have their parking privilege permanently revoked will not receive a refund. Also, the principal or his designee shall have the authority to remove and/or suspend/revoke driving and parking privileges as a result of the following violations: excessive tardies, absences, and/or truancy; violations of the Transylvania County Schools Code of Student Conduct; and inadequate academic performance. The school has the authority to search students' vehicles on school grounds if there is a reasonable suspicion of alcohol, drugs, stolen items, or as part of an arrest for violating the law. Students, who drive vehicles to school, park at their own risk and need to understand that *the school nor the Board of Education cannot be held responsible for the vehicle.* A student is not to be in the parking lot during the school day unless he/she has permission from school staff or has an early dismissal.

Reporting Safety Concerns and Anonymous Tip Line
Students should notify any staff member of any acts of violence, harassment, or bullying, or any other unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other impediments to students reporting potential problems. In addition, the school system has developed and operates an anonymous tip line to receive information on internal or external risks to school buildings and school-related activities. The board encourages any student, parent, or other member of the

community with information about any risk or other threat to any student, employee, school, or school activity to contact the school system's anonymous tip line by calling or sending a text message to 828-201-2796 or on the web at https://asp.schoolmessenger.com/tcsnc/quicktip/. For more information, see Board Policy: School Safety.

Student and Parent Grievance Procedure
Complaints or concerns that are not specifically designated to be addressed in other policies should be received and addressed at the level closest to which the complaint originated. For example, a complaint regarding a classroom issue should be heard first by the teacher. A complaint regarding the school in general should be addressed first by the principal. While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. Policy 1740/4010 provides a formal complaint procedure that may be used. For more information, see Board Policy: Student and Parent Grievance Procedure.

Immunization and Health Requirements for School Admission
The board requires all students to meet the eligibility requirements for school admission established by the State and the board, including immunization and health assessments. The principal or designee shall maintain on file immunization and health assessment records for all students, and these records may be inspected by officials of the county or state health departments in accordance with state and federal law. For more information, see Board Policy: Immunization and Health Requirements for School Admission.

Student Attendance
The board believes that attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS
School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. EXCUSED ABSENCES
When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440(for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

C. SCHOOL-RELATED ACTIVITIES
All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy. If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Student Discipline and Code of Student Conduct

The Transylvania County Board of Education is committed to teaching responsibility and respect for cultural and ideological differences and to maintaining safe, orderly, and inviting schools. Each student in Transylvania County Schools is responsible for exhibiting the highest standards of behavior. The Code of Student Conduct (the "Code") outlines system-wide expectations for student behavior designed to provide the best possible learning environment. This Code does not restrict the authority of teachers, site-based teams, or principals to make individual school or class rules not inconsistent with the procedures outlined below.

Students are encouraged to make responsible choices regarding personal behavior and to seek the support, guidance, and intervention of school officials when needed. Mediation services are available to all students as a healthy and proactive process for guiding good decision making, resolving conflicts in a peaceful manner, and maintaining healthy relationships throughout the school environment.

Applicability

Students must comply with the Code in the following circumstances:

1. While in any school building or on any school premises before, during, or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any school bus stop;
4. During any school-sponsored activity or extracurricular activity;
5. When subject to the authority of school employees; and,
6. At any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Definitions

Alternative Education Services – Part- or full-time programs, wherever situated, providing direct or computer-based instruction that allows a student to progress in one or more core courses.

Board – Transylvania County Board of Education

Day(s)– School day(s*)* excluding teacher workdays, holidays, vacation days, and weekends.

Destructive Device – An explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other device similar to any of the devices listed.

Expulsion – The indefinite exclusion of a student from registering, enrolling, or attending any school under the operation of the Board for disciplinary purposes. This exclusion also includes riding in a school-owned or school-operated vehicle and prohibits the student from participating in school activities or entering any school property.

Firearm – Includes (1) a weapon, including a starter gun, which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; and, (3) any firearm muffler or firearm silencer. The term "firearm" does not include an inoperable antique firearm, BB gun, stun gun, air rifle, or air pistol.

Long-Term Suspension – Exclusion from the school to which the student was assigned at the time of the disciplinary action and from participation in school activities or events for a period in excess of ten days but not to exceed the remainder of the school year, except that if the offense leading to the long-term suspension occurs in the final quarter of the school year, the exclusion may extend to the end of the first semester of the following school year.
Parent – Includes the natural parent, legal guardian, legal custodian, or other caregiver adult who is acting in the place of a parent and is entitled under state law to enroll the student in school.

Principal – Includes the Principal and the Principal's designee

School Personnel – Includes (1) any Board employee; (2) any person working on school grounds or at a school function under a contract or written agreement with the school system to provide educational or related services to students; and, (3) any person working on school grounds or at a school function for another agency providing educational or related services to students.

Short-Term Suspension – Exclusion from school and participation in school activities or events for up to ten days.

