

# Jackson County Public Schools



# Handbook

*For Students, Parents, Faculty & Staff*

2021-2022



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### **Statement Regarding COVID Protocols:**

Jackson County Public Schools is committed to creating a safe and healthy learning environment for our students and our community. Because of the necessity to sanitize, clean, and maintain social distancing some of the procedures and protocols in this handbook will be either amended or revised per guidance from the Jackson County Public Schools Board of Education, NC Department of Health and Human Services, the North Carolina Department of Public Instruction and/or the Centers for Disease Control. Jackson County Public Schools reserves the right to edit and/or revise portions of this handbook according to guidance received from the entities mentioned. Our priority is to keep our students safe and healthy; thank you for your understanding and support of our continued commitment to our students, families, and community.

Last Update: 11/22/21



## Jackson County Public Schools Contact Information

Call (828) 586-2311 and dial the appropriate extension number listed below.

Program	Contact	Extension
Academically & Intellectually Gifted	Laura Dills	1950
Accounts Payable & Receivable	Janet Bottoms	1934
Accreditation	Adam Holt/Angie Dills	1940/1954
Advanced Placement (AP) Courses	Angie Dills	1954
After School Programs	Individual Schools	--
Allotment of Funds	Kristie Walker	1945
Application for Employment	Sarah Wooldridge	1943
Athletics	Jake Buchanan	1930
Beginning Teacher Program	Brent Speckhardt	1971
Benefits, Employee	Jenni Clawson	1958
Budgets	Kristie Walker	1945
Buses	Josh Francis	828-586-2456
Cafeteria/School Nutrition/Food Services	Laura Cabe	1936
Calendar, School Year	Kelli Bumgarner	1939
Career & Technical Education	Angie Dills	1954
Career Development	Angie Dills	1954
Chief Academic Officer	Angie Dills	1954
Closings & Delays	Kelli Bumgarner	1939
Code of Conduct	Angie Dills	1954
College and Career Promise	Angie Dills	1954
Communications, Director	David Proffitt	1937
Computer Maintenance	Jeremiah Jackson	1947
Compulsory Attendance	Sarah Davis	1932
Construction & Capital Projects	Jake Buchanan	1930
Counselors	Kelly Doppke	1928
COVID Protocols	Jake Buchanan/Christy Reagan	1930/2909
Credit by Demonstrated Mastery	Adam Holt	1940
Crisis Response Team	Kelly Doppke	1938
Custodial Services	Jason Watson	1927
Dept. of Public Instruction	Raleigh, North Carolina	919-807-3300
Deputy Superintendent's Office	Jacob Buchanan	1924
Device Management	Jeremiah Jackson	1999
Digital media Production	David Proffitt	1937
District Athletic Director	Jake Buchanan	1930
District Safety Team	Jake Buchanan	1930
Driver's Education	Sue Blankenship	586-2456
Dropout Prevention	Angie Dills	1954
EC Compliance Officer	Melissa True	1926
Elementary Ed. Director	Laura Dills	1950
Employee Leave	Millie Hines	1935
Employment Verification	Kara Hardy	1929
English Learners-Title III, EL	Laura Dills	1950
ESS-Substitutes	Mallory Maney	1972
EVAAS	Adam Holt	1940
Evaluations, Teachers	School Principals	--
Exceptional Children's Programs	Kelly Doppke	1928
Facilities	Jason Watson	1927
Facility Use	Cora Fields	1924
Field Trips	Cora Fields	1924
Finance	Kristie Walker	1945
Foreign Exchange Students	Angie Dills	1954
Free & Reduced Meal Applications	Sandra Stevens	1955
Governor's School	Angie Dills	1954
Graduation Requirements	Angie Dills	1954
Grievances, Employee and Student	Teri Walawender	1925
Handbooks	Angie Dills	1954
Home Schooling	Dept. of Non-Public Instruction	919-733-4276
Homebound Services, Regular & Special Needs	Kelly Doppke	1928
Homeless Students	Laura Dills	1950
HRMS Data Manager	Sarah Wooldridge	1943
Human Resources, Director	Teri Walawender	1925
Inclement Weather Notification	David Proffitt	1937
Indian Education & Impact Aid	Brent Speckhardt/Angie Dills	1971/1954
Insurance, Employee	Jenni Clawson	1958



Instructional Technology Facilitators	Pam Cabe & April DeBord	2503/2025
Kindergarten Academy	Kelli Bumgarner/Laura Dills	1939/1950
Licensure	Sarah Wooldridge	1943
Maintenance Director	Jason Watson	1927
Media Contact (Newspaper, TV, Radio, Online)	David Proffitt	1937
Medicaid Reimbursement	Emily Buchanan	1922
Mental Health Student Services	Steve McRae	2600
Middle School Director	Angie Dills	1954
MOU/MOA	Cora Fields	1924
MTSS	Adam Holt/Kelly Doppke	1940/1928
New Century Scholars	Traci West	586-2177 ext. 2017
Nurses	Kelly Doppke	1928
OSHA Reports	Jason Watson	1927
Online Courses/Edgenuity	Adam Holt	1940
Payroll	Millie Hines	1935
PBIS	Kelly Doppke	1928
Plant Operations	Jason Watson	1927
Policies, Board of Education	<a href="http://www.icpsnc.org/about/board">http://www.icpsnc.org/about/board</a>	1924
PowerSchool Coordinator	Sarah Davis	1932
Praxis Testing	Sarah Wooldridge	1943
Preschool Programs	Laura Dills	1950
Preschool Special Needs	Kelly Doppke	1928
Press Releases/Press Contact	David Proffitt	1937
Principal of the Year	Brent Speckhardt/Cora Fields	1971/1924
Private Schools	-----	919-733-4276
Psychologists	Kelly Doppke	1928
Purchasing	Rhonda Hooper	1946
Read to Achieve	Laura Dills	1950
Records, Student	Sarah Davis/Individual Schools	1932
Registration, Schools	Individual Schools	-----
Renewal Credits/CEUs	Brent Speckhardt/Sarah Wooldridge	1971/1943
Resource Officers	Schools/Jackson Co. Sheriff's Office	-----
Retirees	Cora Fields	1924
Retirement Benefits	Jenni Clawson	1958
Rural Low-Income Schools	Laura Dills	1950
Salary Information	Millie Hines	1935
Schedule 504 Plans	Kelly Doppke	1928
School District Zones (Busing)	Woody Dotson	586-2456
School Health Advisory Council	Laura Cabe	1936
School Nutrition	Laura Cabe	1936
School Pass	Jeremiah Jackson	1999
School Safety Coordinator	Jason Watson/Cora Fields	1927/1924
Secondary Education Director	Angie Dills	1954
Social Workers	Kelly Doppke	1928
Staff Development	Angie Dills/Laura Dills/Kelly Doppke/Adam Holt/Brent Speckhardt	1954/1950/1928/1940/1971
STEM Curriculum	Laura Dills (K-5)/Angie Dills (6-12)	1950/1954
STEM-E Grant & Robotics	Pam Cabe & April DeBord	2025/2503
Steve Jones' Leadership	Rhonda Hooper/Cora Fields	1933/1946/1924
Student Accountability Standards	Adam Holt	1940
Superintendent's Office	Cora Fields	1924
Teacher of the Year	Brent Speckhardt/Cora Fields	1925/1924
Technology, Chief Tech. Officer	Jeremiah Jackson	1947
Technology Support Hotline	Jeremiah Jackson	1999/828-354-0306
Testing	Adam Holt	1940
Textbooks	Brent Speckhardt	1971
Title I Program Director	Laura Dills	1950
Title II Program Director	Angie Dills	1954
Title IX	Teri Walawender	1925
Transfers Out of District	Cora Fields	1924
TIMS, Transportation Info. Management	Josh Francis	828-586-2456
Vacancies-Certified	Teri Walawender	1925
Virtual Public Schools, NC	Adam Holt	1940
Vendors	Rhonda Hooper	1946
Volunteers	Teri Walawender	1925
Websites, District and School	David Proffitt	1936
Workers Compensation	Janet Bottoms	1934
WorkKeys Testing	Adam Holt	1940



# JACKSON COUNTY PUBLIC SCHOOLS

Dr. Dana Ayers, Superintendent  
dayers@jcpsmail.org

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Dear JCPS students and families,

Welcome back for the 2021-2022 school year! On behalf of the Jackson County Public Schools Board of Education, myself and the staff, we are eager to begin the new year in a post-pandemic environment! The 2021-2022 year promises to be a new beginning and a very different year for our students, staff and the community.

I am grateful to be part of Jackson County Public Schools and to work with the dedicated staff, outstanding students and a truly supportive community. Positive changes are happening that will greatly impact the success of our students! These changes include new student and teaching resources, additional professional learning and potential expansion of current programs.

Our JCPS parents and community play a crucial role in the academic and social/emotional success of students. I strongly encourage parents to be involved in their child's education and active in school-parent organizations. Parental engagement and support enhances a student's chances for success.

Though last year brought enormous challenges, JCPS persevered with the assistance of families, community agencies and businesses. We look forward to growth with students returning to school daily, athletic activities occurring and a "new" sense of normalcy. We strive to focus on our commitment to "Engage, Enlighten, and Enrich" every student.

I ask that students and families continually focus on the great things occurring in JCPS and help us to spread the word about this incredible school district. I desire for students and staff to THRIVE in Jackson County Public Schools!

Please visit us online at [www.jcpsnc.org](http://www.jcpsnc.org). Also, you can follow us on social media; we are on Twitter at [twitter.com/jcpsnc](https://twitter.com/jcpsnc), on Facebook at [facebook.com/jcpsnc](https://facebook.com/jcpsnc), and on Instagram at [Instagram.com/jcpsnc](https://instagram.com/jcpsnc). You can also follow me on Twitter @DrDanaAyers.

Sincerely,

Dr. Dana L. Ayers  
Superintendent



# Academics and Curriculum

## ***Advanced Courses, Secondary***

Pursuant to N.C.G.S. § 115C-83.4A(d), schools are required to provide information to students and parents on available opportunities and the enrollment process for students to take advanced courses. Available courses may vary by school. For information about advanced courses offered by your school and for information on how to register for advanced courses, contact your school's guidance office or your principal.

## ***Career and College Promise, Secondary*** ([Board Policy 3101](#))

Through Career and College Promise coursework, students enroll in community college courses and may attain high school and community college credit upon successful completion of coursework. Students have two main ways to earn college credits.

The first is through the College Transfer Pathway program where students may BEGIN working on Universal General Education Transfer Core (UGETC) classes leading to an Associate in Arts or an Associate in Science. These courses taken at a community college will transfer to a four-year university if completed successfully. Students must meet standard requirements set forth by the state of NC. Those requirements for the College Transfer pathway include:

- ✓ Be a high school Junior or Senior
- ✓ Attain at least 2.8 unweighted high school GPA (current official transcript required)
- ✓ Complete SCC paper application for high school students
- ✓ Textbooks and other required materials must be purchased by the student (or high school)
- ✓ Student/parent are responsible for transportation to/from seat-based classes.

The second way to attain college credit is through various Career Technologies programs including accounting, automotive, business administration, e-commerce, carpentry, computer information technology, cosmetology, culinary arts, early childhood, electrical, electronic technology, emergency medical science, HVAC, medical assisting, networking technology, nursing assistant, office administration, web technologies, and welding technology. Courses in the Career Technologies program pathway may or may not be transferable to a four-year institution but will provide college credit for specific Associate degrees in the specific area of the course. For students to enroll in any Career and College Promise Career Technologies pathway, the student must meet the following requirements:

- ✓ Be a high school Junior or Senior
- ✓ Demonstrate college readiness standards by attaining a 2.8 or greater unweighted high school GPA, or attain proficient scores on approved assessments in English, Reading, and Math OR have a recommendation of the high school principal.
- ✓ Complete SCC paper application for high school students
- ✓ Textbooks and other required materials must be purchased by the student (or high school)
- ✓ Student/parents are responsible for transportation to/from seat-based classes.

Students may be enrolled in a College Transfer Pathway and a Career Technologies pathway at the same time. To maintain eligibility for continued enrollment, a student must (1) continue to make progress toward high school graduation and (2) maintain a 2.0 GPA in college coursework after completing two courses (A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress which could impact Federal Financial Aid. More information and additional details regarding Career and College Promise may be found at



<http://www.nccommunitycolleges.edu/academic-programs/career-college-promise> or for Southwestern Community College specific information, <https://www.southwesterncc.edu/sites/default/files/CCP%20Brochure.pdf>

**Career and College Promise Grading Practices**

Grades and credit earned at the community college through CCP will be directly reflected on the high school student transcript in PowerSchool. According to the State Board of Education, in times when the school district must enter historical grades representing courses not taught in NC public schools (i.e. community colleges, colleges/universities, private schools) and those courses are recorded from that institution as a letter grade, then the school should convert those letter grades into the numeric grades according to the following scale endorsed by NCDPI.

<b>Letter Grade</b>	<b>Numeric Grade Conversion</b>
A, A+, A-	95
B, B+, B-	85
C, C+, C-	75
D, D+, D-	65
F	55

Grades that are reported to the high school from the community college as WF (withdrawal in lieu of failure) or WP (withdrawal with a passing score), will be recorded as such on the student’s high school transcript.

**Career and College Promise Course Withdrawals**

Dropping a community college course within the official five-day drop window (of the community college) will fall into the high school 10-day drop/schedule change window. Students should seek academic advisement and request a schedule change through the guidance office. If a student withdraws from a course after the 5-day community college drop period, but before the end of the community college withdrawal window, then he/she has the following options (subject to administrative approval):

1. Choose a Non-Reporting class period (same class period as the community college course) at the respective high school (with administrative approval). The community college withdrawal grade, either WP or WF, will be entered on the high school transcript. Students must have transportation to accommodate the non-reporting and follow school specific sign in and sign out procedures.
2. If the student has not met graduation requirements, has no transportation, and/or is enrolled in less than two other courses, he/she may be enrolled in one of the following Edgenuity courses:
  - a. Financial Readiness
  - b. Strategies for Academic Success
  - c. Career Explorations
  - d. Online Learning
3. Referral to the Academic Support Program (when applicable). Scheduling of future college courses will only be allowed after additional academic advisement.

**Career Certifications, Secondary**

Depending on the particular course offerings at each respective high school, students have the opportunity to earn industry-recognized certifications and credentials such as: NCCER Certification (Carpentry); Early



Childhood Credentials; Microsoft Word, and PowerPoint; Serv-Safe (Food Service); Adobe Academy, First Aid & CPR, and Nurse Aide I. Additionally, those students completing a four course concentration in any Career and Technical Education pathway, will take the ACT WorkKeys assessment and may earn a bronze, silver, gold, or platinum National Career Readiness Certificate.

### ***Class Requests/Registration, Secondary***

The planning and selection of classes is an important activity for high school students. While there are many classes required to receive a high school diploma, there are several elective units for which students will be able to make choices. Future goals, interests and abilities should be considered when making class selections. Students who attend one of the elementary schools within Jackson County Public Schools will receive counseling and guidance at their home elementary school about the options available as well as at their prospective high school.

In most cases, students who attend Blue Ridge School or live in its service area will attend Blue Ridge Early College. Similarly, in most cases, students who attend or live in the service areas of Cullowhee Valley, Fairview, Scotts Creek or Smokey Mountain elementary schools (or have attended a private school or been home schooled) in Jackson County have the option of attending Smoky Mountain High School or applying to attend the Jackson County Early College.

Students attending Blue Ridge Early College or students accepted to attend Jackson County Early College will receive assistance in developing class schedules for this unique learning environment– with the assistance of a College Liaison from Southwestern Community College.

Students who plan to attend Smoky Mountain High School will use the course planner module of PowerSchool to develop an initial set of class requests for high school registration. For incoming freshmen who attended eighth (8<sup>th</sup>) grade at one of the elementary schools within Jackson County Public Schools, this activity will take place at the ‘home’ elementary school during the spring semester prior to high school enrollment. For students who attended a private school, who were home schooled, or who are new to Jackson County, parents need to contact school personnel as soon as possible to start this process. At Smoky Mountain High School incoming freshmen and new students, will attend an orientation event in spring semester. At this ‘Freshmen Orientation Night,’ students and their families will have the opportunity to tour campus, meet teachers, learn essential information about attending Smoky Mountain High School, and finalize class requests for registration. For rising sophomores, juniors and seniors, the class request process will take place during the spring semester each year – for classes for the next school year. Students should only make the alternate class selections that they are interested in taking, since an alternate course will replace a primary course selection in the event of a scheduling conflict.

Students may elect only one (1) course in the Physical Education Department per semester and only one (1) course in Band per semester. Class changes will only be considered in the following circumstances and must have administrative approval:

1. Student is enrolled in a class for which they did not register.
2. The situation affects a student’s progress toward graduation
3. Failure of a pre-requisite for the class in question in the previous semester.
4. Incomplete schedule.
5. Master schedule changes due to funding issues.
6. Administrative adjustments due to class size.



Jackson County Public Schools feels that the best instruction takes place with a JCPS teacher of record in a face-to-face classroom environment. JCPS understands that certain scenarios arise with individual students that warrant enrollment in North Carolina Virtual Public Schools (NCVPS) or Edgenuity Instructional Services. These online learning systems are available to support students as they move through high school and meet graduation requirements. JCPS offers initial credit for high school courses with NCVPS and Edgenuity Instructional Services under the following situations:

- Mid semester transfer students when continuing course enrollments from previous school do not match available course offerings
- Transfer students that enter JCPS under a different course sequence and need to get back on track for graduation
- JCPS students when school master schedule does not fit individual student needs to continue course sequence and progress towards graduation
- JCPS students when needing to take courses that meet graduation requirements or individual student learning need that JCPS does not offer

Edgenuity is a system of online courses available in certain situations or under certain conditions. Edgenuity courses are required to be completed within the semester and administrative approval is required for enrollment. Appropriate conditions for enrollment in Edgenuity are as follows:

1. Credit Recovery
2. Recovery of credit
3. Unit makeup or remediation
4. Unique scheduling challenges
5. As a rescue measure in a critical situation (i.e. Graduation)

### ***College Credit in High School, Secondary*** ([Board Policy 3101](#))

Jackson County Public Schools partners with Southwestern Community College and Western Carolina University to provide opportunities for juniors and seniors to receive college credit while in high school –at no or little cost to the student or family. All students who want to enroll in postsecondary education for high school credit must have prior approval of the principal. Students who participate in programs at Southwestern Community College and/or Western Carolina University are subject to the handbooks of those institutions while participating in those programs.

### ***Articulated Community College Credit***

The North Carolina High School to Community College Articulation Agreement is an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System. This agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education (CTE) programs of study. The statewide articulation agreement comprises approximately 50 high school CTE courses that match the knowledge and skills taught in similar community college courses. The articulation agreement ensures that if a student is proficient in his/her high school course, the student can receive college credit for that course at any North Carolina community college. This streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes. To obtain credit, a student must earn a course grade of A or B and achieve a score of 93 or higher on the standardized CTE post assessment. Students taking advantage of articulated credit courses must enroll in community college within two years of high school graduation. For more information and a complete list of high school CTE courses that articulate, please visit

<http://www.ncperkins.org/moodle/course/view.php?id=6>



### ***Additional College Option***

Students who wish to attend college on a full-time basis after completing the 11th grade will be recommended by the principal to a college if he/she has either a 3.5 or better GPA (or be ranked in top 10% of class) and achieves an acceptable SAT or ACT score for attending the university/school. Other course requirements and testing requirements must be met. Students who go to college on an early admission basis will not be recommended for scholarships supervised by the school nor included in class ranking. Students will be responsible for college costs.

### ***Credit by Demonstrated Mastery, Secondary (Board Policy 3420 )***

The Credit by Demonstrated Mastery (CDM) process provides uniquely qualified students who possess mastery knowledge of content, the ability to progress and advance in coursework when they are ready, without the traditional barrier of seat time. A student able to demonstrate a deep understanding of the knowledge, skills and understandings of a particular course will earn credit for that course, thereby ensuring that every student has the opportunity for the most rigorous and appropriate course of study based on academic progress and need. Earning Credit by Demonstrated Mastery requires students to complete a multi-phase assessment process that includes an examination and an artifact. The Phase I assessment process focuses on the examination which establishes that a student has a strong foundational understanding of the course material. The Phase II process focuses on the artifact and establishes a student's ability to apply knowledge to show deep understanding. School districts may choose to add additional required tasks to demonstrate mastery. Students must complete the CDM multi-phase process (assessment and artifact) within the same semester. At this time, students may earn CDM for all high school courses in grades 9-12 and high school courses offered in middle school in grades 6-8, based on LEA availability (CTE work-based learning courses, CTE clinical setting-based courses, CTE Advanced Studies courses, ELL courses, Healthful Living required courses, and AP/IB courses are excluded from CDM). For more information regarding minimum assessment scores, please see <http://www.ncpublicschools.org/advancedlearning/cdm/>. Additionally, families interested in pursuing CDM should contact their school counselor or the Director of Testing and Accountability at (828) 586-2311 ext. 1940.

### ***Curriculum Development, Elementary & Secondary (Board Policy 3100)***

The Jackson County Board of Education recognizes that curriculum development must be an on-going process to address the changing needs and diversity of all students and to fulfill the educational goals of the board. The board further recognizes that while educators must be responsible for developing the curriculum, parents, other governmental agencies, businesses, and members of the public have valuable insights in the type of curriculum needed.

The curriculum must be developed to meet state and board requirements, using the current statewide instructional standards as a foundation. The superintendent shall establish a curriculum committee to coordinate curriculum planning and ensure that the curriculum is aligned with the current statewide instructional standards and includes subject-area competencies for each grade level. The committee must include central office administrators, teachers, and school administrators representing the various schools and grade levels. Teachers should receive appropriate training so that they may participate in curriculum development. The committee also must seek input from parents, the community, and experts to make fully informed decisions. The superintendent shall direct the committee to review periodically the curriculum content used in courses addressing the founding principles of our nation. The committee may recommend that the board expand subject areas and objectives of the curriculum to meet the educational goals of the



board and state and federal laws. The committee also may recommend eliminating subject areas or objectives that are not state-required or related to the educational goals of the board.

### ***Curriculum Modification by Individual Schools***

The principal is the instructional leader of the school and is responsible for determining whether the curriculum meets the needs of the students at the school. Accordingly, the principal or designee may consider modifying the curriculum.

If a school official wishes to modify the curriculum, he or she may submit a proposal to the central curriculum committee. Unless the curriculum committee has significant concerns about the proposal, the committee will approve the changes so long as the curriculum maintains continuity. After being approved by the curriculum committee, the proposal must be submitted to the board for approval as a part of the school improvement plan process if the modifications include: (1) expanding or reducing the subject areas or objectives; (2) eliminating subject areas or objectives not required by the state; or (3) waiving local board policies. The curriculum committee shall ensure that the curriculum continues to be aligned with the current statewide instructional standards.

### ***Driver Education, Secondary***

Driver Education is offered to all students enrolled in high school (9-12) within Jackson County and between 14 ½ - 18 years of age. If a student resides in Jackson County, but is not enrolled in a high school in Jackson County Public Schools, the student may take the Driver Education class, but must seek the driving experience (behind the wheel) from an outside source. Class dates and times are posted on the district website and are part of the morning announcements at the respective school a few days prior to the beginning of the class. A driver education fee will be required at the time of registration. Jackson County Public Schools has a process for student fee waivers. If a student needs a fee waiver, the parent/guardian should contact the school principal to request a fee waiver.

Students must satisfactorily complete a 30-hour course and six hours of behind the wheel driving to obtain a Driver Education Completion Certificate. The 30-hour course is offered periodically throughout the year at Smoky Mountain High School and Blue Ridge Early College. In lieu of the 30-hour course a 200-question proficiency test is available throughout the school year. To prepare for the proficiency test, a Driver Education Study Guide is available at the school's main office. Students may take this test only once. If the student does not pass, he/she must complete the entire 30-hour course.

The six-hour driving component is scheduled with each student based upon when the student satisfactorily completes the 30-hour course or passes the proficiency test, and his or her age. Student driving is scheduled primarily in the afternoons and Saturdays.

To obtain the NC limited learner permit a student must be 15 yrs. old and have completed the driver education program. He/she will hold the limited learner permit for one year and can then apply for a limited provisional license. For additional questions, please call (828) 586-2456.

Effective as of August 1, 1999, the school is required to notify the NC Department of Motor Vehicles whenever a student drops out of school or is not making adequate progress (A student must be passing three out of four classes each semester).



**Field Trips, Elementary and Secondary ([Board Policy 3320](#))**

School field trips may be planned to 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 and will not be denied participation based on economic hardship or disability. The principal must approve all school trips in advance. Additional guidelines apply to trips that involve an overnight stay, out-of-state travel, or travel beyond a 150-mile radius. Procedures are in place at each school to ensure that parents are given proper notice of trip details and that parents provide signed consent for the student to participate in the trip. Students who are officially emancipated may consent on their own behalf. All chaperones and volunteers accompanying students on school trips must meet the standards established by [School Board Policy 5015](#) as well as additional regulations developed by the superintendent. While on school-sponsored trips, students must adhere to all district, school, and classroom behavior expectations as in any other school setting. Secondary students must be in good standing with attendance, grades, and behavior before they are eligible for field trips with any teacher. No field trips will be scheduled within the last ten (10) days of each semester.

**Grading and Report Cards, Elementary & Secondary ([Board Policy 3400](#))**

**Elementary**

To determine student progress, elementary students are assessed and evaluated on a regular basis using a variety of measures. Progress is reported to parents and families on a regular basis. Report cards are sent home each nine weeks for students in grades 1-8. Mid-terms are sent home 4 ½ weeks into each quarter. Kindergarten students receive report cards at mid-year and at the end of the year. Information about student progress is also shared through parent-teacher conferences and other parent-teacher communication.

Grades 3-8 use the following scale for grading. Grades are reported in number format.

Grading Scale	Excellent Performance	Very Good Performance	Satisfactory Performance	Low Performance	Unsatisfactory Performance
Score Range	A = 90 - 100	B = 80 - 89	C = 70 - 79	D = 60 – 69	F = 59 - 50

Grades K-2 uses the following progress descriptors:

- IV Exceeds expectations for grade level
- III Proficient for grade level
- II Not yet proficient for grade level
- I Limited performance for grade level/Developing

There will be no quarterly grade below 50. We encourage consistency and fairness in all grading practices.

**Secondary**

Grading Scale	Excellent Performance	Very Good Performance	Satisfactory Performance	Low Performance	Unsatisfactory Performance
Score Range	A = 90 - 100	B = 80 - 89	C = 70 - 79	D = 60 – 69	F = 59 - 50



The conversion of grades to quality points is standardized. Grades and the corresponding number of quality points are shown below:

<b>ACADEMIC COURSE LEVEL</b>			
	<b>Standard</b>	<b>Honors/</b>	<b>Advanced Placement &amp; College courses Identified in Comprehensive Articulation</b>
Final Course Grade	TOTAL QUALITY POINTS For students first entering 9 <sup>th</sup> grade <b>in and after</b> the 2015-2016 school year		
	(Unweighted)	(Weighted)	(Weighted)
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

***Incompletes and Failures***

Students who receive an incomplete for a course will have until the following semester to complete the course requirements or the student will not receive credit. Students may receive a grade of "FF" in a course as a final grade in Powerschool when he/she is identified as having chronic absenteeism. Chronic absenteeism is missing 10% or more of the total instructional days/hours for any reason when calculated at any point in the school year, including tardies and early check-outs (3 tardies = 1 absence). The grade of "FF" will be recorded until the student completes academic recovery. Failure to complete academic recovery time due to absences will result in a failed course grade and will be included on the student's final transcript. Students who fail a class one semester are not guaranteed the opportunity to repeat that course the next semester due to scheduling constraints.

***Report Cards***

Report cards during the school year will be distributed to the individual student during the student's homeroom. At the end of the school year a report card and a transcript will be distributed to the student. ***NOTE: Students who participate in an Early College will follow the grading policy of the instructor of each respective college course in which he/she is enrolled.***

***Academic Recognitions***

Each school will recognize academic achievements of students throughout the year. Each school will have in place a system of Positive Behavioral Interventions & Supports (PBIS) that supports academic preparation, success, respect, as well as creates a sense of community and cultural connections.

***Graduation, Secondary (Board Policy 3460)***

***Graduation Policies***

No student may participate in graduation ceremonies unless he/she is on track to meet all credit requirements, as established by the Board of Education and North Carolina Department of Public Instruction, at the time of the graduation ceremony. Students awaiting exam grades but otherwise meeting all graduation requirements may participate in the ceremony but will not receive a diploma until all grades are reported and graduation requirements met. A record of debts owed will be kept and must be paid prior to participation in the graduation ceremony. To ensure the dignity of this program, students who wish to participate in this ceremony must attend announced rehearsals.



**Graduation Dress Code and Decorum**

There will be a code of dress and conduct for graduation. This is an occasion that means as much to parents and family as it does to the graduates; therefore, it should be conducted with dignity and a standard of dress should be followed. All seniors will wear a robe, the mortarboard (hat), and tassel. These are to be uniform, and the appearance of the items should not be altered to any extent.

**Graduation Requirements**

The Jackson County Board of Education 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 to be productive members of society. To graduate from high school, students must meet the following requirements:

1. Successful completion of course requirements mandated by State Board of Education (see charts below).
2. Successful completion of at least 28 total credits unless graduating from the Jackson County School of Alternatives.
3. Successful completion of cardiopulmonary resuscitation instruction; and
4. Successful completion of all other requirements mandated by the board, as provided in policy [3460](#).

All students must fulfill the course unit requirements of the Future-Ready Core Course of Study unless they are approved for the Future-Ready Occupational Course of Study. Please see board policy [3460](#) for specific policies relating to honor graduates, students with disabilities and children of military families. Board policy [3460](#) also includes information about early graduation, graduation certificates, and diploma endorsements. See specific courses required for graduation on the following page.

FUTURE READY CORE COURSE OF STUDY		
Courses	Units	State Requirements
English	4	English I, II, III, and IV
Mathematics	4	Math I, II, and III and a fourth math course aligned with the student’s post-secondary plans*  **A principal may exempt a student from this math sequence in rare occasions. In this instance, students will be counseled and advised of an appropriate math course of study for his/her college and career plans.
Science	3	a physical science course (Physical Science, Chemistry, or Physics), Biology, and Earth/Environmental Science
Social Studies	4	<b><i>Effective 2021-2022:</i></b> 4 (including Founding Principles of the United States of America and North Carolina: Civic Literacy; Economics and Personal Finance; American History; and World History  <b><i>Prior to 2021-2022:</i></b> 4 (including American History: Founding Principles, Civics and Economics; American History Parts I and II; and World History) ***
Healthful Living	1	Health and Physical Education
Electives	6	2 Electives must be any combination of Career and Technical Education, Arts Education, or World Language; 4 must be from one of the following: Career and Technical Education, JROTC, Arts Education, or any other subject area of cross-disciplinary course. A four-course concentration is recommended***
<b>Total Credits</b>	<b>28</b>	<b>22 units mandated by state requirements; local board policy is students have 28 credits to graduate, thus the remaining 6 credits may be a combination of any elective courses</b>



\*Students seeking to complete minimum application requirements for UNC universities must complete four mathematics courses, including a fourth math course approved by the UNC system with Math III as a prerequisite.

\*\*JCPS requires students to complete 28 total credits permissible by SBE GRAD-001. Students graduating from the Jackson County School of Alternatives may opt to only complete the 22 total credits as required by SBE GRAD-004.

\*\*\*Students seeking to complete minimum application requirements for UNC universities must complete two units of a foreign language (both units must be in the same language).

<b>OCCUPATIONAL COURSE OF STUDY</b>		
<b>Only available to certain students with disabilities as outlined in the student's IEP</b>		
<b>Courses Required</b>	<b><u>Students entering 9<sup>th</sup> grade in and prior to 2020-2021:*</u></b>	<b><u>Students entering 9<sup>th</sup> grade in 2021-2022:</u></b>
English	4 including English I, II, III, and IV	4 including English I, II, III, and IV
Mathematics	3 (including Introduction to Math, Math I, and Financial Management)	4 including Introduction to Math, Math I, Financial Management and Employment Preparation IV: Math (to include 150 work hours)
Science	2 (including Applied Science and Biology)	3 including Applied Science, Biology, and Employment Preparation I: Science (to include 150 work hours)
Social Studies	2 (including Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy and Economics and Personal Finance)	4 including Founding Principles of the United States of America and North Carolina: Civic Literacy, Economics and Personal Finance, Employment Preparation II: Citizenship 1A (to include 75 work hours) and Employment Preparation II: Citizenship IB (to include 75 work hours)
Health/P.E.	1	1
Career/Technical	4 electives	4 electives
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment*)	2 including Employment Preparation III: Citizenship IIA (to include 75 work hours) and Employment Preparation III: Citizenship IIB (to include 75 work hours)
Electives	6	6
Other Requirements	<ul style="list-style-type: none"> <li>• Completion of IEP objectives</li> <li>• Career Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of IEP objectives</li> <li>• Career Portfolio</li> </ul>
<b>Total Credits</b>	<b>28</b>	<b>28</b>

### **Homework, Elementary & Secondary ([Board Policy 3135](#))**

Homework is a basic part of the instructional program. Homework stimulates independent study habits, develops responsibility and self-direction, and reinforces what is learned at school. Homework assignments should strengthen and provide practice in skills which have already been taught in class. When making assignments, teachers should plan to make sure students have access to the resources needed to complete the homework. Assignments should be reasonable in the amount of time needed to complete the tasks, based on the age and maturity of the student. Jackson County Schools supports the research-backed “10-minute rule” which states that all daily homework assignments combined should take about as long to complete as 10 minutes multiplied by the student’s grade level beginning in first grade. For example, a third grader should have no more than 30 minutes of homework since  $3 \times 10 = 30$ . When nightly required reading



is included in the homework, the 10-minute rule can be increased to 15 minutes. An example, a third grader who is required to read each night may have up to 45 minutes of homework since  $3 \times 15 = 45$ . Kindergarten students may have 5 to 10 minutes of homework per night. Homework is the student's responsibility. The parent should encourage the child to fulfill this responsibility and can help by providing a suitable study area and schedule.

### **Math I Placement in Eighth Grade**

Placement in Math I at the 8<sup>th</sup> grade level will be considered based upon indicators including (1) student data (2) teacher recommendation (3) principal recommendation. These criteria include:

- Consistently scoring at a level 4 or 5 on the Math End-of-Grade (EOG) assessments in middle grades.
- Grades of A's in all math classes in middle grades.
- A student in 7<sup>th</sup> grade scoring a level 5 on the 7<sup>th</sup> grade EOG Math assessment shall be enrolled in Math I in the 8<sup>th</sup> grade (pursuant to [NC State Statute 115C-81.36](#)).
- Student's *predicted* Math I End-of-Course (EOC) assessment score as calculated by the Educator Value Added Assessment System (EVAAS).
- School Attendance
- Academically/Intellectually Gifted in Mathematics

**Students scoring a level 3 on the Math I End-of-Course (EOC) assessment (when enrolled in Math I at the 8<sup>th</sup> grade level) will retake Math I upon entering high school.**

### **North Carolina Academic Scholars Program, Secondary**

Students who complete the requirements for an academically challenging high school program will be designated as North Carolina Academic Scholars and receive special recognition at graduation exercises as well as a seal attached to their diplomas. N.C. Academic Scholars may be considered for scholarships from the local and state business/industrial community. In addition, students may use this special recognition in applying to post-secondary institutions. All courses must be taken in a NC high school. In addition, students must have an overall, four-year, unweighted GPA of 3.500, meet all requirements for NC high school diploma, and meet all requirements of this NC Academic Scholars Program. To determine qualifications, see chart below. Specific requirements depend on the year the student entered ninth grade.

NC ACADEMIC SCHOLARS PROGRAM REQUIREMENTS		
Courses	Units	State Requirements
English	4	English I, II, III, and IV
Mathematics	4	Math I, II, and III and a fourth math course aligned with the student's post-secondary plans*  **A principal may exempt a student from this math sequence in rare occasions. In this instance, students will be counseled and advised of an appropriate math course of study for his/her college and career plans.
Science	3	a physical science course (Chemistry, or Physics), Biology, and Earth/Environmental Science
Social Studies	4	World History; American History: The Founding Principles, Civics and Economics; American History I; American History II *AP U.S. History and one additional social studies elective may be selected in place of American History I and American History II
World Languages	2	Two credits of the same foreign language required for the UNC System
Healthful Living	1	Health and Physical Education



Electives	4	Four elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area.
	3	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as AP, IB, Dual or college equivalent course, Advanced CTE/CTE credentialing courses, online courses, other honors or above designated course <b>OR All</b> of the above with the addition of the completion of the North Carolina Graduation Project (If completing the graduation project only 2 of the above courses are required)
<b>Total Credits</b>	<b>25</b>	<b>25 units to achieve the NC Scholars diploma; local board policy is students have 28 credits to graduate, thus the remaining 3 credits may be a combination of any elective courses</b>

**Organization and Clubs, Elementary & Secondary (Board Policy 3620)**

School clubs and organizations are an extension of academic life in Jackson County Public Schools. Clubs are intended to promote positive fellowship, constructive teamwork, and individual responsibility for projects beneficial to the school system and community. All school clubs and organizations must have a principal-approved faculty member as a sponsor or supervisor. 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 policy [4400](#), Attendance; (3) has violated the student conduct standards found in the [4300](#) series of policies; or (4) has violated school rules for conduct.

**Parental Inspection of and Objection to Instructional Materials, Elementary & Secondary (Board Policy 3210)**

In policy, [3200](#), Selection of Instructional Materials, the board establishes a process for the selection of instructional materials to meet State Board of Education requirements and the educational goals of the board. That process provides an opportunity for parental input in the selection of materials.

The board recognizes that despite the opportunity to participate in the selection of materials, parents still may have concerns about instructional materials used in the school system. To involve parents in the education of their children, the board also provides opportunities for parents to review instructional materials and a process for parents to use when they object to instructional materials. The term “instructional materials” does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review.

**Plagiarism, Elementary & Secondary (Board Policies [3230/7330](#) & [4310](#))**

Jackson County Schools regards the issue of plagiarism very seriously. Plagiarism is a form of cheating will not be tolerated. Plagiarism is defined as: *The use of another’s words or ideas as one’s own, whether found in printed material or in electronic media.* Use of sources includes

- ✓ Direct quote – use of the author’s words verbatim with quotation marks and correct documentation
- ✓ Paraphrase – use of the author’s ideas in one’s own words by changing sentence structure and using correct documentation



- ✓ Summary – use of the author’s general ideas and correct documentation

Blatant acts of plagiarism, which includes submitting the work of another, either published or unpublished, in full or part, will receive a zero. Student research will be evaluated and assessed throughout the writing process. A paper which contains plagiarism will not be accepted. After having a period to conference with the teacher and make any necessary corrections, the student may resubmit the paper. A final grade, the weight of which will be determined by the teacher, will be assigned. If the final copy of a research paper contains a pattern of plagiarism, it will be subject to a zero.

*It is the teacher’s responsibility to provide instruction concerning documentation procedures. Ultimately, however, academic honesty is the student’s responsibility. If plagiarism is not discovered during the writing process but appears in the final product, the same penalties will apply.*

### **Reading Camps, Elementary (Board Policy 3420)**

Jackson County Schools 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 by the end of third grade and for first and second grade students whose demonstrated reading comprehension is below grade level. To the extent resources permit, the board will offer fee-based reading camp opportunities to students who have successfully demonstrated reading proficiency appropriate for a third-grade student and to first and second grade students who have demonstrated appropriate developmental abilities in reading comprehension. Interested parents will be notified of the application procedure for the fee-based camp and enrollment will be based on established criteria.

