

JACKSON COUNTY PUBLIC SCHOOLS
Regular Business Meeting: 6:00 p.m.
July 23, 2024

AGENDA

I. JACKSON COUNTY BOARD OF EDUCATION

- A. Call Business Meeting to Order (Wes Jamison, Acting Chairperson)
- B. Pledge of Allegiance
- C. Signing of Code of Ethics by All Board Members (Wes Jamison, Acting Chairperson)
- D. Approve Agenda

II. ELECTION OF BOARD OFFICERS (Ashley Leonard, Board Attorney)

III. CONSENT ACTION AGENDA

- A. [Draft Open Session Minutes of Regular Meeting on June 25, 2024.](#)
- B. [Draft Open Session Minutes of Work Session on July 10, 2024.](#)

IV. INFORMATION

- A. Superintendent's Report (Dr. Dana L. Ayers, Superintendent)
- B. Infinite Campus (NCSIS) Update (Adam Holt, Director of Testing and Accountability)
- C. [Preliminary List of Student Support Organizations for 2024-2025](#) (Jake Buchanan, Deputy Superintendent)
- D. Curriculum Update (Angie Dills, Assistant Superintendent of Curriculum)

V. OPEN SESSION FOR PUBLIC COMMENTS

Sign up to speak before meeting. • Designed for school board to listen.
Time to speak limited to 3 minutes. • Complaints about individual employees or students prohibited.

VI. ACTION AGENDA

- A. [MOA School Resource Officers 2024-2025](#) (Dr. Dana L. Ayers, Superintendent)
- B. [Extension of Wit and Wisdom Student Materials](#) (Laura Dills, Director of Federal Programs)
- C. [Jackson County Public Schools and Southwestern Community College Memorandum of Understanding for 2024-2025](#) (Angie Dills, Assistant Superintendent of Curriculum)
- D. [Student Handbook and Code of Conduct for 2024-2025](#) (Angie Dills, Assistant Superintendent of Curriculum)
- E. [Naming SMHS Basketball Court](#) (Dr. Dana L. Ayers, Superintendent)
- F. [Review Construction Priority List](#) (Dr. Dana L. Ayers, Superintendent)
- G. [Purchase of Playground at SMES](#) (Jake Buchanan, Deputy Superintendent)
- H. Policy Updates (Jake Buchanan, Deputy Superintendent)
 - Final Reading - Adopt:
 - 1. [Board Member Technology Use](#) (2127)
 - 2. [Foreign Exchange Students](#) (4140)
 - Rescind:
 - 1. Foreign Exchange Student Program (3630/4160)

VII. CLOSED SESSION – Pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-321 and (a) (3) to discuss matters protected by the attorney-client privilege.

VIII. PERSONNEL ACTION AGENDA

Announcements:

The next regularly scheduled business meeting of the Board of Education is August 27, 2024, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, NC.

IX. Adjournment

PROPOSED

**Jackson County Board of Education
Minutes of Regular Meeting
Sylva, North Carolina**

398 Hospital Road, Sylva

June 25, 2024

6:00 p.m.

The Jackson County Board of Education held their regular session on Tuesday, June 25, 2024, at 6:00 p.m., at the Board of Education Administrative Office Boardroom, Sylva, North Carolina. The following members were present:

Elizabeth Cooper, Chairperson
Wes Jamison, Vice Chairperson
Abigail Clayton
Kim Moore
Dr. Lynn Dillard

Also present were Dr. Dana L. Ayers, Superintendent; Jake Buchanan, Deputy Superintendent; Ashley Leonard, School Board Attorney; and Cora Fields, Board Assistant.

CALL TO ORDER

Chairperson Elizabeth Cooper called the business meeting to order.

APPROVAL OF AGENDA

Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the Agenda.

SPECIAL RECOGNITION

Dr. Ayers recognized Mr. Greg Stewart for receiving his Certified Government Chief Information Officer Certification.

SPECIAL PRESENTATION

Ms. Beth McKinney, American Heart Association Development Director, presented the AHA Year in Review. Ms. McKinney presented Dr. Ayers with the Western North Carolina District of the Year Certificate of Appreciation for JCPS's participation and support of the AHA and their commitment to be a relentless force for a world of longer, healthier lives. Fairview Elementary, Scotts Creek Elementary, Cullowhee Valley Elementary, Smokey Mountain Elementary, and Blue Ridge School participated in this years Kids Heart Challenge.

CONSENT ACTION AGENDA

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board unanimously approved the consent action agenda:*

- A. Draft Open Session Minutes of Regular Meeting of May 28, 2024.

INFORMATION AGENDA

- A. **Agenda Item:** Superintendent's Report
Presenter: Dr. Dana L. Ayers, Superintendent

Dr. Ayers reported on the following:

1. Many believe summer is slow and simple for educators but that is completely inaccurate. In fact, summer is one of the busiest times of the year as directors and building administrators plan, meet, organize, and schedule all things for the upcoming school year. Though school has been out for over four weeks, there's not been a slow moment yet.
2. Our directors, principals, assistant principals and instructional coaches participated in professional development, Crucial Conversations, in late May. By far, it has been one of the best professional learning opportunities that we have experienced. That training is solid, research-based and factual learning that is immediately applicable. The feedback we received from the approximately fifty staff involved is incredible and it has been shared with the board.
3. Also, this summer, we have had several staffing changes at the leadership level. Mr. Joey Robinson will be principal at SMHS, and he is working to interview and hire a new assistant principal. Mrs. Graning is making the transition to JCEC while Mrs. Jacobs is moving to CVS with a new assistant principal, Bekah Mulligan. Ms. Whisnant and Mr. Watson will be leading JCS. Mr. Kurr has a new assistant principal, Buck Condill, and Ms. Cowan and Dr. Frizzell hired a new assistant principal, Paula Jackson. Very soon, all of our school administrative roles will be filled.
4. We completed several summer programs last week and are grateful for the staff who worked those programs. From teachers, bus drivers, school nutrition and teacher assistants, we had many staff in our buildings beyond the last day of school. Thank you to anyone involved in those summer offerings.
5. A couple accolades that we just received for Public Information Officer, Shaneka Allen, came in this week. She earned an NSPRA Honorable Mention-Social Media in [NSPRA's 2024 Publications and Digital Media Excellence Awards](#) contest for Social Media Engagement. Shaneka also earned an NSPRA Award of Merit-Photo in [NSPRA's 2024 Publications and Digital Media Excellence Awards](#) contest for the JCPS Special Olympics entry in the category Photo. These awards come from the National School Public Relations Association. What a testimony to the work she does to share information and highlight JCPS!
6. Summer is also a time to prepare for upcoming athletic seasons. Over the last few weeks, football, basketball, volleyball and other sports have been holding optional camps, tournaments and the like. It is good to see our students already gearing up for the next year.
7. The third annual Back to School Bash is fast-approaching. It is Saturday, August 3rd from 10:00-2:00 at the Cullowhee Rec Department. We are eager to hold this annual event to share resources with our students. However, we are desperately seeking donations. We need school supplies or monetary donations for bookbags. Please reach out directly to me, Cora Fields or Emily Buchanan with any questions.
8. On another note, Board Chair Ms. Elizabeth Cooper will be finishing her final term at the conclusion of this meeting. I will share some thoughts later this evening. We will also swear in incoming board member Gayle Woody.