Superintendent – Includes the Superintendent and the Superintendent's designee

Interrogation and Searches of Students
As outlined in Board Policy 4340, "School-Level Investigations," and Board Policy 4342, "Student searches," students may be questioned and/or searched if it is necessary to maintain a safe and orderly school environment. The Board believes that students should be free from unreasonable search and seizure by school officials. School officials may search a student when a reasonable suspicion exists that the student has violated a school rule or broken a law. Since student lockers are school property, they may be inspected at any time.
When law enforcement authorities have initiated the search, or are directly involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. The Board will not prohibit law enforcement agents from attempting to question students at school if any of the following conditions exist:

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

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

Consequences and Behavioral Interventions
Violation of Board policies, the Code, regulations issued by the individual school or an individual teacher, or North Carolina law may result in disciplinary action. Principals shall inform students at the beginning of each school year of the contents of the Code and any school rules that may result in discipline. Most disciplinary consequences can occur with the student remaining in an educational environment. Illustrative examples of in-school disciplinary consequences available to principals include, but are not limited to:

1. Parental involvement, such as conferences;
2. Isolation or time-out for short periods of time;
3. Behavior improvement agreements;
4. Instruction in conflict resolution and anger management;
5. Mediation;
6. Individual or small group sessions with the school counselor;
7. Academic intervention;
8. In-school suspension;
9. Detention before and/or after school or on Saturday;
10. Community service;
11. Exclusion from graduation ceremonies;
12. Exclusion from extracurricular activities;
13. Suspension from bus privileges; and,
14. Placement in an alternative school.

As outlined in Board Policy 4302, "School Plan for Management of Student Behavior," the Board prohibits corporal punishment, believing other consequences are more appropriate and effective for teaching self-control. No employee, student teacher, or volunteer may use corporal punishment with any student. The use of reasonable force as permitted by law, including force necessary to protect oneself or others, is not considered corporal punishment.

When, in the judgment of the school principal, a student's behavior warrants an out-of-school suspension, the principal may impose a short-term suspension or, for more serious violations of the Code, may recommend a long-term suspension, a 365-day suspension, or expulsion. Suspensions of greater than ten days are reserved for serious misconduct that either threatens the safety of others within the school or threatens to substantially disrupt the educational environment.

In determining the appropriate consequence for a violation of this Code, principals shall consider all aggravating or mitigating circumstances they deem relevant. Examples of aggravating or mitigating circumstances that may be considered include, but are not limited to:

1. The student's age;
2. The student's intent;
3. The student's disciplinary history, including number of infractions and prior discipline for the same violation;
4. The student's academic history;
5. Whether the conduct caused a threat to safety;
6. Whether school property or personal property was damaged;
7. Whether the conduct caused a substantial disruption of the educational environment; and,
8. Whether a weapon was involved and whether any injury resulted.

The Code is leveled to indicate the severity of the violation and the type of consequence. The principal shall inform students of local school rules that, if broken, may result in suspension from school.

Level I rule violations should generally result in in-school interventions in lieu of out-of-school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level I rule, or other aggravating factors are present, the principal may impose a short-term suspension. The procedures established by Board Policy 4351, "Short-Term Suspension," shall be followed when disciplinary consequences for a Level I rule violation include suspension for fewer than ten (10) days. Level I rule violations may not result in long-term suspension.

Level II rule violations involve more serious misconduct that may warrant short-term suspension. The procedures established by Board Policy 4351, "Short-Term Suspension," shall be followed when disciplinary consequences for a Level II rule violation include suspension for fewer than ten (10) days. Principals may recommend a long-term suspension based upon the presence of aggravating factors. The procedures established by Board Policy 4353, "Long-Term Suspension, 365-Day Suspension, and Expulsion," shall be followed when disciplinary consequences for a Level II rule violation include the principal's recommendation for suspension in excess of ten (10) days.

Level III rule violations are more severe in nature and support long-term suspension. The procedures established by Board Policy 4353, "Long-Term Suspension, 365-Day Suspension, Expulsion," shall be followed when disciplinary

consequences for a Level III rule violation include the principal's recommendation for suspension in excess of ten (10) days. The principal may impose a short-term suspension based on mitigating factors. The procedures established by Board Policy 4351, "Short-Term Suspension," shall be followed when disciplinary consequences for a Level III rule violation include suspension for fewer than ten (10) days.

Level IV rule violations compromise the safety and welfare of students and staff and require a suspension of a specific length under the North Carolina General Statutes. In such cases, the procedures established by Board Policy 4353, "Long-Term Suspension, 365-Day Suspension, and Expulsion," shall be followed.

Level V allows for expulsion of a student, as provided by state law, for a violation of the Code, if (1) the student is fourteen years of age or older, (2) the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or employees, and (3) the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N. C. Gen. Stat. § 14-208 may be expelled consistent with state law. The procedures established by Board Policy 4353, "Long-Term Suspension, 365-Day Suspension, and Expulsion," shall be followed.

VIOLATIONS AND CONSEQUENCES

Level I *violations result in in-school disciplinary consequences or possible short-term suspension due to aggravating factors, and include:*

I-1 **Inappropriate Language.** Cursing and the use of vulgar, profane, or obscene language is prohibited.

I-2 **Attendance.** Students shall attend school regularly. Students shall be considered truant and subject to discipline whenever they are absent from school without a valid excuse or not in class or an approved instructional activity during the school day. Arriving late to class, skipping class or school, leaving the school campus without permission, and being in an unauthorized area on the school campus are prohibited.

I-3 **Cheating.** Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

I-4 **Plagiarism.** Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. Plagiarism may include a grade of zero (0) for the assignment or paper in addition to other disciplinary consequences.

I-5 **Falsification.** Falsification includes the verbal or written statement of any untruth.

I-6 **Compliance with Directions.** Students shall comply with all reasonable directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions.

I-7 **Disrespect of Other Students.** Students shall not mistreat fellow students or act in a way that interferes with the ability of other students to learn in a peaceful and safe environment.