### **Student Progress & Class Ranking, Elementary & Secondary (Board Policy 3210/3450)**

An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The Jackson County Board of Education (JCBOE) believes the formal issuance of student evaluations on a regular basis promotes continuous assessment of student performance; informs the student, parents or guardians, and the guidance counselor about student performance and progress; and provides a system of notice for intervention strategies to be implemented if necessary. The board encourages teachers and principals to pursue innovative methods of evaluating progress.

An evaluation system will be established for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level. The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education. Teachers will be responsible for evaluating student performance and keeping accurate records to substantiate a grade or assessment given in a course. Legal References: G.S. 115C-47, -81

Class ranking is one method of measuring academic performance. The JCBOE also recognizes other means of evaluating student achievement, including grade point average, courses completed, curriculum rigor, 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 to the student, his or her parents or guardians, and to other institutions, at the request of the student or his or her parents or guardians. Transfer students will be eligible for GPA, class rank, and class credits according to the grade conversion scale. International exchange students will be ineligible for inclusion in class ranking. Beginning with the graduating class in 2013, the top 10% will be recognized as



honor students in lieu of Valedictorian and Salutatorian. (This is the entering freshman class of 2009-2010 who will graduate under the Future-Ready Core Course of Study). Legal References: G.S. 115C-47, -81, -276, -288

Calculations for class rank are based on a standardization of academic course levels; grading scales; and weighting of course grades. Class rank is based on a weighted grade point average (GPA) in which a single (1) quality point or weight is added to passing grades earned in Honors courses or two (2) quality points are added to passing grades earned in Advanced Placement courses for students that entered high school prior to 2015-16 school year. For students entering high school in 2015-16 and beyond .5 quality point will be added to passing grades for Honors courses and 1.0 quality point will be added to passing grades for Advanced Placement (AP) and appropriate college courses taken while in high school. See associated weight distributions for course levels on the following page.

Course Level	Associated Weight
<b>Basic/Introduction or Standard</b>	Course content, pace, and academic rigor follow standards specified by the NC Standard Course of Study with occasional content enrichment. This course provides credit toward a high school diploma and may require an End-of-Course test, NC Final Exam or CTE post assessment.
<b>Honors</b>	Course content, pace, and academic rigor put high expectations on the student and surpass standards specified by the NCSCS. Such courses demand a greater independence and responsibility. The courses provide credit toward a high school diploma and require an Honors end-of-course test when applicable. The state weighting system adds the equivalent of (1) quality point to the grade for students entering high school prior to 2015-16 and (.5) quality point to the grade for students entering 2015-16 and beyond.
<b>Advanced Placement</b>	Course content, pace, and academic rigor is college-level as adopted by the College Board (AP) and is geared to enable students to pass the AP test. The courses provide credit toward a high school diploma and, in certain cases where the AP course is the first course taken by a student in a subject, an end-of-course test is required if one is offered in the subject. The state weighting system adds the equivalent of two (2) quality points to the grade earned in the AP course for students entering high school prior to 2015-16 and (1) quality point to the grade for students entering 2015-16 and beyond.

Principals shall ensure that class ranking is computed in a fair and consistent manner. The superintendent and principal ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title. Although the student grievance procedure provided in policy [1740/4010](#), Student and Parent Grievance Procedure, may be utilized to formally resolve disputes, the board encourages parents, students and the principal to informally reach a resolution on any matters related to class rank. Beginning with the class of 2009, classification will be based on years of attendance. Students may not be classified as seniors until he/she has 19 credits and is eligible for graduation at the end of the academic year.

***Student Promotion, Elementary & Secondary***

The Jackson County Board of Education believes that students should progress to the next level of study only 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. Promotion standards and a process to be used in determining a student’s readiness to progress to the next level of study have been developed based on all state law and State Board of Education policy requirements. The standards are based, in part, on proficiency in reading. A student will have multiple means of demonstrating his or her 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. Principals have the authority to promote or retain students based upon the approved standards.



### **Adequate Student Progress, Secondary**

It is the goal of JCPS to provide all students with the educational setting most appropriate to show adequate progress. To the greatest extent possible JCPS staff members will utilize all available resources and interventions to help students succeed in a traditional school setting. Throughout the year schools will monitor student progress, meet with students and parents, and provide opportunities for students to remain on track to graduate through credit recovery and summer school programs. High school students not meeting adequate growth or progression in traditional schools despite interventions, may benefit from an alternative setting. At end of the 2<sup>nd</sup> semester, students (and parents when applicable) will be notified the student has not made adequate progress as defined by the chart below. Students and parents will be given information about programs students can participate in during the summer such as credit recovery and summer school. Students and parents will also be notified that if the student does not participate in the summer options and return to adequate progression by August 1<sup>st</sup>, the school will recommend the superintendent place the student at Jackson County School of Alternatives (JCSA). Students getting back on track while at the JCSA will be transitioned back to his/her home school at beginning of the next semester.

### **Appeals**

Parents may appeal the automatic transfer of a student to the alternative school. If a parent wishes to file an appeal, the appeal request and any pertinent information must be submitted to the school no later than 10 days after the parent has been notified of the transfer. The school will review the information and communicate with the superintendent’s office regarding the appeal. If the school and superintendent uphold the transfer, the parent may still appeal this decision to the board. The board will hear the appeal in closed session and will follow its procedures as provided in policy [2500](#), Hearings before the Board. During the period of the appeal, the student may be transferred to the alternative learning program or school. See details on next page.

<b>Total Core Courses Available At Each Grade Level</b>			
<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade, Mid-Year</b>
Foundations of Math* Math I* English I Earth Science Health/PE World History	Math II English II Biology Civics & Economics Plus any remaining core from 8 <sup>th</sup> grade	Math III English III Physical Science or Chemistry American History I American History II Plus any remaining core from 9 <sup>th</sup> & 10 <sup>th</sup> grade	4 <sup>th</sup> Math English IV Plus any remaining core from 9 <sup>th</sup> , 10 <sup>th</sup> , and 11 <sup>th</sup> grade
<b>Total Core = 6</b> <i>*Not required for students successfully entering high school with Math I credit</i>	<b>Total Core = 10</b>	<b>Total Core = 15</b>	<b>Total Core = 17</b>
<i>Students are not making adequate progress if falling into one of the categories below:</i>			
<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade, Mid-Year</b>
Earned 3 or less core credits 4 or less credits overall	Earned 6 or less core credits 10 or less credits overall or Failed any core course twice	Earned 10 or less core credits 20 or less credits overall or Student needs to successfully complete 1 or more credits on their own time	Earned 13 or less core credits 23 or less credits overall or Student needs to successfully complete 4 core courses 2nd semester



**Summer School and Recovery Credit, Secondary**

Summer school offerings change yearly according to the needs of our students. Information concerning summer school programs is available during spring semester. Recovery credit may be available to students under certain conditions; please see a school administrator for more information.

**Testing and Final Exams ([Board Policies 3410](#))**

The Jackson County Board of Education 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. The superintendent shall develop security and administration procedures for the state testing program and other assessments that are consistent with State Board of Education requirements and relevant law. All annual assessments of student achievement adopted by the State Board of Education or other applicable law and all final exams for courses will be administered within the final ten instructional days of the school year for year-long courses and within the final five instructional days of the semester for semester courses.

**Elementary**

At the end of each school year, students in grades 3-8 are required by North Carolina to take end-of-grade (EOG) tests in math and reading. Students in 3rd grade are required to take the Grade 3 Beginning-of-Grade (BOG) test. Students in 5th and 8th grade also take the science EOG test. Students who complete Math I in 8th grade take the Math I end-of-course (EOC) assessment which will count as 25% of the student’s final grade. Students may also take North Carolina Final Exams in non-EOG areas such as social studies and science. Parents will be notified if students will participate in North Carolina Final Exams. Additional tests and assessments will be given to students who are English Language Learners or who are enrolled in Career and Technical Education classes.

**Secondary**

At the end of each semester, secondary students are required by North Carolina to take end-of-course (EOC) tests in Math I, Math III, Biology and English II. Many of the other secondary courses require a North Carolina Final Exam. Students enrolled in Career and Technical Education classes take a CTE state post-assessment. Scores on EOCs, CTE post-assessments and NC Final Exams count as 25% of a student’s final grade. If no NC Final Exam exists for a course, students will take a final exam designed by the teacher.

<b>Student Scores for Elementary and Secondary EOGs and EOCs</b>		
<b>Achievement Level</b>	<b>Meets On-Grade-Level Proficiency Standard</b>	<b>Meets College and Career Readiness Standard</b>
<b>Level 5</b> denotes <b>Superior Command</b> of knowledge and skills	Yes	Yes
<b>Level 4</b> denotes <b>Solid Command</b> of knowledge and skills	Yes	Yes
<b>Level 3</b> denotes <b>Sufficient Command</b> of knowledge and skills	Yes	No
<b>Non-Proficient</b> denotes <b>Limited Command</b> of knowledge and skills	No	No

**High Student Performance ([Board Policy 3425](#))**



For any student who does not score an achievement Level III, IV or V for any EOG, EOC or alternative assessment, the following review procedures will apply:

A teacher or a parent may request a waiver for a student scoring below Level III.

- a. The school review committee will determine additional opportunities based on the needs of the students by providing focused intervention strategies. Focused intervention involves extended instructional opportunities which are different from and supplemental to regular grade level and which are specifically designed to improve the student's performance to proficient. Strategies may include but are not limited to alternative learning models, special homework, smaller classes, tutorial sessions, extended school day, Saturday school, modified instructional programs, parental involvement, summer school instruction, or retention.
- b. The school review committee will be comprised of teachers, principals, and/or central office administrators from the district. Special education personnel must be included if the student is identified as a special needs student. English as a second language staff must be included if the student is identified as LEP.
- c. The school review committee will review documentation presented by teachers on behalf of the student, including but not limited to: student work samples, test data other than the EOG/EOC; information from parents; information from the IEP, if applicable; and any other information tending to verify that the student is at grade level or proficient in a specific course.
- d. The student's parent shall be invited to the review and allowed to speak on the student's behalf.
- e. The recommendation of the school review committee is subject to the principal's authority to grade and classify pupils (G.S. § 115C-288(a)).

### ***Title I, Elementary & Secondary ([Board Policy 1320/3560](#))***

The following schools in our district receive federal funding through Title I: Blue Ridge Elementary School, Cullowhee Valley School, Scotts Creek School, Fairview School, and Smokey Mountain Elementary School. The Title I program is a federally supported program offering assistance to educationally and economically disadvantaged children's programs to help ensure they receive an equitable, high-quality, well-rounded education and meet the school system's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program.

### ***Teacher/Teacher Assistant Qualifications***

Parents of students in Title I schools have the right to know the professional qualifications of the classroom teachers and/or teacher assistants who instruct their child. Jackson County Public Schools will provide you with this information in a timely manner upon your written request to the Human Resources Coordinator at the district office. Specifically, you have the right to request the following information about each of your child's classroom teachers and/or teacher assistants:

- ✓ Whether the teacher has met North Carolina qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ✓ Whether the teacher is teaching under an emergency license or waiver through which the state qualifications or licensing criteria have been waived.



- ✓ The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.
- ✓ Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents will be notified if their child is being taught for four or more consecutive weeks by a teacher who is not Highly Qualified. If you would like to receive any of the information listed above for your child's teacher or teacher assistant, please obtain the appropriate form from your child's school, and return the completed form to your schools' office or mail to: Jackson County Public Schools, Human Resources Department, 398 Hospital Road, Sylva, NC 28779.

### ***Waivers of Student Fees***

Jackson County Public Schools has a process for student fee waivers. If a student needs a fee waiver, the parent/guardian is requested to contact the school principal and make a fee waiver request.



# Athletics: High School & Middle School

## **High School Athletics Offered in Jackson County Schools**

The Middle and High School athletic programs are considered integral parts of the total school experience for students in our system and contribute much to the individual students' growth and development. The program offers a variety of fifteen organized sports at the middle school level and twenty-eight at the high school level in our county. Approximately one third of our students are directly or indirectly involved in athletics or an athletic related activity. All participating students and schools must comply with the rules and guidelines of Jackson County Public Schools (JCPS), the North Carolina High School Athletic Association (NCHSAA), the North Carolina State Board of Education (NCDPI), and each school's affiliated conferences.

<b>High School Interscholastic Athletic Teams</b>			
Varsity Football JV Football	Varsity Cheerleading JV Cheerleading	Ladies Volleyball JV Ladies Volleyball	Ladies Cross Country Mens Cross Country
Varsity Mens Soccer JV Mens Soccer Varsity Ladies Soccer JV Ladies Soccer	Mens Varsity Basketball JV Mens Basketball Varsity Ladies Basketball JV Ladies Basketball	Mens Track Ladies Track Indoor Track	Mens Golf Ladies Golf
Ladies Varsity Softball JV Ladies Softball	Varsity Mens Baseball JV Mens Baseball	Swimming Varsity Wrestling JV Wrestling	Ladies Tennis

Blue Ridge Early College is a member of the Smoky Mountain 1A Conference

Smoky Mountain High School is a member of the Western NC Athletic 2A/3A Conference

*Local education agencies (LEAs) and charter school boards are authorized to determine whether and to what extent students in grades 6-12 may participate in interscholastic athletics; provided, however, that students in sixth grade are not eligible to participate in football.*

## **Middle School Athletics Offered in Jackson County Schools**

<b>Middle School Club and Interscholastic Athletic Teams</b>			
<b>Club Teams</b>		<b>Smoky Mountain District</b>	
Cheerleading	Volleyball	Ladies Cross Country	Mens Cross Country
Mens Basketball	Soccer	Wrestling	Football
Ladies Basketball	Baseball	Mens Track	Baseball
	Softball	Ladies Track	Ladies Soccer
		Softball	Mens Soccer
		Volleyball	

*\*Smoky Mountain District Middle School teams are members of the Blue Ridge Athletic Middle School Conference.*

*\*\*If there are not enough athletes for a particular sport, it may not be offered.*



## **Introduction**

The Jackson County high school interscholastic athletic programs are governed by policies established by the Jackson County Board of Education (JCPS), the North Carolina Department of Public Instruction (NCDPI), the North Carolina High School Athletic Association (NCHSAA), and the affiliated conference of which each school is a member.

This athletic handbook contains rules and regulations and other information necessary for athletic directors and coaches to run their programs effectively and efficiently. A complete knowledge of these rules and regulations is vital to ensure that the interscholastic athletic program shall be conducted, in accordance with existing state and local policies.

This handbook is also designed to inform the student-athlete and his/her parent(s)/guardian(s) of the rules, regulations, and policies of the athletic department. The district's coaching staff believes that success in athletics is established and maintained through adherence to the principles outlined in this handbook. By being aware of rules, regulations, and expectations, unfortunate situations due to lack of knowledge can be avoided. Please understand that this handbook is not all-inclusive. There are many rules and regulations that are not included and, of course, each coach has the right to make reasonable rules that are more stringent than those outlined in this document.

Participation on athletic teams is strictly on a voluntary basis. Athletics are extra-curricular activities conducted after the regular school day. In addition to the NCHSAA eligibility requirements, the athlete must earn the privilege of participation through dedication, desire, and discipline. Because participation is voluntary, certain basic requirements are necessary to make the athletic program a wholesome, successful, and meaningful experience.

The requirements have been kept to a minimum, but important items are listed on the following pages in order that the athlete may fully understand what is required before making the decision to participate. Jackson County Schools promotes attitudes and practices that keep winning in perspective. Any activities that would compromise the efforts of good sportsmanship and ethical athletic practices are unacceptable. All students will adhere to the Jackson County Schools Code of Conduct and the consequences for violations. Because of athletes' high visibility and their place as leaders of the school, the athletic department may also discipline athletes. The athletic department will enforce the rules and regulations as described in this handbook. Before a student is allowed to take part in any sports, parents and athletes must sign the required forms for high school athletic participation stating that they have been made aware of and understand the information included in this handbook. Student-athletes and parents can get the required Athletic Participation Folder which contains this information from the athletic director or coach at their school. This information will also be available on the District Webpage under the Athletics section.

The goals of the athletic department are to provide opportunities for student athletes to excel in teamwork, sportsmanship, self-discipline, acceptable personal and social behavior, and character. The athletic program is designed to produce well-rounded citizens who can take their place in a community and in a democratic society. The program is intended to develop leadership skills, a sense of responsibility and accountability, and sportsmanlike attitudes of the student population.



## **Objectives**

- ✓ To provide our participants with the best possible administration, supervision, and instruction available.
- ✓ To provide our participants with quality facilities and equipment that is both safe and student friendly.
- ✓ To provide our participants with safe, quality transportation to and from all competitions and activities.

## **Cardiac Safety Program**

The NCHSAA and Jackson County Public Schools require each coach to participate in a required cardiac arrest education program.

## **Concussion and Head Injury (Board Policy [4270/6145](#))**

The Jackson County Board of Education recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by G.S. 115-C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies for middle and high schools.

***A middle or high school athlete should NEVER return to play on the day they suffer a concussion. The NCHSAA and Jackson County Public Schools require each coach to annually complete concussion education training/curriculum prior to the first date of practice in each sport.***

## **Conduct**

Participation in extracurricular activities, including athletics, is a privilege, not a right. The Jackson County Board of Education expects all students who represent their school through participation in extracurricular activities to be good representatives of their school community. Students should dress, act, and conduct themselves in a way that reflects positively on their school. Each student is expected to always display good citizenship. Taunting is expressly prohibited. Taunting includes actions or comments, which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not deeds or words are vulgar or racist. Any student who fails to conduct him or herself appropriately may have the privilege of participation limited or revoked. ***Students that receive In-School Suspension (ISS) or Out-of-School suspension (OSS) will not be allowed to practice or participate in games for the remainder of the suspension.*** Any student-athlete can be suspended by his/her coach if that coach feels the athlete is not acting according to the conduct that best represents their school.

Misconduct will not be tolerated. Misconduct includes inappropriate behavior while you are involved in any way with an athletic department program, including practice, game time, travel time and out of school behavior. Insubordination, insolence, or other examples of defiance toward coaches, officials, bus drivers or others in authority or who have responsibility for your safety are examples of misconduct.



Specific punishments cannot be listed since varying circumstances such as the severity of the infraction and the athlete's reaction to being corrected provides too many variables. Coaches and/or the Athletic Director or School Administration will follow the student handbook and will handle individual instances in a manner that seems best suited to the situation. However, athletes and parents should note that appropriate responses by coaches, athletic director or school administration could range anywhere from a verbal reprimand to suspension or dismissal from team.

### ***Dress***

Athletes are to dress in an appropriate manner whenever they represent Jackson County Schools in accordance to Jackson County School's Dress Code at practice and for all games. Coaches may stipulate game day dress code.

### ***Drug Testing of Students ([Board Policy 4326](#))***

The Jackson County Board of Education will conduct random drug screening of secondary (high school) students involved in athletics, competitive extracurricular activities and students that drive and park on campus to provide assistance through counseling, education, and treatment for those determined to be using/abusing drugs. A competitive extracurricular activity is any competitive activity that does not impact academic credit and is not required or mandatory for the student. It is recognized that these students are considered leaders in the school system and should serve as positive role models to other students. It is also recognized that athletes participate in physically demanding activities in which the body must exert tremendous energy which could potentially be life threatening to the athlete and to other athletes if drugs are used. In addition, students that drive on campus are responsible for the safety of themselves and those they encounter while driving. Prior to participation, parents/guardians, and any high school student desiring to participate in any athletic activity, extracurricular activity or that will be driving and parking on campus will be required to sign a consent form for drug testing (Revised: June 2015). Drug screening will occur throughout the school year.

### ***Eligibility Requirements for Middle School Athletic Participation***

For an athlete to be eligible for participation in JCPS middle school athletics all criteria below must be met. Students must meet all eligibility requirements prior to the first tryout or practice date and will not be allowed to dress for a contest or practice if they are not eligible to participate. Eligibility lists shall be certified with the signature of the Principal and filed at each school prior to the first game or contest in that sport.

**Academics:** In grades six, seven and eight, the student must pass at least one less course than the number of required core courses each semester and meet promotion standards established by the LEA. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. It is the responsibility of the school principal to check the academic status of each student-athlete enrolled in school at the beginning and close of a semester. Students entering the 6<sup>th</sup> grade for the first time are automatically academically eligible for first semester.

No student may be eligible to participate at the middle school level for a period lasting longer than six (6) consecutive semesters, beginning with the student's entry into sixth grade. The principal shall have evidence of the date of each player's entry into the sixth grade and monitor the sixth (6) consecutive semesters.

- Regardless of the school organization pattern, a student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirement for the first semester of the sixth grade.



- A student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirement for the first semester of the sixth grade.
- A student who is promoted from the sixth grade to the seventh grade automatically meets the courses passed requirement for the first semester of the seventh grade.
- A student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirement for the first semester of the sixth grade.
- All other students must meet eligibility requirements.
- 7<sup>th</sup> grade students must meet eligibility requirements to participate in football.
- Note: Sixth grade students are ineligible to participate in football.

**Age:** In grades six, seven and eight, a student may not participate on a team if the student becomes 15 years of age on or before August 31<sup>st</sup> of that school year.

**Attendance:** A player must attend school at least 90% of the previous semester. A student must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy.

**Medical Exam:** To be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician assistant. A current physical must be on file at each school. Students absent from athletic practice for five (5) or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before remittance to practice or contests.

Eligibility requirements for middle school athletes are also addressed in the North Carolina Public Instruction publication "Middle/Junior High School Athletic Manual." This manual can be viewed at the following web address. <http://www.ncpublicschools.org/docs/curriculum/healthfulliving/athletics/middle-athletics-manual.pdf>

### ***Eligibility Requirements for High School Athletic Participation (NCHSAA and Jackson County Public Schools)***

- ✓ Must be a properly enrolled student at the time you participate, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
- ✓ Must have been in attendance for at least 90% of the previous semester at an approved school.
- ✓ Must not have exceeded eight consecutive semesters of attendance or have participated more than four seasons in any sport since first entering grade 9. That includes only one sport season for a participant per academic year – you cannot play soccer in one season out of state and play it again upon moving to North Carolina in the same academic year.
- ✓ Must not have graduated from high school
- ✓ Must be under 19 years of age on September 1st of that school year.
- ✓ Must live with your parents or legal custodian within the school administrative unit. A student is eligible if he has attended school within that unit the previous two semesters (if eligible in all other respects) and meets LEA standards.
- ✓ Must not falsify any official eligibility information such as residency/address. Penalty for such acts will result in loss of eligibility for 365 days.



- ✓ Must have passed a minimum academic load during the previous semester and meet local promotion standards. Students in a "block schedule" must pass three per semester and meet local promotion standards. These are courses for credit, not audited courses. Hybrid schedules have different requirements.
- ✓ Seniors must also pass that minimum load, even if they need fewer for graduation.
- ✓ Must have received a medical examination by a duly licensed physician, nurse practitioner, or physician's assistant within the previous 365 days; and if you miss five or more days of practice due to illness or injury, you must receive a medical release before practicing or playing. Students with potential head injuries must receive medical release by a physician before re-admittance to practice or games.
- ✓ Must not have been convicted of a felony, or an offense that would be a felony if committed by an adult.
- ✓ Must not accept, prizes, merchandise money or anything that can be exchanged for money because of athletic participation within the amateur rule limit. This includes being on a free list or loan list for equipment, etc.
- ✓ Must not have signed a professional contract or have played for a college team of any sort.
- ✓ May not receive team instructions from your school's coaching staff during the school year outside your sport season (from first practice through the final game). Instruction is limited to coach and athletes in skill development sessions. These sessions in number are limited to one less than a team daily and may not be held during certain prescribed "dead periods" of the year.
- ✓ Must not be guilty of unsportsmanlike conduct or ejected from the previous contest.
- ✓ Must not practice or play during a school day (from the first contest through the conference tournament) unless Superintendent gives permission due to inclement weather.
- ✓ May not play, practice, or assemble as a team with your coach on Sunday.
- ✓ May not dress for a contest or practice if you are not eligible to participate.
- ✓ Must not play more than three games in one sport per week, (some sports have exceptions) and no more than one contest per day (exception baseball, softball, and volleyball).
- ✓ Must not practice during a teacher workday, unless it is before the workday begins or after the workday ends.
- ✓ Must meet the NCHSAA transfer requirement, if applicable
- ✓ Eligibility requirements for high school athletes are as stated in the North Carolina High School Athletic Association Handbook. Eligibility requirements for high school athletes can be viewed at the following web address, <http://www.nchsaa.org/>
- ✓ Before practicing or trying out with any team, the following must be complete:
- ✓ Meet all NCHSAA requirements
- ✓ Complete the mandatory pre-participation form
- ✓ Have a current physical completed on the NCHSAA Sports Physical form on file
- ✓ Complete all forms required for High School Athletic Participation

### **Expenses**

Participation Fee: High School student athletes will be charged a \$20.00 participation fee for each sport in which they participate; K-8 school-based teams will charge a \$10.00 fee per student per sport. This fee must be paid at their school prior to the 1st contest. Should student-athletes or guardian(s) choose to make purchases related to athletic participation (e.g., camps, trips, clothing, equipment for personal use or any other purpose related to participation), the expenses will be the sole responsibility of that athlete and his/her parent(s)/guardian(s). Jackson County Schools, and/or the coaching staff will in no way to any degree, cover or reimburse expenses at any time.



### ***Hazing, Bullying or Intimidation of a Fellow Student***

To maintain a wholesome athletic environment, we encourage our coaches to enforce rules against hazing and similar practices. It shall be a violation of board policy for any student to engage in what is known as hazing or to aid or abet any other student in hazing. For this policy, hazing is defined as follows: “to annoy any student by playing abusive or ridiculous tricks on him/her; to frighten, scold, beat, harass him/her; or to subject him/her to personal indignity.” Furthermore, deliberate intimidation, bullying or harassment in any form is prohibited. This includes, but is not limited to, name-calling, teasing, physical abuse, written or oral messages or visual images that deliberately intimidate, harass, or embarrass another individual. Such messages or images may include direct conversation, telephone messages, text messages, instant messages, internet postings, e-mails, photographic images, posters, signs, and other means of disseminating hurtful, embarrassing, vicious, or scurrilous remarks or content. Refer to the Jackson County Schools Student and Parent Handbook for consequences regarding hazing, bullying and/or intimidation.

***Athletes should report any hazing activity to the coach or Athletic Director immediately.***

### ***Informed Consent***

Before each sports season begins, a consent form must be signed by parent/legal guardian and on file with the Athletic Director at each school.

### ***Insurance***

By its nature, participation in interscholastic athletics includes risk of injury. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules and warnings, report physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. It is the parent/guardian’s responsibility to insure their child. Jackson County Public Schools does provide each athlete with a supplemental insurance policy in addition to the mandatory catastrophic coverage which schools purchase as part of their NCHSAA membership responsibilities. The supplemental insurance is designed to help in case of injury. The supplemental policy is not designed nor will it take the place of your primary insurance policy. ***Remember, benefits are limited and are not intended to pay 100%.*** Additional athletic insurance may be purchased through the school.

***It is the responsibility of the parent/student to secure the needed forms immediately from their school in the event of an accident.***

### ***NCAA Eligibility Center, Secondary Students***

If you are interested and you believe that you have the opportunity, and have the talent, to participate in an NCAA Division I or Division II sport, then you must be certified by the NCAA Eligibility Center. You must qualify academically, and be cleared as an amateur student-athlete. You are responsible for achieving and protecting your eligibility status. You will need to set an appointment with the school counselor or designee to discuss all the requirements to be eligible to play at that level. You can find more information at the NCAA Eligibility Center Website, <http://www.eligibilitycenter.org>

### ***Obligations***

All athletes are required to replace lost uniforms or damaged equipment either by payment or restitution of the lost article. Athletes are responsible for clearing all obligations with their coaches before participating or practicing with another sport. If an athlete fails to take care of his/her financial responsibilities to the athletic department then he/she will be ruled ineligible.



## ***Off-Season Skill Development***

Off-season skill development sessions are allowed during the school year for sixth, seventh and eighth graders. Skill development sessions shall not be held during any tryout period of an in-season sport. All skill development sessions must be voluntary and open to all athletically eligible students. Skill development sessions are restricted in number of participants to one less than a team, daily. The primary focus of off-season skill development should be on individual student athletes, not team. During the summer, working with rising and eligible seventh and eighth graders is allowed, if it is not required.

## ***Photographs/Video/Interviews/Media Coverage***

Please contact the Athletic Director or Coach (***through written request***) if you do not want your child's photograph used on the school's website, the booster's website, or in any other JCPS publication.

## ***Participation***

JCPS and the NCHSAA allow participation in interscholastic athletics for all students, regardless of gender or gender identification. It is the intent that all students can compete on a level playing field in a safe, competitive and friendly environment, free of discrimination. The following rules and regulations are intended to provide every student-athlete with equal opportunities to participate in athletics.

- a. A student may participate based on the gender noted on the student's certificate of birth.
  - i. Women shall not participate on a men's interscholastic athletic team where the school has a women's team in the same sport or where a school sends an entry to the women's state playoffs in the same sport.
    - a. In cases where women are permitted on a men's team, the school forfeits all participation in the women's playoffs in the same sport.
    - b. Men's rules will be used where women play on men's teams.
- b. When a student's gender identity differs from the gender listed on the student's certificate of birth, the Gender Identity Request Form must be submitted by the member school to the NCHSAA prior to any participation by the student under circumstances that would constitute ineligibility. The Request should be based on the gender identification of that student in current school records and daily life activities in the school and community.
  - i. The following information should be submitted with the Request:
    - a. Documentation from individuals such as, but not limited to, parents/legal guardians appointed by a court of competent jurisdiction, friends, and/or teachers, which affirm that the actions, attitudes, and manner demonstrate the student's consistent gender identification.
    - b. A complete list of all the student's prescribed, non-prescribed, or over the counter treatments or medications relative to gender identity.
    - c. A complete list of interventions that have happened related to the gender identity of the student.
    - d. Written verification from an appropriate healthcare professional (e.g. physician, psychiatrist, psychologist, school nurse, etc.) of the student's consistent gender identification. Include any other social/emotional information from health-care professionals that would help the Committee decide about the student. This information must be submitted on office letterhead of the healthcare professional who provides verification with contact information and professional title of the individuals.



- e. Any other pertinent documentation or information which the student and or parent(s)/legal guardian(s) appointed by a court of competent jurisdiction believe relevant and appropriate.
- f. The NCHSAA will refer the Gender Identity Request to the NCHSAA Gender Identity Committee for consideration. The Committee will approve the Request if it finds that the student genuinely identifies as the gender indicated in the Request.

### ***Physicals***

All athletes must have a current physical (using the NCHSAA form) on file at their school before participating in a sport. This is required to be allowed to participate in workouts, tryouts, practices, and competitions. The physical is valid for one calendar year and must be current until the end of a specific sport season.

### ***Pre-Season Parent Meeting***

A mandatory pre-season meeting is required by all coaches with at least one parent/guardian and players in attendance for this meeting. This meeting is vital for the parents as well as the coaches and player to go over rules and policy that will be enforced throughout the season. This is a great time to get any questions out of the way before going into the season. If a parent or guardian is not able to attend the meeting your child will not be allowed to participate until a parent/guardian have met with the coaching staff and signed off on receiving the athletic handbook on policies and procedures of the teams and athletic programs.

### ***Prior to Practice—Middle School***

Before practicing with any team, the following must be complete:

- ✓ Meet all NCDPI and Jackson County Schools requirements
- ✓ Complete the mandatory pre-participation form
- ✓ Have a current physical completed on the NCHSAA Sports Physical Form on file
- ✓ Complete all forms required for Middle School Athletic Participation

### ***Selection***

Students are encouraged to tryout in as many sports as he/she can. Each coach has his/her own policy on how he/she selects the team. Coaches will explain their policy to candidates before the season/practice begins. Skill development sessions and open facilities (open to all, required for none) are allowed, but shall not be held during any tryout period of an in-season sport, during mid-term exams, or during the last 5 (five) days of each semester. All skill development sessions must be voluntary and open to all athletically eligible students. A current physical, concussion form and insurance is required for all those involved in skill development and off-season sessions, including camps.

Student-athletes are strongly discouraged from quitting an athletic team. Athletics can be a valuable experience that helps prepare student-athletes for the challenges they will face in their future. Being part of a team is a privilege. As a member of the team, there is inherent responsibility. You have chosen to make a commitment to the program, your team, your teammates, and coaches. A student-athlete who quits or is dismissed from a team will not be allowed to participate in the following season until the current sports season is completed and they cannot participate in another sport during the season they quit unless it is before the 1<sup>st</sup> game.



### ***Sportsmanship/Ejection Policy (NCDPI)—Middle School***

Jackson County Schools follows the State Board of Education mandated guidelines for ejection. The policy applies to all persons involved in an athletic contest, including student-athletes, coaches, managers, and game administrators. Ejections are governed by the local school board and conference. The following types of behavior will result in an ejection from an athletic contest: fighting, taunting, or baiting, profanity directed toward an official or an opponent, obscene gestures, disrespectfully addressing an official ejection:

1. **First Offense** – Reprimanded and suspended for next game at level of play and any intervening games at either level.
2. **Second Offense** - Placed on probation and suspended for the next two games at that level of play and for any intervening games at either level
3. **Third Offense** – The person shall be suspended for one calendar year.

### ***Sportsmanship/Ejection Policy (NCHSAA)—High School***

Jackson County Schools follows the NCHSAA Ejection Policy. The policy applies to all persons involved in an athletic contest, including student-athletes, coaches, managers, and game administrators. The following examples include behavior or conduct which will result in an ejection from a contest:

1. Fighting or any altercation between two or more parties that includes swinging, hitting, punching and/or kicking), which includes, but is not limited to, combative acts such as:
  - a. An attempt to strike an opponent with a fist, hands, arms, legs, feet, or equipment
  - b. An attempt to punch or kick an opponent, regardless of whether contact is made
  - c. An attempt to instigate a fight by committing an unsportsmanlike act toward an opponent that causes an opponent to retaliate
  - d. Leaving the bench area to participate in a fight (contact or no contact)
2. Biting observed or determined by an official
3. Taunting, baiting, or spitting toward an opponent or official
4. Profanity directed toward an official or opponent
5. Obscene gestures, including gesturing in such a manner as to intimidate
6. Disrespectfully addressing an official or physically contacting an official is subject to automatic expulsion and can result in ineligibility for remainder of career

#### **Penalty for an ejection for the above reasons:**

1. Football - ejection from the contest and miss the next contest at that level and all contests in the interim (miss the next two contests for fighting)
2. All other sports - ejection from that contest; miss the next contest at that level and all contests in the interim (miss the next four contests for fighting)

When an ejection occurs, an athlete must participate in the NFHS Sportsmanship course. This course is free. Athletes receiving two ejections for unacceptable behavior as defined above will be suspended from all sports for the remainder of the season. Receiving a third ejection in a school year will result in suspension from athletics for one calendar year (365 days from the date of the third ejection).

### ***Team Schedules***

Schedules will be available from your school. Check with your coach, athletic director, or school website.



## ***Tobacco Products, Alcoholic Beverages and Controlled Substances***

The NCHSAA and Jackson County Schools promote the health and safety of all students and oppose the possession or use of tobacco, alcohol and other drugs by student-athletes, coaches (including volunteer coaches) and officials at any time. Jackson County Code of Conduct consequences will be followed for all athletes breaking this rule. Participants, coaches and other team representatives and officials should not use any tobacco product, alcoholic beverage, or controlled substance at a game site.

To minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, coaches and school personnel should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes. The school will not recommend, purchase, or distribute any supplements.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor. Jackson County Code of Conduct rules are followed for prescribed medications.

## ***365 Transfer Policy (NCHSAA)—High School ONLY***

Effective for the 2013-2014 school year, and in accordance with the new NCHSAA policy, after initial entry into the 9th grade, a student transferring from a member school in one LEA to another member public school in another LEA (without a bona fide change of residence) must sit out 365 days for athletic participation. Exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA Transfer Committee.

accordance with the new NCHSAA policy, after initial entry into the 9th grade, a student transferring from a member school to another member school within the same local educational agency (LEA) must sit out 365 days for athletic participation. A request for a waiver to this policy must be made to the Superintendent on an individual basis and produce circumstances to receive immediate athletic eligibility.

## ***Transportation***

Jackson County Public Schools will provide transportation to and from athletic contests. All athletes must travel in the transportation provided by the athletic department. The coach may grant permission to allow an athlete to travel home with a parent/legal guardian. In this case, parents will be required to sign out with the coach or coach's designee after the contest.

Parents need to complete a Jackson County Public Schools Athletic Travel Release form and turn in to the principal for all other transportation requests. (Form is located on the JCPS District webpage under the athletics section). ***This form must be completed and signed by the principal prior to the dismissal of school on the day of the contest. The head coach must retain this form.***

## ***Violations***

The Student Code of Conduct guidelines will be followed, and individual school team rules will apply.

## ***Weather***

Any practices and/or games that are to be held when schools are closed due to inclement weather conditions will require the permission of the superintendent or his designee. Under ***no circumstances*** should students be penalized for failure to attend practices and games under these conditions even when special permission to proceed has been granted.



### ***Expectations for Parents and Spectators***

1. Ensure that your child understands that win or lose, you love him or her.
2. Assist your child in setting realistic goals.
3. Emphasize "improved" performance, not winning.
4. Emphasize academics first, athletics second.
5. Provide a safe environment for training and competition.
6. Control your emotions at games and events.
7. Be a "cheerleader" for your child and other children on the team.
8. Respect your child's coaches. Communicate with them in a positive way. Encourage others to do the same.
9. Respect the officials at your child's games. Officials are human and do make mistakes. An official has never won or lost a ballgame due to a call.
10. Never approach an official after a game. Emotions are usually high at that time.
11. Be a positive role model for your child. Children do pay attention to your actions.

NCHSAA Guidelines for Spectator Behaviors: NCHSAA 3.2.1(d) Spectators: A spectator found guilty of misconduct inconsistent with the wholesome athletic program may be: (1) be placed on spectator probation; be banned from attending school contests for a period not to exceed one calendar year from the date of the offense; or (3) cause the school to be penalized and or fined. In incidents involving criminal misconduct such as assaults, school officials in conjunction with the victims assaulted are instructed to press charges in a court of law. If charges are not filed, the school is still responsible for handling misconduct. (4) Spectators may not approach or contact game officials in any way to question the judgement or decision of an official.

### ***Parent/Coach Relationship***

Parenting and coaching are both extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to children. As parents, when your child is involved in our program, you have the right to understand what expectations are placed on him/her. This begins with clear communications from the coach of the sport.

#### ***Communication you should expect from your child's coach***

1. Philosophy of the coach
2. Expectations and goals the coach has for your child as well as for the team/season
3. Locations and times of all practices and contests
4. Team requirements, special equipment, strength, and conditioning programs
5. Procedure if your child is injured during participation
6. Team rules, guidelines, and consequences for infractions
7. Lettering criteria
8. Team selection process

#### ***Communication coaches expect from athletes & parents***

1. Concerns should be expressed directly to the coach
2. Parent's contact number, both home and emergency
3. Notification of any schedule conflicts in advance
4. Notification of special medical conditions
5. Notification of illness or injury as soon as possible



As your child becomes involved in his/her programs at the middle and high schools, he/she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

***Appropriate concerns to discuss with coaches***

1. The treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior
4. Concerns about your child's academic performance
5. Safety of your child

It is very difficult to accept your child not playing as much as you had hoped. Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. The five items listed below should be left to the discretion of the coach:

1. Playing time
2. Team strategy
3. Play calling
4. Offensive/defensive philosophies
5. Other student athletes

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other's position. Be willing to accept opinions and/or knowledge that you may not want to hear.