9. Lastly, Laura Cabe and I have been working to determine a way to get no-cost meals for all of our students. Currently, five schools are CEP (Community Eligibility Provision). Those are BRS, BREC, SMES, CVS and JCS. After advocating for an additional \$500,000 to my annual budget request to our county commissioners and discussing for a few months, this has been granted. This funding also includes meals for students who attend The Catamount School that is operated by Western Carolina University in partnership with Jackson County Public Schools. That means ALL students in JCPS and TCS will receive no-cost breakfast and lunch for the 2024-2025 school year. We are extremely appreciative of the support of the Jackson County Commissioners in recognizing this need in our school community.

B. **Agenda Item:** Unaudited Financial Summary

Presenter: Mrs. Kristie Walker, Chief Financial Officer

Mrs. Walker presented the Unaudited Financial Summary as of June 2024.

OPEN SESSION FOR PUBLIC COMMENTS

None.

ACTION AGENDA

A. **Agenda Item:** Budget Amendments

Presenter: Mrs. Kristie Walker, Chief Financial Officer

Mrs. Walker presented budget amendments to the State Public School Fund, Local Current Expense Fund, Federal Grants Fund, School Nutrition Fund, and Other Specific Revenue Fund and asked for board approval.

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board voted unanimously to approve the budget amendments to the State Public School Fund, Local Current Expense Fund, Federal Grants Fund, School Nutrition Fund, and Other Specific Revenue Fund.*

B. **Agenda Item:** CISNC MOA – SMES, BRS, JCS

Presenter: Dr. Dana L. Ayers, Superintendent

Dr. Ayers presented the Communities in School of North Carolina Memorandum of Agreement for Smokey Mountain Elementary School, Blue Ridge School and the Jackson Community School for 2024-2025 and asked for board approval.

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the CISNC MOA for SMES, BRS and JCS for 2024-2025.*

C. **Agenda Item:** Alternative School Modified Accountability Model Option B

Presenter: Mr. Adam Holt, Director of Testing and Accountability

Mr. Holt presented the Alternative School Modified Accountability Model Option B for 2024-2025 and asked for board approval.

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approved the Alternative School Modified Accountability Model Option B for 2024-2025.*

- D. **Agenda Item:** Purchase flooring/carpeting for BRS, CVES, FES, and SMHS
Presenter: Jake Buchanan, Deputy Superintendent

Mr. Buchanan presented the bids for flooring and carpeting for Blue Ridge School, Fairview Elementary School, Cullowhee Valley Elementary School and Smoky Mountain High School and asked for board approval.

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the purchase of flooring and carpeting for BRS, CVES, FES and SMHS.*

- E. **Agenda Item:** Policy Updates
Presenter: Jake Buchanan, Deputy Superintendent

1st Reading:

1. Board Member Technology Use (2127)
2. Foreign Exchange Students (4140)

Updates:

1. Parental Involvement (1310/4002)
2. Prohibition Against Retaliation (1760/7280)
3. Technology Responsible Use (3225/4312/7320)
4. Student Promotion and Accountability (3420)
5. Staff-Student Relations (4040/7310)
6. Licensure (7130)
7. Insurance (8340)
8. School Finance Officer (8510)

Mr. Buchanan presented the above-listed new policies for first reading and the above-listed policy updates and asked for board approval.

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve above listed first read policies and policy updates.*

- F. **Agenda Item:** Resolution Requesting the State of North Carolina Provide Adequate Support for Public Schools
Presenter: Dr. Dana L. Ayers, Superintendent

Dr. Ayers presented a Resolution requesting that the State of North Carolina provide adequate support for public schools and asked for board approval.

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted four to one to approve the Resolution Requesting the State of North Carolina Provide Adequate Support for Public Schools. Kim Moore cast the dissenting vote.*

CLOSED SESSION

The board unanimously approved a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, to enter into closed session pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-32 and (a) (3) to discuss matters protected by attorney-client privilege.

Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to return to open session.

OPEN SESSION

Action: *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board unanimously approved the consent action agenda:*

- A. Closed Session Minutes of Regular Meeting of May 28, 2024.

PERSONNEL ACTION AGENDA

Action: *Upon a motion made by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the personnel agenda as recommended by Dr. Ayers. The board unanimously approved the following recommendations:*

Employee Recommendations:

1. Billie, Summer – Custodian and Bus Driver, SMES
2. Blackburn, Trinity – Custodian and Bus Driver, SCES
3. Bonen-Clark, Michael – Substitute Bus Monitor, CVES
4. Boud, Denise – Afterschool Director and Custodian, FES
5. Cobb, Joyia – College Success Coach, JCEC
6. Coggins, Anita – EC Teacher, BREC
7. Crook, Amy – Intern School Psychologist, Multiple (CVES)
8. Cunningham, Brittney - EC Teacher Assistant, CVES
9. Dugger, Madison – Teacher, FES
10. Dupree, Jason – Custodian and Bus Driver, CVES
11. Fahey, Amy – Project AWARE Coach/Clinician, District-wide – Extended Employment
12. Flora, Kayla – Teacher, CVES
13. Gaines, Danielle – Teacher, CVES
14. Geary, Erika – Project AWARE Data Evaluator/Clinician, District-wide – Extended Employment
15. Hawken, Danielle – Teacher Assistant, SMES
16. Hill, Ryan – Teacher, SMHS
17. Hughes, Thomas – EC Teacher, SMHS
18. Keville, Susan – Teacher, BRS
19. Knight, Mandie – EC Teacher Assistant, FES
20. Lipan, Nita – Academic Intervention Specialist, SMHS
21. Mayse, Tim – Athletic Director High School and Middle School, BREC

22. McMahan, Luisa – Teacher, SCES
23. Parris, Rosanna – EC Teacher Assistant, CVES
24. Plemmons, Shauna – Intervention Specialist, SMES
25. Rainwater, Erin – Teacher, CVES
26. Repreza, Evelyn – Teacher, FES
27. Robinson, Joseph – Principal, SMHS
28. Salazar, Vanesa – School Psychologist, Multiple (Central Office)
29. Sams, Nicole – Pre-K Teacher Assistant, SCES
30. Shuler, Brittany – Custodian and Bus Driver, SCES
31. Siler, Amy – EC Pre-K Teacher Assistant, FES
32. Steinel, Ashley – Assistant Athletic Director, BREC
33. Strong, Johnathyn – Technology Technician, Central Office
34. Sutton, Alyssia “Nikki” – Teacher, SMES
35. Umphlett, Courtney – Title 1/Band Instructor, SCES
36. Warrick, Randy – Custodian – BRS and BREC
37. Watkins, Rebekkah – Homebound Teacher, BRS and BREC
38. Whiteside, Meagan – Teacher, SMES

Summer Employee Recommendations:

1. Ammons, Matthew – Summer Program Bus Driver, FES
2. Ayling, Leigh – Custodian, CVES
3. Houtzer, Deborah – Custodian, BRS and BREC
4. Larch, Catherine – Custodian, CVES
5. Steinel, Ashley – Summer Program Bus Driver, BRS and BREC
6. Ward, Charlene – Custodian, BRS and BREC
7. Watkins, Rebekkah – Custodian, BRS and BREC
8. Watkins, Susan – Custodian, BRS and BREC
9. Wrenn, Mona – Custodian, BRS and BREC

Employee Resignations:

1. Bivins, Heather – Media Specialist, BRS
2. Capps, Zeb – Health and PE Teacher, SMHS
3. Emmons, Crystal – Teacher, SCES
4. Fox, Abigail – Teacher, CVES
5. McNider, Dena – School Nutrition Assistant, FES
6. Miller, Drew – Teacher, CVES
7. Primo, Ciara – EC Teacher, SCES
8. Robertson, Rebecca – Teacher, SMES
9. Sargent, Bethany – Teacher, SMHS
10. Volk, Amanda – Teacher, SMES

Employee Retirements:

1. Walawender, Teresa – Human Resources Director, Central Office

Staff, Non-Staff and Returning Coach Recommendations:

1. Arnst, April – Assistant Coach Varsity Volleyball, BREC – Returning Non-Staff
2. Brown, Megan – Head Coach District MS Volleyball, SMHS/District – Returning Staff

3. Hill, Ryan – Assistant Coach Varsity Football, SMHS – New Staff
4. Holden, Joshua – Head Coach Varsity Men’s Basketball, BREC – Returning Non-Staff
5. Madden, James – Assistant Coach Varsity Men’s Basketball, BREC – Returning Non-Staff
6. McCall, Kristina – Assistant Coach MS Volleyball, BREC – Returning Staff
7. Miller, Scott – Head Coach District MS Cross Country, SMHS/District – Returning Staff
8. Mireles, Cristian – Head Coach District MS Men’s Soccer, SMHS/District – Returning Non-Staff
9. Mojica, Carlos – Assistant Coach MS Men’s Soccer, BREC – Returning Non-Staff
10. Pressler, Nick – Head Coach Varsity Men’s Soccer, BREC – Returning Staff
11. Pressley, Jenifer – Assistant Coach District MS Volleyball, SMHS/District – Returning Non-Staff
12. Schiele, Brittany – Head Coach MS Volleyball, BREC – Returning Staff
13. Scifers, Jonathan – Assistant Coach District MS Cross Country, SMHS/District – Returning Non-Staff
14. Steinel, Ashley – Head Coach Varsity Volleyball, BREC – Returning Staff
15. Watkins, Rebekkah – Head Coach MS Men’s Soccer, BREC – Returning Staff

Administrator Contract Renewals:

1. Ayers, Dr. Dana L.
2. Whisnant, Holly

OATH OF OFFICE FOR BOARD MEMBERS

Gayle Woody - District 1, was sworn in as a member of the Jackson County Board of Education for a four-year term ending June 30, 2028, by Mrs. Cora Fields, Board Clerk/Notary Public. Mrs. Woody signed the Oath of Office.

OPEN SESSION

Agenda Item: Mrs. Elizabeth Cooper Farewell

Presenter: Dr. Dana L. Ayers, Superintendent

Dr. Ayers thanked Mrs. Elizabeth Cooper for her 14 years of service with the Jackson County Public Schools Board of Education. Dr. Ayers stated that Elizabeth has done an excellent job as the District 1 representative and Board Chairperson and we are proud of the accomplishments JCPS has made during her tenure. Dr. Ayers presented her with a plaque commemorating her time on the JCPS board.

ANNOUNCEMENTS

The next regularly scheduled business meeting of the Board of Education is July 23, 2024, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, NC.

ADJOURNMENT

There being no objection, Chairperson Elizabeth Cooper adjourned the meeting at 7:20 p.m.

DRAFT

**Jackson County Board of Education
Minutes of Special Called Meeting
Sylva, North Carolina
Central Office**

398 Hospital Road

July 10, 2024

4:00 p.m.

The Jackson County Board of Education met in a Special Called Work Session at 4:00 p.m. on Wednesday, July 10, 2024, at the Board of Education Administrative Office Board Room, 398 Hospital Road, Sylva, NC. The following members were present:

Abigail Clayton
Dr. Lynn Dillard
Gayle Woody

Also present were Dr. Dana L. Ayers, Superintendent; Jacob Buchanan, Deputy Superintendent; and Ashley Leonard, School Board Attorney.

WORK SESSION

School Board Attorney Ashley Leonard presented Ethics Training for Board Members, to board members, JCPS school principals and program directors.

ANNOUNCEMENTS:

The next regularly scheduled business meeting of the Board of Education is July 23, 2024, at 6:00 p.m., at the Board of Education Administrative Office.

ADJOURNMENT

There being no objection, the meeting adjourned at 6:02 p.m.

Dr. Dana L. Ayers, Secretary

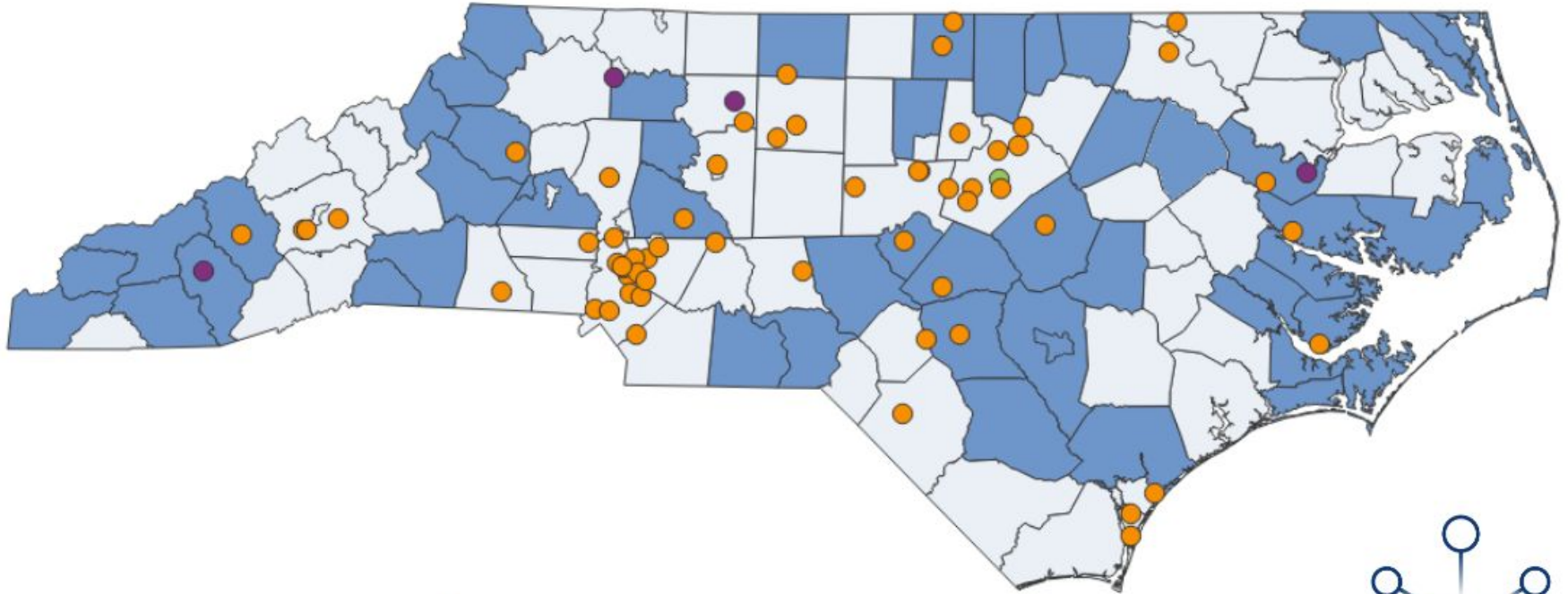
Infinite Campus Transition

— July 2024 —

NCDPI Transition from PowerSchool to Infinite Campus



Phase I PSUs



 ncsis.gov



NCDPI Transition from PowerSchool to Infinite Campus

NCDPI is rolling out the transition in two phases

Phase 1 - Will begin with 2024-25 school year

Phase 2 - Will begin with 2025-26 school year

JCPS is in Phase 1

Implementation Process

Completing back end setup for the new system

Attending trainings

Converting our data

Providing training

Next Steps

Learning the new system with Data Managers and Administrators

Training for School Counselors

Continue to check and verify our student information has transitioned correctly

Ensure students are scheduled in the appropriate classes

Teachers

Infinite Campus Teacher Leaders have been identified at each school

- Participated in NCDPI Training

- Will work together to plan PD for other teachers in the building

Teachers will receive training in August during the teacher workdays on how to enter student grades and assignments in the new system

Parents

Parents will have a new online portal to check student grades, attendance, update contact information, etc.