I-8 **Disruptive Behavior.** A student may not use any means to interrupt or interfere with teaching or orderly conduct of school activities.

I-9 **Student Dress Code.** As outlined in Board Policy 4316, "Student Dress Code," Transylvania County Schools' student dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students and parents/guardians have a right to determine their pattern of dress and grooming provided such patterns do not interfere with the orderly operation of the school or conflict with the educational mission of the school. Therefore, dress should be appropriate for the school's learning environment.

K-12 DRESS STANDARDS

Transylvania County School students shall dress in a manner that is appropriate and conducive to a safe learning environment. The following standards shall be appropriate student dress:

1. Shoes shall be worn at all times in the school building and on the school campus.
2. Sunglasses, hats, caps, hoods, and all other head coverings shall not be worn in the building.
3. Clothing and accessory items that have printed statements or pictures that are plainly offensive, threatening, vulgar, lewd, obscene, or in conflict with the educational mission of the school shall not be permitted. Profanity on clothing shall not be permitted.
4. Clothing, accessory items and jewelry promoting activities which are illegal to minors such as tobacco, alcohol, drugs, or lewd sexual messages shall not be worn.
5. No undergarments shall be visible.
6. Pants, shorts, skirts, and dresses may not be above the student's fingertips when the student's arms are relaxed at his/her side. Holes, slits, or tears in garments above knee length are not acceptable.

7. Midriffs, waist, and hips shall be covered.
8. The waistband of all pants, shorts and skirts shall be worn above the hips at all times.
9. Backless tops and clothing that is revealing or that exposes undergarments is not permitted. See-through tops with bandeau underneath, strapless/off the shoulder tops, tube tops, and transparent clothing is not permitted.

Exceptions. Exceptions to this policy may be made by school administration on an individual basis for a bona fide religious, medical, or other appropriate reason.

GRADES K-8 PROCEDURES FOR DRESS STANDARDS VIOLATIONS
FIRST OFFENSE:
The teacher will request a correction of the inappropriate dress. The student may go to their locker for proper clothing, to the office for clothing, or call home for their parent to bring the item(s) of clothing needed.
SECOND OFFENSE:
Referral is made to the office where the principal requests a correction of the inappropriate dress. The student may go to their locker for the proper clothing, to the office for clothing, or call home for the parent to bring the item(s) of clothing needed. The parent will receive a call or letter to report this as the second incident.
THIRD OFFENSE AND SUBSEQUENT OFFENSES:
ISS for one day. The administrator will notify the parent and require a conference with the parent and student.

GRADES 9-12 PROCEDURES FOR DRESS STANDARDS VIOLATION
FIRST OFFENSE:
The student will receive a warning and be required to correct the violation.
SECOND and THIRD OFFENSE:
The student will be required to correct the violation and be given an "unexcused absence" for any and all classes missed while a) the student returns home to change clothes or b) the student waits in the office or ISS room for a parent to bring appropriate clothing.
FOURTH AND ALL SUBSEQUENT OFFENSES:
The student will be required to correct violation and will be disciplined per High School guidelines for “insubordination”.

Note: The parent will be contacted before the student is allowed to leave campus to correct the violation.

I-10 Use of Tobacco. As outlined in Board Policy Board Policy 4320, “Tobacco Products-Students,” students are prohibited from using or possessing any tobacco product: (1) in any school building, on any school campus, and in or on any other school property owned or operated by the Board, including school vehicles; (2) at any school-related activity, including athletic events; or, (3) at any time when the student is subject to the supervision of school personnel, including during school trips. For purposes of this provision, "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes (vaping) and all lighted and smokeless tobacco products. No tobacco use is allowed in buildings, on campus, in school vehicles (or vehicles used for school related transportation), or at school sponsored events. No student may possess tobacco products, matches, or lighters.

Nothing herein prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.

Level II *violations result in short-term suspension, the principal’s recommendation for long-term suspension with aggravating factors, or in-school disciplinary consequences with mitigating factors, and include:*
II-1 Integrity: Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:
a. Cheating- giving or receiving of any unauthorized assistance on academic work.
b. Plagiarism- copying the language, structure, or idea of another and representing it as one's own work.
c. Falsification- verbal or written statement of any untruth.
d. Violation of software copyright laws- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.
II-2 Violation of computer access: No student shall engage in conduct prohibited by the Technology Responsible

Use policy.

II-3 Disruptive Behavior: Any physical or verbal disturbance that significantly interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.

II-4 School Transportation Disturbance: Any physical or verbal disturbance which occurs on school transportation vehicle or at a bus stop and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited.

II-5 False Fire Alarm: No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, fire extinguishing system, or emergency escape system.

II-6 Property Damage: No student shall intentionally damage or attempt to damage or deface school property, or personal property.

II-7 Theft: No student shall steal, attempt to steal, or knowingly be in possession of stolen property.

II-10 Extortion: No student shall attempt to extort money, personal property, or personal services.

II-11 Indecent Exposure/Sexual Behavior: No student shall engage in behavior which is indecent, consensual, overly affectionate, or of a sexual nature.

II-12 Harassment/Bullying: No student shall engage in conduct prohibited by the Prohibition against Discrimination, Harassment, and Bullying policy.

II-13 Sexual Harassment: No student shall engage in conduct prohibited by the Prohibition against Discrimination, Harassment, and Bullying policy.