When a conference is necessary, the following procedure should be used to help resolve any concerns.

1. Student-Coach — open-door policy for all coaches
2. Parent-Coach — done by appointment

***If you have a concern to discuss with a coach, the procedure you should follow is:***

1. Do not attempt to confront a coach immediately before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.
2. Call the coach to schedule an appointment. The phone number for the high school will be posted at parent meetings.
3. If the coach cannot be reached, call the school athletic director, he/she will set up a meeting for you.

***The Next Step***

What can you do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and schedule an appointment with the school athletic director. At this meeting, the appropriate next step can be determined, if necessary.
2. Call the school principal to discuss the situation.
3. Contact the Central Office only after going through school athletic director and school principal first.



### High School Athletics Contact Information

Blue Ridge Early College	Tim Mayse <a href="mailto:tmayse@jcpsmail.org">tmayse@jcpsmail.org</a>	(828 )743-2646 ext.1382
Smoky Mountain High School	Adam Phillips <a href="mailto:aphillips@jcpsmail.org">aphillips@jcpsmail.org</a>	(828)586-2177 ext. 2704

### Middle School Athletics Contact Information

District Middle School Athletic Director	Jimmy Cleaveland <a href="mailto:jcleaveland@jcpsmail.org">jcleaveland@jcpsmail.org</a>	(828) 586-2177 ext. 2902
Blue Ridge School	Tim Mayse <a href="mailto:tmayse@jcpsmail.org">tmayse@jcpsmail.org</a>	(828 )743-2646 ext. 1382
Cullowhee Valley School	Megan Brown <a href="mailto:mbrown@jcpsmail.org">mbrown@jcpsmail.org</a>	(828) 293-5667 ext. 1463
Fairview School	Jeremy Ellenburg <a href="mailto:jellenburg@jcpsmail.org">jellenburg@jcpsmail.org</a>	(828) 586-2819 ext. 1209
Scotts Creek School	Jill Cook <a href="mailto:jcook@jcpsmail.org">jcook@jcpsmail.org</a>	(828) 631-2740 ext. 1102
Smokey Mountain Elementary School	Alania Pangle <a href="mailto:apangle@jcpsmail.org">apangle@jcpsmail.org</a>	(828) 497-5535 ext. 1728

***Be sensible, responsible and keep priorities in order. There is a lot more at stake than a team's record.  
"The Student Athlete First, Winning Second"***

**Complete information for the JCPS Athletics program and most current schedules, documents, forms, and other information can be found at <http://www.jcpsnc.org/athletics>**



# Attendance

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. [School Board Policy 4400](#)

## ***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.

## ***Definitions of Attendance and Tardiness***

Absenteeism- missing school for any reason excused or unexcused, including tardiness and early check-out.

Chronic Absenteeism- missing 10% or more of the total instructional days/hours for any reason when calculated at any point in the school year, including tardiness and early check-out.

Truancy- absence from school without a valid excuse 3 full days in one school year.

Habitual Truancy- truancy has been reported 3 or more times in the same school year; valid excuses have not been provided for absences totaling 10 or more days.

Chronic Truancy- habitual truancy has been reported 2 of the last 3 school years.

## ***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 no later than two days following any absence. A maximum of 6 days per semester may be excused with a parent note. Absences due to illness exceeding four consecutive school days 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 maximum of two days each academic year for observance of an event required or suggested by the religious beliefs of the student or the student's parent(s);
7. a maximum of three days per semester for participation in a valid educational opportunity or cultural event, 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.



### ***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 shadowing 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.

### ***Excessive Absences, Tardiness, and Early Check-outs***

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, or excessively check-out early may be subject to disciplinary action.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be subject to disciplinary action.

### ***Early Intervention Team***

Parents/Guardians of students who are identified as having habitual absenteeism will be required to attend an Early Intervention Team (EIT) meeting. The EIT is made up of the following agencies; Jackson County Schools, Department of Health and Human Services, Department of Juvenile Justice, and local mental health providers, and other agencies as needed to support families. The team will work with the family to identify the cause of excessive absences and will develop an action plan with goals to improve attendance. Failure to meet with the EIT or failure to comply with the action plan for improvement could result in court charges for truancy.

If a student has chronic absenteeism or habitual truancy, the principal, principal's designee, or school-based committee shall review 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.

Absenteeism may impact eligibility for participation in interscholastic athletics, organization, and extracurricular activities. Students identified as having chronic absenteeism for the previous semester or habitual truancy within the current semester are ineligible beginning January 2019. [See policy 3620, Extracurricular Activities and Student Organizations.](#)



## **Make-up Work**

Students should complete assignments missed due to absenteeism. The teacher will determine when work is due. Students shall be given a minimum of 2 days and a maximum of 5 days from the date he/she returns to school. The principal, principal's designee, or committee may approve additional time for make-up work. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## **Academic and Instructional Recovery**

When data indicates that a student has chronic absenteeism, he/she will be referred to a school level team to support problem solving and intervention planning.

*\*Note: Students attending Southwestern Community College or any other college or university system through Career and College Promise at Smoky Mountain High School or Jackson County School of Alternatives and those students taking college coursework through Jackson County Early College or Blue Ridge Early College through the Cooperative Innovative Schools Initiative, will be subject to attendance policies of the college institution in which they are enrolled. Additionally, students enrolled in online/virtual courses through any third party course provider such as North Carolina School of Science and Mathematics and/or North Carolina Virtual Public Schools will be subject to all attendance policies set forth by that institution for the respective course for which the student is enrolled.*

## **Homebound & Remote Instruction Attendance**

Consistent attendance and punctuality to school is a key component in the success for your student, both academically and in personal development. **JCS, Policy Code: 4400 Attendance states:** "Regular attendance by every student is mandatory." In a homebound setting, engagement is crucial to the student's academic success, and is measured by completing daily assignments or a daily check in with the homebound instructor. Attendance for homebound is measured by academic engagement.

**TO BE COUNTED PRESENT ON REMOTE INSTRUCTION DAYS or HOMEBOUND INSTRUCTION DAYS (days the student does not meet with the instructor face to face or virtually), STUDENTS MUST EITHER:**

- (1) Complete their daily assignments, either online or offline.**
- OR**
- (2) have a daily check-in through two-way communication with the homebound teacher.**

Consequences of limited or non-engagement which result in absences may include additional interventions, repetition of current grade level, or a reevaluation by the Superintendent of the student's homebound placement.



# Behavior Management

## **Character Education, Elementary & Secondary ([Board Policy 3530](#))**

*"We cannot always build the future for our youth, but we can build our youth for the future."  
Franklin D. Roosevelt*

Jackson County Schools, together with home and community support systems, help develop citizenship, courage, good judgment, integrity, kindness, perseverance, responsibility, self-discipline, and respect for our country and for all people and their culture and beliefs. This expectation is directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for establishing and maintaining a safe, orderly, and caring environment.

## **Standards of Student Behavior, Elementary & Secondary ([Board Policy 4300](#))**

Jackson County Public Schools expects its students to behave in a socially acceptable and responsible manner at all times and believes there must exist a climate conducive to learning and respect for oneself, other people, and property, for a school to satisfactorily meet the needs of youth. School officials are encouraged to implement a system of positive behavior support and to seek other positive, innovative, and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension. The Jackson County Board of Education strives to prevent drop-outs, suspensions, and expulsions. Therefore, the Board recognizes the absolute necessity of maintaining good order for the operation of effective and safe schools and follows all state policies in accordance with student discipline. Copies of the School Plan for Management of Student Behavior, which is Board policy, may be requested from the principal or Superintendent and is available on the Jackson County Public Schools' website along with the Code of Student Conduct.

The School Plan for Management of Student Behavior and the Code of Student Conduct are provided to students and parents (including legal or custodial guardians) in an effort to ensure a safe and wholesome learning environment for all students. The principal or designee may reduce the penalty when there is a finding of mitigating circumstances, except in cases where law or board policy requires suspension. All decisions related to student behavior are guided by the Jackson County Board of Education's educational objectives to teach responsibility and respect for cultural and ideological differences and by the Board's commitment to create safe, orderly, and caring schools where learning continuously occurs. Students have the responsibility to comply with school rules, to pursue a prescribed course of study, and to submit to the lawful authority of teachers, staff, school officials and the law.

While this document is intended to provide notice to students and parents of general expectations for behavior and consequences for misconduct, it must be understood that discretion will have to be used in dealing with a wide range in age and maturity of students, and that consideration must be given to the seriousness of the infractions(s) when determining the severity of the consequences. Other inappropriate behavior not covered in this document will be dealt with by the principal and/or designee. Parents will be notified in writing of consequences imposed on their child. All records of parental contact will be maintained for the school year.

Students must abide by all standards as outlined by these guidelines in all of the following circumstances:

- ✓ while in any school building or on any school premises before, during or after school hours;



- ✓ while on any bus or other vehicle as part of any school activity;
- ✓ while waiting at any school bus stop;
- ✓ during any school function, extracurricular activity, or other activity or event;
- ✓ when subject to the authority of school personnel; and
- ✓ any time or place 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.

The principal will retain for that school year all records related to violations of Board policies, school standards, or rules. At the end of the school year, all records may be removed except information concerning conduct that posed a significant risk to the safety or well-being of that student or others in the school community. Such information should be retained for at least three years depending upon whether the student exhibits any further behavior that poses a significant safety risk. All information regarding violations of Jackson County School Board Policy, which resulted in long-term suspension or expulsion, is to be maintained in accordance with G.S. 115C-402.

Information concerning conduct that posed a significant safety risk to the student or others in the school community may be disclosed to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student. In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR §99.31(a)(10) and § 99.36. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

As required by law, the Superintendent will maintain the following data on each student suspended for more than ten days or expelled: race, gender, age, and duration of the suspension, whether an alternative education placement was considered or provided, and whether the student had multiple suspensions. As secretary to the Board, the Superintendent also will maintain records from the board's consideration of 365-day suspensions and expulsions.

### ***Ground Rules***

1. Parents should avoid sending messages to students during the school day. Arrangements for rides, keys, doctor and dental appointments, etc., should be taken care of at home. We do not deliver messages from employers and friends, nor do we deliver non-essential information. Students are called out of class for emergencies only and infractions of school rules.
2. Students are not permitted in the halls during class periods unless they have a hall pass from an authorized staff member.
3. High school students who have early out must leave the campus after his/her last class. There will be no loitering.
4. All posters and announcements to be displayed in the school must first be approved by the administration.
5. Students may not sell items unless the sale is a part of an approved school related fundraiser.
6. All State and Federal laws apply on campus.



## ***Student Responsibilities***

As a student, you are expected to be aware of and to accept your individual ***responsibilities*** in the following areas:

- I. **The Teaching - Learning Process** --You deserve the best instruction that Jackson County Public Schools are capable of providing. For the efforts of teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and healing, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity if learning goes on in the minds of students. Learning is a natural process and unless students work at gaining knowledge and understanding, "... no genuine learning ever occurs, no matter what teachers try to do to make it occur." (Adler)
- II. **Respect for the Rights of Others** --Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighted in deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who want to take full advantage of your rights and opportunities at school while at the same time respecting the rights of others, school faculty and staff will support and help you.
- III. **Responsibility for Your Own Actions** --You will be held responsible for only the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen. If you choose to follow bad examples set by a few of the other students, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are school; your second responsibility is to be prepared to accept the consequences of your actions.

At all Jackson County Public schools, we believe good discipline is essential to good learning; each student has the right to be free from distractions caused by inappropriate behavior of others; and the school must teach responsible behavior. The code of conduct is based on these principles.

We expect students to conduct themselves in a manner that allows them the opportunity to acquire the fullest education possible. To do that, students should avoid any behavior that is disruptive to the good order of the school or that is harmful to themselves or fellow-students.

## ***Student Expectations***

Every student has the right to learn, and every teacher the right to teach. To ensure that this situation is present throughout the school campus the following guidelines have been developed.

1. Students will show respect and courtesy toward all staff members. Students will also follow any lawful directive from a staff member. Students must give their names when asked by a staff member (including secretary, custodian, teacher aide, bus driver).
2. Students will not participate in, encourage, or instigate fighting at any school function. Participants in fights will be subject to disciplinary action and may be referred to law enforcement for charges.
3. Students will not use or display profanity or vulgar language.
4. Students will not abuse or misuse school property or equipment.
5. Students will not threaten, coerce, or intimidate, either singly or in groups, any other students or staff members in any manner.



6. A student shall not possess, handle, or transmit an object that reasonably can be considered a weapon on school grounds, school transportation or at any school function.
7. Unnecessary noise or loud talking in halls, cafeteria, etc., will not be tolerated.
8. Students will, at all times, be in assigned places on time and with necessary materials.
9. Disruptive behavior will not be tolerated on campus.
10. No student will possess, use, sell, or be under the influence of any drugs or alcohol at school, at any school function, or on any school transportation.
11. Students shall not possess or use tobacco products, nicotine products or any type of personal vaporizer (vape pen, e-cig, etc.) at school, on school-affiliated transportation, or as a participant in any school-sponsored activity.
12. Students will refrain from inappropriate displays of affection.
13. Students will wear appropriate dress as described in another section of this handbook.
14. Students may not carry nor have in their possession beepers, walkie-talkies, video cameras, or laser lights. These items will be confiscated by the administration and returned only to a parent or guardian.
15. Cellular telephones may be carried, but they must be powered off, out-of-sight, and used only during approved times. Any other use will result in application of the code of conduct and confiscation of the cellular phone by school personnel. (see [policy code 4318](#) )
16. Appropriate behavior is expected at school-wide assemblies and all extracurricular activities.

### ***Teacher Responsibilities***

Teachers are expected to develop and to inform students and parents of a classroom management plan inclusive of procedures, rules, and consequences. Teachers are also expected to provide students and parents with a syllabus within the first week of each semester.

### ***Administration Responsibilities***

It is the responsibility of the administration to ensure a safe and orderly environment and a climate conducive to learning. Administrators will provide qualified teachers, monitor personnel, and insure equitable distribution of punishments. The principal has the authority and responsibility to investigate and take appropriate action regarding any behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules which, if violated, could result in short-term or long-term suspension or expulsion.

### ***Dress Code, Elementary ([Board Policy 4317](#))***

The personal appearance of students is a reflection of students' pride in themselves and their school. Therefore, dress should be appropriate for an educational setting and help create a good learning environment. That is, dress and personal appearance should not interfere with or distract students and faculty from teaching and learning. Extremes in hairstyles and modes of dress deemed by the principal to be clearly inappropriate or which tend to disrupt or distract from the educational process will not be permitted. Students who fail to comply will remain in an ISS room or a separate environment until the student's appearance is not disruptive. Parents will be contacted if necessary. A second or repeated violation of this policy may result in disciplinary action. The following rules must be followed:

- ✓ Clothing must completely cover the shoulders and extend to mid-thigh without exposing bare skin.
- ✓ All students must avoid wearing see-through, midriff, bareback, or cut-off shirts.
- ✓ A shirt must be worn under athletic jerseys.



- ✓ Students are expected to wear their shorts or pants fastened around their waists, and shorts or skirts should extend to mid-thigh or longer.
- ✓ No large or heavy chains that could be used as a weapon may be worn on school grounds.
- ✓ Student's clothing shall be free of inappropriate or suggestive slogans and pictures, including any depiction of drugs, alcohol, weapons, or tobacco products.
- ✓ Any clothing that disrupts the teaching/learning process is considered inappropriate.
- ✓ No caps, hats, or head coverings will be worn inside the building.
- ✓ Schools may modify these requirements for special events, such as prom and dances, as long as dress requirements for these events are published one month in advance.

### ***Dress Code, Secondary [\(Board Policy 4317\)](#)***

The personal appearance of students is a reflection of the student's pride in themselves and their school. Therefore, dress should be appropriate for an educational setting and help create a good learning environment. That is, dress and personal appearance should not interfere with, nor distract students and faculty from teaching and learning.

Extremes in hairstyles and modes of dress deemed by the administration to be clearly inappropriate or which tend to disrupt or distract from the educational process will not be permitted. Students who fail to comply will remain in an ISS room or a separate environment until the student's appearance is not disruptive. Parents will be contacted if necessary. A second or repeated violation of this policy may result in disciplinary action. The administration may modify these requirements for special events, such as proms and dances, as long as dress requirements for these events are published a month in advance.

#### ***Students may wear:***

1. Any top that extends at least to the point of the shoulder, rises to at least one hand width below the collar bone on the chest, covers the entire back and midriff, and is free of profanity, suggestive slogans and pictures, and depictions and advertisements of alcohol, drugs and tobacco products.
2. Pants fastened around the waist, skirts, or dresses that are mid-thigh or longer.

#### ***Prohibited items:***

1. Anything that could be used as a weapon.
2. See-through clothing and clothing with holes/tears exposing skin.
3. No caps, hats or head coverings will be worn inside the building (at teacher discretion.)

### ***Sexual Harassment, Elementary & Secondary [\(Board Policy 1710/4021/7230\)](#)***

The Jackson County Board of Education intends that all students and employees should be free of unlawful sexual harassment as a part of a safe, orderly, caring, and inviting working and learning environment. The board expressly prohibits sexual harassment in the educational and work environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity; submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with



an employee's work or performance or a student's educational performance; limiting a student's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Examples of sexually harassing conduct include, but are not limited to, deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks of a sexual nature; sexually degrading words used toward an individual or to describe an individual; sexual assault or violence; the display of sexually suggestive objects or pictures; or use of personal or school electronic communications to convey sexually inappropriate words, pictures or images. Electronic communications include, but are not limited to, digital imagery, email, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. MySpace, Instagram, SnapChat, Twitter, or Facebook).

When a student believes that he or she has been sexually harassed by another student, he/she should bring the matter to the attention of the principal, or to a teacher or counselor who then shall immediately report it to the principal. The principal or the principal's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. Any student reporting sexual harassment who is not satisfied with the principal's response or who continues to be sexually harassed may follow the sexual harassment complaint procedures as identified in School Board Policy 1745/4027 which is available on the Jackson County Schools website, and from the offices of the principal and the district Title IX coordinator. However, student discipline records remain confidential and may not be revealed by the principal or other school personnel to the student reporting sexual harassment.

Sexual harassment of a student by an employee or a non-employee such as a visitor, also is prohibited. Any student who believes he/she may have been sexually harassed by an employee should refer to the definitions and procedures found in the Board's Sexual Harassment Policy 1736/4026/7236. Employees, other than student employees, are also prohibited from being in any type of romantic or sexual relationship with a student as described in School Board Policy [4040/7310](#).

Legal References: Title IX of the Education Amendments of 1972, as amended: G.S. 115C-391.

***Student Management Plan, Elementary & Secondary (Board Policies [4340](#), [4341](#), [4351](#), [4353](#))***

Jackson County Schools expects its students to behave in a socially acceptable and responsible manner at all times and believes there must exist a climate conducive to learning and respect for oneself, other people, and property, for a school to satisfactorily meet the needs of youth. School officials are encouraged to implement a system of positive behavior support and to seek other positive, innovative, and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension. The Jackson County Board of Education strives to prevent drop-outs, suspensions, and expulsions. Therefore, the Board recognizes the absolute necessity of maintaining good order for the operation of effective and safe schools and follows all state policies in accordance with student discipline. Copies of the School Plan for Management of Student Behavior, which is Board policy, may be requested from the principal or Superintendent and is available on the Jackson County Public Schools' website along with the Code of Student Conduct.



The School Plan for Management of Student Behavior and the Code of Student Conduct are provided to students and parents (including legal or custodial guardians) in an effort to ensure a safe and wholesome learning environment for all students. The principal or designee may reduce the penalty when there is a finding of mitigating circumstances, except in cases where law or board policy requires suspension. All decisions related to student behavior are guided by the Jackson County Board of Education's educational objectives to teach responsibility and respect for cultural and ideological differences and by the Board's commitment to create safe, orderly, and caring schools where learning continuously occurs. Students have the responsibility to comply with school rules, to pursue a prescribed course of study, and to submit to the lawful authority of teachers, staff, school officials and the law.

While this document is intended to provide notice to students and parents of general expectations for behavior and consequences for misconduct, it must be understood that discretion will have to be used in dealing with a wide range in age and maturity of students, and that consideration must be given to the seriousness of the infractions(s) when determining the severity of the consequences. Other inappropriate behavior not covered in this document will be dealt with by the principal and/or designee.

Parents will be notified in writing of consequences imposed on their child. All records of parental contact will be maintained for the school year.

Students must abide by all standards as outlined by these guidelines in all of 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 function, extracurricular activity, or other activity or event;
5. when subject to the authority of school personnel; and
6. any time or place 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.

The principal will retain for that school year all records related to violations of Board policies, school standards, or rules. Such information should be retained for at least three years depending upon whether the student exhibits any further behavior that poses a significant safety risk. All information regarding violations of Jackson County School Board Policy, which resulted in long-term suspension or expulsion, is to be maintained in accordance with G.S. 115C-402.

Information concerning conduct that posed a significant safety risk to the student or others in the school community may be disclosed to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.

In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR §99.31(a) (10) and § 99.36. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

As required by law, the Superintendent will maintain the following data on each student suspended for more than ten days or expelled: race, gender, age, and duration of the suspension, whether an alternative education placement was considered or provided, and whether the student had multiple suspensions. As



secretary to the Board, the Superintendent also will maintain records from the board's consideration of 365-day suspensions and expulsions.

### ***Authority of School Personnel***

Discipline is the responsibility of all school personnel. Principals will assign authority roles. The school principal has the authority and responsibility to investigate and take appropriate action regarding any anti-social or criminal student behavior and any other behavior appropriately referred to him/her.

The teacher has the authority and responsibility to manage student behavior in the classroom and while students are under his or her supervision. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with the teaching and learning process or with the orderly conduct of school activity is prohibited. Students shall behave respectfully towards and in the presence of school employees and other students. Students will comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel. No school employee shall be civilly liable for using reasonable force in conformity with State law, State or local rules, or State or local policies regarding the control, discipline, suspension, and expulsion of students.

### ***Administration Responsibilities***

Principals shall avoid removing students from the classroom for a long period of time, including in-school or out-of-school suspension, unless necessary to provide a safe, orderly environment that is conducive to learning. The principal is authorized to remove students in accordance with board policies for prohibited or criminal conduct or for other behavior that interferes with a safe, orderly environment. The following actions may be taken:

- ✓ Parent contact/conference
- ✓ Before or after school detention or on Saturday
- ✓ Counseling
- ✓ Referral to peer or other mediation
- ✓ Isolation or time out
- ✓ Behavior contracts
- ✓ Community Service (work detail)
- ✓ Academic intervention
- ✓ Instruction in conflict resolution and anger management
- ✓ Restitution
- ✓ In-school Suspension (ISS)
- ✓ Out-of-school Suspension (OSS)
- ✓ Suspension from bus privileges
- ✓ Referral to law enforcement or other outside agency
- ✓ Long-term Suspension
- ✓ Alternative placement
- ✓ Expulsion

When a student has been suspended (ISS or OSS), he or she may not participate in extra-curricular/school activities during the duration of the suspension.



No school plan for managing student behavior may authorize the use of corporal punishment. Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling, and slapping. Corporal punishment shall not be used in Jackson County Public Schools.

Every effort will be made to handle problems in-house, according to the established policies and procedures; however, when violations of state law occur or when students or parents refuse to work with the established policies of the school, or where the security of persons or property appears to be in jeopardy, the Jackson County Sheriff's Department will be called for assistance, if necessary.

Disciplinary procedures for students identified as exceptional children according to North Carolina guidelines will conform to *Policies Governing Programs and Services for Children with Special Needs* as adopted by the N.C. State Board of Education. All disabled children will be accorded all rights as required by state and federal law. A child with disabilities recognized by Section 504 of the 1973 Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA) will be accorded all rights granted by federal and state laws and regulations.

### **Parental Involvement**

School personnel are expected, as part of their school's student behavior management plan, to identify strategies that involve parents. At a minimum, the plan must provide for inviting parents to conferences whenever there are repeated violations of board policy, school standards, or school rules or whenever there is a serious violation that may result in removing the student from his/her regular educational environment for any extended period of time. Parents also have the right to inspect or obtain copies of student records as provided in policy [4700](#), Student Records.

### **Short-Term Suspension**

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the principal.

Short-term suspension procedures:

- ✓ The principal must first provide the student with notice of the opportunity for an informal hearing. The principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the hearing, the student has the right to be present, to be informed of the charges, and the basis of the accusation, and to make statements in defense of mitigation of the charges.
- ✓ The principal may impose a short-term suspension without providing notice and the opportunity for a hearing if the presence of the student creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.
- ✓ The principal's decision to impose short-term suspension is not appealable to the Superintendent or local Board of Education.
- ✓ The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, e-mail or any other method reasonably designed to give actual notice.



Any student who has received a short-term suspension (10 days or less) will be afforded the following:

- ✓ The opportunity to take textbooks home for the duration of the suspension
- ✓ The right to inquire about homework assignments for the duration of the suspension
- ✓ The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period

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

A long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than 10 school days. Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education and that provides the student with the opportunity to make timely progress toward graduation and grade promotion is not a long-term suspension requiring the due process procedures set out in this policy.

Upon the recommendation of the principal, the superintendent may impose a long-term suspension on a student who willfully engages in a serious violation of the Code of Student Conduct and the violation either threatens the safety of students, staff or school visitors or threatens to substantially disrupt the educational environment. The principal may recommend long-term suspension for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.

Long-term suspension procedures:

- ✓ Only the superintendent has authority to long-term suspend a student.
- ✓ The superintendent can extend long-term suspension into the next school year if the offense occurs during the final quarter of the school year. The suspension may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.
- ✓ Before a student can be long-term suspended, the student must be provided with an opportunity for a hearing in accordance with policy [4353](#), Long-Term Suspension, 365 Day Suspension, Expulsion.
- ✓ Students who are long-term suspended must be offered alternative educational services unless the superintendent has a significant or important reason for declining to offer such services. The following are considered significant or important reasons:
  - Student exhibits violent behavior
  - Student poses a threat to staff or other students
  - Student substantially disrupts the learning process
  - Student otherwise engaged in serious misconduct that makes the provisions of alternative educational services not feasible
  - Educationally appropriate alternative education services are not available in the local school administrative unit due to limited resources
  - Student failed to comply with reasonable conditions for admittance into an alternative education program
- ✓ If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents.



- ✓ Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study and provides the student with the opportunity to make timely progress toward graduation and grade promotion (i.e. alternative school) is not a long-term suspension requiring the long-term suspension due process requirement.
- ✓ The superintendent shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the superintendent provides a significant or important reason for declining to offer such services. Alternative education services are part-time or full-time programs that provide direct or computer-based instruction to allow the student to progress in one or more core academic courses. Such services may include programs described in policy [3470/4305](#), Alternative Learning Programs/Schools.

### ***Expulsion***

An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purpose. Upon the recommendation of the superintendent, the board may expel a student who is 14 years of age or older for misbehavior.

Expulsion procedures:

- ✓ Prior to expelling a student, the local Board of Education must consider whether to offer alternative education services to the student. If the local Board determines that there are appropriate alternative services, the student shall be under the supervision of school personnel at all times.
- ✓ At the time the student is expelled, he/she shall also be provided with notice of the right to petition for readmission.
- ✓ During the term of expulsion, unless the local Board of Education provides the student with access to alternative education services, the student cannot be present on any of the school Board's property and is not considered a student within that school system.

### ***365 Day Suspension***

A 365- day suspension is the disciplinary exclusion of a student from attending his or her assigned school for 365 calendar days. The superintendent may impose a 365-day suspension only for certain firearm and destructive device violations, as identified in policy [4333](#), Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

The superintendent shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the superintendent provides a significant or important reason for declining to offer such services. Alternative education services are part-time or full-time programs that provide direct or computer-based instruction to allow the student to progress in one or more core academic courses. Such services may include programs described in policy [3470/4305](#), Alternative Learning Programs/Schools.

### **Notice to Student's Parent for Long-Term Suspension, 365 Day Suspension, Expulsion**

The principal must provide to the student's parent written notice of the recommendation for long-term suspension, 365-day suspension or expulsion by the end of the workday during which the long-term suspension or expulsion is recommended when reasonable possible or as soon thereafter as practicable in accordance with policy [4353](#), Long-Term Suspension, 365 Day Suspension, Expulsion.

### **Appeal Process for Long-Term Suspension, 365 Day Suspension, Expulsion**

The student may appeal to the board the superintendent's decision not to provide alternative education services, as permitted by G.S. 115C-45(c)(1). Any appeal to the board must be made in writing within five



days of receiving the superintendent's decision in accordance with policy [4353](#), Long-Term Suspension, 365 Day Suspension, Expulsion.

### **Readmission for Long-Term Suspension, 365 Day Suspension, Expulsion**

Readmission procedures:

- ✓ Students suspended for 365 days or expelled may after 180 calendar days from the date of the suspension or expulsion, petition in writing to be readmitted. At the Board's discretion, the Superintendent or Board may decide any petitions for readmission.
- ✓ The student shall be readmitted if he/she demonstrates that his/her presence in a school no longer constitutes a clear threat to the safety of other students or school personnel.
- ✓ If the superintendent or designee rejects the request for readmission, the notice will advise the parents of the right to appeal the decision to the board. Any appeal to the board must be made in writing within five days of receipt of the superintendent's or designee's decision in accordance with policy [4362](#), Requests for Readmission of Expelled Students.
- ✓ If a student is readmitted, the local Board and Superintendent have the right to assign the student to any program within the school system and place reasonable restrictions on the student.
- ✓ If a teacher was assaulted or injured by a student, and as a result the student was expelled, the student shall not be returned to that teacher's classroom following readmission unless the teacher consents.
- ✓ If the expelled student's request for readmission is denied, the board will not consider a subsequent request for readmission of that student until six months after the submission of the previous request.

### ***Threatening Acts***

Students are prohibited from directing toward any other person any language, sign or act which threatens force, violence, or disruption, including the 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. This includes but is not limited to any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that compromises the safety of other persons. (The principal will determine the seriousness of the act.)

Consequence Range: Detention – Expulsion

Severe violation of this policy may result in long-term suspension or expulsion.

### ***Criminal Behavior***

Criminal or other illegal behavior is prohibited. Any student the principal reasonably believes to have engaged in criminal behavior on the school premises or at school activities will be subject to appropriate disciplinary action as stated in applicable Board policies and may be criminally prosecuted as well.

The principal must report immediately to law enforcement officers and the Superintendent, the following criminal behavior that occurs on school grounds, regardless of age or grade of the perpetrator or victim: assault resulting in serious personal injury; sexual assault; sexual offense; rape; kidnapping; indecent liberties with a minor; assault involving the use of a weapon; possession of a firearm in violation of the law; possession of a weapon in violation of the law; possession of a controlled substance in violation of the law; assault on school officials, employees and/or volunteers; homicide, including murder, manslaughter and death by vehicle; robbery; or armed robbery.



School officials will cooperate fully with any criminal investigation and prosecution. Any criminal behavior that also violates school rules or Board Policy will be investigated independently from the criminal investigation and appropriate disciplinary action from the school will be taken.

School administrators have the authority to conduct reasonable searches and seize materials in accordance with Board Policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the Jackson County Board of Education or the school.



## Code of Conduct, Elementary Offenses, Levels 1 & 2

*\*\*According to JCPS Board Policy 4300 Student Behavior Policies, consequences for violations fall into minor and serious categories. Minor violations may result in disciplinary measures or responses up to and including short-term suspension. Serious violations may result in any of the consequences that may be imposed for minor violations and when threatening to substantially disrupt the educational environment or threaten student safety may result in long-term suspension or expulsion. Consequences listed below are imposed per administrative discretion per individual student needs. Corrective action is a team-oriented approach with administration focused on problem solving and behavior intervention to promote student academic success and character development. Additionally, parent contact will be attempted regarding any student bus suspension and/or out of school suspension.*

<b>LEVEL 1—Minor Violation</b>			
<b>Offense</b>	<b>CONSEQUENCE, RESTORATION, AND/OR RESTITUTION</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Inappropriate Bus Behavior	Warning, new seat assignment	1 day bus suspension	2 day bus suspension 4 <sup>th</sup> offense—5 day bus suspension 5 <sup>th</sup> offense—bus suspension rest of year
Inappropriate or disruptive use of personal technology devices, personal items, and toys. The school is not responsible for confiscated items.	Confiscate and to give to parent	Detention, confiscate item and return to parent	Detention, confiscate item and return to parent; may not be allowed to have device on campus for rest of school year
<b>LEVEL 2—Minor Violations</b>			
<i>*When a pattern of behaviors is observed, Level 3 consequences will apply.</i>			
<b>Offense</b>	<b>CONSEQUENCE, RESTORATION, AND/OR RESTITUTION</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Engaging in inappropriate display of affection	1 detention	2 detentions	1 day ISS
Dishonesty - Making false statements (written or verbal)	1 detention	2 detentions	1 day ISS
Cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work	1 detention No credit will be given for the work	2 detentions No credit will be given for the work	1 day ISS No credit will be given for the work
Plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work	1 detention No credit for the work	2 detentions No credit for the work	1 day ISS No credit for the work
Theft * Also restitution	1 detention	2 detentions	1 day ISS
Skipping class/in unauthorized area	1 detention	2 detentions	1 day ISS
Failure to comply with directions of a school authority	1 detention	2 detentions	1 day ISS
Any student who lingers at any school after the close of the school day without specific need and becomes disruptive	1 detention	2 detentions	1 day ISS
Inappropriate use of the Internet	1 detention	2 detentions	1 day ISS
Minor Horseplay (Rough Play) or Inappropriate physical contact	1 detention	2 detentions	1 day ISS
Teasing/Name Calling/Bullying/ Inappropriate language	1 detention	2 detentions	1 day ISS
<b>LEVEL 3—Minor/Serious Violations</b>			
<b>Offense</b>	<b>CONSEQUENCE, RESTORATION, AND/OR RESTITUTION</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Leaving school grounds unauthorized (law enforcement may be notified)	1 day OSS	2 days OSS	3 days OSS
Defiant/disruptive conduct, cursing using vulgar, abusive or demeaning language, choosing deliberately to disrupt class by disruptive actions or provoking others [disorderly conduct by disrupting, disturbing, interfering with the teaching of students or otherwise disrupting or disturbing the peace (This offense if legally charged is a violation of G.S. 14-33(a), Class 2 Misdemeanor.)]	1 day OSS	2 days OSS	3 days OSS
Possessing or distributing literature or illustrations which significantly disrupt the educational process and may be of a sexual nature or offensive	1 day OSS	2 days OSS	3 days OSS
Failing to observe established safety rules, standards and regulations in any school building, school vehicle or on school grounds any time at any school-related activity, inc. athletic events or at any time when student is subject to supervision of school personnel, including school trips. Violations of safety standards include (but not limited to) being in restricted or unauthorized areas without permission, failing to follow school procedures, or failing to follow lawful directions of teacher or authority	1 day OSS	3 days OSS	5 days OSS
Students striking one another	1 day OSS	3 days OSS	5 days OSS
Tobacco Products - Students are prohibited from possessing or using any tobacco product(s), nicotine products or personal vaporizers (e-cigs, vape pens, etc.), lighters or matches in any school building, school vehicle or on school grounds at any time, at any school-related activity, including athletic events, at any time when student is subject to the supervision of school personnel, including school trips.	1 day OSS and confiscate product or item	2 days OSS and confiscate product or item	3 days OSS and confiscate product or item
Theft or Damage to School Property - Students are prohibited from stealing or attempting to steal school or private property, and/or from knowingly being in possession of stolen property. Students are prohibited from damaging or attempting to damage any school property or private property at any time when Board policies are applicable.	1 day OSS and restitution	3 days OSS and restitution	5 days OSS and restitution



## Code of Conduct, Elementary Offenses, Levels 4 & 5

LEVEL 4—Serious Violations			
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Playing abusive or dangerous tricks, subjecting a student or personnel to personal indignity or use of intimidation; Severe disrespect	3 days OSS	5 days OSS	10 days OSS
An attack, assault, horseplay or roughhousing (rough, boisterous play or jesting) committed by a student upon another person which does not result in serious injury but which is intended to cause or reasonably could cause serious injury	5 days OSS, up to expulsion		
An attack, assault, horseplay or roughhousing (rough, boisterous play or jesting) committed by a student upon 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, significant bruising or pain, or the victim requires hospitalization or treatment at a hospital emergency room as a result of an attack	10 days OSS, up to expulsion		
Fighting or instigating a fight	3 days OSS	5 days OSS	10 days OSS
Possessing or distributing literature or illustrations which are obscene, pornographic, offensive, unlawful, immoral, indecent, lewd, or disreputable behavior of overly sexual nature in school setting	3 days OSS	5 days OSS	10 days OSS
Harassment (Including Sexual Harassment—see page 18 for details) - Students are prohibited from engaging in or encouraging any form of harassment against students, employees or any other individuals on school grounds or at school-related functions. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.	investigation/3 days OSS	investigation/5 days OSS	investigation/10 days OSS
Any act intended to allow unauthorized entry into a school building. Any act that circumvents a school safety procedure, protocol, or practice. Opening/Propping Doors and/or Window open without administrative approval.	Report to law enforcement/3 days OSS	Report to law enforcement /5 days OSS	Report to law enforcement /10 days OSS
Breaking/entering (school buildings/buses) or severe damage to school property	10 days OSS/Law Enforcement contacted/ restitution, up to expulsion		
Possession/use of drugs or alcohol including misuse of prescription, over the counter, or pseudo/synthetic drugs; Possession of Drug paraphernalia	10 days of OSS reduced to 5 days with an assessment	Recommended long term suspension	
Offense	Drug Trafficking, ANY Offense		
Drug Trafficking--Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any illegal substance, or any alcoholic beverage, malt beverage or fortified wine, or other intoxicating liquor, narcotic drugs; hallucinogenic drugs; amphetamines; barbiturates; marijuana or any other controlled substance; any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs.	10 days OSS with recommendation for long term suspension/Law enforcement contacted		
<p><b>Board Policy 4351 Short-Term Suspension:</b> A student under short-term suspension (OSS) must be provided with the following:</p> <ol style="list-style-type: none"> <li>The opportunity to take textbooks home for the duration of the suspension</li> <li>Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and</li> <li>The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.</li> </ol> <p>**Parent notification required with reason for the suspension and description of the student conduct for which suspension is based; must be given by the end of the workday during which suspension is imposed when reasonably possible but in no event more than two days after suspension is imposed. See <a href="#">Policy 4341 Parental Involvement in Student Behavior Issues</a>.</p>			
LEVEL 5—Serious Violations			
<b>Policy 4333 Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety</b>			
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION		
Communicating a bomb threat and/or communicating a threat that endangers the lives of students and/or staff or perpetrates a hoax	Shall receive 10-day suspension or up to long-term suspension. Mental health assessment required before an alternative placement is considered. Law enforcement will be contacted and charges filed.		
Weapons and Weapon-Like Items: Students are prohibited from possessing, handling, or transmitting any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon on any school property, including vehicles. Weapons include but are not limited to: any firearm or destructive device, including a gun, pistol or rifle; explosives, including a bomb, grenade, or mine; knife, including a pocket knife, bowie knife, switchblade, dirk or dagger; slingshot or slung shot; leaded cane; blackjack; metal knuckles; BB gun; air rifle or air pistol; stun gun or other electric shock weapon; icepick; any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.	This behavior is in violation of <a href="#">G.S. 14-269.2(d), Misdemeanor Possession of Weapon on Educational Property, a Class 1 Misdemeanor</a> . <b>Consequence:</b> Short to Long-Term Suspension - If suspension is beyond 10 days, principal will determine the length of suspension based upon a review of the student's culpability, dangerousness, and harm caused. Any student who brings a firearm or powerful explosive onto school property shall be suspended on a 365- day suspension unless the Superintendent recommends and the Board approves a modification.		
Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any illegal substance, or any alcoholic beverage, malt beverage or fortified wine, or other intoxicating liquor, narcotic drugs; hallucinogenic drugs; amphetamines; barbiturates; marijuana or any other controlled substance; any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs.	10 days OSS with recommendation for long term suspension/Law enforcement contacted		