Parent Login information will be shared with parents during the 1st week of school

Parents will be able to complete an annual update of contact information

DOWNLOAD YOUR MOBILE APP TODAY!



To download the apps, visit the App Store or Google Play and search Campus Parent or Campus Student.

Additional Information

Students will learn how to access their student portal once the school year begins

Visit NCDPI website – [NCSIS \(Powered by Infinite Campus\) | NC DPI](#)

	School	Organization's Title & Main Contact	Type: Booster/PTO/PTA
BRS	Blue Ridge	Blue Ridge PTO Allison Moody	PTO
BREC	Blue Ridge Early Collage	Bobcat Booster Club Sonia Russell	Booster
CVS	Cullowhee Valley	Cullowhee Valley PTA Cassandra Walawendar	PTA
FVS	Fairview Elementary	Fairview PTA Joe Rooney	PTA
SMHS	Smoky Mountain High School	Athletic Booster is reorganizing and will submit for approval in October Band Booster is reorganizing and will submit for approval in October	
SCS	Scotts Creek	PTA of Scott's Creek Andrew Umphlett	PTA
SME	Smokey Mountain Elementary	Smokey Mtn. Ele PTO Kimberly Wright	PTO

STATE OF NORTH CAROLINA

COUNTY OF JACKSON

SCHOOL RESOURCE OFFICER MEMORANDUM OF AGREEMENT

THIS SCHOOL RESOURCE OFFICER Memorandum of AGREEMENT (the “MOA”) is made and effective this, the 1st day of July 2024, by and between the JACKSON COUNTY BOARD OF EDUCATION (the “JCPS”), and the JACKSON COUNTY SHERIFF’S OFFICE (the “JCSO”) as follows:

WITNESSETH:

WHEREAS, the JCPS and the JCSO desire to provide for a School Resource Officer (SRO) program at the school’s names herein below;

WHEREAS, the JCPS and the JCSO desire to set forth in this MOA the specific terms and conditions of the SRO program and the services to be performed and provided by the JCSO;

WHEREAS, the parties agree the applicable JCSO Standard Operating Procedures, and any subsequent amendments thereto, shall be ad are incorporated herein by reference as if fully set forth;

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- I. **Initial term.** This MOA shall have an initial term on one (1) calendar year, commencing effective the 1st day of July 2024, and concluding effective the 30th day of June 2025.
- II. **Renewal of Term.** This MOA shall automatically renew and extend annually unless any party provides the other with written notice of non-renewal and terminations. Said notice shall be dated and provided to the other party no later than sixty (60) days prior to the end of the term.
- III. **Location of Services.** During the term of this MOA the JCSO agrees to provide no less than one (1) SRO at Smoky Mountain High School, Blue Ridge Early College/Blue Ridge School, Jackson Community School, Fairview Elementary School, Cullowhee Valley Elementary School, Scotts Creek Elementary School, Smokey Mountain Elementary School, and The Catamount School.
- IV. **Compensation.** JCPS shall compensate the JCSO for the salaries of the SROs assigned to Smoky Mountain High School (1 SRO Sergeant), Blue Ridge Early College/Blue Ridge School (1 SRO Deputy), and Jackson Community School (1 SRO Deputy). The Finance Officer for Jackson County shall invoice JCPS quarterly for the compensation of the SROs assigned to these schools. JCPS shall pay the invoice within 30 days upon receipt of the invoice. The salaries of the SROs assigned to the remaining school will be paid by the JCSO.
- V. **Proposed Location Addition or Compensation Increase After Initial Term.** In the event either party proposes an increase in the compensation or number of schools to be served as set

forth herein, such party shall notify the other party in writing of the proposed changes in this MOA by no later than March 1 of the then current MOA term.

VI. **Goals and Objectives.** The JCPS, and JCSO agree upon the following goals and objectives with regard to the services to be provided pursuant to the MOA. The JCSO agrees as follows:

- A. To provide law enforcement for each school listed herein above during the entire school day as set by the JCPS and on each day school is in session for students.
- B. Upon mutual agreement and planning, to provide law enforcement at some school sponsored extracurricular and/or extra-class activities occurring at school or on school property after the student instructional day. Such activities include, but are not limited to, Parent Teacher Association (“PTA”) meetings, athletic events, drama performances and student band, chorus and/or orchestra concerts. Deputies permanently assigned to the SRO Program will staff these above-described events at their assigned school, and other schools within the JCPS System, as assigned by JCSO and receive compensatory time off for the extra duty hours worked during the work week as determined pursuant to JCSO policy.
- C. Subject to Agreement between JCPS and JCSO regarding compensation, JCSO agrees to assign deputies outside the SRO program to provide safety and security for school sponsored events.
- D. To ensure, to the greatest extent reasonable and practical, the SRO assigned by the JCSO to a particular school be present during extra-curricular and/or extra-class activities.
- E. To assign SROs to participate in educational programs and activities designed to increase students’ knowledge of and respect for the law and the function of law enforcement agencies.
- F. To expect SROs to act swiftly and cooperatively with school personnel to respond to school disruptions and criminal offenses occurring at school and on school property, including but not limited to crimes requires to be reported by the Principal to Law Enforcement pursuant to N.C.G.S. § 115C-288(g), and disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and riots.
- G. To provide traffic control and direction, on an as needed basis, at the beginning and end of the student day at the school to which each SRO is assigned for the safety and protection of students, parents and the general public.

VII. **Employment, Supervision and Assignment of SROs.**

- A. JCSO shall employ and assign not less than one (1) fully trained and equipped SRO for each school listed herein above.
- B. At no additional cost to the JCPS, the JCSO further shall designate not less than one (1) supervisor to train, manage, supervise and evaluate the performance of the assigned SROs during the term of this MOA.