II-14 Threat/False Threat: No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence.
Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities.

II-15 Physical Aggression/Fighting: Physical aggression or fighting toward students and other people is prohibited. A student who is attacked may use reasonable force in self- defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

II-16 Hazing: No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or otherwise subject him/her to personal indignity as a condition of inclusion in group or as a ritual associated with group membership. Hazing is prohibited even if the person hazed consents to the conduct.

II-17 Search and Seizure: A student's failure to permit searches and seizures as provided in Policy for Student Searches is prohibited.

II-18 Computer Misuse. Individual users of school-provided Internet service and computers are expected to abide by Board Policy 3225/4312/7320 “Technology Responsible Use”. In addition to the provisions of that policy, the following behaviors are specifically prohibited:

1. Sending or displaying offensive, vulgar, crude, or threatening messages or pictures;
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers, computer systems, software, or computer networks;
5. Violating copyright laws;
6. Using another's ID and/or password;
7. Illegal use of data in folders or work files;
8. Intentionally wasting limited resources, including distributing mass email messages, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization; and,
9. Employing the network for commercial purposes.

Disciplinary consequences for violations of Board 3225/4312/7320 “Technology Responsible Use” include restitution of costs incurred through damage, including loss and/or repair; limitation or cancellation of user privileges; criminal prosecution; and, short-term suspension. Nothing in this section shall inhibit the principal’s authority to recommend long-term suspension for computer misuse that violates other rules established by the Code.

Level III *violations may result in the principal’s recommendation for long-term suspension or possible short-term suspension with mitigating factors, and include:*

III-1 Assault on School Personnel. As outlined in Board Policy GBEAA-R, “Staff Protection,” the Board values its employees and will prosecute to the fullest extent of the law anyone who assaults an employee. Job-related assault will be defined as any verbal assault, physical assault, or battery upon an employee which takes place at any time during an employee's performance of work-related duties, either on educational property or off.

An assault on school personnel by a student shall result in a minimum ten (10) day short-term suspension from school. The assault of a school bus driver by a student shall result in a minimum one-hundred eighty (180) day

suspension from the bus and a minimum ten (10) day short-term suspension from school. The principal may recommend long-term suspension as a result of aggravating factors. If a teacher is assaulted or injured by a student and as a result the student is long-term suspended, expelled, or assigned to alternative education, then the student shall not be returned to that teacher's classroom unless the teacher consents.

III-2 Assault on Another Student. No student may cause or attempt to cause serious physical injury to another student.

III-3 Coercion or Extortion. No student may use force or violence or threat of force or violence to obtain money, property, or personal services from another student.

III-4 Weapons/Bomb Threats/Terrorist Threats As outlined in Board Policy 4333, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety," the Board will not tolerate the presence of weapons.

Note: Refer to Level IV for violations involving Firearms/Destructive Devices

1. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using, or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following:

a. loaded and unloaded firearms, including guns, pistols, and rifles;
b. destructive devices, as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades, and mines;
c. knives, including pocket knives, bowie knives, switchblades, dirks, and daggers;
d. slingshots and slungshots;
e. leaded canes;
f. blackjacks;
g. metal knuckles;
h. BB guns;
i. air rifles and air pistols;
j. stun guns and other electric shock weapons, such as tasers;
k. icepicks;
l. razors and razor blades (except those designed and used solely for personal shaving);
m. fireworks;
n. gunpowder, ammunition, or bullets;
o. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance; and
p. mace, pepper spray, and other personal defense sprays.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage, or aid another student to possess, handle, or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle, or use such an item must notify a teacher or the principal immediately.

This section does not apply to board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student safety.

2. Bomb Threats

Students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property.

No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the principal immediately.

3. Terrorist Threats

Students are prohibited from making, aiding, conspiring, and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance, or material designed

to cause harmful or life-threatening injury to another person is located on school property or at a school event.

No student may knowingly or willfully cause, encourage, or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

4. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

a. theft or attempted theft by a student from another person by using or threatening to use a weapon;
b. the intentional and malicious burning of any structure or personal property, including any vehicle;
c. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
d. an attack by a student on any employee, adult volunteer, or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
e. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;

f. any intentional, highly reckless, or negligent act that results in the death of another person;
g. confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
h. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
i. taking or attempting to take anything of value from the care, custody, or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
k. the possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
l. any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; and
m. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

III-6 Drugs and Alcohol. As outlined in Board Policy 4325, "Drugs and Alcohol," unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. Narcotic drugs;
2. Hallucinogenic drugs;
3. Amphetamines;
4. Barbiturates;
5. Marijuana or any other controlled substance;
6. Synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
7. Any alcoholic beverage, malt beverage, fortified or unfortified wine, or other intoxicating liquor; or,
8. Any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with Policy 6125, "Administering Medicines to Students." The principal may

authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

As required by Policy 4335, "Criminal Behavior," the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substances in violation of this policy.

