

ELEMENTARY HANDBOOK
2016-2017
Transylvania County Handbook

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

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

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

Parent Signature _____
Date _____

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

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

Parent Signature _____
Date _____

I. School Information

Purpose of Handbook

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

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

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

VALUES:

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

High Expectations will result in high achievement.

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

Children are our most important resource.

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

*All educators, students, and parents deserve **respect**.*

Minds and hearts are the focus of education.

GOALS:

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

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

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

Transylvania County Schools Commitment for Capacity Building in Parent Involvement:

Parental Information for Title I Schools

The following schools in this District receive federal funding through Title I: all elementary schools. 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, 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;
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To request this information, please contact Elementary Education & Title I Director at (828) 884-6173.

ARRIVAL:

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

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

Policy Information

Complete information regarding the following policies can be accessed online at www.tcsnc.org/board_of_education/policies___regulations click on Board Link: Board Policy Manual; this information is also available by asking your school’s principal for printed copies.

Topic	Policy Code Letters
Initial Entry and Immunizations	JEC,
Website www.tcsnc.org/district_information/just_for_parents/initial_entry_requirements	
Communicable Disease	JHCC
Diabetes Care Plan	JHCE and JHCE-R
Dual Enrollment	LEC
Excessive Absences	IKEA and JE
Sudden Illness or Injury	JHCAA
Course Credit and Promotion	IK and IKE
Homework	IKB
High School Graduation Requirements	IKF
Access to Student Records	JO
Student Rights of Privacy	JFJ
Wireless Communication	JI
Student Conduct on School Buses	JFCC and JFCC-R
Student Drug Testing	JHB, JHB-R, and JHB-E

II. TRANSPORTATION

The Transylvania County Board of Education recognizes the importance of safety on school buses as related to student welfare and an efficient transportation system. Misbehavior in any form on a bus is a safety hazard and is not tolerated. Minor offenses will merit a warning, and repeated minor offenses or serious misbehavior will result in parent notification, punishment, and suspension from the bus. Misbehavior on the school bus includes pushing or shoving;

putting hands, arms, or legs out the window; getting off at an unauthorized stop; indecent language; not keeping assigned seats; use of tobacco; boisterous and/or distracting behavior; and eating or drinking on the bus.

Bus Rules and Regulations

Video cameras have been installed in the county’s yellow buses. Infractions occurring on the school bus may result in

suspension from the bus as well as school-based discipline as outlined in the discipline section of this handbook.

Offenses

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

Consequences

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

Consequences for Elementary School

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

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

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

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

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

*A student could lose bus-riding privileges **immediately** for a serious misbehavior. A student who damages or defaces a bus*

must pay for the damage in addition to receiving appropriate disciplinary action.

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

Bus Riders

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

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

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

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

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

Car Transportation Arrival/Dismissal

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

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

Parking

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

Traffic/Traffic Patterns

Car Riders:

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

Cars will _____ beginning at 3:00.

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

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

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

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

III. ATTENDANCE

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

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

School Board Policy/Student Attendance File JE-R

Recognizing that regular school attendance is the foundation for learning and that the North Carolina Attendance Law

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

SUBCHAPTER 6E - STUDENTS, SECTION .0100 - ATTENDANCE

Attendance Defined

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

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

Tardies

Students who arrive at school after 8:00 or leave before 3:00 will be logged in the computer as tardy.

Attendance Lawful

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

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

Note: All lawful and unlawful absences are included as part of the ten (10) elementary and middle school absences and five (5) high school absences allowed by this policy.

Out-of-School Suspensions

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

Lawful/Unlawful Absences

Absences shall be coded "lawful" or "unlawful" as determined by the principal/designee based upon available information.

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

Chronic Illnesses/Conditions

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

Reason for Absence

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

Makeup Work - Lawful Absences

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

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

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

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

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

Makeup Work - Educational Travel

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

Excessive Absences

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

determined by the school-based IEP Team after consultation with the principal.