- C. The SROs and supervisor(s) shall be employees of the JCSO and shall be subject to the administration, supervision and control of the JCSO, except where such administration, supervision and control are subject to the terms and conditions of this MOA.
- D. JCSO shall be responsible to pay assigned SROs and supervisor(s) a salary and to provide any and all employment benefits in accordance with the applicable salary schedules and employment practices of the JCSO.
- E. SROs and supervisor(s) shall be subject to any and all policies and practices of the JCSO, except to the extent such policies or practices are modified to comply with the terms and conditions of the MOA.
- F. JCSO shall provide Workers Compensation for SROs and supervisors when assigned and on duty at extracurricular and/or extra-class activities occurring within the JCPS.
- G. JCSO, in its sole discretion, shall have the power and authority to hire, discharge and discipline SROs and supervisors, but agrees supervisor(s) of assigned SROs and designated supervisor(s) may consult with and ask for a non-binding recommendation from the Principal and JCPS representative in regard to the hiring, evaluation, discipline and termination of assigned SROs and supervisor(s). There will be a crafted committee composed of three designees appointed by the Sheriff and three designees appointed by the Superintendent that will interview and recommend SRO assignments and hiring.
- H. JCSO shall maintain the confidentiality of the personnel records of assigned SROs and designated supervisor(s) as required by applicable North Carolina law.
- I. In the event a SRO is absent from work for any reason, the JCSO's other SRO staff and/or current patrol shift will be available for any imminent issues that may arise.

VIII. Program Funding, Costs and Method of Reimbursement

- A. JCSO agrees to designate, expend and utilize the funds paid by the JCPS pursuant to this Agreement to employ, train, evaluate and supervise and to provide employee benefits, uniforms, equipment and other operating and administrative expenses to and for one (1) SRO for each school agreed upon herein.
- B. JCSO agrees to provide assigned SROs the employment benefits provided to other similarly situated and ranked employees with the JCSO, and agrees to provide, at their sole expense, an Errors and Omissions Insurance Policy to appropriately insure the JCSO and assigned SROs.
- C. JCSO shall provide for the training of assigned SROs and designate supervisors.
- D. Assigned SROs shall serve a term of twelve (12) calendar months during this MOA and, during the school year, shall work the same calendar schedule as teachers.
- E. JCSO agrees to assign an SRO to schools hosting summer school sessions or programs that the SRO shall perform his/her normal duties during the summer school session or other mutually agreed upon programs.
- F. JCSO agrees to pay \$25.00 per hour, with a three-hour minimum, for additional deputy sheriff coverage at JCPS athletic events not covered in this agreement as set forth below.

- G. JCSO will provide 2 ½ hours of SRO coverage for each Middle or Elementary School Athletic evening games, to include Soccer, Volleyball, Basketball, Baseball, and Softball, not to exceed 25 events per school year at each JCPS Elementary or Middle school. Events exceeding 25 per school year requiring SRO coverage will be compensated as detailed in Section VIII subsection (G) of this agreement.
- H. JCSO will provide three SROs for High School Fall Varsity Football games, two SROs for all High School Winter Varsity Basketball games, and one SRO for all High School Spring Baseball and Softball games. JCSO will also provide one SRO for ten additional athletic events, as arranged by agreement, per year. Events exceeding this agreement shall be compensated, as detailed in Section VIII subsection (f) of this agreement.
- I. JCSO shall invoice the JCPS on a quarterly basis for an amount equal to one-fourth (¼) of the total cost set forth herein above. The JCPS agrees to compensate the JCSO the agreed amount due no later than the 10th day of the month following the last day of the preceding quarter provided the invoice or request for payment is received by the JCPS on or before the last business day of the quarter. This Agreement shall be separated into four (4) quarters of three (3) calendar months as follows:
 - a. First Quarter: July 1 through September 30
 - b. Second Quarter: October 1 through December 31
 - c. Third Quarter: January 1 through March 31
 - d. Fourth Quarter: April 1 through June 30

IX. Operating Procedures

- A. Basic Qualifications of SROs. SROs assigned to schools within the JCPS pursuant to this MOA shall meet all of the following basic qualifications:
 - 1. Be a commissioned law enforcement officer and should have two (2) calendar years of law enforcement experience;
 - 2. Possess a sufficient knowledge of the applicable federal and state laws, and county ordinances, and JCPS Board policies and regulations;
 - 3. Be capable of conducting criminal investigations;
 - 4. Possess even temperament and set a good example for students;
 - 5. Possess communications skills which would enable the officer to function effectively within the school environment;
 - 6. After being provided with appropriate taser training, have the authority to carry a firearm and taser; and
 - 7. Achieve SRO State/and or National Certification.
- B. Duties of SROs.
 - 1. To provide law enforcement for and to protect lives and property of the employees, students and visitors of the JCPS and the schools set forth hereinabove who are lawfully authorized to be on school and JCPS property.
 - 2. To enforce federal, state, and local criminal laws and ordinances, and to assist school officials with the enforcement of those Board policies and administrative regulations

regarding student misconduct which may also be a crime. Except for the specific situations outlined in this Agreement or as required by law, at no time shall the SRO be “assigned” or otherwise perform the school administrative function of investigating student misconduct complaints.

3. To investigate criminal activity committed on school and JCPS property and to provide information to Principals and designated JCPS representatives and employees regarding off-campus crime which may be relevant to the operation of a school or the JCPS.
4. To counsel students in special situation, such as students suspected of engaging in criminal misconduct, when required by the Principal or the Principal’s designee, or by the parents of a student; however, the JCPS agrees the JCSO shall have authority to take appropriate law enforcement action as deemed appropriate by the SRO.
5. To answer questions from students and others about North Carolina criminal or juvenile laws.
6. To assist other law enforcement officers with outside investigations concerning students attending the school to which the SRO is assigned.
7. Upon mutual agreement and planning, to provide law enforcement at some extra-curricular and/or extra-class school events or functions pursuant to the attached schedule and at the request of the principal.
8. To prevent and/or detect crime, such as intrusion, entry, larceny, vandalism, abuse, fire, or trespass, occurring on school property.
9. To prevent, observe and/or detect unauthorized activity on school property.
10. To control, regulate, or direct the flow or movement of the public, whether by vehicle or otherwise, as required and necessary to assure the protection of school ad JCPS property; and
11. To perform other duties as set forth in this Agreement or as agreed upon by the JCSO and the JCPS.

C. Chain of Command.

1. Assigned SROs shall follow the chain of command as set forth by JCSO policies and procedures.
2. In the performance of their duties, SROs shall coordinate and communicate with the Principal or the Principal’s designee of the school to which they are assigned.
3. Assigned SROs shall keep the principal informed of all crimes or reported crimes occurring on school property or at school activities occurring off campus involving students assigned by the JCPS to the school in which the SRO is assigned.
4. Whenever possible, as determined by the SRO under the circumstances, the SRO shall orally or by telephone notify the Principal or the Principal’s designee prior to removing a student or staff member from school property. If notice is not possible prior to arrest or removal, the SRO shall notify the Principal or the Principal’s designee of such arrest or removal as soon as possible after the arrest or removal and,

without exception, on the same day of such arrest or removal. All questions from parents regarding the arrest or removal of students from school property will be forwarded to the SRO who shall answer such questions to the extent allowed by applicable law.

5. The SRO shall notify the parent(s) of any student arrested or removed from school due to the commission of a crime.
6. The SRO shall notify the Principal or the Principal's designee of any reported crimes which occur off campus but may have an impact on the normal operation of the school day.

D. Training/Briefing.

1. Assigned SROs shall be required to attend training and briefing sessions as scheduled by the JCSO or the JCPS. Briefing sessions will be conducted to provide for the exchange of information between the JCSO, SROs and, where appropriate, the JCPS.
2. Training sessions will be conducted by the JCSO to provide SROs with appropriate in-service training.
3. The JCPS agrees to provide and will provide training for SROs on applicable and relevant Board of Education policies, regulations and procedures.
4. JCSO agrees to schedule and provide necessary training for SROs on dates on which school is not in session for students. In the event a training session for an assigned SRO is required during the normal school day for students, the JCSO's other SRO staff and/or current patrol shift will be available for any imminent issues that may arise. JCSO agrees to provide or to require all officers assigned as SROs within the JCPS to complete training on dealing with special populations as offered during Basic Law Enforcement Training and/or training on law enforcement and autism sponsored by the North Carolina Department of Public Instruction.