No student may knowingly or willfully cause, encourage, or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

III-7 Gangs and Gang Activities. As outlined in Board Policy 4328, "Gang-Related Activity," gang-related activity is strictly prohibited within the schools. As it is used within this Code, "gang-related activity" means (1) any conduct that is prohibited by Board policy and is engaged in by a student on behalf of an identified gang or as a result of the student's gang membership, or (2) any conduct engaged in by a student to perpetuate, proliferate, or display the existence of any identified gang. Prohibited behaviors include, but are not limited to:

1, Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang;
2. Communicating either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
3. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang;
4. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
5. Inciting others to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership; and,
7. Committing any other illegal act or other violation of school system policies in connection with gang-related activity.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

III-8 License Revocation for Serious Infractions. Students shall lose their driver's license due to suspension from school for more than ten (10) consecutive days, or placement in an alternative learning program for more than ten (10) days, for the following:

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

Students suspended for ten (10) or fewer consecutive days for one of the above offenses will not be eligible to enroll in driver's education classes for one year from the date of the suspension. This provision applies to any student at least fourteen (14) years old or in the eighth grade. The student will be ineligible to hold a driving permit/license or attend driver's education classes for one (1) full year from the time of the offense.

***Level IV** violations shall result in mandatory suspensions required under State law, and include:*

IV-1 Firearms and Destructive Devices. As required by State law and outlined in Board Policy 4333, "Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety," a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a

stun gun, an air rifle or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary, or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

Level V *violations shall result in expulsion.*
An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the superintendent, the Board may expel a student who is fourteen (14) years of age or older if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to Policy 4260, "Student Sex Offenders," may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system. Please refer to Board Policy 4353, "Long-Term Suspension, 365-Day Suspension, and Expulsion," for additional information.

All Board policies referenced in this Code are available online at www.tcsnc.org/policy. Individuals without Internet access may obtain hard copies of these policies in the main office of each school in the district and at the Morris Education Center, located at 225 Rosenwald Lane in Brevard, NC.

IV. School Transportation Services

Student Conduct on School Buses
The board recognizes the importance of safety on school buses as related to student welfare and an efficient transportation system. Misbehavior in any form on a bus is a safety hazard and will not be tolerated. Minor offenses will merit a warning, and repeated minor offenses or serious misbehavior will result in parent notification, punishment, and possible removal from the bus for extended periods of time. A student could lose bus privileges immediately for a serious misbehavior. A student who damages or defaces a bus must pay for the damage in addition to receiving appropriate disciplinary action. Illustrative examples of inappropriate behavior as a bus passenger include, but are not limited to:

1. Pushing or shoving;
2. Hand(s), arm(s), or leg(s) out window;
3. Getting off at an unauthorized stop;
4. Indecent language;
5. Not keeping assigned seat;
6. Use of tobacco and/or illegal substance on bus;
7. Boisterous and/or distracting behavior;
8. Eating and/or drinking on bus;
9. Fighting at bus stop or on bus;
10. Throwing objects out of window;
11. Tampering with and/or damage to any part of the bus, including the emergency door;
12. Refusal to adhere to a reasonable request of a bus driver, including failure to sit up and face forward in bus seats and/or discontinue loud talking;
13. Spitting on the bus and/or out of the window;
14. Use of cigarette lighter and/or matches on the bus;
15. Providing a substitute driver with false information;
16. Indecent physical expression and/or indecent exposure; and,
17. Other inappropriate behavior that could create a safety hazard or dangerous situation.

Elementary and Middle School Consequences
First Offense – Warning and/or other appropriate disciplinary action, including suspension from the bus for three (3) or more days for a first offense deemed to be extreme and/or dangerous
Second Offense – Three-day suspension from the bus or other appropriate disciplinary action
Third Offense – Five-day suspension from the bus or other appropriate disciplinary action
Fourth Offense – Ten-day suspension from the bus or other appropriate disciplinary action
Fifth Offense – Suspension from the bus for the remainder of the school year. If the suspension occurs prior to

October 1, then the student may be permitted to ride again beginning January 1 if deemed appropriate by the principal.

High School Consequences
First Offense – Three-day suspension from the bus
Second Offense – Five-day suspension from the bus
Third Offense – Ten-day suspension from the bus
Fourth Offense – Suspension from the bus for the remainder of the school year. If the suspension occurs prior to October 1, then the student may be permitted to ride again beginning January 1 if deemed appropriate by the principal.

In addition to imposing bus disciplinary consequences, the principal may also impose school-level disciplinary consequences if specific circumstances warrant additional disciplinary action. (See also Rule II-11 in the Code of Student Conduct for additional information.) Nothing in this section prohibits the principal from imposing a long-term bus suspension for severe violations of the Code that threaten the health, safety, or welfare of school bus passengers. Parents shall be notified concerning inappropriate behavior and disciplinary action taken.

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

- Failure to demonstrate adequate academic progress (failing 2 or more classes in any semester).
- Dropping out of school prior to the 18th birthday.

Suspension from school for more than 10 consecutive days, or placement in an alternative learning program for more than 10 days, for the following:

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

Students suspended for 10 or fewer consecutive days for one of the above offenses will not be eligible to enroll in driver's education classes for one year from the date of the suspension. This provision applies to any student at least 14 years old or in the 8th grade. The student will be ineligible to hold a driving permit/license or attend driver's education classes for one full year from the time of the offense. 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.

Student Drug Testing
All students participating in a competitive extra-curricular activity at the middle schools and high schools and/or students issued high school parking permits will be subject to random and suspicionless drug testing. Students participating in extra-curricular activities will be subject to random drug testing during the competitive/sports season in which they participate in the activity. Students having high school parking permits will be subject to random drug testing throughout the school year. The test shall detect illegal drugs and other controlled substances in which it is illegal for a student to possess or consume. Students will be allowed to indicate the prescription drugs that they are taking under the care of a physician. A student will not be suspended from the competitive extra-curricular activity nor have his/her parking privileges suspended for taking a drug prescribed to him/her by a medical doctor, and taken as directed. For more information, see Board Policy: Student Drug Testing.