Appeals Process

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

Attendance Procedures (All Schools)

Reporting Attendance

1. After three (3) accumulated daily absences, a parent or guardian shall be notified by the school by mail.
2. After five (5) accumulated daily absences, a parent or guardian shall be notified by mail that there may be a violation of the Compulsory Attendance Law or Board of Education policy, as appropriate.
3. After ten (10) accumulated daily absences at the elementary and middle school levels and eight (8) accumulated absences at the high school level, the principal/designee shall review the record for compliance with G.S. 115C-378 to determine if there is a *prima facie* case that the child's parent/guardian is responsible for the absences.
4. High school teachers will notify parents by phone when their child has accumulated three (3) absences in that teacher's class. A high school student's parent/guardian again will be notified by phone when their child has reached five (5) absences in a teacher's class.
5. Parents of all students will be notified of student absences through mid-term reports and quarterly report cards.
6. All teachers and attendance personnel are required to report attendance each day to maintain accurate attendance records.
7. Each school will determine procedures for reporting absences.
8. Students will present a written excuse from a parent or guardian within two (2) days after returning from each absence. Personnel will code absences as lawful or unlawful based on the state coding guidelines. Failure to produce a note within two (2) days shall result in the absence being coded as unlawful by default.
9. Students attending an authorized school activity, with the approval of the appropriate school official, will not be considered absent. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar activities.

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

Perfect Attendance Awards

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

Bad Weather Schedule

Closings

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

Alert Notifications

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

IV. ACADEMICS

ANNUAL PUBLIC NOTICES

A. Student Records: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, gives parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review your child's education records within forty-five (45) days of the day the school receives a request for access. You should submit to the school principal a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request an amendment of your child's education records that you believe are inaccurate or misleading. You should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in your child's education records. FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions. For a complete list of the disclosures that elementary and secondary schools may make without parental consent see 34 CFR Part 99.37.

- The School District may release "directory information" about a student unless you have advised the school to the contrary. The School District has designated the following information as directory information:

Student's Name Degrees, honors, and awards received	Student's Name Degrees, honors, and awards received
Address	Date and place of birth
Telephone listing Electronic mail address	Telephone listing Electronic mail address
Photograph Participation in officially recognized activities and sports	Photograph Participation in officially recognized activities and sports
Major field of study Weight and height of members of athletic teams	Major field of study Weight and height of members of athletic teams
Grade level Most recent educational agency or institution attended	Grade level Most recent educational agency or institution attended
Dates of attendance Enrollment status	Dates of attendance Enrollment status

- The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:
 - i. A playbill, showing your student's role in a drama production;
 - ii. The annual yearbook;
 - iii. Honor roll or other recognition lists;
 - iv. Graduation programs; or
 - v. Sports activity sheets, showing weight and height of team members.
- Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
 - In addition, under federal law, we are required to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school students unless the student or parent has advised the school that they do not want such information disclosed without their prior written consent.
 - If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, the School District must be notified in writing within fourteen (14) days of the beginning of the school year or within fourteen (14) days of your enrolling in the School District. For your convenience, a form that can be used for this purpose is

provided at the end of this Notice. An “opt out” is perpetual and can only be rescinded in writing.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Non-Discrimination: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Rehabilitation Act of 1973 (Section 504); and The Americans with Disabilities Act of 1990 (ADA)

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

For inquiries or complaints or to request a copy of the School District's grievance procedures, please contact:

Title IX Coordinator	504/ADA Coordinator
Athletics, Safe Schools, & Transportation Director	Exceptional Children’s Program Director
Transylvania County Schools	Transylvania County Schools

Equal Access to Facilities

The school system provides equal access to its facilities. For more information about accessing school facilities, consult with Board Policy KG available at www.tcsnc.org.

Students with Disabilities: Individuals with Disabilities Act (IDEA)

Pursuant to the IDEA, a federal law, the School District must provide special education services to all children residing in the school district who are between the ages of three (3) and twenty-one (21) who have been diagnosed with or are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact:

Exceptional Children’s Program Director
Transylvania County Schools
Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712

Homeless Students: McKinney-Vento Homeless Assistance Act

For information concerning the educational rights of homeless students, please consult Board Policy Manual and/or contact:

Homeless Liaison
Transylvania County Schools
Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment requires that the School District notify you and obtain consent or allow you to opt-out your child from participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas:

1. Political affiliates or beliefs of the student or student’s parent;
2. Mental or psychological problems potentially embarrassing to the student and/or student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incrimination or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams or screenings except for hearing, vision, scoliosis or any physical exam or screening permitted or required under State law.