## Code of Conduct, Secondary Offenses, Levels 1, 2, 3

*\*\*According to JCPS Board Policy 4300 Student Behavior Policies, consequences for violations fall into minor and serious categories. Minor violations may result in disciplinary measures or responses up to and including short-term suspension. Serious violations may result in any of the consequences that may be imposed for minor violations and when threatening to substantially disrupt the educational environment or threaten student safety may result in long-term suspension or expulsion. Consequences listed below are imposed per administrative discretion per individual student needs. Corrective action is a team-oriented approach with administration focused on problem solving and behavior intervention to promote student academic success and character development. Additionally, parent contact will be attempted regarding any student bus suspension and/or out of school suspension.*

<b>LEVEL 1—Minor Violation</b>				
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION			
	1 <sup>st</sup> & 2 <sup>nd</sup> Offense	3 <sup>rd</sup> – 5 <sup>th</sup> Offense		6 <sup>th</sup> Offense+
Improper Show of Affection Inappropriate Language Unauthorized Area	1 day of ISS	2 days of ISS		1 or more days of OSS (1, 2, 5, 10 days by offense)
Tardies Per Class	1 <sup>st</sup> -3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
	Verbal Warning by Classroom Teacher for first 3 tardies	1 Absence Recorded for 3 tardies (makeup time, ISS lunch and/or detention) Parent notified	Discipline referral and makeup time, ISS lunch and/or detention	Discipline referral and makeup time, ISS lunch and/or detention
Misbehavior on school bus	1 <sup>st</sup> & 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense+
	1-2 days off the bus	3-4 days off bus	5 days off the bus	Bus suspension for remainder of year
<b>LEVEL 2A—Minor Violation</b>				
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION			
	1 <sup>st</sup> Offense		2 <sup>nd</sup> Offense	
Possession and/or use of electronic device other than those allowed during the times allowed (including cell phones)	Confiscation of the device; device will be returned to the parent/guardian upon visit to school for a discussion with administration		Confiscation of device; will be returned to a parent/guardian with agreement student will not bring device to school for remainder of year OR kept by administration until end of school year	
<b>LEVEL 2—Minor Violation</b>				
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION			
	Offenses 1 <sup>st</sup> – 4 <sup>th</sup>		5 <sup>th</sup> Offenses+	
Class Cut, Cheating/Lying	1 day of ISS		1 or more days of OSS (1, 3, 5, 10 days by offense)	
Failure to Comply, Disruptive Behavior, Skipping all day of school, Failure to check in or out of school properly, Improper use of technology	2 days of ISS		1 or more days of OSS (1, 3, 5, 10 days by offense)	
Misrepresentation of work(s)/product(s)	2 days of ISS *Penalty will include a 0 on the work(s) and/or product(s)		1 or more days of OSS (1, 3, 5, 10 days by offense) *Penalty will include a 0 on the work(s) and/or product(s)	
<b>LEVEL 2—Minor Violation, Parking Violations (SMHS Campus ONLY)</b>				
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION			
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Parking Violations:</b> , Wrong Spot, No Sticker, Illegal Parking (area)	1 Day ISS	2 Days ISS	2 Days ISS	Loss of Parking Privileges for Semester and/or Year; Parent may be called to remove vehicle from campus immediately
<b>Moving Violations:</b> Reckless Driving and/or Speeding	2 Days ISS	Loss of privileges for remainder of semester and/or year (severe cases) Student may move out of 1 <sup>st</sup> offense category into 2 <sup>nd</sup> offense category in this area depending on severity of violation (Parent may be called to remove vehicle from campus immediately)		
<b>LEVEL 3—Minor/Serious Violation</b>				
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION			
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Tobacco Products – Students are prohibited from possessing or using any tobacco product(s), nicotine products or personal vaporizers (e-cigs, vape pens, etc.) regardless of nicotine content, lighters or matches in any school building, school vehicle or on the school grounds at any time, at any school-related activity, including athletic events, at any time when the student is subject to the supervision of school personnel, including school trips.	1 day ISS w/ counseling regarding nicotine & health	2 days ISS w/ online tobacco/nicotine cessation course	3 days or more ISS Behavior Mgt. Plan Tier 2 Interventions	3 days or more ISS Behavior Mgt. Plan Tier 3 Interventions
Communicating threats pertaining to fighting*	1 day OSS	3 Days OSS	5 Days OSS	10 days OSS
Possession/use of fireworks/lighters, etc.	1 day OSS	3 Days OSS	5 Days OSS	10 days OSS



## Code of Conduct, Secondary Offenses, continued Levels 4 & 5

<b>LEVEL 4—Serious Violation</b>			
<b>Offense</b>	<b>CONSEQUENCE, RESTORATION, AND/OR RESTITUTION</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Fighting or instigating a fight Theft (penalty will include restitution) Property destruction (penalty will include restitution) Verbal and/or physical harassment of student (bullying) including sexual harassment; making fun of another person's sexual orientation (1 <sup>st</sup> offense – 3 sessions of remediation/training) Disrespectful behavior directed at school personnel Possession of Pocket Knife (of the type not considered a weapon) Possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene, pornographic, or unlawful Immoral, indecent, lewd, or disreputable behavior of an overly sexual nature in school setting Playing abusive or dangerous tricks; subjecting a student or personnel to personal indignity;	3 days OSS	5 days OSS	10 days OSS
<b>LEVEL 5—Serious Violation</b>			
<b>Offense</b>	<b>CONSEQUENCE, RESTORATION, AND/OR RESTITUTION</b>		
Intimidation, lewd and/or dangerous tricks upon a person's personal indignity, Assault horseplay or roughhousing (rough, boisterous play or jesting) resulting in serious bodily injury, Verbal and/or physical harassment of teacher, Communicating threats of bodily harm beyond fighting	10 days OSS Principal may also request expulsion.		
Any act intended to allow unauthorized entry into a school building. Any act that circumvents a school safety procedure, protocol, or practice. Opening/Propping Doors and/or Window open without administrative approval	10 days OSS Report to Law Enforcement		
<b>LEVEL 5A—Serious Violation</b>			
<b>Offense</b>	<b>CONSEQUENCE, RESTORATION, AND/OR RESTITUTION</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2nd Offense</b>	
Possession/use of drugs or alcohol including misuse of prescription, over the counter, or pseudo/synthetic drugs; Possession of Drug paraphernalia	10 days of OSS reduced to 5 days with an assessment	Recommended long term suspension	
	<b>Drug Trafficking, ANY Offense</b>		
Drug Trafficking--Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any illegal substance, or any alcoholic beverage, malt beverage or fortified wine, or other intoxicating liquor, narcotic drugs; hallucinogenic drugs; amphetamines; barbiturates; marijuana or any other controlled substance; any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs.	10 days OSS with recommendation for long term suspension/Law enforcement contacted		
<b>Board Policy 4351 Short-Term Suspension:</b> A student under short-term suspension (OSS) must be provided with the following: <ol style="list-style-type: none"> <li>4. The opportunity to take textbooks home for the duration of the suspension</li> <li>5. Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and</li> <li>6. The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.</li> </ol> **Parent notification required with reason for suspension and description of the student conduct for which suspension is based; must be given by the end of the workday during which suspension is imposed when reasonably possible but in no event more than two days after suspension is imposed. See <a href="#">Policy 4341 Parental Involvement in Student Behavior Issues</a> .			
<b>LEVEL 5B—Serious Violation</b>			
<b><a href="#">Policy 4333 Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety</a></b>			
<b>Offense</b>	<b>CONSEQUENCE, RESTORATION, AND/OR RESTITUTION</b>		
Communicating a bomb threat and/or communicating a threat that endangers the lives of students and/or staff or perpetrates a hoax	Shall receive a 10-day suspension or up to a long-term suspension A mental health assessment will be required before an alternative placement is considered. Law enforcement will be contacted and charges will be filed.		
Weapons and Weapon-Like Items: Students are prohibited from possessing, handling, or transmitting any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon on any school property, including vehicles. Weapons include but are not limited to all of the following: Any firearm or destructive device, including a gun, pistol or rifle; explosives, including a bomb, grenade, or mine; knife, including a pocket knife, bowie knife, switchblade, dirk or dagger; slingshot or slung shot; leaded cane; blackjack; metal knuckles; BB gun; air rifle or air pistol; stun gun or other electric shock weapon; icepick; any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.	This behavior is in violation of <a href="#">G.S. 14-269.2(d), Misdemeanor Possession of Weapon on Educational Property, a Class 1 Misdemeanor</a> . Consequence: Short to Long-Term Suspension - If the suspension is beyond ten days, the principal will determine the length of the suspension based upon a documented review of the student's culpability, dangerousness, and the harm caused by the student. Consequence: Any student who brings a firearm or powerful explosive onto school property shall be suspended on a 365- day suspension unless the Superintendent recommends and the Board approves a modification.		



# Code of Conduct Reference for Mandatory Face Coverings due to COVID-19 Restrictions

Jackson County Public Schools along with the NC Department of Public Instruction (NCDPI) and the NC Department of Health and Human Services (NCDHHS) will follow the Strong Schools NC Public Health Toolkit (<https://covid19.ncdhhs.gov/media/164/open>) to mitigate the spread of COVID-19 among faculty, staff, and students. As a result, the Jackson County Public Schools voted at the July 27, 2021, board meeting to mandate the wearing of masks in all indoor buildings within Jackson County Public Schools. Each month the school board will meet to review this mandate as well as monitor numbers of positive infections and quarantine within the school system. At the August 24, 2021 board meeting the JCPS school board approved the following disciplinary consequences for students not following face covering/mask guidelines.

## **First Instance:**

Administrator Warning - Conversation and call parent to either come to school and have the student wear a face covering or take the student home and educate the parent on the policy. The administrator will share an information packet regarding why wearing masks is important to keep students in school.

## **Second Instance:**

Final Warning - Conversation and In-Person/Virtual Conference. Same response as the first instance but inform the parent that this is the last warning and that further violations of the face-covering policy may lead to disciplinary action or re-assignment (when it comes to an administrator). The administrator will share an information packet regarding why wearing masks is important to keep students in school.

## **Third Instance:**

1 day OSS, then 3 days OSS for the next offense, then 5 days OSS for the next offense (will not move beyond 5 days OSS per instance if instances extend past those outlined above).



# Enrollment

Every parent, guardian or custodian in this State having charge or control of a child between the ages of seven and 16 years shall cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. Every parent, guardian, or custodian in this State having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school.

## ***Initial School Entrance Age, Elementary (Board Policy 4100)***

Students beginning kindergarten must have attained the age of five years on or before August 31 of that particular school year to be eligible for initial enrollment. For initial entry into first grade, the student must have attained the age of six years on or before October 16 of that particular school year. The 1997 General Assembly passed legislation allowing a child who has reached his or her fourth birthday by April 16 to enter kindergarten if he or she demonstrates an extraordinary level of academic ability and maturity. Contact your school's principal for further information.

## ***Registration Information, Elementary & Secondary***

- ✓ To register your child with Jackson County Public Schools, please take the following information to the school in which your child is registering:
- ✓ Birth certificate
- ✓ Social security card (optional)
- ✓ Proof of residence (electric bill, lease agreement, etc.)
- ✓ Immunization record

If your child is transferring from another school district, student records will be requested upon enrollment.

## ***Residency, Elementary & Secondary (Board Policy 4120)***

To enroll in a Jackson County Public School, the student must be a resident of Jackson County or have Board approval to enter and shall not be currently suspended nor expelled from any other school and shall not have been convicted of a felony. For school attendance purposes, residency means that a student lives with a parent or guardian (supported by legal documentation) within the legal boundaries of Jackson County. A ward of the Court (students who are otherwise under the supervision of a state agency such as the Department of Social Services or residents of group homes) may be enrolled in the Jackson County Public School System upon approval of an application accompanied by an agency request. Homeless children living in Jackson County shall be entitled to attend the Jackson County Schools.

Under NCGS 115C-366(a3)(1)(g) a student that is not domiciled in the district but is residing with a custodian may be enrolled by the custodian (a non-parent/non-legal guardian) if the parent or legal guardian is on active military duty and is deployed outside the local school district in which the student was originally domiciled; the parent or legal guardian is a veteran severely injured and medically discharged or retired (this exception is good for only one year after medical discharge or retirement); or the parent or legal guardian dies during active duty or as a result of injuries sustained during active duty (this exception is good for only



one year from the date of death). “Active Duty” does not include any duties that are less than 30 days. When the custodian presents the child for enrollment, the custodian will need to fill out the appropriate affidavit as well as present evidence of deployment.

### ***Student Transfer Policy, Elementary & Secondary (Board Policy [4150](#))***

The Jackson County Public School System is divided into six school attendance areas. Students are expected to attend the school in the district in which they reside. Parents or guardians may request assignment to a school outside of their regular attendance area. Such a request must be submitted in writing to the superintendent at least two weeks prior to the requested date of transfer. This written request must clearly set forth the student’s permanent 911 address and the reason(s) why the transfer is being requested. The Superintendent shall consider and make a determination based upon the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which assignment is requested, and the instruction, health, and safety of the pupils there enrolled. ***Requests for student transfers will NOT be processed from August 1<sup>st</sup> – September 1<sup>st</sup> due to the need for school funding and enrollment stabilization.***

A decision will be made and the parent notified. If the parent is dissatisfied with the superintendent’s response the parent may request the board to reassign the student (See Board Policy 4150 for further details). If approved, transportation becomes the responsibility of the parent or guardian (except for homeless student transfers and transfers of students in foster care based on the student’s best interest, for which the system will provide transportation in a manner consistent with legal requirements and Board Policy 4125). If denied, the parent/guardian of the student may appeal the Superintendent’s decision to the Jackson County Board of Education, and such appeals shall be heard (see Board Policy 4150).

When a principal determines that an out-of-district student is having a serious problem with attendance, tardies, and/or behavior, the principal will notify the parents and inform them that the student must improve to the satisfaction of the principal. If satisfactory improvement is not made, the principal may recommend to the Superintendent that the student(s) be returned to his/her original school district.

### ***Student Transfers into JCPS from an Outside School/District***

All transfer students will be required to submit a transcript from his/her former school. This includes all out-of-state schools, charter schools, private schools, and home schools. This transcript will be used to grade and place students in the appropriate course sequence and/or grade level. All transcripts should include the former school’s name, address, and school information. Students transferring in from a homeschool should provide a typed transcript complete with home school name, address, administrator, and home school number and should include all courses and course grades earned. This document will become part of the student’s educational record when entering a Jackson County Public School.

### ***Withdrawal from School, Elementary & Secondary***

In order to officially withdraw from school before graduating (transferring to another school/program or dropping out) students need to complete the following procedures:

1. See front office to receive withdrawal forms and instructions concerning returning completed forms.
2. See textbook coordinator to return all textbooks and clear any discrepancies. The textbook coordinator will sign indicating that all obligations have been taken care off.
3. See the media coordinator to ensure all materials are returned and have form signed by media coordinator.



4. See lunchroom manager and assistant principal to make sure all fees have been paid, have form signed by both officials.
5. Provide counselor with information concerning plans (transfer students) and/or discuss alternatives for receiving school diploma/equivalency diploma. Complete exit interview (parent signature required).



# General School Operations

## ***Drug Testing of Students, Secondary ([Board Policy 4326](#))***

The Jackson County Board of Education will conduct random drug screening of secondary students involved in athletics, competitive extracurricular activities and students that drive and park on campus in order to provide assistance through counseling, education, and treatment for those determined to be using/abusing drugs. A competitive extracurricular activity is any competitive activity that does not impact academic credit and is not required or mandatory for the student. It is recognized that these students are considered leaders in the school system and should serve as positive role models to other students. It is also recognized that athletes participate in physically demanding activities in which the body must exert tremendous energy which could potentially be life threatening to the athlete and to other athletes if drugs are used. In addition, students that drive on campus are responsible for the safety of themselves and those they encounter while driving. Prior to participation, parents/guardians and any high school student desiring to participate in any athletic activity, extracurricular activity or that will be driving and parking on campus will be required to sign a consent form for drug testing (Revised: July 2015). Drug screening will occur throughout the school year. For additional information please refer to JCPS Board Policy [4326](#).

## ***Distribution and Display of Non-School Material***

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, distribution, and display of non-school material will be limited in accordance with board policy 5210 and 5240. School officials shall screen and approve the distribution or display of non-school material on school property. This policy applies to the distribution and display of non-school material by students and school-related groups and by governmental agencies, educational institutions and non-profit entities as permitted in board policy. Please see board policy 5210 for specific information regarding distribution and display by students and by non-students including non-school materials. Additionally, any individual wishing to distribute or display non-school-sponsored publications or materials must first submit for approval a copy of the publication or material to the principal at least five school days in advance of the distribution or display. Please see board policy for specific details.

## ***Fund Raising and Concessions, Elementary & Secondary***

Beginning July 1, 2014 the Smart Snacks Nutrition Standards were implemented as required by the Healthy, Hunger Free Kids Act of 2010. Due to the Smart Snack Standards, schools will no longer be able to sell any type of food item(s) during the school day for fundraising purposes. USDA considers a fundraiser to be an event that includes any activity during which currency/tokens/tickets etc. are exchanged for the sale/purchase of a product in support of the school or school related activities. The Smart Snack Standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day.

In the interest of the health of the communities in which our students reside, organizers of after-school fundraising efforts should consider the health cost of selling high-calorie, high fat or high sugar foods and beverages.



School organizations and clubs are encouraged to limit fund-raising activities. The superintendent must approve all fundraising proposals and the principal will monitor all fund-raising activities. Solicitation of money and goods from local merchants and other businesses shall be limited and must be under the supervision and control of local school administrators.

***Incident Weather, Elementary & Secondary***

On those days when weather conditions are questionable, bus routes will be checked by school personnel and announcements made on local radio stations and on selected television stations as soon as possible. In case of hazardous driving conditions, school will be suspended for the day. When driving conditions are questionable, a two-hour delay (two and one-half hours at Blue Ridge School and Blue Ridge Early College) will be announced. If a student is normally picked up at 6:30 AM, he will be picked up at 8:30 AM). **School will close at the normal time.**

The following television stations are notified:

WLOS	Channel 13	Asheville	<a href="http://www.wlos.com">www.wlos.com</a>
WYFF	Channel 4	Greenville	<a href="http://www.wyff.com">www.wyff.com</a>
WSPA	Channel 7	Spartanburg	<a href="http://www.wspa.com">www.wspa.com</a>
WHNS (Fox)	Channel 21	Asheville	<a href="http://www.foxcarolina.com">www.foxcarolina.com</a>

The following radio stations are notified:

WRGC	680 AM	Sylva
WFSC	1050 AM	Franklin
WCQS	99.5 FM	Asheville
WHLC	104.5 FM	Highlands
Clear Channel Asheville (WKSF, WQNS, WQNO, WWNC, WPEK, WMXF)		

**For information:**

Visit the Jackson County Schools’ website at <http://www.jcpsnc.org/> Buses will run on safe roads only. When buses cannot run on certain roads, parents are encouraged to help the school system by transporting their children to and from school. The School System’s automated calling system, ConnectED, will also be activated when any changes in the normal school schedule are made. Parents should be sure that all contact information for their child is correct in the PowerSchool system to ensure that ConnectED calls are delivered to the correct phone number. Please consult the child’s school for any changes in contact information.

***Insurance, Elementary & Secondary (Board Policy 4220)***

The school does not provide medical insurance; all primary medical insurance is the responsibility of the parents of each student. Accident insurance is available for purchase from an outside provider at a nominal cost which parents are encouraged to purchase. Students participating on athletic teams are covered by catastrophic insurance, which is secondary to the medical insurance purchased by the parents. The school does provide secondary catastrophic coverage for students injured on school property. However, a claim must be filed within 60 days of the incident. It is the parent’s responsibility to pay all medical expenses.



### ***Lockers and Textbooks, Elementary & Secondary***

The school maintains lockers that are assigned to students for their convenience. Students are to follow individual school procedures concerning placing locks on their lockers. The school reserves the right to joint control over lockers, and therefore the right to search lockers at any time without prior notice. A student is to use only the locker he/she has been assigned. The outside of lockers may not be decorated. A minimum of \$5.00 will be assessed for defaced lockers. Any assessed fees for damage must be paid before a new locker will be issued. Note that all items left in lockers at the end of the school year will either be donated to charity or discarded.

Each individual school will be represented, on district wide committees, to select textbooks that support instruction that helps meet the school goals as well as the North Carolina Standard Course of Study. Materials will be purchased from the approved textbook list or from other approved sources. Students will be issued appropriate textbooks at the beginning of each semester as long as the previous semester's textbooks have been returned and/or all other school related debts are paid. Students are responsible for the care and maintenance of their books. In the event that any books are lost or damaged, students will be held financially accountable at the time of the loss or damage.

### ***Parent Involvement, Elementary & Secondary***

The Jackson County Board of Education recognizes the critical role of parents in the education of their children and in the schools. Each parent 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 to participate in activities designed by the schools to involve them, such as parent conferences, in order to encourage effective communication.

The board directs each school to develop a parental involvement plan as a part of the school improvement plan. This plan must include, at a minimum, the board directives provided below. In addition, the plan must include ways to enhance parental involvement in the following areas:

1. meaningful two-way communication between home and school;
2. involving parents and guardians in student learning;
3. promotion of volunteering;
4. involving parents and guardians in school decisions that affect children and families;
5. parental training;
6. community collaboration; and
7. promotion of student health awareness.

The board encourages regular contact with parents by school personnel for commendation as well as for notification of concerns. Schools will plan for periodic communications with parents.

Teachers are responsible for scheduling conferences with parents. This policy applies to the parents, legal guardians and legal custodians of students who are under 18 years old and are not married.

### ***Parent-Teacher Organizations***

Most of the schools within the school district have active parent-teacher organizations. These organizations are a great way for parents and families to be involved in and support their student's school and education. Please see a school administrator to learn more or to find out how to become involved.



### **Parent Visits**

Parents are welcome and are encouraged to visit our schools, especially for parent conferences and planned activities. Parent conferences should be arranged with the teacher or through the student's guidance counselor. Parents, or others, may not deliver fast food or restaurant food to students for lunch. In the interest of keeping students and school staff safe, all visitors must first report to the main office. Access during the school day is restricted in order to allow students to focus on academics. Students may not bring other students to visit during the school day. Parents who bring items to school for their students are asked to bring these items to the school office where they will be delivered at the least disruptive times to instruction and the teaching/learning process. Only visitors who have legitimate business at school will be admitted during school hours, and any person found on school grounds not properly signed-in is subject to trespassing law violations.

### **School Nutrition ([Board Policy 6200](#) & [6225](#))**

A free or reduced lunch application form will be available online at [www.lunchapplication.com](http://www.lunchapplication.com) Please complete the required information. Once your application has been received, the district office will determine your eligibility and mail a letter to the home address on file with eligibility status. If the need arises, at any time during the school year, parents can complete a free and reduced online application. All information is strictly confidential. If you receive a letter in July or August stating your child was pre-approved for meal benefits, you will not need to reapply for meal benefits for the following school year. Please make sure all school-aged children living in your household are listed on the approval letter. Please ensure that your child's address on file in the PowerSchool system is correct. If you need to make changes, please contact your child's school.

### **Elementary**

Elementary students are allowed to charge up to \$10.00 on their cafeteria accounts. Elementary students who exceed the \$10.00 charge will be offered an "alternative meal" at no cost. This meal will consist of a cheese sandwich, fruit, vegetable and a milk. No one may charge supplemental sale items. However, during the last ten days of school, students will not be permitted to charge lunch; they will be given an alternate meal. All accounts should be paid before the last day of school. The cafeteria manager will print letters weekly to all students who owe more than \$5.00 and will place them in teacher's boxes. They are to be given to the students to take home to their parents/caregivers. The cafeteria staff and/or the principal will also notify parents through the automated call system, Connect Ed, on a monthly basis if the charges are over the \$10 limit. Parents are encouraged to send money with their child or to go to the web site [www.lunchprepay.com](http://www.lunchprepay.com) and place money on their child's account. If payments are not received promptly, parents/caregivers will receive a phone call from the school cafeteria manager and/or Director of School Nutrition Services to discuss the student's account. Parents are encouraged to call their cafeteria manager for information regarding their child's lunch account. If the need arises, at any time during the school year, parents should complete a free and reduced application for their child.

### **Secondary**

Students in grades 9-12 are not allowed to charge on their cafeteria account. Students who have no money on their account will be offered an alternate meal at no cost. The alternate meal consists of a cheese sandwich, fruit, vegetable and a choice of milk.



***Volunteers, Elementary & Secondary ([Board Policy 5015](#))***

All school volunteers other than occasional guest speakers, occasional volunteers (less than weekly contact with students), high school students and college classes under professional-staff supervision, or those not in direct contact with students, will be required to complete a criminal background check. These volunteers include paid and unpaid non-staff coaches, student interns and student teachers. Until this background check is completed, the principal must ensure that school volunteers are only working with children under the direct supervision of a paid staff member. School volunteers may not continue to work with students more than two weeks without submitting the information requested to complete a criminal background check.



# Notifications, 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. Below is the Campbell Shatley model annual public notice that includes all the required notices for all students in grades K-12.

At a minimum, your School District's annual public notice must include all the items listed below; however, your School District's notice can include additional items, including notices regarding use of school technology and the Internet.

## **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. School Officials with a legitimate educational interest are an exception and do not need parental consent. For a complete list of the disclosures that elementary and secondary schools may make without parental consent see [34 CFR Part 99.37](#).
- A School Official includes any of the following when that person has a "*legitimate educational interest*" in having access to the information:
  - a. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the school district;
  - b. A school board member;
  - c. A contractor, consultant, volunteer, or other party to whom the school district has outsourced services or functions, such as (but not limited to) an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the school district would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of PII from education records;
  - d. A person serving on a committee appointed by the school board or by the administration of the school district, such as a disciplinary or grievance committee or other review committee.

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.



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
Address	Date and place of birth
Telephone listing	Electronic mail address
Photograph	Participation in officially recognized activities and sports
Major field of study	Weight and height of members of athletic teams
Grade level	Most recent educational agency or institution attended
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:

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



**B. Non-Discrimination: Title VI of the Civil Rights Act of 1964; 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, admissions, or employment policies.

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

**504/ADA Coordinator**  
Kelly Doppke, Director of Student Support Services  
398 Hospital Road  
Sylva, NC 28779  
828-586-2311 Ext. 1928

**C. 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:

Kelly Doppke, Director of Student Support Services  
398 Hospital Road  
Sylva, NC 28779  
828-586-2311 Ext. 1928

**D. Homeless Students: McKinney-Vento Homeless Assistance Act**

For information concerning the educational rights of homeless students, please consult Board Policy 4125 and/or contact: (additionally, see "McKinney-Vento Assistance" under **Student Assistance**).

Laura Dills, Executive Director of Federal Programs & Elementary Education  
398 Hospital Road  
Sylva, NC 28779  
828-586-2311 Ext. 1950

**E. Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to:

*Parents must consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;



3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom students 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 student's parent; or
8. Income, other than as required by law to determine program eligibility.

*Parents must receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school district, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Parents may *inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

For more information, see board policy 4720.



**F. 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 Jackson County Department of Public Health at 828-586-8994 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/>. Additionally, see "Immunizations" under **Safe and Healthy Students**.

**G. Student Health: N.C.G.S. § 115C-47(51)<sup>1</sup>**

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](http://www.cdc.gov/vaccines/vpd-vac). Those individuals without internet access can contact a school nurse or the Jackson County Health Department at 828-586-8994. For more information, please see "Immunizations" under **Safe and Healthy Students** section.

**H. North Carolina Safe Surrender Law<sup>2</sup>**

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 <http://www.ncdhhs.gov/assistance/pregnancy-services/safe-surrender>. Those individuals without internet access can contact a school nurse or social worker.



**I. Asbestos Hazard Emergency Response Act**

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for Jackson County Public 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 Jason Watson at (828) 586-2311 ext. 1927. For additional information, see "Asbestos Inspections" under **Safe and Healthy Students** section.

**J. 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 9205 and/or contact: Jason Watson, Director of Maintenance, Jackson County Public Schools, 398 Hospital Road, Sylva, NC 28779 at 828-586-2311 ext. 1923. For more information, please see "Pesticide Use" under **Safe and Healthy Students**.

**K. Student Restraint/Seclusion/Isolation**

The School District has adopted Board Policy 4302-R Rules for Use of Seclusion and Restraint in Schools, as required by N.C.G.S. § 115C-391.1. Board Policy 4302-R Rules for Use of Seclusion and Restraint in Schools, as well as N.C.G.S. § 115C-39.1.1, are fully set out herein.

**JCPS Board Policy: 4302-R Rules for Use of Seclusion and Restraint in Schools**

The following rules will govern the use of seclusion and restraint by school personnel. As used in this regulation, "school personnel" means employees of the Jackson County Board of Education and any persons working on school grounds or at a school function (1) under a contract or written agreement with the school system to provide educational or related services to students or (2) for another agency providing educational or related services to students.

- a) Physical Restraint
  - i) Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.
  - ii) Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:
    - 1. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
    - 2. as reasonably needed to maintain order or to prevent or break up a fight;
    - 3. as reasonably needed for self-defense;
    - 4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;



5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
  6. as reasonably needed to escort a student safely from one area to another;
  7. if used as provided for in an IEP, Section 504 plan, or behavior intervention plan; or
  8. as reasonably needed to prevent imminent destruction to school or another person's property.
- iii) Except as set forth above, physical restraint of students will not be considered a reasonable use of force, and its use is prohibited. In addition, physical restraint will not be considered a reasonable use of force when used solely as a disciplinary consequence.
- b) Mechanical Restraint
- i) 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.
  - ii) Mechanical restraint of a student by school personnel is permissible only in the following circumstances:
    1. when properly used as an assistive technology device included in the student's IEP, Section 504 plan, or behavior intervention plan, or as otherwise prescribed by a medical or related service provider;
    2. when using seat belts or other safety restraints to secure a student during transportation;
    3. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
    4. as reasonably needed for self-defense;
    5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.
  - iii) Except as set forth above, mechanical restraint, including the tying, taping, or strapping down of a student, will not be considered to be a reasonable use of force, and its use is prohibited.
- c) Seclusion
- i) 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 or (b) incapable of leaving due to physical or intellectual capacity.
  - ii) Seclusion of a student by school personnel may be used in the following circumstances:
    1. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
    2. as reasonably needed to maintain order or prevent or break up a fight;
    3. as reasonably needed for self-defense;
    4. 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; or
    5. when used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
      - a. the student is monitored by an adult in close proximity who is able to see and hear the student at all times while the student is in seclusion;
      - b. 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, Section 504 plan, or behavior intervention plan;
      - c. the confining space has been approved for such use by the local education agency;
      - d. the space is appropriately lighted, ventilated, and heated or cooled; and



- e. the space is free from objects that unreasonably expose the student or others to harm.
- iii) Except as set forth above, the use of seclusion is not considered to be reasonable force, and its use is prohibited. In addition, seclusion will not be considered a reasonable use of force when used solely as a disciplinary consequence.
- d) Isolation
  - i) Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.
  - ii) Isolation is permitted as a behavior management technique provided that:
    - 1. the isolation space is appropriately lighted, ventilated, and heated or cooled;
    - 2. the duration of the isolation is reasonable in light of the purpose for the isolation;
    - 3. the student is reasonably monitored while in isolation; and
    - 4. the isolation space is free from objects that unreasonably expose the student or others to harm.
- e) Time-Out
  - i) Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.
- f) Aversive Procedures
  - i) Aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability that causes or reasonably may be expected to cause one or more of the following:
    - 1. significant physical harm, such as tissue damage, physical illness, or death;
    - 2. serious and foreseeable long-term psychological impairment;
    - 3. obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice, for example:
      - a. electric shock applied to the body;
      - b. extremely loud auditory stimuli;
      - c. forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin;
      - d. placement in a tub of cold water or shower;
      - e. slapping, pinching, hitting, or pulling hair;
      - f. blindfolding or other forms of visual blocking;
      - g. unreasonable withholding of meals;
      - h. eating one's own vomit; or
      - i. denial of reasonable access to toileting facilities.
  - (b) The use of aversive procedures is prohibited.
- g) Notice, Reporting, and Documentation
  - 1. School personnel shall promptly notify the principal or designee of any of the following:
    - a. any use of aversive procedures;
    - b. any prohibited use of mechanical restraint;
    - c. any use of physical restraint resulting in observable physical injury to a student;
    - d. any prohibited use of seclusion; or
    - e. any seclusion exceeding 10 minutes or the amount of time specified in a student's behavior intervention plan.
  - 2. Notice to Parents
    - (b) When a principal or designee has personal or actual knowledge of any of the events listed in subsection G.1, above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact



regarding the incident. Such notice shall be provided by the end of the workday during which the incident occurred when reasonably possible, but no later than the end of the following workday. Such notice also shall be provided in addition to the written incident report required in subsection G.3, below.

2) Written Report to Parents

(a) Within a reasonable period of time not to exceed 30 days after any incident involving the use of physical restraint, mechanical restraint, seclusion, isolation, or aversive procedures, the principal or designee shall provide the parent or guardian with a written incident report. This report must include the following:

- 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; and
- d. the name of a school employee the parent or guardian can contact regarding the incident.

3) Reporting to State Board

(a) The board will maintain a record of incidents reported under the procedure described in subsection G.3, above, and will provide this information annually to the State Board of Education.

4) Non-Retaliation for Reporting

(a) Any employee making a report alleging a prohibited use of physical or mechanical restraint, seclusion, or aversive procedure will not be discharged, threatened, or retaliated against through compensation, terms, conditions, location, or privileges of employment unless the employee knew or should have known that the report was false.

**N.C.G.S. § 115C-391.1**

(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) "Time-out" 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) Time-out – Nothing in this section is intended to prohibit or regulate the use of time-out 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.

**L. Use of Corporal Punishment<sup>3</sup>**

No school plan for managing student behavior may authorize the use of corporal punishment per JCPS School Board Policy 4302. The board prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment.

**M. Parental Information for Title I Schools**

The following schools in this District receive federal funding through Title I: Blue Ridge Elementary School, Cullowhee Valley School, Fairview School, Scotts Creek School and Smokey Mountain Elementary School. 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. 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 Laura Dills, Director of Title I at 828-586-2311 ext. 1950.

**N. Free or Reduced School Lunch**

A free or reduced lunch application form, or instructions on how to access the application on-line, 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. For more information on participation in the Free or Reduced School Lunch program or questions about breakfast and summer lunch programs, see Board Policy 6200 and please contact: Laura Cabe, Director of Child Nutrition, Jackson County Public Schools, 398 Hospital Road, Sylva, NC, 28779, 828-586-2311 ext. 1936. For additional information, please see “Free or Reduced School Lunch” under **Student Assistance**.

**O. 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 <https://boardpolicyonline.com/bl/?b=jackson> 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 <https://www.jcpsnc.org/students>

## **P. Student and Parent Complaint and Grievance Procedures**

It is the policy of the Jackson County Board of Education that all students and parents/guardians shall have the right to present for solution any problem arising within their status as students or parents/guardians and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student or parents/guardians do not process his or her grievance within the set time limit, it shall be considered settled and not open to appeal. Copies of this policy shall be on file in each principal's office, and in the offices of the Coordinators of Title IX and the Individuals with Disabilities Education Act (IDEA) and 504 of the Rehabilitation Act.

The grievance procedure may be used to address any situation occurring within the operation of normal procedures of the school which causes a student and/or parent/guardian to believe he/she has been wronged, except in the cases where other appeal procedures are provided (e.g., long-term suspension). Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking grievance procedures.

### ***Initiation***

A student may initiate a grievance proceeding when either the student or his or her parent or guardian believes that he/she has been adversely affected by a decision of a school employee, or that a violation, misapplication or misinterpretation of school board policy or state or federal law or regulation has occurred.

**Procedure** --The procedure for initiation and conduct of a grievance shall be:

### **Step I – Principal Conference**

A student, parent, or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The following guidelines shall be observed in Step 1:

1. A grievance shall be filed as soon as possible, but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance.
2. The principal shall grant the conference within five school days following receipt of the request.
3. The request shall include a written statement describing the grievance and naming the specific policy, rule or law believed to be violated: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state, or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired.
4. The principal will conduct any investigation of facts necessary before rendering a decision.
5. The principal will state his or her position on the question in writing to the student within ten school days following the conference.
6. Only the parent or guardian or someone acting in *loco parentis* shall be permitted to join or represent the student in the conference with the principal.



### **Step II – Appeal to the Superintendent**

If the grievance is not resolved at Step I, the student or parent/guardian may appeal the principal’s decision in writing to the superintendent. The appeal must be made within five (5) school days following receipt of the principal’s position statement on Step I. The Superintendent or his/her designee shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal by the Superintendent or his or her designee within ten (10) school days following the Superintendent’s review.

### **Step III – Appeal to the Board of Education**

If the grievance is not resolved at Step II, the student may appeal the Superintendent’s decision to the Jackson County Board of Education in writing within five (5) school days following the response from the Superintendent at Step II. The board shall offer a final written decision within thirty (30) days. Legal Reference: G.S. 115C-45, -47; Title IX of the Education Amendments of 1972, as amended; 20 U.S.C. 1400 et.seq. For further information regarding complaints and grievances, please contact:

Teri Walawender, Personnel Director  
Jackson County Public Schools  
398 Hospital Road, Sylva, NC 28779, (828) 586-2311 ext. 1925

### **Q. Equal Access to Facilities**

The school system provides equal access to its facilities. The Jackson County Board of Education endorses the goals of the Community Schools Act. The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and the school system. Principals or designees have the authority to schedule community use of their school facilities that do not interfere with the educational, athletic and extra-curricular programs of the school. Principals may refuse use to any group if the principal has reason to believe such a group is likely to damage school facilities, advocates or is involved in illegal activity, or is in direct conflict with the mission of the schools.

School-sponsored groups and activities, such as school athletic events, and school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act, shall have first priority in the use of school facilities. Fees may be charged for facility use by other groups. For more information, related to scheduling and guidelines for facilities use, contact the principal of your school.

For more information about accessing school facilities, consult with Board Policy 5030/9035 available at <https://boardpolicyonline.com/bl/?b=jackson>

### **R. Information Regarding Advanced Courses**

Pursuant to N.C.G.S. § 115C-174.26(d), schools must provide information to students and parents on available opportunities and the enrollment process for students 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.jcpsnc.org](http://www.jcpsnc.org) Please find additional information under “Advanced Courses” in the Academics and Curriculum section.

### **S. 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 cyber-bullying, to staff, students, and parents. A copy of these policies is available at <https://boardpolicyonline.com/bl/?b=jackson> and will be printed in student and



employee handbooks. Hard copies of the policies are available from the school principal upon request. Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying, including cyber-bullying.