V. School Nutrition Services

School Meals
Breakfast is free to all students K-12. Breakfast is served 7:30-8:15 am. Students in grades K-8 are served in the classroom while students in grades 9-12 have breakfast available in the cafeteria.

Lunch is $.40 cents for Reduced Price Lunch, $2.25 for grades K-5, and $2.50 or $2.75 for grades 6-12. All meals meet USDA Dietary Guidelines and NSLP-HHFKA regulations for calorie, fat, sodium, whole grain and nutrient content.

Students may not leave campus during lunch shifts. Parents may not bring food from restaurants for students to eat on campus. Students may charge only two lunches on their accounts. Charges for extra items are not allowed.

Parents are responsible for debts owed to the cafeteria. Debts are paid in the cafeteria. Theft from the cafeteria will result in disciplinary action.

Free and Reduced Lunch applications are available at www.tcsnc.org or by contacting the school. A form should be submitted at the beginning of each school year. Applications are accepted any time during the year and approval is good for the remainder of the current school year. Completed forms should be submitted to the school office, the cafeteria or faxed to School Nutrition Services at 828-885-7395. 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.

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

VI. Community Relationships

Schools and the Community
The board recognizes that the public schools are an integral part of the community and that the public has a vested interest in having students develop into productive members of the workforce and of society. The board encourages the community to be involved in the school system and to assist the school system in the goal of providing every student with the opportunity to receive a sound basic education.

Each year the board will ensure that the report card issued for the school system by the State Board of Education receives widespread distribution to the local press or to other local channels of news and information. In addition, the school system will publish on its website all information required by law, including assessment and performance information and information on how state funds have been used to address local educational priorities.

Parent Organizations
The board recognizes that parent organizations are an effective means of involving parents in their child's school. The superintendent and school administrators shall inform parent organizations of specific goals for each school and shall help these organizations identify opportunities to assist the school in achieving these goals. Parent organizations, including PTAs, PTOs, and booster clubs, are not considered a part of the school system. However, because these organizations and their activities reflect upon the school system, all parent organizations must comply with the conditions outlined in policy in order to operate in conjunction with the schools. Parents are encouraged to get involved in any parent organizations that operate to support your child’s or children’s school. For more information, see Board Policy: Parent Organizations.

School Volunteers
The board recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school system. Instructional programs are enhanced through the contributions of students' parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school system to reach the goal of providing a sound basic education to all children. All school volunteers are expected to be professional and dependable in their volunteer activities and must comply with all screening, criminal history checks, visitor policies, and any additional training requirements as directed. For more information, see Board Policy: School Volunteers.

Visitors to the Schools
While the school board welcomes visitors to the schools, the paramount concern of the board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern in addition to the general rules outlined below.

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school
2. School visitors are expected to comply with all school rules and school board policies, including policy 5025, Prohibition of Alcoholic Beverages; policy 5026/7250, Smoking and Tobacco Products; and policy 5027/7275, Weapons and Explosives Prohibited.
3. Persons who are subject to policy 5022, Registered Sex Offenders, must comply with the provisions of that policy.

4. Personal deliveries to students, such as commercial deliveries of balloons, flowers, or other gifts, are prohibited.

Financial Obligations
North Carolina law makes a pupil's parent or guardian liable for (1) damage fees for abuse or loss of textbooks, (2) damage to school buildings and furnishings and, (3) for any gross negligence or willful damage or destruction of school property to the extent of $5,000. Other liabilities of the student include lunch charges, library fines, parking fines, and sales' obligations derived from school-sponsored projects. Financial obligations should be taken care of immediately. Failure to do so will result in a "due bill" at the end of the year. Outstanding due bills will be placed in a student's file and will have to be paid before he/she graduates.

Prohibited Items
All employees and other persons performing services or activities on behalf of the school system, including volunteers, and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.

The board prohibits the possession or consumption of alcoholic beverages, including beer, malt liquor, and wine, on property owned or occupied by the school system. Any person who violates this policy will be asked to leave the school property immediately and, if he or she fails to do so, will be arrested and prosecuted for criminal trespass, disorderly conduct, or any other charge that may be appropriate.

The board is committed to providing a safe school environment that is free from violence, to the maximum extent possible. Except as otherwise specified or permitted by law, employees, visitors, and other persons are prohibited from possessing, carrying, using, or threatening to use, or encouraging another person to possess, carry, use, or threaten to use, weapons or explosives on school property or while attending curricular or extracurricular activities sponsored by the school system. This policy applies to weapons or explosives carried openly or concealed. Any visitor or other person who violates this policy will be escorted from the premises and/or school activity immediately. The superintendent or principal shall immediately report any violation of this policy to law enforcement officials.

Relationship with Law Enforcement
The board recognizes the importance of law enforcement authorities in providing safe schools and desires an effective working relationship with law enforcement. To this end, the superintendent and principals are expected to communicate the needs of the schools and work with law enforcement officials in developing joint programs and in establishing protocols for handling situations in which the assistance of law enforcement is helpful or necessary.

VII. Annual Public Notices

At the beginning of each academic year, School Districts are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices. The annual public notice document that includes all the required notices for all students in grades K-12 is available on the Transylvania County Schools website at www.tcsnc.org or you may request a printed copy of the document by contacting the school.