The School District will, within a reasonable period of time prior to the administration of the surveys and activities, provide notice of said surveys and activities and give you or your son/daughter, if he/she is eighteen (18) years old or older, the opportunity to opt-out. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Gifted Education Access Statement

Transylvania County Schools’ gifted education document is a comprehensive K-12 plan that reflects the gifted education legislation and guidelines set forth by the State Board of Education. The plan identifies and establishes procedures for providing appropriate educational services to each

academically or intellectually gifted student. Copies of the plan can be found in each principal's office or on the Transylvania County Website under Curriculum and Instruction.

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

Information Regarding Advanced Courses

Pursuant to N.C.G.S. § 115C-83.4A(d), schools must provide information to students and parents on available opportunities and the enrollment process for student to take advanced courses. This information will be printed in student handbooks or made available on the school's website at the beginning of the year available at www.tcsnc.org.

Field Trips (Policy IICA, IICA-R)

Students participating in a school-sponsored field trip must have a written field trip permission slip on file prior to the trip. Permission cannot be granted over the phone. Trips outside the US shall not be sponsored or approved by the school.

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

Homework/Schoolwork

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

Grades K-2: 10—30 minutes
Grades 3-5: 30—60 minutes

Grading Scale

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

Report Cards/Conferences

Report cards will be issued every nine weeks. Teachers will keep in close contact with parents concerning student progress. Conferences are required for all parents, specifically

at the end of the first and third grading period. Your child's teacher will contact you for an appointment. We have found conferences to be extremely helpful. Please make every effort to attend as scheduled. If you have an emergency and cannot attend your conference, please call to reschedule.

Opportunities for Students Not Meeting the Test Standard

The teacher shall confer with the parent/guardian of students not meeting test standards. Parental contact shall be initiated within two (2) working days of the teacher's receipt of test results. The teacher shall discuss (via telephone or in person) the results and options with parent/guardian. Only 3rd grade students are permitted to retest. Fourth and fifth grade students who score a level 3 or below will attend Summer Bridge Camp with a re-administration of the reading and math test at the end of the camp.

Promotion

Transylvania County Schools seek to assure student achievement is meaningful and promotion and course credit accurately reflect a student's ability to handle material. Criteria for promotion and course credit incorporate classroom performance on assignments North Carolina expects students to achieve at least one year of academic growth every year the student is in school. Standardized end-of-grade tests have been carefully constructed to measure students' progress and assess their ability to handle the next level of material. Students, parents, and schools share the responsibility for student success.

Teachers at every school will strive to keep parents and students informed about each student's progress throughout the year. Schools will have an intervention program to help students during the school year. All students in grades 3 through 5 will participate in End of Grade testing. Success on these tests and classroom performance are required for promotion. Third Grade Social Promotion is eliminated in the area of reading. Third grade students who do not pass the Reading EOG will have multiple pathways to show success.

These include:

Retest on EOG

Alternate : mClass Level P

Read to Achieve Test

Complete the Portfolio

Attend Summer Camp

Retest: Read to Achieve Test after Summer Reading Camp

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

Students in first and second grade who are performing a year below grade level will be invited to attend Summer Bridge Camp for additional reading support. The students will receive intense reading instruction and assessed using the state required mClass materials.

Supplies and Materials

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

A supply list can be found on the TCS website. Teachers may ask for additional supplies.

Acceptable Use of Computer Resources

It is TCS practice to promote our school system by publishing student photos, artwork and writing on the TCS webpage and other media with public access. If you **DO NOT** want to have your child's work published through TCS please sign and return the Opt-Out form to your child's teacher. The form can be found on page 24 of this handbook.