E. Supplies and Equipment.

1. Uniform and Equipment. The JCSO shall provide each assigned SRO and supervisor with the uniforms and equipment. The JCSO shall have sole authority to update such list of uniforms and equipment and shall provide revised lists to the JCPS, such updated lists which shall then become incorporated by reference herein as if fully set forth.
2. Office Supplies. The JCSO agrees to provide each SRO with the usual and customary office supplies and forms required in the performance of their duties. To the extent possible, each school will set aside an area for use as the SROs office.
3. Training Materials. The JCSO agrees to provide and shall provide each SRO with the usual and customary training materials for law enforcement officers.

- F. Transporting Students. SROs shall not transport students or others in personal vehicles under any circumstances. SROs are to transport students in law enforcement vehicles only as such transportation is necessary to carry out a law enforcement function incident to arrest, detention, or otherwise within JCSO policy or procedures. SROs shall not

transport students to their homes as a result of parents' refusals to retrieve a student from school but may accompany a JCSP employee who is transporting a student to the student's home.

G. Investigation, Interrogation, and Arrest Procedures.

1. JSCO agrees to comply with applicable federal and state laws, rules, regulations and court decisions, as well as standard law enforcement practices with respect to the investigation of crimes and interrogation of students and employees and arrest of students at school or school activities.
2. JCSO agrees to provide to the JCPS, and each school serviced by an assigned SRO a copy of its Standard Operating Procedures relevant to investigation, interrogation, and arrest of students and employees.
3. The JCPS agrees to provide to the JCSO and each assigned SRI and designated supervisor with a copy of its procedures regarding the investigation, interrogation, and discipline of students and employees for acts of misconduct in violation of school board policy and state and federal law.
4. JCSO agrees that SROs will not ask any JCPS employee to give parental consent for student interviews conducted at school in relation to outside law enforcement investigations, if such consent is necessary, because JCSP employees cannot lawfully provide such consent. All questions from parents regarding interviews of students related to outside law enforcement investigations will be referred to the SRO assigned to the school for response to the extent allowed by applicable law.
5. In the event of a conflict between the two agencies' procedures, the parties agree to make a good faith effort to work out the differences to the extent possible.
6. JCSO agrees that SROs will work with the schools to avoid disruptions to the academic process incident to investigations, interrogations and arrest.
7. It is specifically understood and agreed neither party has any desire or intent to adopt any procedures that are in violation of any law.

H. Search Procedures.

1. If a JCPS official has reasonable suspicion to suspect a search of a student or a student's possessions will discover evidence that the student has violated or is violating the law, Board policy or school rules, the school official may search the student and the student's pockets, pocketbook, book bag, desk, locker, vehicle or any other similar location within the student's control.
When requested by school officials, the SRO, to the extent allowed by JCSO practice and procedures, shall assist with the search in order to protect the safety of all persons involved in the search. If the search uncovers evidence of criminal misconduct, the evidence will be held for or turned over to the SRO.
2. If an assigned SRO suspects that a search of a student or a student's possessions will uncover evidence the student has violated or is violating either the law, Board policy

or school rules, the SRO shall report his/her suspicions to a school administrator. The school administrator will determine whether to search the student.

- I. Reporting of Crimes. If a school administrator's investigation of student misconduct uncovers evidence of a crime listed in N.C.G.S. § 115C-288(g), the school administrator shall notify the SRO, the student's parent/guardian and the superintendent. It is understood and agreed that the school administrator reporting a crime and the SRO receiving the report will sign a log to acknowledge the date, time and nature of the crime reported to local law enforcement officials. Nothing herein is intended to prohibit a school administrator or other employees from reporting any other crime that occurs at school or a school activity to the SRO.
- J. Bomb Threats. JCPS representatives and employees, the JCSO, the assigned SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat. In all cases, such incidents shall be reported by the Principal or his/her designee to the Superintendent and to the assigned SRO.
- K. Controlled Substances.
 1. The Principal or his/her designee shall notify the SRO in all cases involving the possession, use, sale or distribution of alcohol or controlled substances on school property or at school activities.
 2. The Principal or his/her designee shall turn over any alcohol, controlled substances or suspected controlled substances confiscated on school property or at a school activity to the SRO for proper identification and eventual destruction.
 3. In the event a Principal or Assistant Principal reasonably believes a student, or any other person possesses, is selling or distributing or is under the influence of a controlled substance on school property or during a school activity the Principal or his designee shall notify the SRO. The decision to file a juvenile petition or seek a criminal warrant is in the discretion of the SRO and JCSO.
 4. Use of Drug Sniffing Dog. At no additional cost to the JCPS, the JCSO agrees to provide the use and services of a drug sniffing dog trained to locate controlled substances when available.
- L. Riots and Civil Disobedience.
 1. In the event a riot or civil disorder occurs on a school campus, to the extent practicable, the Principal and the SRO shall discuss and agree upon a response to the situation in a timely manner.
 2. The appropriate JCPS and JCSO representatives shall be prepared to respond to questions from the news media, parents, and other members of the public as soon as order is restored and shall jointly respond to inquiries.
 3. If deemed necessary by JCSP and/or JCSO officials, the media and the public may be restricted to an area off campus or on campus away from the disturbance until order is restored.

4. If practicable, the SRO shall consult with the Principal or his/her designee regarding the need or decision to arrest and/or remove students and other persons from the campus. However, the SRO or other law enforcement official shall have the authority to arrest and remove any person who commits a crime in their presence.
5. The JCSO and the JCPS agree to comply with applicable law regarding the public release of names of students arrested and removed from campus.

X. Access to Education Records.

- A. The JCPS agrees to allow an SRO assigned to a school to inspect and copy any public records maintained by the school including student directory information.
- B. Assigned SROs shall have access to basic student information through NCSIS. The available accessible information shall include: Student name, address, phone number, date of birth, parent contact information and student pick up information. SRO login access to NCSIS information shall not be shared among JCSO employees or assigned SROs at other schools. This shall only be accessed in the event of an emergent student health or safety concern specifically related to JCPS.
- C. Assigned SROs and other JCSO officers may not inspect and/or copy confidential student education records except in situations where immediate disclosure is necessary to protect the health or safety of students or other individuals.
- D. In the event confidential student education records are required in an emergency to protect the health or safety of the student or other individuals, JCPS representatives shall disclose to the SRO or JCSO officer only such information necessary for the SRO to respond to the emergency situation.
- E. In the event the JCSO seeks confidential student records and no emergency situation exists, the JCPS shall release the requested confidential student record in accordance with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.
- F. After ensuring compliance with FERPA, assigned SROs and JCPS officials may share a student's confidential educational records and juvenile records in accordance with N.C.G.S. § 78-3001 and the N.C.G.S. § 7B-3100.

XI. Reporting. The SRO will provide the Principal of his/her assigned school a monthly report in writing or electronic file of arrests of students for crimes committed on school property, investigations for crimes committed on school property, and results of visits by drug sniffing dogs on school property.