TRANSYLVANIA COUNTY SCHOOLS

225 Rosenwald Lane, Brevard NC 28712 | (828) 884-6173 | www.tcsnc.org

Teaching Everyone Takes Everyone

Note: Returning this form to the school is optional

NCLB /FERPA Opt-Out Letter

If you wish to restrict the disclosure of your student's directory information, please check all boxes that apply and return to your child's school.

Federal law requires schools to release a secondary student's name, address, and phone number to military recruiters and institutions of higher education unless the student or his parent requests in writing that such information be withheld. In addition, the *Family Educational Rights and Privacy Act* (FERPA) gives parents (or students, if 18 years of age or older) the authority to prohibit schools from disclosing any or all directory information by providing notification in writing.

Please consider this letter notice of the following:

☐ As parent/legal guardian of a student who is less than 18 years of age and in high school, I hereby exercise my right to request that you do not disclose the name, address or telephone number of my son/daughter to:

☐ Military recruiters ☐ Institutions of higher education

☐ As a student 18 years of age or older and in high school, I hereby exercise my right to request that you do not disclose my name, address or telephone number to:

☐ Military recruiters ☐ Institutions of higher education

☐ As parent/legal guardian of a student less than 18 years of age, I hereby exercise my right under FERPA to request that you do not disclose any directory information for my son/daughter, except: [List directory information or purposes that you do permit, if any].

_____

_____

_____

☐ As a student 18 years of age or older, I hereby exercise my right under FERPA to request that you do not disclose any of my directory information except: [List directory information or purposes that you do permit, if any].

_____

_____

_____

Student Name:_____ Grade:_____
(Please Print)

Name of School:_____ Grade:_____
(Please Print)

_____ _____
Signature of Parent/Legal Guardian Date

_____ _____
Signature of Student (if 18 years of age or older) Date

It is the policy of the Transylvania County Schools not to discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information or veteran status in its educational programs, activities or employment policies.

CUT ALONG DOTTED LINE (form optional)

This page intentionally left blank.

Transylvania County Schools

TRANSYLVANIA COUNTY SCHOOLS

225 Rosenwald Lane, Brevard NC 28712 | (828) 884-6173 | www.tcsnc.org

Teaching Everyone Takes Everyone

Note: Returning this form to the school is optional

TITLE I PROGRAM TEACHER AND ASSISTANT QUALIFICATIONS FORM

All elementary schools (grades K-5) in this District receive federal funding through Title I. These funds are used to provide supplemental instruction to students who are in need of assistance in the area of reading and, on occasion, in the area of mathematics. Our goal is to provide early intervention to struggling learners.

Federal guidelines require that school districts provide a process by which parents may request the qualifications of their child's teacher, insuring that the teacher meets Highly Qualified standards. As a parent of a student in a Title I school (ELEMENTARY SCHOOL ONLY), you have the right to know the following information:

1. Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and,
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information in letter format at your home address and/or email address, please complete this form. Return the form to your child's teacher and the information will be mailed or emailed to you. If you have additional questions, please contact the school's principal.

Please print all information

School Teacher and/or Assistant's Name Grade

_____

_____

_____

Name of person requesting information_____

Student's Name_____

Mailing Address_____
Street City Zip

Telephone number_____ Email Address_____

CUT ALONG DOTTED LINE (form optional)

This page intentionally left blank.

TRANSYLVANIA COUNTY SCHOOLS

225 Rosenwald Lane, Brevard NC 28712 | (828) 884-6173 | www.tcsnc.org

Teaching Everyone Takes Everyone

Note: Returning this form to the school is optional

Student Name (please print): _____ Grade: _____

TECHNOLOGY RESPONSIBLE USE OPT OUT
ADMINISTRATIVE REGULATION: 3225/4312/7320-F1
PARENT/GUARDIAN AGREEMENT

As the parent/guardian of this student, I have read policy 3225/4312/7320, Technology Responsible Use. By signing below, I affirm that I understand that this policy governs my child's use of all school system technological resources both on and off school property, and I accept full responsibility for my child's compliance with this policy. I also consent to school personnel monitoring my child's Internet activity, email communication, and any other use of school system technological resources. I understand that the school system takes reasonable efforts to filter inappropriate content on the Internet accessible through school system devices but that the school system is not responsible for Internet content accessed by my child via his/her personal mobile technology (e.g. 3G, 4G service).

☐ **By checking this box, I DENY permission for my student to independently access the Internet.** I understand that while my child will not be able to use the Internet independently, he/she will be granted supervised access to the Internet, third party systems used for school-related projects designed to meet certain educational goals, and other school system technological resources.

Note: If the above box is not checked (and/or the form is not returned to the school), your child WILL be granted independent access to the Internet. While school system personnel will take reasonable precautions to prevent your child from accessing inappropriate material, it is possible that your child will access inappropriate material while engaged in independent use of the Internet.

Parent Name (please print): _____

Parent Signature: _____ Date: _____

PUBLISHING OF STUDENT PHOTOS, ARTWORK, OR WRITING

It is the practice of Transylvania County Schools to promote our students, staff, and school system community by publishing student photos, artwork, and writing on the system webpage, social media, and other media with public access.

☐ **By checking this box, I DENY permission for my student to have his/her photo, artwork, or writing published through Transylvania County Schools.**

Note: If the above box is not checked (and/or the form is not returned to the school), your child's photo as well as his/her artwork or writing may be published by the school system in various media.