V. Conduct and Discipline

Student Discipline Policies

Pursuant to N.C.G.S. § 115C-390.2(i), schools must make available all policies, rules and regulations regarding student discipline. For the Board's policies and regulations regarding student discipline, consult the Board's online policy manual at www.tcsnc.org. All other student discipline information will be printed in student handbooks or made available on the school's website at the beginning of the year available at www.tcsnc.org.

Student Conduct, Discipline, Suspensions

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

Transylvania County Board of Education:

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

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

educational process is serious and may warrant some form of disciplinary action.

Student Restraint/Seclusion/Isolation

The School District has adopted Board Policy JGB, as required by N.C.G.S. § 115C-391.1. Board Policy JGB, as well as N.C.G.S. § 115C-39.1.1, are fully set out herein.

Policy JGB: Student Seclusion/Restraint/Isolation

Physical Restraint

Physical restraint is defined as the use of physical force to restrict the free movement of all or a portion of a student's body. Physical restraint shall be allowed by Transylvania County Schools personnel as a reasonable use of force under the following circumstances in accordance with N.C.G.S. §115C-391.1:

- A. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- B. As reasonably needed to maintain order or prevent or break up a fight.
- C. As reasonably needed for self-defense.
- D. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
- E. As reasonably needed to escort a student safely from one area to another. Students should only be physically escorted when it is deemed safe or if the current setting conditions pose hazards for the student or staff. Escorts should only be conducted in accordance with training procedures adopted by the system.
- F. If used as provided for in a student's Individualized Education Plan (IEP) or Section 504 Plan or Behavior Intervention Plan as a brief intervention strategy to assist the student in regaining self-control.
- G. As reasonably needed to prevent imminent destruction to school or another person's property. Physical restraint shall not be considered a reasonable use of force if used solely as a disciplinary consequence.

Mechanical Restraint

Mechanical restraint is defined as the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint shall be allowed only in the following circumstances in accordance with N.C.G.S. §115C391.1: A. When properly used as an assistive technology device included in the student's IEP or as otherwise prescribed for the student by a medical or related services provider.

- B. When using seat belts or other safety restraints to secure student during transportation.
- C. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.

- D. As reasonably needed for self-defense.
- E. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person. If used for the purpose of preventing self-injurious behavior, the use of mechanical restraints should be included in the IEP as part of a Behavior Intervention Plan.

Nothing in the policy prevents the use of physical or mechanical restraint by School Resource Officers or other sworn law enforcement officials in the lawful exercise of their law enforcement duties.

Physical restraint in Transylvania County Schools shall follow the prescribed methods taught by either CPI (Crisis Prevention Intervention) or NCI (Nonviolent Crisis Intervention). All personnel who are in positions in which physical restraint may be necessary shall be trained to use CPI or NCI. All schools should identify a minimum of one team of five to seven employees trained to intervene in crisis prevention and physical restraint. In no case should employees use an intervention that involves either a prone or chair restraint.

Seclusion

Seclusion is defined as the confinement of a student alone in an enclosed space from which the student is:

- A. Physically prevented from leaving by locking hardware or other means; or
- B. Not capable of leaving due to physical or intellectual capacity.

Seclusion is prohibited in Transylvania County Schools except in the following settings and circumstances:

- A. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
- B. As reasonably needed to maintain order or break up a fight.
- C. As reasonably needed for self-defense.
- D. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self/others or imminent substantial destruction or school or another person's personal property.
- E. When used in accordance with the student's IEP or Section 504 Plan or Behavior Intervention Plan, the following conditions should be met:

- The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
- The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP.
- The space in which the student is confined has been approved for such use by the school principal.
- The space is appropriately lighted.
- The space is appropriately ventilated and heated or cooled.
- The space is free of objects that unreasonably expose the student or others to harm.

Isolation

Isolation is defined as a behavior management technique in which a student is placed alone in an enclosed space from

which the student is not prevented from leaving. Transylvania County Schools personnel may use isolation provided that:

- A. The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
- B. The duration of the isolation is reasonable in light of the purpose of the isolation.
- C. The student is reasonably monitored while in isolation.
- D. The isolation space is free of objects that unreasonably expose the student or others to harm.