XII. Annual Sex Offender Registry Check. In accordance with N.C.G.S. § 11SC-332.1, JCSO shall annually ensure all employees and/or contracted personnel in direct interaction or contact with JCPS students are not listed on the North Carolina and National sex offender registries. Any person listed on such registries shall not be allowed to provide services in the JCPS under any circumstances.

XIII. Insurance and Indemnification.

- A. JCSO agrees to purchase and maintain in full force and effect during the term of this agreement a general comprehensive liability insurance policy with coverage in an amount of not less than One Million and No/100 Dollars (\$1,000,000.00) for any acts or omissions that occur or claims that are made during the term of this Agreement.
 - B. The JCPS agrees to purchase and maintain in full force and effect during the term of this agreement a general liability coverage agreement or insurance policy with coverage in an amount of not less than One Million and No/100 Dollars (\$1,000,000.00) for any acts or omissions that occur or claims that are made during the term of this Agreement.
 - C. To the extent allowed by law, the JCPS agrees to hold JCSO, its employees, representatives and/or agents, free, harmless and fully indemnified from and against any and all claims, suits or causes of action arising from or in any way out of the performance of the duties of JCPS employees pursuant to this Agreement.
 - D. To the extent allowed by law, JCSO shall hold the JCPS, and its members, employees, representatives and/or agents, free, harmless and fully indemnified from and against any and all claims, suits or causes of action arising out of the performance of JCSO employees pursuant to this agreement, including allegations of unfair or unlawful employment practices brought by assigned SROs and/or supervisor(s) against the JCPS in connection with or arising out of an SRO's or supervisor's performance as an officer in the SRO program.
 - E. To the extent allowed by law, the JCPS agrees to hold JCSO, its employees, representatives and/or agents, free, harmless and fully indemnified from and against any and all claims, suits or causes of actions brought by an SRO against the JCPS arising out of the intentional misconduct or negligent act of an employee of the JCPS while both parties are engaged in employment activities of JCPS and JCSO.
- XIV. Assessment.** The JCPS shall annually assess in conjunction with the JCSO the SRO program. The JCPS assessment of the SRO program is merely advisory, the JCSO retains the final authority to assess the performance of assigned SROs. The SRO program and patrol officers of JCPS will maintain reports and gather data related to SRO activity and incidents reported by regular patrol deputies on all school property or school related events. An annual report will be prepared summarizing the actions taken by SRO deputies and the JCSO. This report may be presented to the Superintendent and/or the Board of Education no later than July 1 of each year and will be used for assessing the program and assessing future needs related to school safety and the SRO program. This report will adhere to all public record statutes.
- XV. Auditing.** JCSO agrees to provide access to public records maintained by the JCSO relevant to the JCSO SRO program and services provided pursuant to this MOA.
- XVI. Independent Contractors/No Joint Venture.** The JCPS and JCSO are independent of one another and shall have no other relationship. Neither party shall have, or hold itself out as having, the right or authority to bind or create liability for the other by its intentional or negligent act or omission, or to make any contract or otherwise assume any obligation or

responsibility in the name of or on behalf of the other party. Nothing herein shall waive the right of JCSO, JCPS or any of their respective employees to assert applicable immunities in the event of any lawsuit, including but not limited to sovereign immunity, governmental immunity, qualified immunity and/or public official immunity.

XVII. Governing Law. The MOA shall be governed by and construed in accordance with the laws of the State of North Carolina. Any litigation or other proceeding arising under this agreement shall be commenced in a court of appropriate subject matter jurisdiction in the State of North Carolina, with appropriate venue being Jackson County.

XVIII. Notices. Any and all notices required to be sent pursuant to this Memorandum of Agreement shall be addressed to the parties set forth below as follows:

To the JCPS: Dr. Dana L. Ayers
 Superintendent, Jackson County Public Schools
 398 Hospital Road
 Sylva, NC 28779
 Phone: 828-586-2311

To the JCSO: Sheriff Doug Farmer
 Sheriff of Jackson County
 399 Grindstaff Cove Road
 Sylva, NC 28779
 Phone: 828-586-8901

XIX. Amendments. Any and all amendments or modifications to this Memorandum of Agreement shall be valid only by written addendum agreed upon mutual agreement of the parties and executed in the same form as this original.

XX. Termination.

- A. The JCPS will have the right to terminate this MOA at any time if the JCSO breaches any material term or condition of this Agreement and fails to cure such breach within thirty (30) calendar days after written notice of default is received by the JCSO.
- B. The JCSO shall have the right to terminate this Agreement at any time if the JCPS breaches any material term or condition of the Agreement and fails to cure such breach within thirty (30) calendar days after written notice of default is received by JCPS.
- C. If any of the rights granted to the JCSO pursuant to this Agreement are materially restricted or limited during the term, then the JCSO will negotiate with the JCPS in good faith for an appropriate adjustment for the remainder of the then current Agreement term to reflect the diminution in the value of the rights granted to the JCSO pursuant to this Agreement. If the parties are unable to reach an agreement, then either party shall have the right to terminate this Agreement upon written notice to the other.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

JACKSON COUNTY BOARD OF EDUCATION

Dr. Dana L. Ayers, Superintendent

Chairperson, Board of Education

Doug Farmer, Jackson County Sheriff



every child
is capable of
greatness

Great Minds Quote

Date May 9, 2024
 Expiration Date March 16, 2024
 Prepared By Shaun Bokhari
 Email shaun.bokhari@greatminds.org

Quote Number 00347617
 Contact Name Laura Dills
 Phone (828) 586-2311
 Email ldills@jcpsmail.org

Bill to Name Laura Dills
 Bill To 398 Hospital Road
 Sylva, NC 28779

Ship to Name Laura Dills
 Ship To 398 HOSPITAL RD
 SYLVA, NC 28779

End User Jackson County Public Schools

Make Payment to:
 Great Minds PBC Tax ID: 84-3785772
Mail payment to:
 Great Minds PBC
 P.O. Box 200283
 Pittsburgh, PA 15251-0283

Phone: 202.223.1854
Email: ordertracking@greatminds.org

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Wit and Wisdom - Digital	ISBN	Quantity	List Price	Total Price
Grade Multiple				
Wit & Wisdom (InSync) Grades K-8 Digital Teacher Edition (Not Available Standalone): Service End Date (6/30 of School Year 2024 - 2025 unless noted otherwise)	GM-01326	63.00	\$199.50	\$12,568.50
Wit & Wisdom in Sync License (Print/Digital School Yr): Service End Date (6/30 of School Year 2024 - 2025 unless noted otherwise)	GM-01288	1126.00	\$10.50	\$11,823.00