Bullying is a form of harassment. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

The hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Students are expected to comply with the behavior standards established by board policy ([1720/4015/7225](#)) and the student code of conduct. Employees are expected to comply with board policy and school system regulations. Volunteer and visitors on school property are also expected to comply with board policy and established school rules and procedures. Any violations regarding discrimination, harassment, and bullying is considered serious and appropriate disciplinary action will be taken.

For the full wording of the JCPS School Board Policy related to the prohibition against discrimination, harassment and bullying, follow this link: [Prohibition Against Discrimination, Harassment and Bullying Policy 1710](#) . The full complain procedure is outlined in [Discrimination, Harassment and Bullying Complaint Procedure Policy 1720](#).

### **Reporting and Complaint Procedure**

The Jackson County Board of Education takes seriously all complaints of unlawful discrimination, harassment and bullying. Individuals who believe they have been discriminated against, bullied or harassed or individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying should report such violations to one of the following school system officials:

- ✓ principal or assistant principal
- ✓ immediate supervisor
- ✓ director of human resources
- ✓ superintendent
- ✓ Title IX coordinator, for claims of sex discrimination or sexual harassment
  - Teri Walawender, Director of Human Resources & Personnel
  - 398 Hospital Road, Sylva, NC
  - 828-586-2311 Ext. 1925
- ✓ Section 504 coordinator or ADA coordinator for claims of discrimination based on a disability
  - Kelly Doppke
  - 398 Hospital Road, Sylva, NC
  - 828-586-2311 Ext. 1928

In addition, complaints may be filed with:

Office for Civil Rights  
U.S. Department of Education  
4000 Maryland Ave, SW  
Washington, DC 20202-1475  
Telephone: 202-453-6020 TDD: 800-877-8339  
FAX: 202-453-6021 Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)



Reports of discrimination, harassment and bullying may be made orally or in writing and may be made anonymously.

**T. Student Testing Information**

For information concerning the dates of system-wide and state-mandated tests that students will be required to take during the school year, how the results from the test will be used and whether each test is required by the State Board of Education or the local Board of Education, contact Adam Holt at (828) 586-2311 ext. 1940 or [aholt@jcpsmail.org](mailto:aholt@jcpsmail.org).

**U. School Annual Report Card Grade & Student Testing Information**

Pursuant to N.C.G.S. § 115C-47(58), you will be notified of the most recent grade of the school your child is attending, as issued by the State Board of Education if the school received a grade of “D” or “F”. For information concerning the District’s Local Education Agency Report Card required by Section 6311(h)(1) and (2) of the Elementary and Secondary Education Act, or a copy of the Report Card contact Adam Holt, Director of Testing and Accountability at 828-586-2311 ext. 1950.

**V. Student Wellness Policy**

For information concerning the district’s student wellness policy, see Board Policy 6140.

**W. School Health Education Program**

You have the right to opt-out your child’s participation in curricula related to: (a) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS); (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. Materials also may be made available for review in the central office.

**X. Local Education Agency Report Card**

For information concerning the District’s Local Education Agency Report Card required by Section 6311(h)(1) and (2) of the Elementary and Secondary Education Act, or a copy of the Report Card contact Adam Holt, Director of Testing and Accountability at 828-586-2311 ext. 1950.

**Y. Title IX Nondiscrimination on the Basis of Sex**

The school system does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations.



**TITLE IX Coordinator**

Teri Walawender, Director of Human Resources & Personnel  
Jackson County Public Schools, 398 Hospital Road, Sylva, NC 28779, (828)  
586-2311

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The contact information for the Office for Civil Rights with jurisdiction over North Carolina is: 4000 Maryland Ave, SW, Washington, DC 20202. Telephone: 202-453-6020. Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov).

For more information about the Title IX policies and grievance procedures, consult Board Policies 1610/7800, 1736/4026/7236, 1742/5060, 1745/4027, 1760/7280, 4001, 4040/7310. This information is also available at <https://boardpolicyonline.com/bl/?b=jacksonand> will be printed in student and employee handbooks.

**Equal Educational Opportunity, Elementary & Secondary (Board Policy 4001)**

The Jackson County Board of Education affirms the principle that every student should be given an equal opportunity for a sound basic education. Furthermore, no student, on the basis of any characteristic protected by federal or state law, will be excluded from participating in the programs and services of the school system or otherwise be subjected to discrimination under any educational program or activity conducted by the school system. The school system will treat its students without discrimination in accordance with applicable law with regard to course offerings, athletics, counseling, employment assistance, extracurricular activities, and educational resources.

Any student or parent or guardian who feels that this policy has been misinterpreted, misapplied, or violated may file a complaint in accordance with policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law; policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex; policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities; or policy 1740/4010, Student and Parent Grievance Procedure, as appropriate.

The Title VI Coordinator is:

Title VI Coordinator: Jake Buchanan, Assistant Superintendent  
Title IX Coordinator: Teri Walawender, Personnel Director  
Jackson County Public Schools  
398 Hospital Road  
Sylva, NC 28779  
(828) 586-2311 ext. 1933

**Searches of Students, Students' Possessions and Lockers**

Students do not give up their constitutional rights when they come to school or attend school events. The Supreme Court of the United States has established a standard whereby students may be searched. The Jackson County Schools will comply with that standard in all student searches. Students may be searched when a "reasonable suspicion" has been established that the student may have illegal items secreted on their person, in their school locker, in their personal car, or in other personal possessions. Other searches may occur, which include but are not limited to, metal detectors and drug detecting canines. Student lockers are the property of the Jackson County Public Schools and are subject to routine inspection without student permission.



### **Tobacco Free Schools, Elementary & Secondary ([Board Policy 5026/7250](#))**

The Jackson County Board of Education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The Board believes that the use of tobacco or nicotine products on school grounds, in school buildings and facilities, on school property or at school-related or school sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, the Board adopts this one hundred percent tobacco free policy ([Policy 5026/7250](#)) and prohibits or restricts smoking and the use of tobacco products as follows: For the purposes of this policy, the term “tobacco product” means any product that contains tobacco or nicotine and is intended for human consumption, including all lighted and smokeless tobacco products. The use of personal vaporizers (e-cigs, vape pens, etc.) is prohibited even if they do not contain tobacco or nicotine. This policy applies to all persons, including School District personnel, volunteers, contractors, other persons performing services or activities on behalf of the School District, students, and visitors while in any school building, in any school facility, in any school vehicle, on school grounds, or on any school property, owned, leased, borrowed, or otherwise used by the School District for school purposes, or (2) at any school-sponsored or school related activity, including athletic events, on or off school grounds, except for the use of tobacco products for instructional or research purposes.



# Safe and Healthy Students

## ***Asbestos Inspections, Elementary & Secondary***

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988, inspections of each of our school buildings for asbestos-containing building materials were performed. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform periodic surveillances of the asbestos materials every six months and also to perform re-inspections every three years. Accredited asbestos inspectors perform these surveillances and re-inspections and an accredited management planner reviews the results and recommends actions we should take to safely manage each asbestos material in our school buildings.

The asbestos containing materials in our schools are in good condition and we will continue to manage them in place, as recommended by the accredited management planner. The results of the surveillance are on file in the management plan in the school's administrative office. Anyone is welcome to view these during normal school hours (Monday-Friday, 8:30 AM – 3:00 PM).

## ***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 Jackson 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.

For further information concerning asbestos, please contact:

Jason Watson, Director of Operations and Logistics  
Jackson County Public Schools  
398 Hospital Road  
Sylva, NC 28779  
(828) 586-2311 ext. 1927

## ***Automated External Defibrillator, Elementary & Secondary*** ([Board Policy 5028/6130/7267](#))

In order to provide a healthy and safe environment for students, employees and visitors, the board authorizes the placement of automatic external defibrillators (AED) in designated locations in schools to be accessed by medical practitioners and other trained persons. Board policy does not require the presence or use of an AED and does not guarantee that a person trained in its use will be available at any particular school site or school-sponsored event.



### ***Celebrations at School ([Board Policy 6140](#))***

In an effort to support a healthy school environment, the school district and board recommend four (4) designated celebrations per year approved in advance by the principal or designee. The Board recommends half of the food and beverages offered to students for celebrations during the day will comply with the federal Smart Snack Standards. Examples of Smart Snack Standards will be made available to school staff, parents, guardians, and all stakeholders. Visit [www.jcpsnc.org](http://www.jcpsnc.org) and click on the Parents link at the top right, then click the on Lunch Menu & Information button for more information.

In order to safeguard the health of Jackson County school-age children, and due to the dramatic increase in food allergies and foodborne illnesses, the Board prohibits home produced items from being used as part of school-based parties. For these pre-approved celebrations, parents and community members may provide food/beverage items that are commercially prepared or packaged, which includes purchasing foods/beverages through the school nutrition program. The district is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.

### ***Concussions—Return to Learn and Return to Play ([Board Policy 4270/6145](#) and [G.S. 115C-12\(23\)](#))***

The Jackson County Board of Education recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by [G.S. 115C-12\(23\)](#) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies for middle and high schools.

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness. There are more than 3 million (known) cases per year in the United States and is the most common cause of mild brain injury, and can lead to other temporary cognitive problems and/or symptoms including physical, sensory, emotional, and/or cognitive issues. Most often, symptoms resolve within a few weeks. However, many of these type injuries require a longer recovery and special modifications to activity.

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer, or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices, or competitions, he or she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity. The principal of each school shall ensure that a complete and accurate record of the returned signed sheets is maintained in accordance with law and State Board policy.

#### ***Return to Learn***

As a result of a concussion, a student may need special modifications to his/her daily activity and/or learning during the term of recovery. The diagnosing physician/medical professional will complete a “Return to Learn: Academic Accommodation Plan Following Concussion” form. Upon returning to school, the student should take this form to the school nurse who will in turn relay the information to the athletic director, athletic trainer (if applicable), and the student’s teacher(s). The Accommodation form outlines the modifications that the medical team recommends the teacher implement in order to provide recovery time for the student.



### ***Removal From and Return to Play***

Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately. Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he/she has been evaluated and has received written clearance for participation that complies with the requirements of G.S. 115C-12(23) and any other applicable law or State Board Policy. In the event that an employee suspects that a student has suffered a concussion he/she is obligated to report the suspicion immediately to the appropriate school official and/or athletic trainer.

### ***Comprehensive Health Education Program, Elementary & Secondary***

A comprehensive health education program must be taught to students from kindergarten through ninth grade. As required by law, the health education program must include age-appropriate instruction on bicycle safety, nutrition, dental health, environmental health, family living, consumer health, disease control, growth and development, first aid and emergency care, mental and emotional health, drug and alcohol abuse prevention, prevention of sexually transmitted diseases (STDs), including HIV/AIDS and other communicable diseases, and reproductive health and safety education.

As required by law and beginning in seventh grade, reproductive health and safety education will include age-appropriate instruction on sexual abstinence until marriage, STDs, the human reproductive system, effective contraceptive methods for preventing pregnancy and awareness of sexual assault and sexual abuse.

### ***Parental Opportunities to Review Materials and Withhold Consent for Student Participation***

Each year before students participate in reproductive health and safety education or in other separate instruction on the prevention of STDs, including HIV/AIDS, or the avoidance of outside of marriage pregnancy, the principal or designee shall notify parents of the opportunity to review the materials and objectives that will be used in instruction. A copy of all objectives and materials will be available for review in the media center of each school where these subjects will be taught.

The principal or designee shall also notify parents of the right to withhold or withdraw consent for their child's participation in all reproductive health and safety education instruction or in specific topics such as STDs, the effectiveness and safety of contraceptive methods, and awareness of sexual assault and sexual abuse. Parents may also withhold consent to student participation in other separate instruction on the prevention of STDs, including HIV/AIDS, or the avoidance of outside of marriage pregnancy. Any parent wishing to withhold consent must do so in writing to the principal.

### ***Standards for Instruction***

For reproductive health and safety education, teachers shall follow the instructional objectives and only use the age-appropriate materials that have been made available to parents for review in accordance with this policy. Information conveyed during instruction will be objective and based upon scientific research that is peer reviewed and accepted by professionals and credentialed experts in the field of sexual health education.

A determination of what is an appropriate education for a student with disabilities must be made in accordance with the student's individualized education plan, following all procedures as provided in the North Carolina *Policies Governing Services for Children with Disabilities*.



## **Drug Testing ([Board Policy 4326](#))**

The Jackson County Board of Education will do random drug screening of students involved in athletics, extracurricular activities and students that drive and park on campus in order to provide assistance through counseling, education, and treatment for those determined to be using/abusing drugs. It is recognized that these students are considered leaders in the school system and should serve as positive role models to other students. It is also recognized that athletes participate in physically demanding activities in which the body must exert tremendous energy which could potentially be life threatening to the athlete and to other athletes if drugs are used. In addition, students that drive on campus are responsible for the safety of themselves and those they encounter while driving.

The goals of the student random drug-screening program are:

- to educate the student about the dangers of drug use or abuse.
- to prevent drug use/abuse by students.
- to require assistance through counseling, education, and treatment for those using and/or abusing drug
- to remove the stigma of drug use/abuse from those students who do not use/abuse drugs.
- to develop a drug free athletic and extracurricular programs, which produces students who serve as role models.
- to increase driver and pedestrian safety on campus.

Parents/guardians and any high school student desiring to participate in any athletic or extracurricular activity and/ or requesting to drive and park on campus will be required to sign a consent form for drug testing. Drug screening will occur throughout the school year. A list of all eligible students will be sent to an approved vendor, and the vendor will conduct a random lottery to select students for drug screening. While this program is primarily random, an individual student may be drug tested if he/she is exhibiting physical conduct or acts that are both inconsistent with the student's usual behavior and consistent with behavior common to being under the influence of drugs, narcotics, or other behavior modifying substance.

Specimen collection and analysis will be conducted by a Substance Abuse and Mental Health Services Administration (SAMHSA) approved laboratory and will require the student to provide a urine specimen at school. Privacy will be provided and the test administrator will split each individual's urine specimen into two samples. The test administrator shall implement procedures to ensure that each individual's sample is appropriately labeled and secured to prevent each sample from being lost, misplaced or contaminated.

Results of the test shall be sent to the principal who is responsible for notifying the superintendent. If a student tests positive, the principal and appropriate athletic/extracurricular director will meet with parents and student to explain the consequences of a positive test, which are: The student shall not participate further in that sport/extracurricular activity for the season. The student will not be allowed to drive or park on campus for the remainder of the school year. If the student wants to participate in any school-sponsored athletic/extracurricular activity in the future, or regain campus driving/parking privileges, the student and parents/guardians must sign an agreement to undergo counseling at the parents/guardians' expense. The student must undergo treatment for at least three weeks with a certified abuse counselor and sign a release of liability for injury or illness resulting from drugs or treatment. Parents are encouraged to be involved with their child in the counseling. If the student or parents/guardians refuse to sign the release of liability and/or if the student fails to undergo counseling as set forth, the student shall not participate further. Also, the student must present a negative drug screening performed by the same lab used on the initial positive test or another SAMHSA laboratory, at the parents/guardians' expense, before being allowed to participate again. If a student who previously tested positive, and subsequently presented a negative screening, chooses to drive/park on campus and or participate again in a sport/extracurricular activity, the random selection



method for testing will not apply for him/her. Instead, he/she will automatically be tested for drugs when drug screening is conducted.

If a student tests positive for a second time, the student will be suspended from athletic/extracurricular participation, and/or loose driving/parking privileges for 365 days. The student must then repeat the action taken under the first positive test with the following addition: The counseling period will be for four weeks and the certified counselor must be approved by the Superintendent of Schools.

If a student checks out of school after being notified of being selected for a random drug screening, he/she will be considered to have a positive result and will have the same consequences for a positive result, unless the student checks out pursuant to a pre-existing appointment/function or due to extraordinary circumstances. If a student is absent on the day of testing his/her name goes back into the random pool of eligible names.

In the event of a confirmed positive test, an individual may request that a portion of his/her original urine specimen be analyzed by another SAMSHA approved laboratory at the student/parents' expense.

If a student feels he/she has been dealt with in a wrongful manner he/she has the same rights of appeal as any other student under School Board Policy.

### ***Emergency Epinephrine Auto-Injector Devices, Elementary & Secondary [\(Board Policy 5024/6127/7266\)](#)***

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Epinephrine auto-injector devices (epi-pens) can be used to administer epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal anaphylactic reaction. At least two emergency epinephrine auto-injector devices are located at each school and stored in a secure, but easily accessible, location.

Each school has developed an emergency action plan for the devices which includes the training of one or more school personnel to use the device to deliver emergency medical aid to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. As part of the plan, principals are encouraged to include school-wide employee training in recognizing symptoms of anaphylaxis.

Epinephrine auto-injector devices provided by the school are intended for unseen emergencies. Students known to have medical conditions requiring the availability of an epinephrine auto-injector device are expected to provide such devices for their use at school. In keeping with policy [6125](#), parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with a health plan developed with the child's health care provider.

Board policy does not require emergency epinephrine auto-injector devices to be available at activities held off school grounds during or after the school day. This includes field trips, off-site athletic events and transportation to and from school. An exception is made pursuant to an individual student's IEP, Section 504 plan, or health or emergency plan.



### ***Fire, Tornado, Other Emergencies, Elementary & Secondary***

Fire and tornado drills are conducted in each school as required by North Carolina law. Each student will receive instruction in proper and safe procedures in the event of fire, tornado, or other emergencies. Additional drills such as lockdown or evacuation may occur during the school year.

In case of actual emergencies, parents should listen to local media broadcasts for instructions regarding the pickup of their children. The school district utilizes partnerships with local emergency services, law enforcement agencies and other safety leaders to make our campuses safe places to learn.

### ***Head Lice (Pediculosos), Elementary & Secondary***

Pediculosos (head lice) is recognized as a common parasitic infestation among school-aged children. Prevention, early detection, and treatment are essential for pediculosis management. Jackson County Schools seeks to prevent and control infestation of head lice while implementing the recommendations of the American Academy of Pediatrics and the National Association of School Nurses. When a child is found to have head lice, the parents shall be notified and the child will be sent home from school. Students may return to school following treatment and removal of all live lice. Every effort should be made to remove all nits as well. Students will not be admitted to school with live lice. Students may have their hair checked by school personnel before returning to the class. Students who are frequently absent due to head lice will be referred to the school social worker, school nurse, or local health department to evaluate treatment procedures.

### ***Health Screening Notifications, Elementary & Secondary***

See “School Nurses and Health Screenings” under **Student Assistance**.

### ***Immunizations, Elementary & Secondary ([Board Policy 4110](#))***

Each child entering the public schools must receive a health assessment. This health assessment shall be made no more than twelve months prior to the date of school entry.

Every child in North Carolina shall be immunized against the following diseases by receiving the specified minimum doses of vaccine by the specified ages:

1. DTP/DtaP – 5 doses of either vaccine (If 4th dose is on/after fourth birthday; 5th dose is not required.)
2. Tdap – Tetanus/Diphtheria/Pertussis: 1 booster dose for students entering the 6th grade, if five years or more have passed since the last dose of Tetanus/Diphtherias toxoid
3. OPV/IPV – 4 doses (if 3rd dose is on/after fourth birthday; 4th dose is not required.)
4. Hib – If child is five or older, Hib is not required. If child is younger than five, 3 doses and a booster dose on/after first birthday are required. 1 dose on/after fifteen months meets this requirement.
5. Hepatitis B – 3 doses required for all children born on/after July 1, 1994.
6. MMR – Measles: 2 doses (separated by at least 30 days, with 1st dose on/after 1st birthday) are required if child entered K-1 on/after July 1, 1994; 1 dose if child entered earlier. Mumps: 2 doses of each (on/after 1st birthday) completes this requirement; Rubella: 1 dose completes this requirement. Vaccines for these three diseases are usually given in combination as MMR; however, if 1 dose measles-only vaccine was given on/after 1st birthday and 1 dose MMR was given at least 30 days later, no more MMR is required.
7. Varicella (Chicken Pox) for students born on or after April 1, 2001 – administered on or after 12 months and before age 19 months – (individuals with a history of the disease must provide a statement from the parent or physician stating the approximate date or age of infection)



8. Human Papillomavirus (HPV) – 3 doses for females; 1st dose at age 11, 2nd dose-2 months later, 3rd dose-4 months later or at least 6 months after 1st dose (optional)
9. Menactra-prevents Meningitis; 1 dose at 11 years old or older (optional)

\*The current required vaccination schedule is available from the N.C. Immunization Branch online at <http://www.immunize.nc.gov>

### ***Meningitis, Influenza, HPV***

With the passage of NCGS 115C-375.4, the school system must provide parents and guardians with information about meningococcal meningitis and influenza disease and their vaccines. The state also requires information about HPV and information about the HPV vaccine be provided to parents and guardians of students in grades 5-12. That information is provided below. For more information, consult with your family doctor or nurse or contact the Jackson County Department of Public Health at 828-586-8994. You may also contact the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or be visiting <http://cdc.gov/vaccines> .

### ***Meningococcal Disease***

*What is meningococcal disease and what causes it?* Meningococcal disease is a serious, potentially fatal illness caused by bacteria. There are three types of invasive meningococcal disease: Meningitis – an infection of the fluid surrounding the brain and spinal cord; Bacteremia – an infection of the blood stream; and Pneumonia – an infection of the lungs.

*How is the disease spread?* Meningococcal disease is contagious. The disease is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or shared items like a drinking glass or utensils.

*What are the symptoms?* Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness, and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

*Can meningococcal disease be prevented?* Yes. Although meningococcal disease is serious and potentially life threatening, up to 83% of the cases in adolescents and young adults are potentially vaccine preventable. The meningococcal vaccine has been demonstrated to be safe, and offers protection against four of the five most common types of meningococcal infection.

*What do health officials recommend?* Health officials recommend routine vaccination of children 11-12 years old, previously unvaccinated adolescents at high school entry, and college freshmen living in dormitories with the newly licensed meningococcal conjugate vaccine (MCV4).

*Does the meningococcal vaccine prevent all forms of meningococcal disease?* There are currently two meningococcal vaccines available in the United States – 1) Meningococcal polysaccharide vaccine (MPSV4)-available since the 1970s and 2) Meningococcal conjugate vaccine (MCV4)-licensed in 2005. Both vaccines protect against four of the five most common types of meningococcal infection, including two of the three types most common in the United States. Neither vaccine prevents meningitis caused by other bacteria such as “strep” or Hib bacteria.



*Is the vaccine effective?* Yes. Both the vaccines work well, and protect about 90% of those who receive it. MCV4 is expected to give better, longer-lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

### ***Influenza “the flu”***

*What is influenza?* Influenza (commonly called “the flu”) is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). It can cause mild to severe illness, and at times can lead to death. In the United States, it is estimated that 10%-20% of people get the flu each year: 200,000 people, on average, are hospitalized for flu-related complications and 36,000 Americans die each year from complication of the flu. Five hundred out of 100,000 children with high-risk conditions (such as heart disease or asthma) and 100 out of 100,000 otherwise healthy children aged 0-4 years who are infected with the flu will be hospitalized for complications each season.

*What are the symptoms of the flu?* Symptoms of the flu include fever (usually high), headache, tiredness (can be extreme), dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.

*Is there a flu vaccine?* Yes. The flu vaccine prevents the flu. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu. The vaccine protects between 45%-90% of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely they will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30%.

### ***HPV***

*What is HPV?* HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact. There are about 40 types of HPV that can infect males and females. Some types of HPV can cause cancer in women. Many people get HPV at some time in their lives, although most never know it because HPV usually has no symptoms and goes away on its own. However, while a person is infected with HPV, they can spread the virus to other people. HPV is most common in young women and men who are in their late teens and early 20’s.

*How do you get HPV?* HPV can infect any person who is sexually active. Both males and females can get it without even realizing it.

*What are the signs and symptoms of HPV infection?* Some people will develop visual growths or bumps. The virus lives in the body and usually causes no symptoms. Many people who have HPV do not know they are infected.

*How can my child be protected for getting HPV?* The only sure protection from HPV is abstinence. However, a new vaccine can now protect females (ages 9 to 26) from four major types of HPV. The HPV vaccine can prevent most genital warts and most cases of cervical cancer. Contact your family physician for more information.

### ***Additional Medical Information and New Vaccines***

North Carolina General Statute 115C-47 requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus. North Carolina General Statute 115C-375.4 requires Local Boards of Education to provide parents and guardians information of Meningococcal disease and vaccines.



Information on these diseases can be addressed by the Centers for Disease Control at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or by calling 1-800-232-2522 (English) or 1-800-232-0233 (Spanish). Those without internet access can contact a school nurse or the Jackson County Health Department at 828-586-8994.

### ***Law Enforcement Partnership, Elementary & Secondary (Board Policy 5120)***

Jackson County Schools recognizes the importance of law enforcement authorities in providing safe schools. The school system works closely with law enforcement by communicating school needs, developing joint programs, and establishing protocols for handling situations in which law enforcement assistance is helpful or necessary. Local law enforcement and emergency management agencies have digital schematic diagrams of all school facilities and are provided with emergency access to key storage devices for all school buildings.

School resource officers are assigned to selected schools and are assigned duties as specified in a written understanding between the law enforcement agency and the school system. School resource officers should not initiate administrative investigations, but may assist school officials as determined necessary by the principal or designee.

### ***Medication at School, Elementary & Secondary (Board Policies 6120 & 6125)***

Medication required to be taken by students during school hours will be administered and controlled under the supervision of school personnel. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. If it is necessary for a student to take medication during the school day, including over-the-counter medications, the parent or legal guardian must file with the school principal a written statement from the child's physician, an original Jackson County Public School Medication Form completed by the health care practitioner which spells out the type of medication prescribed or over the counter, dosage, and frequency with which the medication will be administered. For overnight field trips, a school employee will be allowed to provide over-the-counter medications to students, without being prescribed by a physician, only if all of criteria outlined in Policy 6125 is met.

All medication brought to the school must be deposited with the principal or designee for storage in a safe place. Access to controlled substances will be limited to the school nurse, school staff person authorized to administer medication and the principal or designee. If the medication to be administered is available by a prescription only, the parent must provide the medication in a pharmacy-labeled container with the child's name, the name of the medication, the exact dose to be given, the time/frequency the medication is to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over the counter, it must be provided in the original container or packaging, labeled with the student's name. Any change in medication is to be reported to the principal or designee by the parent/guardian. A Medication Authorization form must be completed for each medication and updated at the beginning of each school year.

Students who are at risk for medical emergencies, such as those with Asthma, Diabetes, or severe allergies, must have an emergency health care plan developed for them by the physician or school nurse to address emergency administration of medicine. With an established care plan and proper authorization from a physician/health care provider, rescue medications such as inhalers, epi-pens, and prescribed diabetes medications may be self-carried by students providing the student demonstrates sufficient knowledge and maturity to be independent in the management of the medication with no oversight from school staff.



Medication must be brought to school by a parent/guardian. Do NOT send medication to school with the student. At the end of each school year, a parent/guardian must pick up the student's medication. If not picked up, the medication will be discarded per regulations for discarding medication.

***Pesticide Use, Elementary & Secondary (Board Policy 9205)***

The principal or his/her designee will notify parents of the schedule of non-exempt, non-scheduled pesticide use on the school property. Parents have the right to request that they be notified, to the extent possible, at least seventy-two hours in advance of non-scheduled pesticide use on school property and should contact the principal to request this notification. The regular JCPS treatment schedule of pesticides will be conducted after the end of the school day at the times below.

***Regular Service:***

*2<sup>nd</sup> Thursday of each month:* Smoky Mountain High School, Fairview School, Cullowhee Valley School, Blue Ridge School, Bus Garage

*3<sup>rd</sup> Thursday of each month:* Smoky Mountain Elementary School, Scotts Creek School, School of Alternatives – HUB, Board of Education

For further information regarding use of pesticides, please contact:

Mr. Jason Watson, Director of Operations  
Jackson County Public Schools  
398 Hospital Road  
Sylva, NC 28779  
(828) 586-2311 ext.1927

***Use of Seclusion/Restraint/Isolation, Elementary & Secondary (Board Policy 4302-R)***

Jackson County Schools follow Board Policy 4302-R, as required by NCGS 115C-391.1, concerning permissible use of seclusion and restraint. The policy can be reviewed at your child's school or by visiting our website: [www.jcps.k12.nc.us](http://www.jcps.k12.nc.us).

***Wellness, Elementary & Secondary (Board Policy 6140)***

The Jackson County Board of Education recognizes the importance of students maintaining their physical health and receiving proper nutrition in order to take advantage of educational opportunities. The board further recognizes and is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity.

**Nutrition Education:** The board believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. The general goals of nutrition education and promotion are (1) to provide appropriate instruction for the acquisition of behaviors that contribute to a healthy lifestyle for students and (2) to teach, encourage, and support healthy eating by students.

Schools will provide nutrition education within the North Carolina Healthful Living Essential Standards adopted by the State Board of Education. Nutrition education will provide all students with the knowledge and skills needed to lead healthy lives. Students should learn to address nutrition-related health concerns through age-appropriate nutrition education lessons and activities. School district personnel will work to



disseminate and promote consistent nutrition messages throughout the school system, schools, classrooms, homes, community, and media.

Nutrition education and promotion should extend beyond the school environment by engaging and involving families and communities. School system personnel may coordinate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition. School system personnel are to work to disseminate and promote consistent nutrition messages throughout the school system, schools, classrooms, school dining areas, homes, community, and media.

On an annual basis, principals will verify that nutrition education lessons and activities are provided for their students.

**Snacks:** Snacks served during the school day, in after-school care or enrichment programs should make a positive contribution to children’s diets and health. Primary snacks should consist of a variety of fruits, vegetables, whole grains and water. Individual schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages, and other considerations. Parents/Teachers may purchase snacks through the School Nutrition program by submitting a completed catering form found on the school website under School Nutrition one week prior to the celebration.

**Celebrations:** In an effort to support a healthy school environment, the school district and board recommend four (4) designated celebrations per year approved in advance by the principal or designee. The Board recommends half of the food and beverages offered to students for celebrations during the day will comply with the federal Smart Snack Standards (fruit, vegetable, whole grain, or low fat dairy). Examples of foods that qualify as a “smart snacks” are listed under the School Nutrition department on the school website.

In order to safeguard the health of Jackson County school-age children, and due to the dramatic increase in food allergies and foodborne illnesses, the Board prohibits home produced items from being used as part of school-based parties. For these pre-approved celebrations, parents and community members may provide food/beverage items that are commercially prepared or packaged, which includes purchasing foods/beverages through the school nutrition program.

**Rewards:** Food should not be used as a reward.

**Energy Drinks:** In efforts to maintain student wellness, energy drinks are not allowed on school campus during the school instructional day. Energy drinks contain high amounts of caffeine along with other stimulants which have serious health consequences such as increased heart rate, sleep disturbances, increased blood pressure, seizures, stroke, increased anxiety and increased risk for arrhythmias (irregular heartbeat).

**Food Deliveries:** Due to the disruption of the school day and in support of school nutrition services, food should not be delivered to school during the instructional day.

**Physical Activity Guidelines:** Schools will strive to provide daily age and developmentally appropriate physical activity so that students can learn how to maintain a physically active lifestyle. A minimum of 30 minutes of moderate to vigorous physical activity will be provided daily for kindergarten through eighth-grade students. Such activity may be achieved through a regular daily physical education class, recess, dance, classroom energizers and/or other curriculum-based physical activity programs. The principals will work with teachers to



ensure that students meet the minimum physical activity requirement. On an annual basis, principals will verify that nutrition education lessons and activities are provided for their students.

Physical education, structured/unstructured recess and physical activity may not be taken away from students as a form of punishment. In addition, severe and inappropriate exercise may not be used as a form of punishment for students. This is to ensure that students maintain a positive attitude towards physical activity and have ongoing opportunities to participate.



# Student Assistance

## ***Alternative Education, Elementary & Secondary*** ([Board Policy 3470/4305](#))

The Jackson Community School provides a variety of academic programs that are designed for students who, for any reason, have become disengaged from regular classroom environments and/or instruction.

## ***Career Information Center, Secondary***

Jackson County Public Schools has a Career Information Center (CIC) which is located at Smoky Mountain High School. It serves all schools in the district and can bridge a gap for students as they plan a high school curriculum to help meet their future goals. The CIC provides a computerized information service, which assists students in decisions concerning careers, including information about occupations, educational institutions, and work force preparedness. The CIC has a wealth of resource materials, information, and provides services to students to help them become college and career ready. Students, teachers, and parents are encouraged to take advantage of the many resources available in the CIC. The Center is available for student/teacher/parent use from 8:00 a.m. to 3:15 p.m. daily or at other times by appointment.

## ***College Planning and Preparation, Secondary***

Each high school setting in Jackson County Public Schools offers a comprehensive counseling program where students may receive guidance and assistance in developing a post-secondary plan. Counselors work with students to identify admissions requirements, course of study requirements, scholarship applications, and overall post-secondary and workforce preparedness. Due to the variety of specialized admissions requirements for post-secondary institutions, prospective students should refer to college catalogs or contact the admissions office of any institution in which they are interested. In determining the admissibility of each applicant, constituent institutions also consider factors other than courses completed, such as:

1. Courses taken and senior year academic performance
2. Rank in class
3. College Entrance Examination Scores (SAT or ACT)
4. High school grades and GPA
5. Extracurricular activities & honors
6. Recommendations

### **[CFNC.org](#)**

[CFNC.org](#) is a web-based career exploration and college planning tool available at no cost to students. In addition to offering interest inventories and learning styles assessments, [CFNC.org](#) offers a variety of options for high school class guidance – as well as college exploration, college application preparation, and scholarship research. Many NC schools recognize [CFNC.org](#) as the premier method to apply for college. [CFNC.org](#) additionally hosts an electronic transcript manager that will allow students to send electronic transcripts from their respective high school to the NC school to which he/she is applying.

### ***Scholarships***

Students who plan to apply for scholarships as a senior should begin this process early. Students must take the initiative to look for scholarship information, listen to announcements, check the bulletin board, read senior newsletters, plus complete applications by deadlines. In order to compete for scholarship funds,



students are encouraged to take the most challenging classes offered in high school, maintain a high GPA and class rank, become involved in school and/or community activities, and develop good leadership skills.

Examples of scholarships include the following:

1. Merit based: given to students with outstanding academic, artistic, and/or leadership talents
2. Merit and need based: given to students with high achievement and financial need
3. Athletic based: given to students selected to play sports in college
4. Other specific based: given to students based on performing arts/artistic talent, major/course of study, religious affiliation, minority race, physical/medical disability, beauty contest, service organizations, community/local awards, and/or employment/work

Examples of non-merit and need-based financial aid include the following (determined by the Free Application for Federal Student Aid - FAFSA):

1. Grants - money that does not need to be repaid
2. Loans - money that must be repaid
3. Work Study - money earned working part-time job in college

### ***Tests to Prepare for College***

There are a number of tests intended to prepare students for college. Below are several examples. The PSAT, a preliminary test for the SAT, offers students valuable testing experience and specific feedback on test results. In order to qualify for National Merit Scholarship or National Achievement, students must take the test during the junior year. Students are encouraged to take the PSAT in the ninth or tenth grades, study their results carefully and retake the test in the junior year.

To prepare for the ACT, 10th graders will be administered the Pre-ACT test in October. The Pre-ACT is a diagnostic assessment that indicates strengths and areas of need to provide a roadmap to success for North Carolina high school students. Pre-ACT offers a mid-point assessment of academic progress toward college and career readiness and is the most powerful predictor of performance on the ACT. It can be used for course placement, including dual enrollment and more rigorous courses. PLAN also includes a career interest inventory and an educational/career plan component.

The SAT and the ACT are college admissions tests. Students should check with the college or university to determine which test is required and preferred test dates. Students may get these dates through the Guidance Department. Any student enrolling in a four-year university program must take the SAT or ACT. All students will be administered the ACT during their 11<sup>th</sup> grade year as per the NC testing program. Students can take advantage of review opportunities if available through their high school. Please visit [www.collegeboard.org](http://www.collegeboard.org) for SAT information or [www.act.org](http://www.act.org) for more information on the ACT.

Advanced Placement (AP) tests, administered in May, are required for those students who are enrolled in AP courses and desire college credit. Substantial college credit may be earned by attaining the scores required by a given college. Students should consult their selected college or university for specific information. The initial AP tests costs are the responsibility of the student/parent.

The ACT WorkKeys assessment is administered to all seniors who have completed a CTE career cluster (four courses in a CTE concentration area). Students may qualify, based upon his/her score, for a bronze, silver, gold, or platinum National Career Readiness Certificate through North Carolina. This assessment is based on



“hard” and “soft” skills that prepare students for the workplace; the assessment centers on workplace situations and solutions.

### ***Counseling, Elementary & Secondary* ([Board Policy 3610 & 6120](#))**

School counselors provide a comprehensive developmental school counseling program that improves student achievement and enhances the academic, career and personal/social/emotional development of all students. The comprehensive school counseling program is delivered through individual and group planning sessions. Professional School Counselors provide services to students, parents, school staff and the community in the following areas; School Guidance Curriculum, Individual Student Planning, Responsive Services, and System Support. School Counselors collaborate with parents, teachers, administrators and other school staff to promote student success. They also provide leadership and advocacy to promote equity and access to opportunities and rigorous educational experiences for all students. Parental notification and permission is not required for (1) short-duration academic, career, personal or social guidance and counseling and crisis intervention that is needed to maintain order, discipline or a productive learning environment (2) student-initiated individual or group counseling targeted at a student’s specific concerns or needs (3) counseling if child abuse or neglect is suspected.

### ***Free or Reduced Price Meal Services* ([Board Policy 6200](#))**

Please refer to page 76 for further information regarding School Nutrition services.

### ***McKinney-Vento Assistance (Homeless), Elementary & Secondary* ([Board Policy 4125](#))**

In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, Jackson County Public Schools will make reasonable efforts to identify homeless, or displaced, children and youth of school age located within the county, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced price school meals, services for English learners, special education, career and technical education (CTE), academically or intellectually gifted (AIG) services, and before and after school care.

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term “homeless student” shall also be deemed to include the term “unaccompanied youth,” which includes a youth who is not in the physical custody of a parent or guardian.

School personnel shall immediately enroll homeless students, even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or are not accompanied by an adult. The homeless liaison shall assist the students and parents or guardians in securing appropriate records or otherwise meeting enrollment requirements. A homeless student (or his or her parent or guardian) may request to attend his or her school of origin or any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school the student attended before losing permanent housing or the school in which the student was last enrolled, including a preschool. To the extent feasible, the student will remain enrolled in the school of origin for the entire time the student is homeless and until the end of any academic year in which the student moves into permanent housing. For further information regarding homeless, or displaced, students, please contact:

***Laura Dills, Elementary Education Director & Homeless Liaison***, Jackson County Public Schools  
398 Hospital Road, Sylva, NC 28779, (828) 586-2311 ext. 1950



***Military-Connected Students, Elementary & Secondary*** ([Board Policy 4050](#))

The Jackson County Board of Education recognizes the unique circumstances faced by children of military families and is committed to supporting the children’s well-being and educational success. Each principal annually identifies all military-connected students enrolled in the school in order to meet their unique needs. This identification is not a public record subject to public records law.

For purposes of this policy, a military-connected student is defined as a student who has a parent, step-parent, sibling, or any other person who resides in the same household serving in the active or reserve components of the Army, Navy, Air Force, Marine Corps, Coast Guard or National Guard.