Aversive Procedures

Aversive procedures are defined as the systematic physical or sensory intervention for modifying behavior of students with disabilities that causes or reasonably may be expected to cause significant physical harm, serious psychological impairment to the student, or obvious repulsion to observers of the intervention due to procedures that do not follow acceptable, standard practice. Transylvania County Schools prohibits the use of aversive procedures as defined herein by its employees, volunteers, or personnel permitted in schools in accordance with interagency agreements.

Timeout

Timeout is defined as a behavior management technique in which a student is separated from other students for a period of time in a monitored setting.

Notice, Reporting, and Notification

Pursuant to North Carolina law, school personnel shall promptly notify the principal/designee of any use of aversive procedures, any improper use of physical restraint resulting in observable physical injury to a student, prohibited use of mechanical restraint, or any prohibited use of seclusion or seclusion lasting more than 10 minutes or the time specified on a student's Behavior Intervention Plan. When a principal/designee has personal knowledge or actual notice of these incidents, he/she shall promptly notify the parent/guardian by the end of that workday, but in no event later than the end of the following workday, and provide the name of a school employee they can contact regarding the incident.

In addition, the parent/guardian of the student shall be provided with a written incident report of any incident covered by this section within a reasonable period of time, but in no event later than 30 days after the incident. The written documentation shall include:

- A. The date, time of day, location, duration, and description of the incident and interventions used.
- B. The event or events that led up to the incident.
- C. The nature and extent of any injury to the student.
- D. The name of a school employee the parent/guardian can contact regarding the incident.
- E. In the case of seclusion incidents, the school personnel supervising the seclusion shall maintain a log of observations

of the student, which shall be available for inspection upon request by the parent/guardian.

F. All incidents of physical restraint and seclusion required to be reported pursuant to N.C.G.S. §115C-391.1(j)(4) shall be reported as part of the Safe Schools reporting process, which shall be reported annually to the State Board of Education.

Transylvania County Schools policy requires prompt notification to parents/guardians regarding all occurrences of physical restraint resulting in observable physical injury to a student. Prompt notification means by the end of that workday during which the incident occurred, but in no event later than the end of the following workday.

Notice

All employees and parent/guardians shall be provided a copy of N.C.G.S. §115C-391.1 and a copy of this policy at the beginning of each school year.

Training of Personnel

Transylvania County Schools will provide pre-service training as soon as possible for all new certified employees in:

A. The identification and education of children with disabilities. B. Positive management of student behavior. C. Effective communication techniques for defusing and de-escalating disruptive or dangerous student behavior. D. Safe and appropriate use of seclusion and restraint. As soon as possible, all Transylvania County Schools personnel who are most likely to be called upon to prevent or address disruptive or dangerous student behavior, including but not limited to school administrators, teachers and teacher assistants, bus drivers, School Resource Officers, school psychologists, and school counselors shall receive training in:

A. Positive management of student behavior.
B. Effective communication for defusing and deescalating disruptive or dangerous behavior.
C. Safe and appropriate use of seclusion and restraint.

Compliance by Community Agency Personnel

All personnel working within Transylvania County Schools in accordance with interagency agreements shall adhere to the above policies. In all circumstances in which a community agency employee is assigned to work with a student or students in a Transylvania County school, an intervention plan which describes the crisis prevention and intervention procedures to be utilized must be developed by a team that includes parents, school and agency personnel.

Legal Notices

Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under N.C.G.S. §115C-390 or modifies the rules and procedures governing discipline under N.C.G.S. §115C-391(a).

Nothing in this policy is intended to prohibit or regulate the use of "timeout" as a behavior management technique where a student is separated from other students for a limited period of time in a monitored setting. Nothing in this policy shall be construed to create a private cause of action against any local

board of education, its agents or employees, or to create a criminal offense

Approved by Board and Effective 6/5/06

N.C.G.S. § 115C391.1

(a) It is the policy of the State of North Carolina to:

(1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.

(2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.

(3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.

(4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.

(5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

(b) The following definitions apply in this section:

(1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.