Parent Name (please print): _____

Parent Signature: _____ Date: _____

CUT ALONG DOTTED LINE (form optional)

This page intentionally left blank.

2020-2021 School Calendar

Approved by BOE June 1, 2020

Transylvania County Schools

TEACHING EVERYONE TAKES EVERYONE

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	**13**	**14**	15
16	**17**	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 44	17
18	**19**	**20**	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 87	23	24	25	26
27	28	29	30	31		

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	**6**	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	**15**	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	2 133	13
14	15	**16**	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	**30**	

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	8 182	29
30	31					

June 2021

S	M	T	W	T	F	S
		1	**2**	**3**	**4**	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

www.tcsnc.org Inclement Weather Line: **828.884.4157** Main Office: **828.884.6173**

Important Dates

First Student Day	August 17	
Labor Day Holiday	September 7	
Early Dismissal-Noon	September 25	
End of Quarter 1	October 16	
Remote Learning Day 1	October 19	
Remote Learning Day 2	October 20	
Report Card 1 Issued	October 26	
Veterans Day Holiday	November 11	
Thanksgiving Break	Nov. 25 - 27	
Early Dismissal-Noon	December 22	
End of Semester 1 (Qtr. 2)	December 22	
Winter Break	Dec. 23- Jan. 4	
Teacher Workdays	January 5 & 6	
MLK Day (Annual Leave Day)	January 18	
Report Card 2 Issued	January 11	
Early Dismissal-Noon	February 12	
Remote Learning Day 3	February 15	
Early Dismissal-Noon	March 12	
End of Quarter 3	March 12	
Teacher Workday	March 15	
Remote Learning Day 4	March 16	
Report Card 3 Issued	March 22	
Early Dismissal-Noon	April 2	
Spring Break	April 5-9	
Remote Learning Day 5	April 30	
Last Student Day	May 28	
Memorial Day (Holiday)	May 31	
Teacher Workdays	June 1-4	
Report Card 4 Issued	June 7	

Legend

Student Days (Includes RL Days)	#	182 days
Weekend or Summer Break		N/A
Students dismissed Noon	#	6 days
Teacher Workday (Optional)	#	8 days
Teacher Workday **(Required)**	**#**	4 days
Remote Learning Days	**#**	5 days
Holiday (Staff and Student)	#	11 days
Annual Leave (No Students)	#	10 days

This page intentionally left blank.

We want to connect with you!

Talk to us on social media...

Learn what's happening and connect with your school using Facebook, Instagram, Twitter, and more.

- facebook.com/transylvania.schools
- twitter.com/transylvaniasch
- youtube.com/tcsnc
- flickr.com/tcsnc
- instagram.com/transylvaniaschools
- soundcloud.com/transylvaniacountyschools

PARENT PORTAL: Register with the front office at your child's school, then use the PowerSchool app or any connection to the internet to check grades and attendance, and to contact your child's teacher.

K12 PAYMENT: Pay online for student meals, through the convenient K12 Payment Center. Visit the Pay Online page at our new School Nutrition website with menus and more for your family: **www.tcsmeals.com.**

SCHOOL MESSENGER: You will receive phone calls, emails, and text messages to get updates from your school, and when weather or other events affect all our schools.

PEACHJAR: If you're not receiving Peachjar emails, you may miss out on exciting school and community activities. Register at **peachjar.com** or email **info@tcsnc.org** for help.

TEACHING EVERYONE TAKES EVERYONE

SCHOOL IMPROVEMENT TEAMS

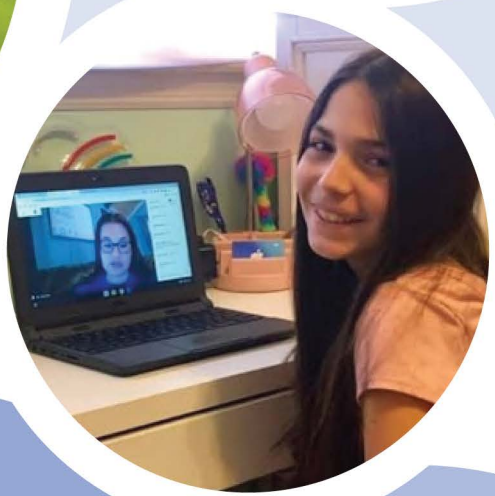
To help every student prepare to become caring and productive citizens, Transylvania County Schools relies on the partnership of students, parents, educators, and the community. Learn more, including meeting schedules and the current School Improvement Plan for every school at: **www.tcsnc.org/improvement.**

VOLUNTEERS IN OUR SCHOOLS

From coaches and tutors, to chaperones and class mothers, we are grateful to the many dedicated volunteers who assist our students and educators every day. We could not do it without you! Anyone who wishes to volunteer in Transylvania County Schools will need to apply online through our website. Complete details are available at: **www.tcsnc.org/volunteer.**

TEACHING EVERYONE TAKES EVERYONE

Transylvania County Schools



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

Transylvania County Schools

225 Rosenwald Lane, Brevard NC 28712
(828) 884-6173 www.tcsnc.org

In compliance with federal, state and local laws, the Transylvania County Board of Education administers all education programs, employment activities and admissions without discrimination against any person on the basis of race, color, national origin, sex, religion, age, disability or genetic information.