***Students in Foster Care*** ([Board Policy 4150](#))

Students in foster care may remain in the school of origin unless there is a determination that it is not in student’s best interest. A best interest determination is based on all factors, including the appropriateness of the current educational setting and the proximity of school of origin to child’s new residential placement. A student’s school of origin as the school where the student was enrolled prior to the initial child welfare placement. If the placement changes, the school of origin is the school where the child was enrolled prior to the placement change. Students are allowed to remain in the school of origin for the duration of their time in foster care, if it is in their best interest. Educational stability is a priority for students in Jackson County Public Schools who are placed in foster care during placement and once a student exits foster care. Questions or support for students in foster care should be directed to the LEA Point of Contact:

**Kelly Doppke, Director of Student Services**  
Jackson County Public Schools  
398 Hospital Road, Sylva, NC 28779  
(828) 586-2311 ext. 1928

***Rehabilitation Act of 1973 (Sections 504), Elementary & Secondary*** ([Board Policy 1730/4022/7231](#))

If a student or parent alleges discrimination on the basis of a handicapping condition or disability or has a complaint regarding the identification, evaluation, or educational placement of a student with a disability, they have the right to file a grievance pursuant to a procedure that provides for the prompt and equitable resolution of disputes. The complaint should be submitted in writing as soon as possible, but no later than 30 calendar days after the alleged violation, to the Jackson County Public Schools 504 Coordinator:

**Kelly Doppke, Director of Student Services**  
Jackson County Public Schools  
398 Hospital Road  
Sylva, NC 28779  
(828) 586-2311 ext. 1928

The 504 Coordinator shall refer the complaint to the appropriate school-level 504 Chair who, in conjunction with the school principal, will consider the information and make all reasonable efforts to resolve the matter informally and as expeditiously as possible.

In the event the complaint cannot be resolved informally, and no later than fifteen (15) days after the filing of the complaint, the 504 Coordinator shall convene an informal hearing, at which hearing the grievant and/or their attorney or other representative and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. In the event that the 504 Coordinator cannot be impartial due to their involvement in the case, the school district shall select an impartial Hearing Officer to hear the matter. Witnesses may be called and cross-examined. Detailed minutes of the hearing will be



made and kept and a copy of the minutes will be made available to each party. Within ten (10) school days after the hearing, the 504 Coordinator or Hearing Officer will provide a written copy of his/her determination to both parties, and, where appropriate, in a format accessible to the grievant, such as large print, Braille or audio tape.

### ***School Nurses & Health Screenings, Elementary & Secondary*** ([Board Policies 3610 & 6120](#))

The school nurse serves in a pivotal role to provide expertise and oversight for the provision of school health services and promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staff, performs health screenings and coordinates referrals to the medical home or private healthcare provider. The school nurse serves as a liaison between school personnel, family, community and healthcare providers to advocate for health care and a healthy school environment (American Nurses Association & National Association of School Nurses [ANA & NASN], 2011).

To assure optimal student performance in school, Vision, Hearing, Speech, Dental, Height, Weight, Body Mass Index (BMI), Behavior, and Social/Emotional screenings may be conducted across grade levels. To opt out of any screening, please contact your child's school nurse.

### ***School Social Workers, Elementary & Secondary***

School social workers promote and enhance the overall academic mission of the schools by providing services that strengthen home, school and community partnerships and address barriers to learning and achievement. School social workers contribute significantly to building and maintaining a healthy, safe and caring environment in the schools. School social workers help build an understanding of the emotional and social development of children and the influences of family, community and cultural differences on student success. Student success is ensured with the development and implementation of effective intervention strategies.

The school social worker's main task is to empower students, families and school personnel to access available opportunities and resources to develop each student's potential. Responsibilities of the social worker include bringing together home, school and community; promoting diversity and cultural competence; dropout prevention and graduation awareness. School social workers adhere to federal and state statutes, professional development and practices, School Social Work Standards and the National Association of Social Workers Code of Ethics.

### ***Services for Children with Disabilities, Elementary & Secondary*** ([Board Policy 3520](#))

Pursuant to the IDEA, a federal law, Jackson County Schools must provide special education services to all children residing in the school district who are between the ages of 3 and 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:

Kelly Doppke, Director of Student Services  
Jackson County Public Schools  
398 Hospital Road  
Sylva, NC 28779  
(828) 586-2311 ext. 1928



### ***Student Services Management Team, Secondary***

A Student Services Management Team will make decisions concerning academic policies not stated elsewhere in this handbook or in the registration booklet. The administration, guidance, school social worker, and other school personnel are represented on this committee, which meets regularly to explore opportunities for success for students referred by faculty.

### ***Tutoring and Academic Support, Secondary***

Academic Departments, and individual teachers within the departments, develop schedules for tutoring and academic support before school, after school, and at certain schools during intervention periods. Students may also request tutoring from their particular teacher as the need arises.



# Technology

## ***Educational Program and Technology, Elementary & Secondary (Board Policy 3220)***

In alliance with state school technology goals, the board is committed to establishing and supporting 21<sup>st</sup> century information and communications technology systems to foster globally competitive, healthy, and responsible students. The board recognizes the benefits of digital and technology-enabled teaching and learning resources that provide the ability to easily customize curriculum, provide access to current information, and enable access to quality materials at a lower cost than traditional materials. To that end, the board intends to move to classroom digital and technology-enabled teaching and learning resources that are aligned with the current statewide instructional standards as they become available. In addition, to the extent funding permits, the board will endeavor to ensure that all students have access to personal digital and technology-enabled teaching and learning devices to foster the 21<sup>st</sup> century skills necessary for future-ready learners.

## ***Internet Safety, Elementary & Secondary (Policy 3226/4205)***

It is the policy of the Jackson County Board of Education to promote Internet safety and comply with the Children’s Internet Protection Act. This policy prevents users from accessing or transmitting inappropriate material on the Internet or through electronic communication, prevents unlawful online activity, and prevents unauthorized online disclosure of personal identification information of minors.

To the extent practical, technology protection measures, or Internet filters, are used to block or filter access to inappropriate information on the Internet and World Wide Web. School personnel are responsible for educating, supervising, and monitoring usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act and the Protecting Children in the 21st Century Act.

The technology director or designated representatives shall provide age-appropriate training for students who use the school system’s Internet services. The training provided will be designed to promote the school system’s commitment to educating students in digital literacy and citizenship. At the completion of training, students will acknowledge that they have received this training.

All students and personnel in Jackson County Public Schools are expected to comply with the Technology Responsible Use (Policy 3225/4312/7320).

## ***Technology Responsible Use, Elementary & Secondary (Policy 3225/4312/7320)***

### ***Rules for Use of School Technological Resources***

The Jackson County Board of Education provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community

Supervised access to computers, networks, and the Internet will be granted to all students. Supervised access includes all classroom settings, computer labs, and media centers with a staff member or trained volunteer present. Access to school email will be granted to all students. If parents choose not to allow their child access to computers, networks, the Internet, or email while at school, they should request and sign the “Parental Request to Deny Access to Technological Resources” form.



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. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited.

The use of anonymous proxies to circumvent content filtering is prohibited.

Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students.

Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.

Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

The use of district email systems for mass communication of non-school-related business, information, and solicitation is prohibited.



If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

### ***Restricted Material***

No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

### ***Privacy***

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

### ***Use of Personal Technology on School System Property***

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy [4318](#), Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

See the full Technology Responsible Use Policy ([Board Policy 3225/4312/7320](#))

### ***Wireless Communication Device Use, Elementary & Secondary (Board Policy 4318)***

In accordance with policy 4318, the Jackson County Board of Education recognizes that cellular phones have become an important tool through which people communicate with their children. Therefore, students are permitted to possess cellular phones and other wireless communication devices on school property as long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by local school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, paging devices, two-way radios, i-Pods, media and similar devices. Students are expected to follow policies and guidelines of their school and individual teachers.



### ***Authorized Use***

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use.

Though generally use is permitted during non-instructional hours, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices for the duration of such programming.

### ***Consequences for Unauthorized Use***

School employees may immediately confiscate any wireless communication device that is on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian.

Violations of this policy will result in consequences as provided in the school's student behavior management plan ([see policy 4302, School Plan for Management of Student Behavior](#)). Aggravating factors may subject a student to more stringent disciplinary consequences, up to and including expulsion. Examples of such aggravating factors include, but are not limited to, using wireless communication devices: (1) to reproduce images of tests, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; and (2) to take illicit photographs.

### ***Liability***

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or any other personal wireless communication device.



# Transportation

## **Transportation, Elementary & Secondary Board Policy ([Board Policy 6305](#))**

School buses are provided to transport Jackson County School students who live more than one and one-half miles away from the school, provided such students live on a state approved bus route. Students living closer than one and one-half miles may be provided with transportation if there is space available on the bus. Students are expected to adhere to bus safety and conduct rules as explained by the principal and/or designee and the bus driver. Failure to adhere to bus safety and conduct rules may result in suspension from riding a school bus. Convenience arrangements may be accommodated provided space is available and proper arrangements are made in advance. **Riding a school bus is not a legal entitlement; it is a service provided for students.** Parents may elect to transport their children to school with the understanding that the child must consistently arrive on time and be picked up no later than 3:20 PM. Otherwise, arrangements for after-school care must be in place. The school does not provide any supervision for children outside the hours of a normal school day.

## **Bus Rules and Regulations, Elementary & Secondary**

Bus rules are made to protect the students while going to and from school and including field trips. It is the duty of the students to obey these rules. Students who fail to comply with the bus rules and regulations are subject to the Jackson County Board of Education policy on student conduct on school buses. Bus rules will be taught in the classroom within the first five days. Emergency evacuation procedures will be practiced at the same time. Additional rules or regulations may be set by individual schools.

### **Meeting and Entering the Bus**

1. Passengers will select the safest route to designated bus stop.
2. Passengers should be at the bus stop five minutes' prior the normal stop time. The bus cannot wait for late students.
3. Passengers will wait for the bus in an orderly fashion and refrain from fighting, horseplay, or unsafe conduct.
4. Passengers will stay off the road while waiting at a bus stop. They will not cross the road until the bus and all traffic has stopped. When the bus arrives, passengers will line up single file and not attempt to board the bus until it is completely stopped, the door is opened, *and* the driver indicates they may board.
5. Passengers will walk across the road in front of the bus in full view of the driver.

### **On the Bus**

1. Passengers will enter the school bus, take their seats quickly and remain seated. They will refrain from moving around or changing seats in the bus when it is in motion.
2. Passengers will keep all body parts inside the bus at all times.
3. Passengers will not throw objects inside the bus or out the window.
4. Passengers will not shout, wave or gesture to pedestrians or occupants of other vehicles from the bus windows.
5. Passengers will not bring glass bottles, stones, sticks, snakes, animals, bullets, weapons or toy guns, or anything considered dangerous on buses.
6. Passengers are not allowed to bring any items on the school bus that will compromise the safety of other passengers or are against school rules.



7. Any music devices being used without headphones or ear buds are prohibited on both yellow and white school buses (includes any type of speaker).
8. Passengers will not eat, drink or chew gum while riding on a school bus.
9. Passengers will keep the aisle clear and never pile books, musical instruments, lunch boxes or other objects in the aisle.
10. Passengers will not use profane or vulgar language or gestures, tobacco or alcoholic beverages while riding on a bus.
11. Passengers will not be loud, boisterous or distract the driver's attention in any way.
12. Passengers will maintain complete silence at all railroad crossings.
13. Passengers will not fight, play or scuffle on the school bus.
14. Passengers will not tamper with the emergency exits or any other part of the bus.
15. Passengers will not mar or deface the bus in any way. Students will be required to pay for any damage.
16. Passengers will not tamper with fire extinguishers or first aid supplies.
17. No person will ride a bus unless assigned to it by the principal or designee.
18. Passengers will not litter the school bus and will help keep it clean.
19. Passengers must use safety belts if available on the bus.

#### **Arrival on the School Grounds**

1. Passengers will remain seated until the bus reaches the unloading area and the driver has opened the door.
2. Passengers in front should move out first, walking quickly and orderly.
3. Passengers will not loiter or play near a stopped school bus.

#### **Entering the Bus After School**

1. Bus students will walk directly to their buses after the dismissal bell.
2. After entering the bus, passengers will be seated and be quiet so that all passengers can hear driver's instructions.

#### **Leaving the Bus En Route Home**

1. A passenger will ride only his/her assigned bus and will leave the bus only at his/her designated stop. Only with permission of the principal or designee will the driver be permitted to allow a passenger to leave the bus at any other stop not designed for him/her.
2. When the bus arrives at the assigned stop, passengers will remain seated until bus has completely stopped; the driver opens the door, and then will walk quickly to front of bus.
3. If the road must be crossed after getting off the bus, passengers will cross ten feet in front of the bus, making certain the stop signal is extended, and all traffic is stopped.
4. If the road is not to be crossed after getting off the bus, passengers will move quickly away from the bus in view of the driver and go directly home. They will not remain near the bus to talk with, frolic with, or touch hands with bus passengers. Passengers will not stop to pick up dropped objects without informing the driver and receiving permission.



# Blue Ridge School

# Parent & Student Handbook



95 Bobcat Drive, Cashiers, NC 28717  
Phone (828)743-2646 Fax (828) 743-5320  
Kheri Cowan, Principal

## MESSAGE TO PARENTS AND STUDENTS

Blue Ridge School takes pride in the fact that we are a small community that allows us to really get to know our students and work closely with them, their families and other stakeholders in our community to provide the best learning experience possible. We believe that it takes a committed effort by all stakeholders to make a difference for our students. We encourage and value the input and participation of families and community members as we strive to provide students with a safe, caring, positive, and rigorous learning experience that will help prepare them for the challenges of school and life in the 21<sup>st</sup> Century.



**Vision**

*Learning for All*

**Mission**

To engage, enlighten and enrich the students of Blue Ridge School.

**We pledge to show BOBCAT PRIDE by respecting:**

- Learning
- Property
- Others, and
- Myself

**Bus Information/Bus Routes**

Specific bus routes are available in the school office once routes are finalized for the 2021-22 school year.

On regular school days, buses arrive at school at between 7:30 am and 7:50 AM and leave school at approximately 3:05 PM each afternoon.

On Schedule B days, buses will run 2 ½ hours later than usual and will arrive at school between 10:00 am and 10:20 AM.

Early dismissals due to weather will be announced through Connect Ed calls, local television and radio, the [Blue Ridge School and Early College Facebook](#) and on the [Jackson County Public Schools](#) website.

**Clubs and Organizations**

**Blue Ridge School PTO** is a parent-run organization that strives to unite parents and other stakeholders in support of students, faculty/staff and the school as a whole. PTO meetings will be held at least quarterly, and dates and times will be published in newsletters, on our Facebook page, school calendar, and school marquee, and will be included in weekly ConnectEd calls. Meetings often begin with meals and informational sessions and/or student presentations, and we invite parents and other family members to attend.

**Battle of the Books** is offered to students in grades 6-8 and meets during the school day according to student schedules. Additional information is sent home at the beginning of the year regarding participation expectations, but may also be obtained by contacting the Media Center Coordinator.

**Junior Appalachian Musicians (JAM)** is an after-school program that teaches children about Appalachian music and traditions, in addition to teaching them to play native instruments, including the banjo, guitar, fiddle and mandolin. JAM is a community program, and information will be sent home at the beginning of the school year through our Music Director, Sarah Hall.

**Lego Robotics** is offered to students in 5<sup>th</sup> and 6<sup>th</sup> grades and meets after school. Students work together to complete a project and to program a robot to complete specific tasks. Information is available through our 5<sup>th</sup> grade teacher, Mrs. Debbie Houtzer.

**Middle School Sports** are available to 6<sup>th</sup> grade students who are in good standing academically and behaviorally, and who are attending school regularly. We currently offer middle school soccer, volleyball, basketball and baseball. Students who are failing classes and/or who have excessive absences, tardiness and/or early outs, will



not be able to participate. (See the Jackson County Board of Education Policy 4400 for additional information on absences, tardiness and early outs.)

### ***Drop-Off and Pick-Up of Students***

All students who do not ride the bus should be dropped off and picked up in the front circle. *For safety reasons, no students are to be dropped off or picked up in the student lot or in the back area of the school where the buses and faculty park.* Please be sure not to block the access road to the back of the school if the line should extend beyond the actual loop. Also, for the safety of our students and those helping to open doors and load/unload children, PLEASE DO NOT USE CELL PHONES in this area.

To help keep traffic moving smoothly, we ask that students have backpacks, lunches, sports equipment and other items ready when they arrive in the drop-off area. Parents or visitors wishing to come in to drop-off or pick-up a student must park in the front lot, or vacant spots in the student lot, and check in at the front office.

### **Regular School Days**

**Students should be dropped off** no later than 7:50 AM when the first bell rings so they can make their way to the classroom and be prepared for beginning instruction at 8:00 AM. Breakfast is free for all students and begins at 7:30 AM. If your child would like breakfast, please drop them off by 7:45 AM.

**Student pick-up** will begin each afternoon at approximately 3:00 PM. Because we want to ensure the security of our students during a very busy time of the day, **STUDENTS WILL NOT BE DISMISSED BETWEEN 2:40 AND 3:00 PM.** Our office personnel must be available to attend to safety-related issues during that time. We encourage parents/guardians to make appointments for afterschool, however, if you must pick up your child early, please do so before 2:40 PM.

### **Schedule B (2 ½ hour delay)**

Students should be dropped off no later than 10:20, as classes will begin promptly at 10:30. Breakfast is not served on late arrival days.

### **Early Dismissal**

Early dismissal procedures are the same as regular student pick-up. Early dismissals due to weather will be announced through Connect Ed calls, local television and radio, and on the Jackson County Public Schools website. *Please make sure there is a plan in place for early dismissal, including emergency contacts on file.*

### ***Media Center***

Students in grades K-6 receive instruction weekly through our media center coordinator in computers and literature and media center resources. Teachers also have an opportunity to use the computer labs as needed for research, keyboarding, and other computer-based learning activities.

### ***Parking Information***

Visitor parking includes spaces in the front of the school and in the first parking lot on the left as you enter school grounds. Please do not park in spaces designated for school personnel. All visitors must check in at the front office.

Student parking is located in the first parking lot on the left when you enter school grounds, and parking permits may be obtained from Blue Ridge School's Resource Officer, Deputy Ashe. Faculty and staff parking is located



between the elementary and high school buildings. Because parking is limited, we ask that parents and visitors do not park in these spaces during the regular school day. After hours, parents may use both parking lots as needed.

### **School and Classroom Visits**

*Due to Covid-19 restrictions, parents and other visitors should check with the front office prior to scheduling visits. Volunteer applications are available at <https://www.jcpsnc.org/>.*

### **School Day/Schedule**

*The Blue Ridge School Schedule is as follows:*

- 7:30-8:00 AM** *Student Arrival and Breakfast\*—All students report to the cafeteria until the 7:50 bell.*
- 7:50 AM** *First Bell—Students go to classrooms and get materials ready to begin the day*
- 8:00 AM** *Second Bell—**School Begins**. Students are expected to be in class and ready to start the day. Attendance is taken, and the school day begins.*

***It is important that parents/guardians do all they can to ensure that students are at school every day, on time, ready to begin by 7:50 AM. Students being dropped off at 8:00 AM are already late for class.***

*\*Students who need breakfast must be dropped off by 7:50 AM to ensure they get breakfast before school begins at 8:00 AM.*

### **School Telephones**

School telephones are available in all classrooms and labs for emergencies. Parents calling students should call the front office and leave a message, which will be delivered to the student. Although students may possess cell phones, they are only permitted to have phones out with teacher permission. If an emergency arises and students must be contacted during instructional time, parents may contact the front office.

For a Full-Staff Directory [Click Here-Blue Ridge Staff Directory](#).



## **BLUE RIDGE SCHOOL AND EARLY COLLEGE**

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### **VISION**

LEARNING FOR ALL

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### **MISSION**

TO ENGAGE, ENLIGHTEN, AND ENRICH OUR STUDENTS.

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### **STRATEGIC PLAN**

WE BELIEVE IN VALUING EVERY PERSON THROUGH:

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- SAFE AND INCLUSIVE ENVIRONMENTS
  - RESPECTFUL AND NURTURING RELATIONSHIPS
  - HIGH EXPECTATIONS
  - CONTINUOUS GROWTH AND IMPROVEMENT
  - PARTNERSHIPS WITH FAMILIES AND COMMUNITIES
- 

95 Bobcat Drive, Cashiers, NC 28717  
Phone (828)743-2646, Fax (828) 743-5320  
Brandon Pendergast, Principal



## **Blue Ridge Early College Graduate Profile**

*Students attend a combination of high school classes and college classes, offered on-line and face-to-face, in addition to participating in internships and service learning within the local community. Depending upon personal situations, motivations, and educational aspirations, most students will choose to complete both the high school diploma and the core academic college transfer Associate degree, enabling them to transfer to a four-year college with two years remaining toward the Bachelor's degree. Key personnel from both Blue Ridge School Early College and Southwestern Community College will work together to determine which academic courses Jackson County Schools will accept toward graduation requirements for the high school diploma.*

*Students entering Blue Ridge Early College at all grades will meet with counselor and college liaison to develop curriculum and course plans. All students attending BREC will be encouraged to follow the "Early College Pathway". The counselor and college liaison will work with students and parents to develop schedules based on the pathway. Students in the "Early College Pathway" will be expected to follow the pathway and continue through the 13th year. If a student and or the parents choose a traditional High School pathway, the student will be expected to complete the pathway and graduate after the 12th year. Success with college courses during the 13th year is highly dependent on successful completion of foundational courses. Students that choose to not take foundational courses throughout 9th-12th may not be allowed to remain at BREC for the 13th year. Exceptions may be made for students that transfer into BREC and that have not had the opportunity to take the foundational courses prior to enrolling.*

***Blue Ridge Early College graduates will be equipped to meet the challenges of college or careers taking with them a sense of accomplishment and the desire to become lifelong learner.***

### **Clubs and Organizations**

Blue Ridge Early College has several clubs at the high school level. High School Clubs are designed and created based on student interest in order to advance and broaden a student's academic, social, and/or career ambitions. Based on scheduling and interest, club meetings range from 1-4 monthly meetings before, during, or after school with a duration of 30-60 minutes. Students will be surveyed in the beginning of the school year to gauge interest. Clubs will be designed and scheduled based upon the student interest surveys.

### **Drop-Off and Pick-Up of Students**

Due to safety issues, the staff/bus parking lot will remain closed throughout the day and **students should not be dropped-off or picked-up in this area**. Parents or visitors wishing to drop-off or pick-up a student must park in the front lot, or vacant spots in the student lot, and check in appropriately through the front office.

### **Drop-off Procedures**

Students should be dropped off at the front door in the front circle of the school **between 7:20 am and 7:50 am**. For safety reasons, students may not be on campus before 7:20 AM. Supervision by BREC staff begins at 7:20am. Upon drop-off, students should report to the cafeteria for breakfast or the BREC commons area.

### **Pick-up Procedures**

Students should be picked-up at the front door in the front circle of the school **no later than 3:10 pm**. BREC does not provide student supervision after school. Except for approved tutoring, students are not allowed to remain on campus past 3:00 pm. *Please note:* Students are not allowed to wait around school for ballgames or practices that do not begin immediately after school. These students must arrange to leave school and return when the practice or game begins.



### **Early pick-up or check out**

Instructional time is valuable at BREC. Teachers make plans to use every minute of the class period and it is important for students to be present for all of the class period. Parents are encouraged to make appointments after school so students can remain in class. If a need arises for a student to be checked out early, the student should bring a note from the parent and present it to the teacher at the beginning of the class. Parents should then come into the front office to check out the student and the office will call for the student. Students that drive must have a note from a parent if they are checking out early.

### ***Incentive Programs/Recognitions***

BREC recognizes students in several ways throughout the year including through the Rotary “Student of the Month” and the Academic Banquet which honors the top ten percent in each grade level. Our School Improvement Team continually researches ways to provide positive incentives and reinforcement for our students.

### ***Media Center***

BREC does have access to the campus media center and computer labs. Although middle and high school students do not have set library times, teachers integrate media time into their regular classes and students have an opportunity to utilize those facilities during those times.

### ***Parking Information***

Student parking is located in the large lot in front of the gym. Students can contact the School Resource Officer (SRO) to register a car and pick up a parking permit. Visitors, including parents, can park in the spaces around the front circle or any vacant spots in the student lot. **All visitors must check in at the front office.** The back parking lot will be reserved for staff and bus parking. For safety purposes, the gate will be closed and parents/visitors will not be allowed to drop off students or park in the back parking lot.

### ***School Day/Schedule***

The BREC school day begins at 8:00 am and concludes at 3:00 pm. A bell will ring at 8:05 am alerting students that 1<sup>st</sup> period is about to begin. The bell will ring again at 8:10 am to indicate the start of 1<sup>st</sup> period. Students entering class after the bell will be marked as Tardy. Students that are more than 10 minutes late for 1<sup>st</sup> period must report to the front office for a tardy slip. The bell will ring again at 3:00 pm to dismiss from school. There are no bells that ring between classes. Students will be dismissed by the teachers and expected to be in the next class at the scheduled time. Students can refer to their schedule to confirm times. Most class changes consist of a 3 to 5-minute break between classes.



## BRS/BREC Behavior Guidelines

<p><b>Description:</b> Level III behaviors violate the dignity, well-being, and/or safety of another and may be harmful and illegal. These behaviors will not be tolerated and warrant an immediate office discipline referral.</p>		
<p><b>Types of Behaviors:</b></p> <p><u>Defiance</u></p> <ul style="list-style-type: none"> <li>chronic Level II behaviors</li> <li>tobacco/ drugs/ alcohol</li> <li>weapons</li> </ul> <p><u>Disrespect</u></p> <ul style="list-style-type: none"> <li>arson</li> <li>verbal/ physical threats</li> <li>vandalism</li> <li>harrasment/ misconduct (verbal or physical)</li> </ul> <p><u>Disruption</u></p> <ul style="list-style-type: none"> <li>Fighting</li> <li>Severe physical aggression-toward self or others.</li> </ul>	<p><b>Interventions:</b></p> <ul style="list-style-type: none"> <li>Consultation with team for classroom/ individual behavior ideas</li> </ul>	<p><b>Consequences:</b></p> <ul style="list-style-type: none"> <li>Suspention ISS or OSS</li> <li>Restitution</li> <li>Behavior Intervention Plan</li> <li>Parent meeting</li> <li>Police called</li> </ul>
<h1>III</h1>		
<p><b>Description:</b> Level II behaviors are deliberate and more inappropriate, are usually handled by the classroom teacher, but could result in an office discipline referral if persistent. These are more serious in nature and will result in immediate verbal correction and a logical consequence/intervention. Chronic behaviors must have been addressed through implemented and documented interventions.</p>		
<p><b>Types of Behaviors:</b></p> <p>Defiance</p> <ul style="list-style-type: none"> <li>chronic Level I behaviors (3+)</li> </ul> <p>Disrespect</p> <ul style="list-style-type: none"> <li>lying</li> <li>cheating</li> <li>stealing</li> <li>harassment/bullying</li> <li>directed spitting</li> <li>tantrums</li> </ul> <p>Disruption</p> <ul style="list-style-type: none"> <li>tantrums</li> </ul>	<p><b>Interventions:</b></p> <ul style="list-style-type: none"> <li>Same as Level I</li> <li>Consultation with team for classroom/ individual behavior ideas</li> <li>Time out in a buddy's room</li> </ul>	<p><b>Consequences:</b></p> <ul style="list-style-type: none"> <li>Verbal correction</li> <li>Loss of privileges</li> <li>Conference with student</li> <li>Parent contact</li> <li>Individual instruction</li> <li>Behavior contract</li> </ul>
<h1>II</h1>		
<p><b>Description:</b> Level I behaviors are handled by the classroom teacher. These are minor rule violations that result in immediate verbal correction with a possible consequence and/or intervention.</p>		
<p><b>Types of Behaviors:</b></p> <p><u>Defiance</u></p> <ul style="list-style-type: none"> <li>toys</li> <li>no homework</li> <li>no materials</li> <li>gum</li> </ul> <p><u>Disrespect</u></p> <ul style="list-style-type: none"> <li>not paying attention</li> <li>tattling</li> <li>teasing/taunting</li> <li>rolling eyes</li> <li>littering</li> </ul> <p><u>Disruption</u></p> <ul style="list-style-type: none"> <li>talking</li> <li>playing in desk</li> <li>blurting out</li> </ul>	<p><b>Interventions:</b></p> <ul style="list-style-type: none"> <li>Verbal warning</li> <li>Redirect in a calm voice</li> <li>Eye contact</li> <li>Proximity</li> <li>Link rewards to expected behaviors</li> <li>Increased supervision</li> <li>Re-teaching expectations</li> <li>Praise the positive</li> </ul>	<p><b>Consequences:</b></p> <ul style="list-style-type: none"> <li>Verbal correction</li> <li>Loss of privileges</li> <li>Move seat</li> <li>Parent contact</li> <li>Behavior contract, identifying inappropriate behavior and describing replacement behaviors</li> <li>Admin/parent/ student/teacher conference</li> <li>Log behaviors</li> <li>Time of silence</li> <li>Student reflection form</li> </ul>
<h1>I</h1>		



### School Telephones

School telephones are available in all classrooms and labs for emergencies. In an effort to minimize disruptions to instruction, all incoming calls to classrooms during instructional time will be sent directly to the teacher’s voicemail. Although students may possess cell phones, they are only permitted to have phones out during non-instructional times. If an emergency arises and students must be contacted during instructional time, parents may contact the front office.

### Visitors

We welcome visitors at school. Visitors are expected to follow these guidelines for being on our campus:

1. Visitors must sign in and out with the front office.
2. Visitation to a classroom must be pre-arranged in a timely manner. The parent(s)/guardian(s) may come for a meeting during the day; unannounced visits may or may not be accommodated.
3. Clearly display your visitor sticker. Stickers placed on pants, bottoms of shirts, purses or other is NOT considered visible. The sticker must be located within easy eyesight.
4. Visitors must be mindful that our day is focused on instruction. We expect visitors to follow our procedures and guidelines at all times. Behaviors that impact this focus will not be accepted and the visitor will be asked to leave campus.

### School Expectations

Blue Ridge Expectations								
	Classroom	Hallways	Playgrounds	Cafeteria	Student Tech Devices	Bathrooms	Bus	Emergency
<b>Respect Ourselves</b>	Be on task. Give your best effort. Be prepared.	Walk facing forward.	Play safely.	Enter and exit quietly.	Bring a charged device with you to school each day prepared to learn.	Flush. Wash hands with soap.	Watch for your stop. Remain seated. Use appropriate language.	Stay calm. Listen and follow directions.
<b>Respect Others</b>	Be kind. Keep your hands and feet to self.	Stay to the right. Give others space. Keep hands and feet to self.	Keep hands and feet to self. Include others. Share equipment. Take turns.	Practice good table manners. Keep hands and feet to self.	Acquire teacher permission prior to recording videos and/or pictures.	Allow privacy. Keep hands and feet to self.	Keep aisles clear. Follow driver’s directions. Keep hands and feet to self.	Follow emergency procedures.
<b>Respect Learning</b>	Listen and follow directions. Complete tasks. Disconnect from cellphones.	Use the appropriate voice level.	Stay positive and be a good sport. Follow playground rules.	Listen to adults. Use the appropriate voice level.	Look for the teacher visual/picture for the type of device use/position. Only use your device for the task at hand.	Return to class promptly. Report problems to adults.	Follow bus procedures and safety rules. Use the appropriate voice level.	Use the appropriate voice level. Stay focused on the leader.
<b>Respect Property</b>	Use and return equipment, materials and furniture properly. Keep area clean.	Keep the floors clean.	Use equipment properly. Place litter in the garbage can.	Stack trays. Clean up area.	Adhere to JCPS policies: Technology Use – 3225/4312/7320 and Internet Safety – 3226/4205. Keep the device secure.	Leave area clean.	Keep the bus clean.	

### Volunteers

We welcome volunteers! Volunteers who would like to work directly with students, including paid and unpaid non-staff coaches, parents, student interns and other must complete a background check to be approved. Without an approved background check, volunteers may only work with a limited number of students in a supervised setting for a limited amount of time, such as attending a field trip with their child. Those without a clear background check may not interact with students in an unsupervised setting.

Volunteers are must be mindful that our day is focused on instruction. We expect volunteers to follow our procedures and guidelines at all times. Behaviors that impact this focus will not be accepted and the visitor will be asked to leave campus.

For a Full-Staff Directory [Click Here-Blue Ridge Early College Staff Directory.](#)



# Cullowhee Valley School

240 Wisdom Drive

Cullowhee, NC 28723

(828) 293-5667

Fax (828) 293-5845

Kathryn Kantz, Principal

## *School Mission Statement*

We at Cullowhee Valley believe that every child has unique qualities that make him or her an important part of a bigger story. Therefore, our mission is to provide a learning environment that **celebrates and supports the individual, grows an awareness of connections between self and others, and provides skills that open and expand visions of future opportunities.**



Welcome to Cullowhee Valley School, a K-8 rural school located in Jackson County a mile from Western Carolina University. We believe that every child has unique qualities that make him or her an important part of a bigger story. Therefore, our mission is to provide a learning environment that celebrates and supports the individual, grows an awareness of connections between self and others, and provides skills that open and expand visions of future opportunities.

The climate of the school is warm and friendly, and Positive Behavior Support Systems are used to develop social skills in students. We have an active PTA and encourage volunteering by both parents and WCU faculty and students. We provide opportunities for parents and community members to participate in school activities, including a Fall Festival, “Whee Shine” Curriculum Night, and Musical Performances.

Our proximity to the university allows many opportunities for collaboration with WCU faculty, some of which have created afterschool programs of Reading Camp for first graders, and Experiences for English Language Learners.

We work to build enthusiasm for reading through a vibrant media program, which has included Book Fairs, “Battle of the Books,” a Reading Project Fair, a STEM/Maker space, monthly games, and reading incentives.

Cullowhee Valley has committed to improve student health and to improve science education through STEM activities. Students participate in taste tests of local produce. Students have participated in our “Get in the Action Day.” School clubs have included: Robotics, Elementary and Middle School Science Olympiad, Math Clubs, and “Kids in the Creek.” Balsam Mountain Preserve has partnered with the school to engage first and second graders in a study of the Monarch butterfly’s life cycle. This year Cullowhee Valley’s middle school Career and Technical (CTE) program will be centered around Agriculture. Through this curriculum, students will have opportunities to engage in “science in action.”

Cullowhee Valley faculty and staff believe that every student has something to contribute and they strive to provide opportunities for them to develop leadership skills. Students have been involved in a variety of service projects, including SAND, recycling, grounds clean-up, Hoops for Heart, Breakfast Buddies, and Jump Rope for Heart. Middle school students can choose to serve as peer helpers to support the learning of younger children or help in different areas of the school. Students have been able to participate in Dulcimer Club, Chorus, and Junior Appalachian Musicians, made possible through community grants.

Our commitment to nurturing the whole child through relationships and experiences is evidenced by our low numbers of discipline referrals, the positive interactions throughout the school, and the learning opportunities students engage in daily. We are glad your family is a part of Cullowhee Valley!



**After School Child Care**

The Cullowhee Valley After School Program is available for kindergarten through fifth grade students (ages 5-12). The program begins immediately after school and continues until 6:00 pm. There is a \$20 non-refundable registration fee due at enrollment. The After School Program is \$160 per month. Subsidy payments are accepted.

**Athletics**

Students in grades six, seventh, and eighth may participate in school and district-level team sports. There is a \$10 fee for participation per sport. Athletic teams include volleyball, soccer, basketball, track and field, cross-country, football, baseball, and softball. Students may not participate if they have been absent for more than 10% of instruction during the previous semester. There is an appeals process for those students who have missed excessive instructional time due to an injury, illness, or family emergency.

**Athletic Event Attendance**

Families are invited to attend athletic events to support our teams. Unless a game begins immediately following school, students must leave campus and return when the game begins, as there is no supervision of students during this time. Good sportsmanship is expected from every Cullowhee Valley fan.

**Attendance**

Students need to be at school to learn, please make sure your child is here every day. However, children should be kept at home if they are feverish or show other signs of illness. Children should be fever free for 24 hours before returning to school. When a child is absent, a note of explanation must be turned in by the second day they are back at school. If your child sees a doctor, be sure and get a note from that office. Cullowhee Valley recognizes students quarterly with “All Day, Every Day” prizes for those who have missed no days each nine weeks and have not had any tardies or early check outs. CVS also recognizes “Perfect Attendance” at the end of the year.

Student attendance in Jackson County Schools is tracked each month. Absences, late arrivals, and early check outs are tracked to determine the number of minutes a child is in school. A student who is not at school for more than 10% of the total instructional days/hours is chronically absent. Students in middle school may not participate in extracurricular activities if they have been absent more than 10% of instructional time the previous semester.

**Behavior Expectations**

Cullowhee Valley uses a Positive Behavior Support Systems plan to manage student behavior. We use “The Four Respects” to guide students in behavior expectations:

- Respect Others
- Respect Yourself
- Respect Learning
- Respect Property

We believe that students who are in trouble cannot be fully invested in their school success, so our goal is to prevent inappropriate behaviors and create a community in which students practice good citizenship. Teachers identify expected behaviors, teach those behaviors, rehearse students in using those behaviors, and recognize students for correct behaviors. Teachers will provide parents and students with their classroom specific behavior management plan at the beginning of the year. We believe every student can become a good citizen. Therefore, we are committed to guiding and supporting students in their growth into adults of good character.



**Buses**

For a student to ride a bus, a blue Transportation Form must be completed. It can take up to a week for a new bus stop to be approved. Students are expected to stay seated, talk at reasonable levels, and follow all driver directions. If a child needs to ride a bus on an individual day, a parent note must be sent to the office.

**Car Drop Off**

Students arriving at school in family vehicles should be dropped off at the front circle of the school and walk directly into the front lobby. NEVER drop a child off in a parking lot, as they cannot be easily seen, creating a safety risk. Only school buses are to drop off students behind the school. All should be patient in car drop off, never passing, as children could be getting out of left-hand doors.

**Car Pick-Up**

Car pick-up will begin at 3:05pm. At the end of school, students who are car riders will remain in their classes until a parent/guardian arrives in the car pick-up line. At that time, they will be sent to the front sidewalk. Adults are placed strategically in the building to ensure that younger children get any assistance they need as they go to car pick-up. School staff will load your child into your car. No passing is allowed during car pick-up. Our car pick-up line is very efficient and usually all cars are cleared within 15 minutes.

**Clubs/Extracurricular Events**

Cullowhee Valley has several clubs and events that occur after the school day. Parents should make sure they pick their children up promptly by the end of any event.

**Early Check Out**

To ensure that your child is having the best opportunity for learning, please ensure he/she is present at school for the entire day. Teachers engage students in learning activities from first to last bell, so a child leaving early on a regular basis is at an academic disadvantage. We do realize that sometimes students will need to leave early due to illness or an appointment. In this case, always come to the office to sign your child out on the computer. Office staff will send for your child to come to the office.

**Gift Deliveries**

To keep the school day from being interrupted, balloons, gifts, and/or flowers to children are not accepted on any occasion. Deliveries will not be accepted in the office, nor will items be allowed on buses.

**Hours of School Day**

- 7:00am – Students may be dropped off at school. Please do not drop students any earlier, as there is no supervision before that time.
- 7:30am – Buses arrive, Cafeteria begins breakfast, 5<sup>th</sup> through 8<sup>th</sup> grade students may move to 5-8 hall
- 7:45am – Students are dismissed to all classrooms
- 8:00am - The school day begins with the National Anthem, Pledge of Allegiance, and announcements. All students should be in homerooms
- 8:10am – Late students must sign in at the office as tardy
- 2:55pm – Bus riders dismissed
- 3:00pm – Buses leave campus, Car riders are dismissed
- 3:05pm – Car pick up begins



### ***Inclement Weather***

**TWO HOUR DELAY** - In case of bad weather, our school may be on a two-hour delay. Buses run two hours later than usual, with no buses on icy roads. School begins at 10:00am on these days.