(2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:

a. Significant physical harm, such as tissue damage, physical illness, or death.

b. Serious, foreseeable long-term psychological impairment.

c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.

(3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.

(4) "IEP" means a student's Individualized Education Plan.

(5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is prevented from leaving.

(6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.

(7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

(8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.

(9) "School personnel" means:

- a. Employees of a local board of education.
- b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
- c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.

(10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is: a. Physically prevented from leaving by locking hardware or other means. b. Not capable of leaving due to physical or intellectual incapacity.

(11) "Timeout" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

(c) Physical Restraint:

(1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:

- a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- b. As reasonably needed to maintain order or prevent or break up a fight.
- c. As reasonably needed for self-defense.
- d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
- e. As reasonably needed to escort a student safely from one area to another.
- f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
- g. As reasonably needed to prevent imminent destruction to school or another person's property.

(2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.

(3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

(4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties

(d) Mechanical Restraint:

(1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:

- a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
- b. When using seat belts or other safety restraints to secure students during transportation.
- c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- d. As reasonably needed for self-defense.
- e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.

(2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.

(3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

(e) Seclusion:

(1) Seclusion of students by school personnel may be used in the following circumstances:

- a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
- b. As reasonably needed to maintain order or prevent or break up a fight.
- c. As reasonably needed for self-defense.
- d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
- e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and

1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
3. The space in which the student is confined has been approved for such use by the local education agency.
4. The space is appropriately lighted.
5. The space is appropriately ventilated and heated or cooled.
6. The space is free of objects that unreasonably expose the student or others to harm.

(2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.

(3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

(4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

(f) Isolation – Isolation is permitted as a behavior management technique provided that:

(1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.

(2) The duration of the isolation is reasonable in light of the purpose of the isolation.

(3) The student is reasonably monitored while in isolation.

(4) The isolation space is free of objects that unreasonably expose the student or others to harm.

(g) Timeout – Nothing in this section is intended to prohibit or regulate the use of timeout as defined in this section.

(h) Aversive Procedures – The use of aversive procedures as defined in this section is prohibited in public schools.

(i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through G.S. 115C-390.12

(j) Notice, Reporting, and Documentation.

(1) Notice of Procedures – Each local board of education shall provide to school personnel and parents or guardians at the beginning of each school year copies of this section and all local board policies developed to implement this section.

(2) Notice of specified incidents:

a. School personnel shall promptly notify the principal or principal's designee of:

1. Any use of aversive procedures.

2. Any prohibited use of mechanical restraint.

3. Any use of physical restraint resulting in observable physical injury to a student.

4. Any prohibited use of seclusion or seclusion that exceeds ten minutes or the amount of time specified on a student's behavior intervention plan.

b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.

(3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but no event later than the end of following workday.

(4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:

a. The date, time of day, location, duration, and description of the incident and interventions.

b. The events or events that led up to the incident.

c. The nature and extent of any injury to the student.

d. The name of a school employee the parent or guardian can contact regarding the incident.

(5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

(k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of higher education or their agents or employees or to create a criminal offense.

Use of Corporal Punishment

The Board of Education 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.

Dress Code

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

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

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

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

Student Familiarity

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

Student Behavior

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

The following activities are considered disruptions to the educational process:

Talking back to the teachers
Horseplay
Talking without permission or being out of seat without permission during class
Not listening or following directions
Profanity/name calling
Excessive noise
Littering
Taking objects belonging to others
Physical or verbal confrontations with others
Chewing gum is not allowed because of carpeting in the school. Students may not wear hats in the building except on "special hat" days. Skateboards or roller blades are not permitted on school grounds or on buses.

Behaviors that can result in short-term suspension

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

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

Behaviors that can result in long-term suspension or expulsion

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

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

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

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

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

All matters involving interpersonal human relations complaints shall remain confidential.

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

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

North Carolina Reportable Offenses

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

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

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

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

Interrogations of Students (Policy JFG)

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

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

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

Searches of Students (JFGA)

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

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

Police Involvement

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

Tobacco Free Environment (Policy GBK/KGC)

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

Consequences for tobacco possession and/or use:

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

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

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

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

Drug Paraphernalia

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

Drug Testing Policy JGDB—Reasonable Suspicion

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

Tobacco Free Environment Policy GBK/KGC

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

Project Child Find

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

Wireless Communication (Policy JI)

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

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

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

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

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

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

A. *First offense* – The device will be confiscated and a parent conference with the principal or designee will be held. A contract must be signed by the parent/legal guardian, student and principal/designee.

B. *Second offense* – The device will be confiscated and a parent conference with the principal or designee will be held. At the discretion of the principal, the student will receive either a three-day in-school or out-of-school suspension. The device will be returned to the parent after 45 calendar days.

C. *Third offense* – The device will be confiscated and a parent conference with the principal or designee will be held. At the principal's discretion, the student will receive either a five-day in-school or out-of-school suspension. The device will be returned to the parent after 90 calendar days.

D. *Possession of a wireless communication and/or electronic device during a test or quiz*--In addition to the above consequences, a grade of zero will be assigned for the test or quiz. Any student who has a visible cell phone or one that rings during a test will be considered cheating on that test. In addition, any student who has a visible cell phone or one that rings during a test will go to the second offense outlined in this section, even if the student has no prior history of being caught with a cell phone.

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

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

School Bullying/Cyber-Bullying Policies

Pursuant to N.C.G.S. § 115C-407.16(d), school principals shall provide the local board of education's policy prohibiting bullying and harassing behavior, including cyberbullying, to staff, students and parents. A copy of these policies is available at www.tcsnc.org and will be printed in student and employee handbooks. Hard copies of the policies are available from the school principal upon request.

Student and Parent Complaint and Grievance Procedures

For information concerning student and parent complaint and grievance procedures, see Board Policies 2310 and 4021.

VI. HEALTH AND SAFETY

Student Health: N.C.G.S. § 115C-375.4

With the passage of N.C.G.S. 115C-375.4, the School District must provide families with information on Influenza and Meningococcal diseases and the vaccines that are available to prevent each. Influenza ("flu") is caused by a virus that spreads from infected persons to the nose or throat of others. Influenza can cause fever, sore throat, chills, coughs, headache and muscle aches.

Anyone can get influenza. Most people are ill with flu for only a few days, but some get much sicker and may need to be hospitalized. Influenza causes an average of 36,000 deaths each year in the U.S., mostly among the elderly.

Influenza vaccine is available in two types. Inactivated (killed) flu vaccine, given as a shot, has been used in the U.S. for many years. A live, weakened vaccine, FluMist, was licensed in 2003. It is sprayed into the nostrils. It is available for persons age 5-49 years of age. Influenza viruses change often. Therefore, influenza vaccine is updated every year. Protection develops in about 2 weeks after getting the shot and may last up to a year. The best time to get the vaccine is in October or November. Contact your local health department or physician for more details on cost and time vaccine will be available.

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections. About 2,600 people get meningococcal disease each year in the U.S. Ten to fifteen percent of these people die, in spite of treatment with antibiotics. Of those who live, another 10% have chronic complications. It is most common in infants less than one year of age, international travelers, and people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease.

Learn more about these vaccines by consulting with your family doctor or nurse or contacting the Transylvania County Department of Public Health at (828) 884-3135 or contacting the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or visiting <http://cdc.gov/vaccines/>.

Student Health: N.C.G.S. § 115C-47(51)

North Carolina General Statute § 115C-47(51) requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus and the vaccines available to prevent these diseases.

Information on these diseases and the vaccines can be found at www.cdc.gov/vaccines/vpd-vac. Those individuals without internet access can contact a school nurse or the Transylvania County Department of Public Health at (828) 884-3135.

North Carolina Safe Surrender Law

Pursuant to N.C.G.S. §7B-500(b), a female may legally surrender her newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, School Social Workers, School Nurses, counselors and law enforcement agents are examples of responsible adults who are familiar with this law. More information can be found at www.safesurrender.net. Those individuals without internet access can contact a school nurse or social worker.