**EARLY DISMISSAL** – In case of school being closed due to incoming bad weather, a call will go out from the school to notify parents. Students will go home the way that is indicated on the form

“Emergency Dismissal Information,” which is filled out by parents at the beginning of each year. There is no After School Program on early dismissal days.

### ***Information Dissemination***

A school-wide newsletter is sent home each month. The principal sends periodic “Connect Ed” phone calls with current or important information. Please make sure you notify the Data Manager of any changes in phone numbers.

### ***Late Arrivals***

Each student’s day begins well by having him/her here on time. Students arriving at 8:10 am or later are considered tardy and must check in at the office to be counted present for the day. Parents should walk kindergarten through second grade students into the office when they are late.

### ***Lockers and Cubbies***

Lockers and cubbies are the property of Jackson County Schools. Middle school students may only use a school-issued lock on lockers. There is no expectation of privacy for these school areas and lockers, or cubbies may be searched at any time. Students should use lockers and cubbies only to store schoolbooks and supplies. Students are not allowed to deface lockers in any way.

### ***Lost and Found***

Lost and found is maintained in the media center lobby at the rear door of the office. Please check if your child is missing an item. Periodically, lost and found items are donated to charity. Prior to this, a phone notice will be sent out to parents indicating a limited time to claim lost items.

### ***One to One Devices***

Students in 7<sup>th</sup> and 8<sup>th</sup> grades receive their own device for use during the school year. These devices may be transported to and from school each day. Students in grades K through 6<sup>th</sup> will each have access to a device. Those items will be taken home when needed for schoolwork. All Jackson County Schools technology protocols must be followed. Students who do not follow these rules may have their device usage limited.

### ***Parent/Guardian Contacts***

It is very important that we can get in contact with parents/guardians in case of emergency or important information. Please notify the office immediately of any changes to your contact information. If your child is injured, we will need to be able to get in touch with you quickly.

### ***Parent Teacher Association***

Cullowhee Valley has a strong PTA. Dues to join are only \$5.00. Help is needed for the Fall Festival and other PTA sponsored events. We hope you will join and keep our PTA strong.

### ***Parking***

There is parking in front of the school. Please do not park in front of fire hydrants or marked fire lanes. We have several families who need our handicapped parking spaces. Handicapped spaces should NOT be used as regular parking spaces.



### ***Payments***

Payments for field trips, fees, or cafeteria charges can be made by cash or a check addressed to “Cullowhee Valley School.” If a check is returned for non-sufficient funds, it will be immediately turned over to a collection agency. Payment of the set amount will then need to be made to a collection company and Cullowhee Valley will no longer be able to accept checks from the person who wrote the check.

### ***Telephone Use/Cell Phones***

Students may have cell phones, but these are to be turned off at school. This is School Board policy, and is designed to keep students focused on learning, while preventing teachers from having to constantly police cell phone usage. If a student needs to call home, he/she should get a pass from his/her teacher to use the office phone. Cell phones turned on at school will be confiscated, to be picked up by a parent. Due to privacy issues, parents and students are not allowed to use cell phones or personal cameras to photograph or videotape other students/teachers during school.

### ***Visitors at School***

We welcome visitors in our school. However, our first responsibility to our students is ensuring safety, so we must know who is in the building. Dropping into classrooms unannounced is a distraction and interferes with teachers’ duties to supervise and teach throughout the day. Therefore, visits should be arranged in advance with the teacher and follow this procedure:

- ✓ For safety, doors to the building are locked at 8:15am. Ring the bell on the front door to request admittance to the school.
- ✓ Sign in at the office computer. **You must have your driver’s license.**
- ✓ Check in with the receptionist to explain your visit and receive permission to go to a classroom.
- ✓ Wear a visitor’s sticker.
- ✓ Be mindful teachers have limited time for conferences during the day and must return to classes on time.
- ✓ Check out on the office computer when leaving.

Parents who have preschool children with them are responsible for keeping them under their control/supervision. Students not enrolled in Cullowhee Valley will not be allowed to visit classrooms during the day.

### ***Volunteers***

Volunteers are a wonderful addition to our school. All school volunteers other than occasional guest speakers or helpers must complete a criminal background check. This includes paid and unpaid non-staff coaches, room parents, and student interns. Without a background check, volunteers can only be allowed to work with children on a limited basis and under the supervision of a staff member. Volunteers may not work with students more than two weeks without a background check. Volunteers are expected to be professional and dependable in their activities. Please see the Data Manager for directions on how to fill out an online volunteer form if you wish to volunteer on a regular basis.

### ***Walking/Biking***

Students may only walk or bike home from school with parent permission. Parents will need to contact the school and discuss routines/safety with an administrator before students will be allowed to go home in either of these ways. Students may not leave school and go to the Jackson County Recreation Center to “hang out.”

For a Full-Staff Directory [Click Here-Cullowhee Valley School Staff Directory.](#)



# Fairview School



## Home of the Eagles

251 Big Orange Way  
Sylva, NC 28779  
Eleanor Macaulay, Principal

### MESSAGE TO PARENTS AND STUDENTS

Pride, respect, responsibility, and caring have been Fairview traditions that create a challenging, inviting and successful learning community that has defined Fairview School since its establishment in 1973.

Good citizenship, positive attitudes, scholastic, and athletic pursuits make learning exciting. Application of the “Golden Rule” (*treat others as you would have them treat you*), developing friendships, accepting differences, and seeking the best in self and others will lead to a positive school experience for everyone.

We know that children learn what they live. We appreciate parents who care about their child’s education. Parents can help by modeling Fairview’s “Four Respects” which are being respectful of yourself, others, learning, and property.

Our desire is for students to be successful. To that end, we want to encourage them to always do their best, to develop a positive attitude about our school, observe the rules and regulations set forth in this handbook, and be considerate of their parents, teachers, and fellow classmates. We are excited to help them earn their wings, soar far into the sky, and reach for the stars! GO EAGLES!!



## **Absences**

Students need to be at school in order to learn. Students are considered tardy at 8:10. Students who arrive after 8:10 are to sign-in at the office (on the computer), print out a tardy slip and bring it to class. If the parent does not notify the teacher/office of a reason for the absence, the student's absence will be coded as unexcused. After missing four consecutive days or six total days in a semester, a student must bring a doctor's note to be counted as excused. Students arriving after 11:30 will be counted absent. Students who leave school before 11:30 will be counted absent (an absence note is required). Students, who are feverish or show signs of illness, should be kept at home. Written notification of absences will be sent to parents after 3, 6, and 10 absences.

## **After-School Program/Fairview Kids' Place**

Fairview offers an after-school care program for students in grades K-5/6. Students cannot attend once they turn 13 years old. The program is hosted on our campus from 3:00 – 5:30. Registration begins in August. There is a \$20 non-refundable registration fee per family due at the time of enrollment. The afterschool program is \$160 per month. Subsidized care is available through Southwestern Child Development (586-5561). The After-School Program is operated by Fairview School. All school rules and procedures apply during this and all school events and programs. Students who persist with bad behavior will be dropped from the program. See the Fairview Kids' Place Program Manual. The After-School program is for currently enrolled Fairview students. For more information, contact the Fairview School at 586-2819.

## **Behavior Expectations**

Fairview Elementary School uses a Positive Behavior Interventions and Support Systems (PBIS) plan to teach all students behavioral expectations in a positive way. PBIS includes school-wide expectations intended for all students and all staff in all settings. Students are introduced to expectations in each area of the school (classroom, cafeteria, hallway, bathroom, playground, assembly and bus). The focus is on teaching behavioral expectations in order to maximize academic engagement. Our goal with PBIS is to improve school climate and academic achievement.

Our core values, found in every classroom and non-classroom setting in the school, are as follows:

- Respect Others
- Respect Ourselves
- Respect Learning
- Respect Property

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. We do the following:

- Teach students the expected behaviors
- Provide a safe environment where students achieve academically and socially
- Encourage and acknowledge positive behaviors

Research shows when behaviors are clearly defined, taught and reinforced we can expect a decrease of problem behaviors, reduce the number of office discipline referrals, and increase academic achievement.

## **Bus Information/Bus Routes**

Jackson County provides school buses to transport students whose primary residence is within the Fairview district. Students who live outside the Fairview attendance area may NOT ride a bus; parents must provide their own transportation. For your child to ride a bus, you must have completed a transportation form and turned it in to the front office. You will be contacted once your child is placed on a route.



While riding the bus, students are expected to follow all bus safety rules, including remaining in assigned seats and following bus driver directions. All behavior guidelines in the Jackson County Student Handbook apply.

Students must ride the bus they are assigned. Using other buses to travel with friends cannot be permitted. If there is a need for transportation plans to be changed (i.e. bus rider to car rider), please notify the school by sending a note to your child's teacher the morning of the desired change. If an extreme situation occurs that necessitates a change during the school day, the front office must be contacted before 2:00 pm. Request called in after this time cannot be guaranteed. Students who ride the bus and their parents will sign a bus behavior contract stating they understand the bus expectations.

## ***Drop-Off and Pick-Up of Students***

### ***Drop-Off Procedures***

Students should be dropped off at school between 7:30 and 8:00. Students will report to their classroom/building from 7:30 until 8:00.

### ***Pick-Up Procedures***

Fairview teachers and teacher assistants are responsible for student loading in the afternoon. For the safety of our students and staff, **please do not use cell phones in this area**. Parents can assist by following these procedures:

- Pull all the way around the circle.
- Do not get out of your car; let the loaders open your doors for your child.
- NEVER pass the cars in line.
- Look before you slowly pull away.
- If your child is delayed, pull into the marked guest spaces to wait for your child.
- Parents are responsible for using appropriate car seats and correctly securing seat belts.
- NEVER pull into the teacher parking lot to pick up your child.

### ***Early Student Pick-Up Procedure***

It is important for children to stay in school all day. Teachers teach until the final bell rings. It is suggested that parents schedule appointments after school and on non-school days. These procedures will be helpful to both parents and school staff on days when it is necessary for you to pick up your child prior to the end of the instructional day. Please make sure you pick your child up by 2:30 if they need to leave early. After 2:30 it is very difficult to make this process happen in a timely manner.

1. **Send a note** by your child on the day you will be picking him/her up early stating the **time** he/she will be picked up and the **reason** for the early pick up.
2. Have your child present his/her note immediately upon arriving at school **to the teacher**.
3. The teacher will send your child to the office to wait for you at the time you have requested.
4. When parents come for early pick up, you will **always** need to come to the front office to sign out your child. Please identify yourself to the secretary. We prefer to send a runner to the room to pick up children to limit class disruptions.

### ***Gift Delivery to Students***

For safety and educational reasons, the delivery of balloons, gifts, and/or flowers to children is prohibited for any occasion. Deliverers will not be allowed to drop these items off at school.



### ***Inclement Weather***

- Two Hour Delay – In case of inclement weather, our school may be on a two-hour delay. All school events, including bus transportation, will begin two hours later than their regularly scheduled time. After school activities will not be impacted by a two-hour delay.
- Early Dismissal – In case of inclement weather, a phone call will be made to notify parents. Students will go home based upon the way that is listed on the “Emergency Dismissal Information” completed by the parents at the beginning of the school year or upon enrollment.

The parent/guardian is responsible for checking the weather and keeping informed about possible delays and early dismissals. Visit the Jackson County Schools website at <http://www.jcpsnc.org/>

### ***Late Arrival***

Please be reminded that our school day begins at 8:00 AM with the National Anthem, Pledge of Allegiance, announcements, and special information. Class begins as soon as the announcements end. Children who arrive at 8:10 will be counted tardy. It is of utmost importance that children be at school on time every day. Please make every effort to assist us in this matter. Students who are tardy enter through the main door and report to the office for a tardy slip. The student will take the tardy slip to the teacher for admission to class. Parents should sign in students who arrive late outside the front office.

### ***Lost and Found***

Lost items will be placed on a hanging rack outside of B pod. Throughout the year, the school will clean off this rack. Students will be notified in a timely manner to check the lost item area prior to items being removed from the school.

### ***Media Center***

The Fairview Media Center provides a variety of reading and research materials for students in Kindergarten through 8th grade. Please assist our Media Coordinator by keeping in mind some policies concerning the use of media materials. Students are expected to return library books on time so that they will be available for other students to use. Students are notified regularly of overdue items and must return all overdue books before the end of each grading period in order to receive their report cards. All overdue library books which are not returned by the end of each grading period will be considered lost books and must be paid for before report cards can be released. Students are responsible for all damages to library books which are checked out to them. If a book is damaged to the extent that it cannot be used, the student will be required to pay the purchase cost of the book.

### ***Medication***

All over the counter and prescription medication must be registered through the front office/school nurse, including self-carrying inhalers. Parents must bring all medication to school with a Jackson County medication form signed by a parent and a doctor (for all prescription and over the counter medication). No student is allowed to have **ANY KIND** of unauthorized medication in his or her possession at school. In the event that a student possesses any kind of unauthorized medication, administration has the right to investigate and to follow the JCPS Code of Conduct. See page 95 for more details.

### ***Parent(s)/Guardian(s) Contact Information***

It is the responsibility of the parent(s)/guardian(s) to inform the school of any changes in contact information. For student safety purposes, the school needs the most current information at all times.



## ***Parent Teacher Association (PTA)***

**What does PTA do?** The PTA at Fairview School hosts fundraising events to support the school with the purchase of things like: technology, teacher wish list items, art supplies, keyboards for music class, mobile computer lab, playground equipment, and many other items to help our students and teachers have the very best resources possible. The PTA also recognizes all teachers and staff during Teacher Appreciation Week.

**Who can join Fairview School PTA?** Parents, teachers, school staff, grandparents, mentors, foster parents, other caregivers, and community members.

**If I join PTA, what do I have to do?** When you join PTA, you can do as little or as much as you like. We always welcome new members and their ideas. We **KNOW** that you are busy and we **RESPECT** your time, but we also know that being involved in your child's education benefits **EVERYONE!**

## ***Parking Information***

Parking is available in the larger staff parking lot. **PLEASE DO NOT PARK IN THE FIRE LANE DIRECTLY IN FRONT OF THE SCHOOL AT ANY TIME.** Parents may drop off students in the FIRE LANE and may pick students up there during parent pickup times. Parents picking up students during the day should not park in the FIRE LANE, but should park in the teacher parking lot. Follow proper rules for the handicapped parking. **NEVER DROP OFF OR PICK UP CHILDREN IN THE STAFF PARKING LOT.**

## ***School Day/Schedule***

7:30 AM – Students are dropped off at the front entrance of the school.

7:30 – 8:00 AM – Students will report to their homeroom class.

8:00 AM – School begins. All students are to report to their class. Pledge of Allegiance, National Anthem, Morning Announcements

8:05 AM – Instructional day begins – students arriving after 8:10 will be counted tardy. Students arriving late must pick up a late pass in the office BEFORE going to class.

10:30 AM – 1:00 PM – Lunch

3:05 PM – The bell will signal dismissal to parent pick-up and buses. **ALL PARENT PICK UP WILL BE AT THE FRONT ENTRANCE OF THE SCHOOL.** Please DO NOT come into the teacher/staff parking lot to pick up students. **Parent notes are required for any changes in student's afternoon travel procedures.** All notes are to be presented to teachers upon arrival at school. Students should be picked up **before 3:45 PM.** There is no supervision available for students who remain at the school past 3:45 PM unless they are enrolled in the Fairview Kids' Pace After-School Program or one of the enrichment programs offered to students who sign up for those programs.

## ***School Telephones/Student Cell Phones***

Telephone calls made from the school by students are limited to calls due to sickness or emergency. Students must have a phone pass from their teacher to use the school phone. Cell phones may not be used at school and will be confiscated and returned to parents. Social calls, calls to invite friends over, to go home with friends, etc. are not permitted. Last minute permission to stay for ball games will not be allowed. Those arrangements are to be made at home, not at school.



## **Visitors at School**

We welcome visitors in our schools. However, our first responsibility is to ensure student safety, so we must know who is in the building. Dropping into classrooms unannounced is a distraction and interferes with our teachers' duties to supervise and teach throughout the day. Therefore, visits should be arranged in advance with the teacher and follow this procedure:

- Sign in at the office computer.
- Check in with the receptionist to explain your visit and receive permission to go to the classroom.
- Wear a visitor's sticker.
- Be mindful that teachers have limited time during the day and must return to their classes on time.
- Check out on the office computer when you are leaving.

Parents who have preschool children with them are responsible for keeping them under their control/supervision.

Students not enrolled at Fairview School will not be allowed to visit classrooms during the day.

## **Volunteers**

As a volunteer, you are an important part of the school community. Jackson County Public Schools promotes and encourages the help of school volunteers to expand and enhance parental and community involvement in our schools while continuing to maintain a high level of safety and security.

A new automated volunteer management program called Volunteer Tracker is being implemented. We are very excited as it provides many benefits over the current process. Volunteers will be able to go to our webpage and click the Volunteer Link to complete a volunteer application. Once the application is submitted, human resources will be notified and background checks will be initiated. When the volunteer is approved, the school coordinator and the volunteer will be notified. Volunteer Link: <https://jcpsnc.org/about/volunteers>

For a Full-Staff Directory [Click Here-Fairview School Staff Directory](#).



# JACKSON COUNTY EARLY COLLEGE

404 College Drive,  
Sylva, NC 28779  
Mrs. Melanie Jacobs, Principal

***Welcome to the Choice of a New College Generation!***

Jackson County Early College, a part of the North Carolina Cooperative Innovative High Schools network, is the result of an innovative, collaborative partnership between Southwestern Community College and Jackson County Public Schools. Housed on the community college's campus, JCEC's course of study enables students to earn a high school diploma and a community college associate degree or two years of college credit in four or five years.

JCEC serves students in grades 9-13. Key to its success are the small class size and personal attention provided to each student. Jackson County Early College is designed for students who wish to pursue a more rigorous course of study, while also working towards and achieving an associate degree, two years of college transfer credit, or certification in a trade/industry field of work in addition to their high school diploma.



### ***Arrival and Departure Times***

Classes at Jackson County Early College begin at 8:00 am. Classes are dismissed at 3:10 pm. Students may begin arriving on campus at 7:30 am and should depart no later than 3:30 pm. JCEC has an agreement with Southwestern Community College that JCEC staff are responsible for all JCEC students; therefore, students may not choose to remain after hours at any of the SCC buildings, including Holt Library unless accompanied by a parent/guardian. No students should remain on campus after 3:30 pm unless involved in a pre-approved after school JCEC activity.

### ***Transportation***

JCEC students who live within the Jackson County Public School district are eligible for bus transportation. Students who wish to ride the bus must complete the required paperwork in advance to be added to a route. When SCC college classes meet on days when JCPS is not in session, families must provide for the student's transportation to and from college classes. This includes weather related delays, dismissals, and cancellations for Jackson County Public Schools when college classes are still meeting and any JCPS holidays in which college classes still meet. Students who are not able to make it to college classes due to hazardous road conditions in inclement weather should never risk safety to attend class, but instead should email their college instructor to explain the situation and work out an alternate plan.

### ***Academic Support***

The academic focus of JCEC is very important. Students are expected to perform to the best of their ability in all high school and college classes. As a result, JCEC works to provide support for struggling students. The JCEC Student Support Team will check both high school and college grades and meet with students when there are areas of concern to develop a plan of action to support student success. Parents have access to PowerSchool Parent Portal for high school grades and may work with their student to access Moodle to view college grades. Canvas will be utilized by each high school teacher at Jackson County Early College. Students should refer to Canvas to access the course syllabus, assignments, grades, etc. to stay informed and to keep up with due dates for assignments. Parents may work with their student to view Canvas courses through the student log in.

### ***1<sup>st</sup> Year RISE Testing***

Prior to beginning coursework through Southwestern Community College, all incoming freshmen are required to take the RISE placement test for Reading/Language Arts. Students will be placed into support classes based on test results. Unless a student scores high enough to test out of the support class, completion of all modules is required prior to the end of the student's first year at JCEC. Every effort will be made by the student support team to encourage completion of the modules. Students who do not complete the modules will be ineligible to take more college courses through SCC. Because of the limited number of high school course offerings at JCEC, this would mean students would not be full time and would not be able to earn enough credits toward graduation; therefore, students who do not complete the modules will be referred for enrollment back at their home high school at the end of their freshmen year.

### ***Lockers***

Each JCEC student will receive a locker. Students are expected to provide their own combination lock and share the combination with their HOUSE teacher for retrieval if lost or forgotten. Students must keep book bags, books, lunch boxes and other personal belongings in their lockers when not in use. In the interest of safety and to avoid tripping hazards, book bags will not be allowed to be left unattended in the commons area or other campus locations. Students will complete a locker contract at the beginning of each school year.



### ***Seminar***

JCEC realizes the importance of good study habits and the need to increase the level of independence as students' progress through each grade level at JCEC. Students are provided with more structured study time during their 1<sup>st</sup> year. All 1<sup>st</sup> year JCEC students are required to have 4 class periods per day on their schedules Monday-Thursday. Students with less than 4 class periods are assigned Seminar to provide a more structured study time as students adjust to the balance between college and high school course work. With a gradual release of responsibility and increase in independence, 2<sup>nd</sup> year students are required to maintain 3 class periods per day. 2<sup>nd</sup> year students with less than 3 class periods per day will also be assigned a Seminar study time. Students who maintain a grade point average of 3.5 or higher for both high school and college courses have the option of choosing to complete Seminar time independently rather than reporting to an assigned space. All 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> year students who have Seminar listed on their schedules are expected to use this time to study independently and will only be assigned to a specific Seminar location if it is determined by the Student Support Team that the student needs academic support due to concerns over grades in either high school or college courses.

### ***Textbook Support***

JCEC will provide ancillary instructional materials for high school classes. The replacement of any lost, stolen, or damaged items will be the student's responsibility. JCEC is currently able to provide college textbooks for most of the core courses offered within the Associate in Arts and the Associate in Science degree programs. At the beginning of each semester, students will be issued rental textbooks for these courses. As with high school materials, students are responsible for the cost of any lost, stolen, or damaged textbooks. Materials must be returned to JCEC immediately after the semester in which they are used. In some cases, students may choose to take a course or courses that are not part of the core degree programs. If these courses are not offered often or are not needed by a significant portion of our population, we will ask the student and the family to pay for the textbook themselves. Students who have been approved to work toward a certificate, degree, or diploma other than the AA or AS degree may be approved for textbook assistance in advance. Withdrawing from a course or failing a course and retaking the course may result in students being charged the cost of the textbook for the course if a new book or code is required.

### ***JCEC Policy on Withdrawal from College Courses***

In certain circumstances, it may be necessary for a student to withdraw from a college course. Students who find themselves in a situation in which they feel they need to withdraw from a college course, must make an appointment with the college liaison to discuss the situation and possible solutions.

During a student's education at Jackson County Early College, they will be allowed one withdrawal without penalty that will be coded as a "W" on the student's high school transcript. Any other college course withdrawal will be considered on a case-by-case basis and a decision will be made by the JCEC Student Support Team.

Depending on the circumstances and the decision made by the committee, the withdrawal may be coded as WF-Withdrawal Failing or W-Withdrawal. Under no circumstance should a student withdraw from a course on his/her own without consulting with the college liaison. Should a student withdraw without consultation, the withdrawal will automatically be coded as a WF and the student may face disciplinary action.

If a student withdraws from a course, a fee may be charged equal to the amount JCEC paid for the e-book, code, or special purchase book that is not kept in stock in our bookroom for multi-student use. Students should consult with the Early College liaison to determine the amount of the fee if any before making the final decision to withdraw from any course.



### **College Course Content**

College instructors are responsible for the content emphasis, learning materials, assignments, and organization of their courses. College courses often include critical and creative thinking about controversial or sensitive topics. As a higher education institution, SCC hosts events which can include coverage of topics including, but not limited to, physical and mental health, history, society, the arts, and science. Although JCEC may not always be alerted to potentially controversial or sensitive topics, we do try to share information we feel families might want to discuss when we have it in advance. We encourage parents to review the syllabus for each class with your child during the first week of each semester, so that parents will be familiar with the class expectations and content covered in each course. Collegewide events are typically shared on SCC's website and social media.

### **Attendance**

**\*Note:** As students complete high school requirements, the number of college classes in which a student is enrolled increases. It is important for students to be accountable for their attendance in SCC courses as well as fulfilling high school attendance requirements. Therefore, **students will be required to report in and out while attending college classes.**

For example, students who have college classes during the morning hours and one high school class at the end of the day must sign in at JCEC before attending their first morning college class. Students enrolled only in college classes should sign at JCEC when arriving on campus and sign out at JCEC when leaving campus. Only 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> year students are allowed to sign out when their last class for the day is complete, and they are leaving for the day. A parent/guardian must sign a form that is kept on file in the office for students to utilize this privilege and **new form must be signed each semester.** Students are NOT allowed to sign out to leave campus for lunch and then return. **Students are not allowed to transport other students unless signed written permission from both the driving student's parent and the passenger student's parent are on file in the office and approved by the principal in advance.** All 1<sup>st</sup> and 2<sup>nd</sup> year students must be present from 8:00 am-3:10 pm daily regardless of class times. If students are confused about their appropriate sign/in and sign/out times, they should consult with the JCEC principal.

It is also important to remember that college instructors have the authority to withdraw students from courses for non-attendance. This has a negative impact on a student's college course completion rate and impacts credit earning on both the high school and college transcripts. It is important that students attend each class meeting and contact instructors via email if an emergency arises that prevents attendance.

### **Chronic Absenteeism**

Chronic Absenteeism is defined as missing 10% or more of the total instructional day/hours for any reason when calculated at any point in the school year, including tardiness and early check-out. (JCPS Attendance Code 4400)

When a JCEC student has chronic absenteeism in any class during a semester, an intervention team meeting will be required with the student and parent/guardian to develop an action plan. Students must make up work missed, and additional work will be required to make up time missed in class. Failure to follow action plan guidelines could result in an FF (failure due to excessive absence), a reduced grade, the grade earned, or a failing grade for the class for the semester.

### **Behavioral Management**

Students enrolled at JCEC are expected to behave in a manner consistent with the Jackson County Public Schools Behavioral Management Plan. The plan can be found on the Jackson County Schools website. Additionally, JCEC students are expected to adhere to the behavior expectations of Southwestern Community College and can face discipline measures from both entities.



### ***Check-In/Check-Out Procedures for Students***

All dismissal requests require a written request from the parent and will be verified by a call to the parent. It is also required that all parents complete a form listing all persons permitted to pick up their child from school. It is the responsibility of the parent/guardian to keep this information up to date with the school and notify the school of changes to this information in a timely manner.

- All students are required to sign in every day using the method in use emailed to each student regardless of whether they have a first period high school class.
- Students who are on campus (both inside JCEC complex and/or attending classes in other SCC buildings) and are more than 5 minutes late are cutting class. Those students who wish to eat breakfast need to arrive early enough to do so and be in their classrooms by 8:00 a.m.
- Before leaving campus, the student should return to the Administrative Assistant's office to sign out. If the parent or guardian has been contacted by the Administration Office, the student will be allowed to sign out and leave. Parents of non-driving students must physically enter the JCEC building and sign the student out in the Administration Office. This includes any student who is taking classes outside of the JCEC building each day
- Emergency and sudden illness check-outs will require that a parent or guardian (or previously approved adult) come into the Administration Office to sign the student out. Valid identification will be required. Any other procedure will require administrative approval
- Whenever possible, please make doctor, dental, and other routine appointments after school hours.
- For anyone, other than the legal parent/guardian, to check a student out of school, the legal parent/guardian must include the individual's name on the school information form. These forms are kept in the Administration Office and are verified upon check out.

### ***Lunch and Nutrition***

JCEC students will not be permitted to leave campus for lunch during the school day. JCEC provides lunch every day in the JCEC commons area.

For additional information concerning local, state, and federal nutrition guidelines, please refer to the [Jackson County Wellness policy](#).

### ***HOUSE***

HOUSE is the JCEC version of homeroom incorporates elements of advisory and personal development. HOUSE is arranged by grade level. HOUSE will meet digitally throughout the week; however, the primary meeting date will be on Friday. HOUSE is a year-long local course at JCEC; students will receive 1 credit each year for successful completion. The student's numeric grade earned will be recorded on the high school transcript and will impact GPA. Students are expected to participate in all aspects of NEIGHBORHOOD/HOUSE including meetings, trips, team building, student-led conferences, etc. Attendance is recorded during each meeting, beginning with NEIGHBORHOOD promptly at 8:40 AM. All announcements with time sensitive information are shared through the HOUSE Canvas course.

### ***JCEC Neighborhood***

The learning community at Jackson County Early College is referred to as the JCEC Neighborhood. Weekly Neighborhood meetings are a prelude to HOUSE. This is a required community building time to share information/opportunities and learn about our monthly school focus. The guiding principles of our learning community are **Education, Leadership, Service, and Community**. Expectations for our community of learners are outlined in the **JCEC Neighborhood Creed**:

- I will **DEDICATE** myself to my education, maintaining high standards and meeting rigorous expectations.
- I will **LEAD** others and myself in a way that expresses my goals, strengths, and passions.
- I will **SERVE** others in a way that benefits my JCEC Neighborhood, SCC, and my local community.



- I will **EMBRACE** all opportunities to build community with my HOUSE and Neighborhood.

**JCEC Friday Schedule**

Southwestern Community College Classes do not meet on Fridays. To accommodate Neighborhood and HOUSE meetings, as well as provide meeting times for club involvement, tutoring, and other school-based community activities and events, students will follow an alternate schedule on Fridays. The 2021-2022 Friday Schedule is:

- 8:00 – 9:10 AM Clubs
- 9:15 – 9:40 Neighborhood
- 9:45 -10:40 HOUSE
- 10:40-10:50 Break
- 10:50 – 12:20 Class Period
- 12:20 -1:30 Lunch/Teacher Planning/NHS/Interact
- 1:30 - 2:30 PM Clubs
- 2:30 - 3:00 Tutoring/Study Hall/Early Out

Club A	Club B	Club C
Movement and Wellness Club (Sutton)	1 <sup>st</sup> Friday Each Month-Interact (Judson)	Yearbook
Sole Destroyers (Judson)	2 <sup>nd</sup> Friday Each Month-NHS (Sutton)	Prom/Event Committee
Debate Club (TBD)	3 <sup>rd</sup> Friday Each Month-Art/Choral	ChemClub
Games (Fonseca)	(Fonseca) Small Groups (Hallman)	Sole Destroyers
Tutoring/Study Hall (Holt)	All- Extended Freshman HOUSE	Interact Projects
Composting (Holt)	All- Study Hall/Games	STEM
Social Justice (Hallman)	All-JCEC Service (Woodring/Jacobs)	Interact Project
		Student Climate Committee
		Cooking Club
		NHS Officers

\*Months with 4<sup>th</sup> Fridays will be reserved for trips, career exploration, and additional campus wide activities.

**Clubs and Social Functions**

JCEC strives to develop the academic potential of its students to the fullest. We recognize that involvement in school activities enriches the overall student experience and is often a question asked on many college and scholarship applications. To be fully involved in the JCEC Neighborhood Learning Community, all students are expected to participate in club activities. Students will have an opportunity to sign up for the club/clubs of their choice at the beginning of each school year. Club choices for the 2021-2022 school year are listed in the chart in the JCEC Friday Schedule section of this handbook. In addition, there are opportunities available for students to start a new club based on student interest. Students who wish to start a club at JCEC will need to complete an approval form for the club which includes club objectives. Approval forms are kept in the office and are available upon request. Funding and fundraising for club-sponsored activities will be the responsibility of each club and will require approval from the JCEC principal. Additionally, several opportunities are offered throughout the year through Southwestern Community College, such as the NASA challenge and STEM conferences, cultural fairs, job fairs, and college level festivals. The SCC College Liaison notifies students as these opportunities become available.

**Field Trips**

An important component of the educational experience of JCEC is the enrichment provided by trips off campus. The students of JCEC will have off campus trips that are school wide and with their individual grade levels. Examples of off campus trips include college visits, service-learning opportunities, and exposure to fine arts and entertainment.



### ***National Honor Society***

The students at JCEC can participate in the Chapter of the National Honor Society of Jackson County Early College. Participation is by invitation only and students become eligible after completion of the first year. Once invited, students are expected to meet certain requirements to maintain membership. These requirements include but are not limited to the following:

- Minimum cumulative unweighted GPA of 3.0
- Ten hours of quality community service per year of membership. This is in addition to any service-learning requirements associated with HOUSE.
- Attendance at NHS meetings is mandatory
- Participation in NHS projects is also mandatory
- Continued membership is also contingent upon displaying good character and self-discipline.
- Failure to meet minimum requirements could result in dismissal

Specific details concerning NHS by-laws and more specific requirements will be discussed at the first meeting of the school year.

### ***Service Learning***

Service Learning is an integral part of Jackson County Early College. Students will complete service-learning opportunities independently as assigned through HOUSE and through membership in the National Honor Society and Interact Club. Service learning may also take place on campus or in the community during school hours as scheduled by JCEC. When service-learning trips are scheduled at the school level, they will take place on Fridays when Southwestern Community College classes are not in session.

### ***CTE Internships***

Seniors are eligible to participate in internship opportunities for CTE internship credit when opportunities are available, and the internship fits within the student's schedule. Students are required to complete the internship when the student's last JCEC class is complete for the day. The student is expected to remain fully involved in all HOUSE activities which primarily occur every Friday. This includes trips, college and career planning, test prep, team building, and HOUSE meetings during the internship. CTE internships are monitored, and completion of an internship application is required. CTE Internships are pass/fail with 1 elective credit awarded for successful completion. Students who are interested in an internship should speak with the principal for more information.

### ***Dual Enrollment***

Jackson County Early College students participate in dual enrollment between JCEC and Southwestern Community College.

### ***Cross Enrollment***

If a JCEC student participating in Marching Band as an extracurricular activity wishes to cross enroll in the Concert Band course during 4th period at Smoky Mountain High School, he/she should consult with the JCEC principal who will evaluate the student's grades, behavior, attendance, and progress toward graduation. If the JCEC approves this cross enrollment, then he/she will discuss with the principal at Smoky Mountain High School. If both principals agree **and the course fits in the student's JCEC schedule**, the student may be cross enrolled for the Concert band course only. If approved, the course will be added to the student's PowerSchool record and the student will show as enrolled at both high schools. Specific questions regarding this option should be directed to the JCEC principal.

For a Full-Staff Directory [Click Here-Jackson County Early College Staff Directory.](#)



# Jackson Community School

3770 Skyland Drive, Sylva, NC 28779  
Phone: 828-586-4328, FAX: 828-586-2490  
Heather Reidinger, Principal

## **Our School's Mission**

The School of Alternatives will Engage, Enlighten, and Enrich our students.

## **Our School's Vision**

Our vision is to empower our students to remove barriers and to promote success through an innovative non-traditional educational alternative.

## **Our School's Beliefs**

Choice, not chance, determines destiny.

The dignity of each student is of the utmost importance.

*Instruction should be individualized and differentiated to meet the needs of each individual student.*

School should be warm and inviting in every aspect.

*Students should feel safe at school.*

Community service and volunteer work is an essential part of the educational process.

*Empathy can be learned through peer mentoring.*

It is essential that staff understand the unique perspective of each student.



### ***Bus Information/Bus Routes***

Students attending JCS will make a morning ride from their home communities to Smoky Mountain High School (SMHS), where they will transfer to a shuttle bus that will transport them to JCS. Jackson County has 3 monitored buses that will provide service to students attending JCS who have been assigned transport on a monitored bus. **Students who have notes to go home with each other from school must be picked up by parents or guardians and may not ride the bus home with each other.**

### ***Drop-Off and Pick-Up of Students***

Student drop off is in front of the school's main entrance only. Parents may drop off students beginning at 7:45 am and pick-up students at 3:00 pm. Drop off time on late start days is 9:45 am, and pickup time on early release days is 12:00 noon. All drop off and pick-ups must be made from the main entrance at the front of the school.

### ***Ensuring opportunities for student success***

Jackson Community School (JCS) faculty and staff form a support team that works daily with students in the classroom.

#### **We offer:**

- ✓ A Go-To person for each student
- ✓ Game Days for development of social skills
- ✓ Student support groups led by the School Counselor and/or Meridian Psychological Services.
- ✓ Field trips to enhance academics and reinforce social skills
- ✓ In most elementary classes, faculty, staff and members of Meridian Psychological Services help students set behavioral goals and work to achieve them. They hold team meetings with SOA staff weekly to discuss individual student needs, and they meet monthly with parents.

### ***Media Center***

JCS has a Computer Lab and a Media Center that are available for student use. Since we do not have a full-time Media Specialist, we welcome volunteers to work in our Media Center.

### ***Parking Information***

All parking for students, staff and visitors is located in front of the main building between the school building and Skyland Drive. Staff who work in other buildings or in lower level classrooms may make special arrangements to park closer to their classrooms.

### ***Requirements for Class Standing***

To be a matriculating student at Jackson Community School, one must obtain the following requirements to meet class standings; Ninth Grade—Enrollment in a minimum of eight courses for high school credit; Tenth Grade—six credits, including English I; Eleventh Grade—twelve credits, including Math I and English I as well as an additional English credit. Twelfth Grade—eighteen credits, including two English and two Math credits: these credits must include English I and II and Math I. Graduation credit requirements are a minimum of 22 credits and all state graduation requirements. Any exceptions to this policy must be approved by the principal.

### ***School Day/Schedule***



The school day begins at 8:00 am. Any student arriving after 8:10 am will be tardy to school. High school classes operate on a block schedule with class changes at 9:50 am, 11:20 am, and 1:20 pm. High school lunch is at 11:20 am.

Grades 6-8 classes rotate for core classes among middle school teachers and have afternoon Art and Horticulture enrichment classes and Physical Education in the afternoon. Grades 6-8 lunch begins at 11:50 am.

Dismissal for students riding monitored buses is at 2:50 pm. All other students are dismissed at 3:00 pm.

Only high school students may use cell phones at school. Student cell phones must not be on or seen except at lunch time. Students who have a legitimate reason for phoning home due to illness or an emergency situation, may ask permission to use the office phone. Classroom phones are for staff use only and not for student use.

For a Full-Staff Directory [Click Here-School of Alternatives Staff Directory.](#)



# Scotts Creek School



# Home of the Cardinals

516 Parris Branch Road  
Sylva, NC 28779  
April Bryson, Principal

### ***Our Motto***

*Learning together. Leading together.*

### ***Our Purpose***

*Scotts Creek School, in partnership with parents and community members, is dedicated to providing an education setting where students may learn in a safe environment that promotes opportunities for student achievement and success. The school will strive to inspire in each student a sense of self-worth, responsible citizenship, and lifelong learning.*



**Welcome to Scotts Creek.**  
**We are pleased that your children will be attending our school.**

**Please review the information cited below. This information will be very helpful to you as your child is attending Scotts Creek.**

**After School Activities**

On game or club days, the students in grades 5-8 will need to have written permission to stay after school and must follow the procedures for supervision. All supervision ends immediately after the athletic or club event is over. The parent(s)/guardian(s) is responsible for picking up their student on time. If a problem arises, such as behavior or late pick-up, the student may not be allowed to attend afterschool events.

**Bus Information/Bus Routes**

Scotts Creek School collaborates with the Jackson County Public Schools Transportation Department to provide safe, efficient bus travel to and from school. It is important for everyone to work together to support safe travel for students. Please note this important information.

*Please see Jackson County Schools District Transportation Information page.*

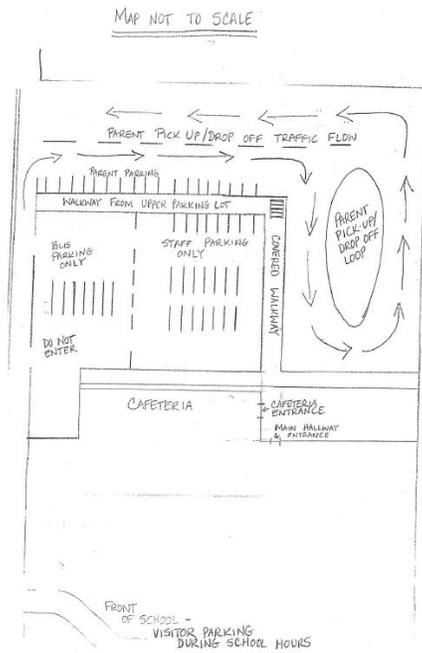
Students must ride the bus they are assigned on the designated day. They must also maintain a temperature at or below 100.3 to be permitted to load the bus. Parents are asked to wait with your child(ren) at the stop until temperatures are taken. Using other buses to travel with friends cannot be permitted. If there is a need for transportation plans to be changed, (i.e. bus rider to car rider), please notify the school by sending a note to your child's teacher the morning of the desired change. If an extreme situation occurs that necessitates a change during the school day, the front office must be contacted before 2:00 pm. Requests called in after this time cannot be guaranteed.

**Clubs and Organizations**

Scotts Creek School supports opportunities for students to strengthen their academic and leadership skill development through the sponsorship of Battle of the Books and Robotics teams, Student Council, and Peer Mediators. Student Council officers and representatives from the fourth thru eighth grade demonstrate leadership throughout the school. Scotts Creek is proud of the outstanding performances these teams have demonstrated in the past at the District and Regional levels. In addition to organizing student activities, Student Council members sponsor an annual canned food drive for the Community Table. They also promote positive social interactions among students through the "Peace at the Creek" program. Peer Mediators work with the Guidance Counselor and Mountain Mediation Services to assist students with resolving conflict in a positive manner. Scotts Creek is proud to support all of the school sponsored clubs and events. Please note, however, that Scotts Creek can only promote school activities and events. Outside event promotion is the responsibility of the supporting agency.

**Drop-Off and Pick-Up of Students/Parking/Traffic**

In order to maintain student safety, traffic for bringing and picking up students from school will be kept separate from bus and staff traffic. Parents should drop off students in the drop off loop area located in the back of the school. Students cannot be dropped off in front of the school until after 8:00am. Please park in the third upper lot for attending before school meetings. (See traffic diagram.) Additionally, the front door will be locked again at 2:45 until car riders have been picked up for the day. Parents who arrive to check out students must do so at the front **before 2:45pm** and will be asked to wait outside for student safety as schoolwide dismissal begins. Thank you for your understanding of our need for student safety. Excessive early checkouts will be referred to the Early Intervention Team. At Scotts Creek, we encourage attendance ALL DAY, EVERY DAY.



**Instructional Day**

7:15 – 8:00 am Student Drop-Off

7:15 – 7:45am breakfast is served and students report to designated early duty areas.

7:45 am – Bell rings for students to report from early duty areas to homerooms.

7:55 am morning announcements & attendance.

8:00 am School Day Begins: Students who arrive after 8:00am will be marked tardy.

2:45 pm Last available time for early pick up. Front doors locked at 2:45 for safety.

3:00 pm Dismissal

3:05 pm Buses are dismissed & student pick-up begins.

3:30 pm Student supervision ends for the day. Students who need supervision after 3:30 should be enrolled in afterschool.

**Incentive Programs/Recognitions**

Scotts Creek students have multiple opportunities to earn recognition for accomplishments. The school-wide Reading and Math incentive programs provide support for academic growth in these areas, as well as recognition for achievement of Reading and Math goals. Kindergarten thru 2<sup>nd</sup> Grade students are recognized each semester for their “Best Effort” and “Good Citizenship.” Students in 3<sup>rd</sup> – 8<sup>th</sup> grades participate in the “Renaissance Program” by earning privilege cards for A Honor Roll, AB Honor Roll, Attendance, Citizenship, Reading, Math, and by demonstrating improvement of grades. At Scotts Creek, we encourage attendance ALL DAY, EVERY DAY. All students who have demonstrated positive attendance (zero tardies/zero check-outs) for each quarter are recognized as well. Awards programs for all grade levels are held each quarter in the Dogwood Auditorium.

**“Leader in Me” School**

Scotts Creek is proud to continue as a **Leader in Me School**. Through support from the Franklin Covey Institute, our students will receive instruction in leadership development. Students will learn how to utilize the “Seven Habits of Highly Effective People” to strengthen their personal leadership skills.



### ***Level Up***

In addition to the core curriculum, every student at Scotts Creek will be working to meet individual academic goals throughout the year. Each grade level will have between 30-60 minutes each day to work on these goals which may include remediation, re-teaching, enrichment, exceptional needs service delivery, and challenge activities. Every student will be working to reach their highest level of success.

### ***Media Center***

The Scotts Creek Media Center offers a broad collection of books, periodicals, technology, and other resources for students and parents. Students participate in a variety of Media classes and activities.

### ***Parent Teacher Association –PTA***

Scotts Creek School parents and teachers work together through our PTA which is active with the NC PTA. The Scotts Creek PTA supports an annual Fall Celebration. Monies from this fundraiser have been used to meet student learning needs throughout the school with the purchase of technology, picnic shelters, playground equipment, and other educational resources. PTA hosts three general meetings a year, including the annual “Curriculum Fair.” The PTA supports our volunteer program and provides parent education and information as well. Members are always welcome. Annual membership dues are only \$4.00.

### ***Photography of Students***

Please respect the safety and privacy of other students and their families. Photograph your child only. Please do not photograph children other than your own or post their images on Social Media. Your cooperation to help keep all students safe is greatly appreciated. School or Teacher posting of students on the school website, social media accounts, etc. is approved by the JCPS school board. Parents may request to opt out of published photography by notifying the school in writing.

### ***School Telephones***

Telephones are available at the school for student use in the event of an emergency. Students must obtain teacher permission before using the phone. All social and after school activity arrangements should be made prior to coming to school, not during the school day. To optimize learning and instructional time, students must refrain from using cell phones during the day. They should always contact parents through the school phone.

### ***School Volunteers***

All volunteers are welcome at Scotts Creek. A variety of opportunities and times to serve as a volunteer are available. Whether it is helping with the Book Fair, Reading Celebration, athletic events, special programs, Media Center, or in the classroom, Scotts Creek appreciates all contributions. **Please go the JCPS website for Volunteer application.**

### ***Visitors***

We welcome visitors at school. Visitors are expected to follow these guidelines for being on our campus: 1. Sign in and out with the front office. 2. Pre-arrange and special classroom visits to avoid distractions.

### ***Positive Behavior Support***

Scotts Creek School is “RED” hot!! We show **Respect, Excellence, and Do the Right Thing**. The Positive Behavior Support Program emphasizes positive behavior expectations. (See Matrix).



## PBIS Matrix: **R**espect, **E**xcellence, **D**o the Right Thing

	Hallway/ Movement	Gym	Media Center	Buses	Cafeteria	Bathrooms	Playground
<b>Respect</b>	Walking and keeping hands, feet and objects to your self	Use equipment appropriately  Be a positive participant	Be considerate of the books, equipment and the people around you	Keep hands, feet, voice and belongings to yourself	Clean up your area  Use inside voice	Use facility appropriately	Stay in your body space  Use kind words and actions  Take turns
<b>Excellence</b>	Be role models for others and doing it every time	Lead by positive example	Leave the media center in better condition than you found it	Be a positive example by looking out for others	Helpful and courteous to others	Be courteous to those that will use the bathroom after you	Properly clean up  Include everyone in your play
<b>Do the Right Thing</b>	Walking quietly on the right side	Walk quietly to your assigned place and wait for the directions	Walk in quietly and complete your mission	Stay facing forward in your seat	Being where you are supposed to be	Take care of your needs  Flush the toilet and wash your hands	Use equipment appropriately  Come when the teacher calls

For a Full-Staff Directory [Click Here-Scotts Creek School Staff Directory.](#)



# Smokey Mountain Elementary School 2018-2019

884 US. Highway 441 N.  
Whittier, NC 28789

Telephone: 828-497-5535; Fax: 828-497-4907  
Mike Treadway, Principal

Welcome to Smokey Mountain Elementary School. Our school community stands behind its mission *To Inspire Dreams and Promote Excellence*. We believe that our students are the world's future musicians, artists, athletes, coaches, teachers, doctors, electricians, mechanics . . . and more. They are individuals with unique interests and who make our local and global community a better place to live!

We are dedicated to creating an atmosphere of learning that supports the whole child and the community of those who are invested in their development. Our staff is dedicated to providing meaningful instruction that engages students and looks to strengthen their natural interests and support areas that are still in the process of developing. Through the mindset that all children can be successful, we will serve our students!

### **Mission Statement**

Our mission is "to inspire dreams and promote excellence."

### **Motto**

Dream and Believe. Learn and Achieve.

### **Mascot**

Tarheels



### **Absences**

Students who have been absent from school must bring a note signed by the parent/guardian to give to the student's homeroom teacher stating the date and reason for the absence. **This note must be provided to the homeroom teacher within 2 days of the absence.** The parent/guardian will receive written notification of their child's absence in accordance with JCPS policy. Students arriving after the mid-day point of school or leaving prior to the mid-day point of school will be counted as absent. An absence note is also required.

*Exception: If the school contacts you to pick up your student early from school due to a health need, an additional note by the parent is not needed.*

In the event of a family event, trip, or other, the student's absence MUST be pre-approved by Administration in order to be considered an "excused" absence. **The pre-approval request must be given to administration in advance of the absence.** The student is required to complete all missed assignments. Please refer to the JCPS policies and procedures regarding student absences and tardies for further information.

### **Athletic Events**

Families are invited to attend athletic events to support our teams. If a home game begins immediately following the dismissal of school, students in grades 5-8 may stay afterschool unaccompanied by a parent/guardian. A note written by the parent/guardian must be provided in advance. Students will report to the designated area for supervision. Otherwise, students must leave campus and return when the sporting event begins. Good sportsmanship is expected from every Smokey Mountain School Tarheel fan. The Parent/Guardian is responsible for picking up their child at the end of the event.

### **Behavior Expectations**

Smokey Mountain Elementary School follows a Positive Behavioral Intervention and Supports (PBIS) approach to discipline. We follow three basic guidelines:

- ✓ We Respect Ourselves
- ✓ We Respect Others
- ✓ We Respect Learning

We work with student to identify, practice, and support our students in behavioral manners that generate respect for oneself and others. The manifestation of these positive behaviors support the learning environment. Classroom teachers will provide the parent(s)/guardian(s) information on how this approach is used in their classroom.

### **Bus information/Bus Routes**

Students who live within the SME attendance area may ride a school bus to and from school. Students may verify with the school what bus number and address is designated as the bus stop. Students must be at their designated stop within 10-15 minutes of the regularly scheduled time. K-2 students must have an escort from the bus for dismissal. If someone other than the parent or older family member is going to serve as the escort, the parent(s)/guardian(s) must provide written documentation to the bus driver regarding the student's approved escorts from the bus stop. For students who wish to make a change in their transportation MUST provide a written request before 10 AM of the day of the change. This request must be approved by administration. The bus will only stop at already assigned route assignments.

If a student requests to ride home with another student and room is available on the route, a note must be provided by parent/guardian of both students. If buses are full, only students who are regularly assigned to



the bus will be allowed to ride. The parent(s)/guardian(s) will be responsible for picking up the student from school.

All transportation changes must be provided in writing to the office by 10 AM. If a student needs to permanently change or be added to a different route on a regular basis, the parent(s)/guardian(s) must complete the "Transportation Information Form" located at the front office. These changes take between two to three days for approval. Once approved, the parent(s)/guardian(s) will be notified. Until approval is granted and communicated to the parent/guardian, the parent/guardian is responsible for providing transportation for their child. **For safety purposes, transportation changes requested by telephone or email will NOT be accepted.**

Students are expected to follow the JCPS Code of Conduct. At all times, the student must behave in a manner that ensures the safety of all passengers and the bus driver. Bus Drivers may assign specific seats. Failure to follow these rules of conduct may result in the student(s) suspension from the bus. The parent(s)/guardian(s) will be responsible for all transportation for the student during the suspension period. The parent(s)/guardian(s) will be notified in the event that a bus suspension is warranted.

### ***Carpool Procedures***

#### **Morning Drop-Off:**

Parent(s)/guardian(s) may begin dropping students off at school at 7:15 AM. Students will need to go immediately to the gym. They will be supervised until 7:45 AM at which time students may go to the classroom to eat breakfast. Students should be dropped off at the side entrance. Please do NOT drop your child off in the parking lots as it is difficult to see them and creates a safety risk. Cars are not permitted in the bus parking lot.

#### **Afternoon Pick-Up:**

Parent(s)/guardian(s) may begin lining up for afternoon pick up at 2:30 PM. Cars will line up in the side parking lot. Please follow the instructions of the school staff members. Please remain in your car during dismissal. Our staff members will load the students from the passenger side of the vehicle. Each parent MUST have a placard clearly displayed in the front car window. This placard will be used as your pass to get your student. If a placard is NOT visible, the driver will need to park in the front parking lot and go the front office to pick up the student. **Identification may be required.** The parent/guardian must have the 2019-20 placard displayed in their window. These can be picked up the night of open house or in the front office.

Students will be dismissed from the side door of the cafeteria. Dismissal will begin around 3:05 PM. *Classes are in session until 3 PM.* Passing stopped vehicles during carpool is NOT allowed. Parent(s)/guardian(s) are responsible for following safe behaviors during carpool, such as no texting, no phone calls, placing students in appropriate car seats and correctly securing seat belts.

### ***Classroom Parties***

In order to follow recent guidelines for nutrition and healthy eating standards, classroom celebrations will be limited to four per year. See JCPS Policy 6140. Due to food allergies and foodborne illnesses, home produced items are prohibited. Food guidelines and procedures will be in accordance with JCPS Policy 6140. Siblings, who are current students of SME, may not attend the classroom parties unless approved by the teacher who is hosting the party and is checked out by the parent/guardian.



### ***Clubs and Organizations***

Students will be informed of various clubs and organizations throughout the year by the homeroom teacher, such as, Jr. Tarheels (Grades 3-5), Jr. Beta Club (Grades 6-8), Student Council (Grades 6-8), and more.

### ***Communication***

If you have questions, comments, or concerns, please contact us to let us know. There are two black boxes located in our building. These may also be used to communicate needs to the school.

### ***Detention***

In order to support student success in learning, one consequence of misbehavior may be detention. Detention is set up and managed by the assigning teacher.

### ***Early Check-Out Procedures***

In order for students to get the most out of the instructional day, we encourage students to remain at school for the entire school day. If possible, please arrange needed appointments after school. Early check out should NOT be used to avoid carpool procedures. This creates a disruption to our organized dismissal procedures.

Parent(s)/guardian(s) will need to come to the front office to check out the student. If possible, send a note by your child to their teacher alerting them of the date, time, and reason your child will need to miss instruction. The front office will contact your child as you wait for them in lobby.

### ***Electronic Devices/Cell Phones***

Electronic devices and cell phones are allowed on campus. Students are expected to follow the JCPS technology guidelines at all times. All devices are the responsibility of the student and parent. The school will not assume liability for theft or damage to these devices.

During school hours, including time on the school bus, the device may be used if approved by the supervising teacher/staff member. It may not be used for unapproved activities. If used inappropriately, the student may have this privilege revoked and will no longer be able to bring personal electronic devices onto school campus.

### ***Gift Deliveries***

Balloons, gifts, flowers, and other such delivers will not be accepted at the school. These items are disruptive to the instructional day and may create a safety issue at school. These will not be sent home with students on the bus. The parent/guardian will need to pick them up from the front office.

### ***Grades***

Student work will be sent home in a folder every Tuesday. Grades will be posted to the Parent Portal. Parents who wish to have access to the portal will need to register at the front office. ID is required.

### ***Inclement Weather***

- ✓ **2 Hour Delay** – In case of inclement weather, our school may be on a 2-hour delay. All school events, including bus transportation, will begin 2-hours later than their regularly scheduled time.
- ✓ **Early Dismissal** – In case of inclement weather, a phone call will be made to notify parents. Students will go home based upon the way that is listed on the “Emergency Dismissal Information” completed by the parents at the beginning of school or upon enrollment.



The parent/guardian is responsible for

- Ensuring the school has the most up to date contact information
- Checking the weather and keeping informed about possible delays and early dismissals.

### ***Incentive Programs/Recognitions***

Recognition of students is incorporated into our school program throughout the school year. Specific information will be provided to the parent(s)/guardian(s) by the homeroom teacher.

### ***Late Arrivals***

The day begins at 8:00 AM. Students arriving after 8:00 AM will be marked as tardy. If a student is tardy, the parent(s)/guardian(s) MUST sign the student in at the front desk. It is VERY important that students arrive to school on time each day!

### ***Lockers and Cubbies***

Lockers and cubbies are the property of JCPS. These lockers are assigned to a specific student using only the school issued lock. These lockers are not the private property of the student and may be searched at any time. The lockers must remain clean and orderly. This privilege may be revoked if deemed necessary by the administration.

### ***Lost and Found***

Lost items will be placed in the storage bin by the bus entrance. Throughout the year, the school will clean out this bin. Unclaimed items may be sent to the school's supply closet for general use or removed from campus. Students will be notified in a timely manner to check the lost item area prior to items being removed from the bin.

### ***Parent(s)/Guardian(s) Contact Information***

It is the responsibility of the parent(s)/guardian(s) to inform the school of any changes in contact information. For student safety purpose, the school needs the most current information at all times.

### ***Parent-Teacher Organization (PTO)***

Information for PTO will be sent home with the student at the beginning of the school year. Those interested in helping with the PTO should contact the SME office at 828-497-5535. PTO would like a representative from each homeroom classroom. If you would like to volunteer, please call the office.

### ***Parking***

Please park only in the assigned areas. **Parking in the fire lane is prohibited at all times.** All those who enter the campus MUST sign in at the front office.

### ***Photography/Videotaping***

The use of personal cameras or cell phones to take pictures or videos of students or staff on campus is not allowed during the instructional day. Parents may capture special events, award programs, athletic games, and other school activities that happen throughout the school year. However, parents must follow the JCPS technology protocol and be mindful of uploading these images to the Internet, including social media sites.



**Medication**

All over the counter and prescription medication must be registered through the front office/school nurse, including self-carrying inhalers. Parents must bring all medication to school with a Jackson County medication form signed by a parent and a doctor. No student is allowed to have **ANY KIND** of unauthorized medication in his or her possession at school. This includes cough drops. See page 95 for more information.

In the event that a student possesses any kind of unauthorized medication, administration has the right to investigate and to follow the JCPS Code of Conduct.

**Media Center**

The media coordinator will send home information regarding use of the school’s resources. We encourage students to read daily and will assist with helping them find a book that meets their need and interest.

**Meeting Dates**

Meetings will occur throughout the year. Your child’s Tuesday folder will provide updates. Please check our school’s calendar on our website. You may also pick up a schedule of upcoming events from the Parent Information Board located in the lobby.

**School Day Schedule**

7:15 – 7:45	Early Student Arrival. Students may be dropped off beginning at 7:15. They will need to go directly into the gym until the time for breakfast in the classroom. <b>Students may NOT be dropped off prior to 7:15 AM.</b>
7:45-8:00 AM	Breakfast will be served in the classroom.
8 AM-3 PM	Instructional Day; those arriving after 8 AM will be counted as tardy. For students in Grades K-4, the parent(s)/guardian(s) must escort the students into the school per SME’s late arrival procedures. Students in Grades 5-8 may escort themselves.
3:05 PM	Dismissal *Any changes in transportation must be provided in writing PRIOR to the change. All notes are due to the office by 10 AM. <b>Changes over the telephone or email will NOT be accepted.</b> (In the event of an emergency, the Principal or Assistant Principal may grant conditional approval.)
3:15 PM	All students should be picked up from campus
All afterschool events will be coordinated with the supervising teacher/coach.	

**School Telephones**

In the event of an emergency, such as sickness, students may use the school phone. These calls require a pass from the supervising teacher. Telephone calls for social reasons, such as, to go home with friend, or to change transportation are not allowed.



In the event of an early dismissal, phone calls will only be made in emergency situations. The plan for how your student goes home should be listed on the “Emergency Dismissal Information” form and communicated in writing to your child’s homeroom teacher.

***Supervision (before and after school)***

The school will provide supervision for students between 7:15-7:45 AM for the parent(s)/guardian(s). In addition, the school will provide supervision for students from 3:00-3:15 PM in the afternoon. On game or club days, the students in grades 5-8 will need to have written permission to stay after school and must follow the procedures for supervision. All supervision ends after the athletic or club event is over. The parent(s)/guardian(s) is responsible for picking up their student on time. If a problem arises, such as behavior or late pick-up, the student may not be allowed to attend afterschool events.

***Visitors***

We welcome visitors at school. Visitors are expected to follow these guidelines for being on our campus:

5. Visitors must sign in and out with the front office.
6. Visitation to a classroom must be pre-arranged in a timely manner. The parent(s)/guardian(s) may come for a meeting during the day; however, unannounced visits are not allowed.
7. Clearly display your visitor sticker. Stickers placed on pants, bottoms of shirts, purses or other is NOT considered visible. The sticker must be located within easy eyesight.
8. Visitors must be mindful that our day is focused on instruction. We expect visitors to follow our procedures and guidelines at all times. Behaviors that impact this focus will not be accepted and the visitor will be asked to leave campus.

***Volunteers***

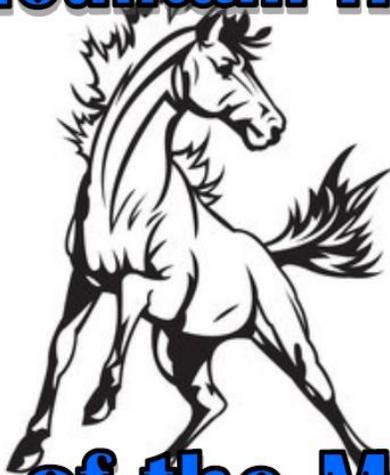
We welcome volunteers! Volunteers who would like to work directly with students, including paid and unpaid non-staff coaches, room parents, student interns and other must complete a background check to be approved. Without an approved background check, volunteers may only work with a limited number of students in a supervised setting for a limited amount of time, such as attending a field trip with their child. Those without a clear background check may not interact with students in an unsupervised setting.

Volunteers are must be mindful that our day is focused on instruction. We expect volunteers to follow our procedures and guidelines at all times. Behaviors that impact this focus will not be accepted and the visitor will be asked to leave campus.

For a Full-Staff Directory Click Here: [Smokey Mountain Elementary School Staff Directory](#)



# Smoky Mountain High School



## Home of the Mustangs

100 Smoky Mountain Drive  
Sylva, NC 28779  
(828) 586-2177  
Evelyn Graning, Principal

At Smoky Mountain our dedicated staff work hard to help each student realize his or her full potential. Our philosophy can be summed up by our school motto, "Locally grown, globally prepared." Please take some time to look over our website and see the activities and opportunities available to our students. If you would like to know more, please feel free to call us at 828-586-2177.



## **Attendance**

Smoky Mountain High School, in accordance with established North Carolina law and Jackson County School Board policy, requires regular attendance in school. At Smoky Mountain, we believe that participation in classroom activities is necessary for optimal academic achievement by all students. Regular attendance at school is also directly correlated with helping students to develop essential behaviors for professional and personal success, including responsibility, punctuality, and dependability.

At Smoky Mountain High School, we believe good attendance is essential to the success of both our students and the school. Regular attendance and active participation are vital to the learning process.

## **Clubs**

Students will have the opportunity to meet with clubs twice a month every other Friday during homeroom time. This will begin after the first two weeks of school that are designated for homeroom. Club time and Rise time will be between first and second period. Club brochures are available on the SMHS website.

## **Dress Code**

The personal appearance of students is a reflection of the student's pride in themselves and their school. Therefore, dress should be appropriate for an educational setting and help create a good learning environment. That is, dress and personal appearance should not interfere with, nor distract students and faculty from teaching and learning.

Extremes in hairstyles and modes of dress deemed by the administration to be clearly inappropriate or which tend to disrupt or distract from the educational process will not be permitted. Students who fail to comply will remain in an ISS room or a separate environment until the student's appearance is not disruptive. Parents will be contacted if necessary. A second or repeated violation of this policy may result in disciplinary action. The administration may modify these requirements for special events, such as proms and dances, as long as dress requirements for these events are published a month in advance.

### **STUDENTS MAY WEAR:**

1. Any top that extends at least to the point of the shoulder, rises to at least one hand width below the collar bone on the chest, covers the entire back and midriff, and is free of profanity, suggestive slogans and pictures, and depictions and advertisements of alcohol, drugs and tobacco products.
2. Pants fastened around the waist, skirts, or dresses that are mid-thigh or longer.

### **PROHIBITED ITEMS:**

1. Anything that could be used as a weapon.
2. See-through clothing and clothing with holes/tears exposing skin.
3. No caps, hats or head coverings will be worn inside the building (at teacher discretion).

[\[Board Policy 4317\]](#)

## **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 no later than two (2) days following any absence (a maximum of six (6) days per semester). Absences due to illness exceeding four (4) consecutive school days 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 (2) days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian; absences in excess of two (2) days require prior approval from the principal;
7. a maximum of three (3) days per semester for participation in a valid educational opportunity or cultural event, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. a minimum of two (2) days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's 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.

\*For the 2021-2022 school year, any COVID-related absence due to quarantine, exposure, or illness will be addressed and approved by the school principal on an individual basis

### ***Homeroom***

Students will report to homeroom each Friday the first two weeks of school to work on various Canvas enrichment activities. Following the first two weeks, students will alternate Fridays between clubs and homeroom. Homeroom time will be between 1<sup>st</sup> and second period.

### ***Incompletes (INC)***

Incompletes are given at the discretion of the principal only. Students who receive an incomplete for a course will have until the following semester (or other specified date) to complete the course requirements. If the requirements are not met by the assigned date, the INC will be converted to a failing grade, and the student will be required to repeat the course.

### ***FF's***

FF's are given at the discretion of the principal only. FF's are assigned when a student has passed the coursework, but has not met the attendance requirements for the course. Students may receive a grade of "FF" in a course when he/she is considered to have chronic absenteeism. Chronic absenteeism is considered to be missing 10% or more of the total instructional days/hours for any reason. Chronic absenteeism may be calculated at any point in the school year, including tardies and early check-outs and late check-ins (3 tardies = 1 absence). All "make-up work" must be completed by the date assigned by the course instructor. If the requirements are not met by the assigned date, the FF will be converted to a failing grade, and the student will be required to repeat the course.

### ***Check-In/Check-Out Procedures for Students***

All dismissal requests require a written request from the parent and will be verified by a call to the parent. It is also required that all parents complete a form listing all persons permitted to pick up their child from school. It is the responsibility of the parent/guardian to keep this information up to date with the school and notify the school of changes to this information in a timely manner.



1. Students who are on campus (cafeteria, hallways, etc.) and are more than 5 minutes late are cutting class. Those students who wish to eat breakfast need to arrive early enough to do so and be in their classrooms by 8:10 am (see Code of Conduct, pg. 56-57)
2. If a student needs to check out early, the student needs to bring a note (with a valid reason), signed by a parent or guardian, to the Administration Office before 8:00 am. The note should have contact information to be used for verification. Before leaving campus, the student should return to the Administration Office to sign out. If the parent or guardian has been contacted by the Administration Office, the student will be allowed to sign out and leave. Parents of non-driving students must physically enter the school and sign the student out in the Administration Office.
3. Emergency and sudden illness check-outs will require that a parent or guardian (or previously approved adult) come into the Administration Office to sign the student out. Valid identification will be required. Any other procedure will require administrative approval.
4. Whenever possible, please make doctor, dental, and other routine appointments after school hours.
5. For anyone, other than the legal parent/guardian, to check a student out of school, the legal parent/guardian must include the individual's name on the school information form. These forms are kept in the Administration Office and are verified upon check out.

### ***Freshman Focus***

Freshman Focus is designed to ease the transition of freshmen students from middle school to high school. It implements educational strategies that have been developed, researched, and found effective in many schools throughout our nation. Freshmen students will learn social emotional and life skills in group settings throughout the school year during homeroom. The freshman counselor and homeroom teacher support all freshman students in developing their four-year plan during homeroom. There are a variety of resources on the SMHS Freshman School Counseling website: <https://sites.google.com/jcpsmail.org/smhfreshmancounseling/home>.

### ***Gift Delivery to Students***

Smoky Mountain High School will not disrupt the educational process for delivery of gifts to students. Deliveries of balloons, gifts and/or flowers to students will be held in the front office until the end of the day. At the end of the day, students will be notified of a delivery and may pick up the items in the office in order to take them home.

### ***Incentive Programs/Recognitions***

The annual incentive program has two (2) reward levels available to students. Each incentive level is accompanied by a list of privileges and/or rewards that the student may enjoy for the next term. It is the student's individual responsibility to keep up with his/her incentives and to follow explicitly all instructions that accompany the incentives.

**Blue Level Scholar: Student must have had no semester grade below 90 for the previous school year and be taking at least three classes at SMHS.**

1. SM Mustangs Incentive Bag
2. \$15.00 Parking Pass
3. Entered in drawing for various items including a free yearbook
4. Two (2) incentive days per semester-see Mrs. Morgan in student support for form

**Silver Level Scholar: Student must have had no semester grade below 80 for the previous school year and be taking at least three classes at SMHS.**



1. SM Mustangs Incentive Bag
2. \$20.00 Parking Pass
3. Entered in drawing for various items including a free yearbook
4. One (1) incentive day per semester- see Mrs. Morgan in student support for form

### **Media Center**

The Smoky Mountain High School Media Center is open on school days from 7:30 am to 3:30 pm. Additional time can be arranged as needed with the media coordinator.

**Student Access to the Media Center:** Students are welcome in the media center at any time, but they must have a written pass from their teachers when visiting during a class period. Students are welcome without passes before and after school. If a student plans to visit the media center during lunch, it is advisable to have a note from a teacher or the media coordinator to be permitted to leave the cafeteria during lunch. Students who wish to return to class or lunch after visiting the media center may request a hall pass from media staff. Students with unique circumstances or who need to visit the media center outside of regular hours should see the media coordinator before the planned visit.

**Media Center Checkout Policy:** Students may borrow media center materials for two weeks at a time with the opportunity to renew items if they have not been requested by other students or teachers. Some materials, such as reference books, can only be used in the media center. However, a copier is available at no charge for school-related copying needs. Students are responsible for the materials they borrow and are asked to return them in a timely manner. Materials kept later than the two-week borrowing period will be considered overdue. A student with overdue materials may not borrow other media center materials until the overdue items have been returned or paid for. While late fees are not charged, items that are lost or damaged are the responsibility of the student and must be paid for before other items can be borrowed. Overdue reminders will be sent to students via classroom teachers periodically throughout the year.

**Media Center Online Catalog:** Students can access the media center online catalog on- and off-campus by going to the following site: <https://jcps.follettdestiny.com> and selecting Smoky Mountain High School. In addition to searching for resources owned by the media center, students can take advantage of many other catalog resources (for example, creating resource lists and reviewing books) by creating an account. Students should see the media coordinator for instructions on setting up an account.

**Further Information:** For more information about media center resources or policies and procedures, please see the media coordinator or visit the SMHS Media Center web page: <http://smh.jcpsnc.org/library/>

### **Student Parking Information**

Students need to understand parking on school property is a privilege, not a right, afforded to students who meet certain eligibility requirements as listed below. Additionally, in order for students to be allowed to park on campus, student drivers must have parent consent forms signed (Parking Contract) and agree to terms outlined in the Jackson County Public Schools Drug Testing Consent Form, supported School Board Policy [4326](#). Students who fail to uphold these requirements will be subject to loss of parking privileges, monetary fines, and/or disciplinary actions.

1. All students who drive to school must be licensed and have insurance coverage. Neither the Board of Education nor the school is responsible for any vehicle or its contents while it's parked on campus. School Board Policy [4326](#).



2. At Smoky Mountain High School, a \$25 parking permit must be purchased before a vehicle can be parked on campus. Parking permits may not be transferred to another person. The parking permit must be clearly visible according to instructions.
3. Only one parking permit will be sold to a student. If the student drives a different vehicle, he/she must display the permit in the different vehicle.
4. Repeated violations may lead to revocation of driving privileges, referral to the Jackson County Sheriff's Department, and/or other disciplinary action. Please see Jackson County Schools Secondary Code of Conduct for complete information.
5. Students who drive or ride with another student shall not sit in, move, loiter near, or visit vehicles during the school day.
6. The parking lot is off limits after school hours. Unless involved with extracurricular activities, all student vehicles should be gone by 4 pm.
7. Once students arrive on campus, they must have approval from the administration to go to the parking lots. If a student needs to go to his/her vehicle during the school day, after securing permission, security or a designee will escort him/her.
8. The campus speed limit is 10 mph. Anyone exceeding this speed is subject to losing driving privileges.
9. Vehicles must enter and exit campus in the appropriate manner and direction.
10. The principal may prohibit any student from continuing to drive a vehicle on campus if the student drives in a careless, reckless, or irresponsible manner while on campus, or otherwise fails to follow regulations.
11. A student's vehicle is subject to search by proper school officials if there are reasonable grounds to believe that drugs, alcohol, firearms, stolen property, or other contraband might be present in the vehicle.
12. Priority parking spaces will be given to handicapped individuals.
13. Vehicles parked in restricted areas or vehicles not displaying the proper permit may be towed at the owner's expense. When entering campus in the mornings or departing campus in the afternoons, school buses will be given the right of way. No school bus is to be passed on school grounds.
14. Violations of the following types may result in punitive action as well as monetary fines:
  - a. Failure to register a vehicle or display a permit
  - b. False registration of a vehicle
  - c. Parking in a restricted area or blocking other vehicles
  - d. Occupying more than one parking space

### ***Specific Parking Guidelines Outlined in the SMHS Parking Contract***

1. Parking permits should be displayed at all times.
2. Students are not to park on the Fairview Campus or Fairview Baseball Field parking areas unless approved by school administration in the event of the need for overflow parking.
3. Students must leave vehicle immediately after it is parked and are not permitted to return to their vehicle during the school day without permission from administration.
4. All vehicles MUST yield right of way to buses.
5. Reckless driving or excessive speed will result in the following and/or possibly loss of driving/parking privileges on campus.
6. The JCPS Drug Testing Consent Form must be completed before obtaining parking permit.
7. In the event of a parking violation or moving violation, administration may notify parents to remove the vehicle from campus immediately.



8. By obtaining a parking sticker for the Smoky Mountain High School Campus, students agree to the terms outlined in the chart below, as referenced from the Jackson County Secondary Code of Conduct.

Level II-Parking Violations (SMHS Campus ONLY)	Consequences			
	Offense 1	Offense 2	Offense 3	Offense 4
<b>Parking Violations:</b> Wrong Spot No Parking Sticker Illegal Parking (area)	1 Day ISS	2 Days ISS	2 Days ISS	Loss of Parking Privileges for Semester and/or Year; Parent may be called to remove vehicle from campus immediately
<b>Moving Violations:</b> Reckless Driving and/or Speeding	2 Days ISS	Loss of privileges for remainder of semester and/or year (severe cases) Student may move out of 1 <sup>st</sup> offense category into 2 <sup>nd</sup> offense category in this area depending on severity of violation Parent may be called to remove vehicle from campus immediately		

### ***Student School Day/Schedule***

The student day will commence at 8:10 am and end at 3:20 pm. All students except those involved in extra-curricular activities must depart the campus by 3:45 pm each day. Students should not be dropped off prior to 7:30 am.

### ***School Telephone Use by Students***

School telephones are for official business only. A student phone is available in the Student Support Center and is designated for emergency use only. Parents are requested not to call students during the school day unless it is an emergency.

### ***RISE Time***

Remediation, intervention, support, and enrichment (RISE) time is a program at Smoky Mountain High School, where time is allocated in the structured school day to offer additional help, tutoring, and assistance for students as well as to provide enrichment activities for student development. The tutorial program is focused on capturing students when they need help as determined by teacher observations, formative assessment data, formal and informal assessments, and by student achievement. Students may receive help in all areas of his/her coursework by attending these tutorial sessions. In order to give students, the support that they need, if a student has an 80 or below in a course, it is required that they attend these tutorial sessions. Additionally, for other students, this time may be utilized by participating in enrichment activities and student organizations that impact the positive development of the whole student.

### ***MTSS***

At Smoky Mountain High School we are committed to following the Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. In this tiered, data-informed framework, educators work to ensure that the majority of students respond to core instruction. Students who need additional supports for enrichment or remediation are identified by data and provided that support with the right focus and intensity. MTSS helps educators to be thoughtful about using resources appropriately and impactfully, and use data to continually monitor and improve the effectiveness of their actions. MTSS makes the schoolwide system more effective and ensures we're supporting the needs of every student.



MTSS streamlines and brings cohesion to the good work and best practices that are already happening in a district, so that those efforts are no longer happening in isolation. MTSS also helps districts to fill gaps in their standard practices that might exist due to common challenges, like limited resources, difficulty collaborating, and a lack of visibility in program effectiveness. SMHS MTSS team will meet every month to review best practices and voice concerns. Every staff member will be presented with a MTSS handbook at the beginning of the year outlining information to best meet the needs of every student.

For a Full-Staff Directory [Click Here-Smoky Mountain High School Staff Directory.](#)



# Appendix A

## FERPA Opt-Out Letterfind

### Jackson County Public Schools

Parents and guardians have the right to opt-out of sharing directory information. Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation announcements. This also includes information about opportunities for scholarship programs and colleges to be sent to you.

Directory information may include a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports. A school may disclose directory information to third parties, for non-commercial use only. Schools will **never** sell information to third parties for commercial purposes. Directory information will only be used for official purposes and to colleges and universities if you so choose.

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. More Information about your FERPA rights may be viewed at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Please provide an answer to the following required question(s). If this form is not returned, students will not be removed from sharing directory information.

**Question 1:** Do you grant permission to allow directory information to be shared for non-commercial purposes?

- Yes, I give my permission for my student’s directory information to be shared.
- No, I do not give my permission for my student’s directory information to be shared.

**Question 2:** Do you grant permission for your student’s contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities?

- Yes, I give my permission for my student’s information to be shared with the US Military.
- No, I do not give my permission for my student’s information to be shared with the US Military.

In order to inform you and your student about educational and scholarship opportunities, North Carolina public and private colleges may request from the Department of Public Instruction your student’s contact information (name, home address, home phone number).

**Question 3:** Do you grant permission to share information with NC Public and Private Colleges?

- Yes, I give my permission for my student’s information to be shared with colleges and universities.
- No, I do not give my permission for my student’s information to be shared with colleges and universities.

**Question 4:** During the junior year of high school, students take the state-administered nationally-recognized college readiness assessment currently the ACT. Do you grant permission to share your student’s ACT scores with colleges and universities? The highest score available will be shared.

- Yes, I give my permission for my student’s ACT scores to be shared.
- No, I do not give my permission for my student’s ACT scores to be shared.

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 Jackson County Public School System 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