Home Made Foods for Classroom or School-Based Celebrations

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

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

Use of Pesticides: N.C.G.S. § 115C-47(47)

With the passage of N.C.G.S. § 115C-47(47), the School District must provide notification regarding pesticide use on school property. For more information, please consult Board Policy ECD and/or contact:

Director of Safe Schools
Transylvania County Schools
Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712

Asbestos Hazard Emergency Response Act

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA)

Management Plan for the Transylvania County Schools. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to "ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review." (§763.84(c))

The AHERA Management Plan contains documents of the initial AHERA inspection, 6 month periodic Surveillances, Triennial re-inspections, employee training and Operations and Maintenance procedures.

If you have any questions regarding the AHERA Management Plan for this school district, you can contact Safe Schools Director at (828) 884-6173.

Initial Entry and Immunizations

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

Immunizations

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

Legal Custody

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

Medication

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

in accordance with the instructions provided by the parent/guardian/health care provider or doctor.

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

Illness or Injury

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

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

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

Visitors

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

Tip Line

If you or your student were to suspect or become aware of any students or adults in a school who are planning or acting in any unsafe way, please let us know. This includes, but not limited to, the use or possession of drugs, knives, guns, and/or threats to injure, bullying, or assault. If you are not comfortable talking directly with staff at the school level, use the Transylvania County Safe School's tip line at 828-201-2796.

If you have any questions about the Transylvania County Safe School's tip line, please feel free to contact Alan Justice at 828-884-6173.

Lunch with Students

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

School Nutrition Services

Breakfast is free for all students K-12 at every school. Breakfast is served between 7:45 and 8:00. Each day over 80% of all students enjoy lunch prepared by our School Nutrition staff, or students can bring food from home. Students may not leave campus during lunch shifts. Parents may not bring food from restaurants for students to eat on campus. Students may charge only two lunches on their account. Additional charges will not be accepted. Charges for extra items will not be permitted. Parents are responsible for any debt owed to the cafeteria. Debts are paid in the cafeteria. Theft from the cafeteria will result in disciplinary action.

Free or Reduced School Lunch

A free or reduced lunch application form will be sent home with your child at the beginning of the school year. Please complete the form and return it to your child's teacher. You will be notified if your child(ren) qualifies for free or reduced meal prices. All information is strictly confidential
Reduced meal prices: Lunch: .40

Free and Reduced Lunch applications are available on the web site (www.tcsnc.org). Click on, Departments, Child Nutrition, and then Free/Reduced Lunch Applications. Completed forms should be faxed to 885-7395 or sent in hard copy to the Child Nutrition Department. All information remains confidential. Applications are available at www.tcsnc.org/PAGE/1800

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

Emergency Security Procedures

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

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

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

Fire and Tornado Drills

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

VII. RECORDS

Student Records

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

Release of Student Information

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

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

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

VIII. SPECIAL PROGRAMS

After School Program

The After School Care program provides care for students (K-5) as a service for parents. The cost per week is \$60.00 for each student attending. Full payment is expected by Friday of the week prior to the student attending. In addition, there is a \$25.00 registration fee that must be paid and paperwork completed before a student will be admitted to attend. . Registration forms are available at the school office. Full information about After School Care is provided in the After

School Care Parent Handbook. The program operates from dismissal until 6:00 p.m. on regular school days. If school is dismissed due to inclement weather, After School Care will **NOT** be provided. Children must be pre-registered before entering the program. Parents must sign students out in the afternoon when picking up

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

As a new school year begins, the Organization Board urges each family at our school to actively participate in their child's education by volunteering at school. Our school has enjoyed a long history of striving for excellence due to the partnerships with parents. Please help your child and his school by supporting the efforts of these organizations

Volunteer Program

Volunteers serve in every aspect of the school program – instructing small groups, making large group presentations, sharing unique arts and craft talents, tutoring individual students, grading papers, directing plays, answering telephones, assisting in the library, helping on “picture day”, and many other tasks. Volunteers become role models, surrogate grandparents, and good friends. Please contact, 884-6173 or our school office, for more information on becoming a volunteer.