Wit and Wisdom - Kit	ISBN	Quantity	List Price	Total Price

Grade K				
Wit & Wisdom 2023 Grade K Student Edition Set (Modules 1-4)	979-8-88588-706-9	50.00	\$21.61	\$1,080.50
Grade 1				
Wit & Wisdom 2023 Grade 1 Student Edition Set (Modules 1-4)	979-8-88588-717-5	80.00	\$21.61	\$1,728.80
Grade 2				
Wit & Wisdom 2023 Grade 2 Student Edition Set (Modules 1-4)	979-8-88588-728-1	65.00	\$21.61	\$1,404.65
Grade 3				
Wit & Wisdom 2023 Grade 3 Student Edition Set (Modules 1-4)	979-8-88588-739-7	61.00	\$21.61	\$1,318.21
Grade 4				
Wit & Wisdom 2023 Grade 4 Student Edition Set (Modules 1-4)	979-8-88588-750-2	75.00	\$21.61	\$1,620.75
Grade 5				
Wit & Wisdom 2023 Grade 5 Student Edition Set (Modules 1-4)	979-8-88588-761-8	74.00	\$21.61	\$1,599.14
Grade 6				
Wit & Wisdom 2023 Grade 6 Student Edition Set (Modules 1-4)	979-8-88588-772-4	28.00	\$21.61	\$605.08
Grade 7				
Wit & Wisdom 2023 Grade 7 Student Edition Set (Modules 1-4)	979-8-88588-783-0	72.00	\$21.61	\$1,555.92
Grade 8				
Wit & Wisdom 2023 Grade 8 Student Edition Set (Modules 1-4)	979-8-88588-794-6	80.00	\$21.61	\$1,728.80

Kit	\$12,641.85
Digital	\$24,391.50

Solution Subtotal	\$37,033.35
Shipping and Handling	\$1,137.77
*Pre-Tax Solution Total	\$38,171.12
Estimated Sales Tax	\$2,592.33
Estimated S&H Tax	\$79.64
Total Solution:	\$40,843.09

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

***Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.**

Jackson County Public Schools



Handbook

For Students, Parents, Faculty & Staff

2024-2025

Jackson County Schools is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

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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	Shaneka Allen	1973
Code of Conduct	Angie Dills	1954
College and Career Promise	Angie Dills	1954
Communications, Public Information Officer	Shaneka Allen	1973
Computer Maintenance	Greg Stewart	1947
Compulsory Attendance	Melody McCabe	1932
Construction & Capital Projects	Jake Buchanan	1930
Counselors	Angie Dills/Meagan Crews	1954/2303
Credit by Demonstrated Mastery	Adam Holt	1940
Crisis Response Team	TBD	1938
Custodial Services	Jake Buchanan	1927
Dept. of Public Instruction	Raleigh, North Carolina	919-807-3300
Deputy Superintendent's Office	Jake Buchanan	1930
Device Management	Greg Stewart	1999
Digital Media Production	Shaneka Allen	1973
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	Crystal Chastain	1935
Employment Verification	Crystal Chastain	1935
English Learners-Title III, EL	Laura Dills	1950
ESS-Substitutes	Rachel Nicholson	1972
EVAAS	Adam Holt	1940
Evaluations, Teachers	School Principals	--
Exceptional Children's Programs	TBD	1928
Facilities	Joe Kinsland	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	TBD	1925
Handbooks	Angie Dills	1954
Home Schooling	Dept. of Non-Public Instruction	919-733-4276
Homebound Services	TBD	1928
Homeless Students	Laura Dills	1950
HRMS Data Manager	Sarah Wooldridge	1943
Human Resources, Director	Michael Vetter	1925
Inclement Weather Notification	Shaneka Allen	1973
Indian Education & Impact Aid	Brent Speckhardt/Angie Dills	1971/1954
Insurance, Employee	Jenni Clawson	1958
Kindergarten Academy	Kelli Bumgarner/Laura Dills	1939/1950

Licensure	Sarah Wooldridge	1943
Maintenance Supervisor	Joe Kinsland	1927
Media Contact (Newspaper, TV, Radio, Online)	Shaneka Allen	1973
Medicaid Reimbursement	Emily Buchanan	1922
Mental Health Student Services	Meagan Crews	2303
Middle School Director	Angie Dills	1954
MOU/MOAs	Cora Fields	1924
MTSS	Adam Holt	1940
Name Badges (staff)	Shaneka Allen	1973
NCSIS Coordinator	Adam Holt/Melody McCabe	1940/1932
New Century Scholars	Traci West	586-2177 ext. 2017
Nurses	TBD	1928
OSHA Reports	Joe Kinsland	1927
Online Courses/Edgenuity	Adam Holt	1940
Payroll	Crystal Chastain	1935
PBIS	TBD	1928
Plant Operations	Joe Kinsland	1927
Policies, Board of Education	http://www.icpsnc.org/about/board	1924
Praxis Testing	Sarah Wooldridge	1943
Preschool Programs	Laura Dills	1950
Preschool Special Needs	TBD	1928
Press Releases/Press Contact	Shaneka Allen	1973
Principal of the Year	Brent Speckhardt/Cora Fields	1971/1924
Private Schools	-----	919-733-4276
Psychologists	TBD	1928
Purchasing	Ami Moreau	1946
Read to Achieve	Laura Dills	1950
Records, Student	Melody McCabe/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/Jenni Clawson	1924/1958
Retirement Benefits	Jenni Clawson	1958
Rural Low-Income Schools	Laura Dills	1950
Salary Information	Crystal Chastain	1935
Schedule 504 Plans	TBD	1928
School District Zones (Busing)	Woody Dotson	586-2456
School Health Advisory Council	Laura Cabe	1936
School Nutrition	Laura Cabe	1936
School Pass	Greg Stewart	1999
School Safety Coordinator	Jake Buchanan/Cora Fields	1927/1924
Secondary Education Director	Angie Dills	1954
Social Workers	TBD	1928
Staff Development	Brent Speckhardt	1971
STEM Curriculum	Laura Dills (K-5)/Angie Dills (6-12)	1950/1954
Steve Jones' Leadership	Brent Speckhardt/Cora Fields	1971/1924
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	Greg Stewart	1947
Technology Support Hotline	Greg Stewart	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	Michael Vetter	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	Ami Moreau	1946
Volunteers	Michael Vetter	1925
Websites, District and School	Shaneka Allen	1973
Workers Compensation	Janet Bottoms	1934
WorkKeys Testing	Adam Holt	1940

JACKSON COUNTY PUBLIC SCHOOLS

Dr. Dana Ayers, Superintendent
dayers@jcpsmail.org

Dear JCPS students and families,

Welcome to the 2024-2025 school year! The Jackson County Public Schools Board of Education, myself and our staff, is eager to begin the new year! Each year promises a fresh start for students, staff and the community.

I am proud to be part of Jackson County Public Schools and to work with the committed staff, incredible students and a genuinely supportive community. Many changes have been made for the upcoming year that will positively impact the success of students! These changes include new student and teaching resources, increased preschool opportunities, additional staff professional learning, expansion of our partnership with Southwestern Community College courses and potential expansion of new programs.

Our JCPS parents and community have an important role in the academic, social and emotional success of students. I encourage parents to be heavily involved in their child's education and active in school-parent organizations. Parental engagement and support enhance a student's chances for success and emotional stability.

I look forward to continued growth with students in classes, athletic activities, clubs and other extracurricular activities. We are committed 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 strong school district. I believe we have the best community support in the state. I desire for students and staff to THRIVE in Jackson County Public Schools!

Please visit us online at www.jcpsnc.org. Also, you can follow us on social media; we are on X (formerly Twitter) at twitter.com/jcpsnc, on Facebook at facebook.com/jcpsnc, and on Instagram at Instagram.com/jcpsnc. You can also follow me on X (formerly 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)
- ✓ Students/parents 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)
- ✓ Students/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.

Letter Grade	Numeric Grade Conversion
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 W (withdrawal) or AW (community college administrative withdrawal), will be recorded as a W 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 (8th) 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 homeschooled, or who are new to Jackson County Public Schools, 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 the 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. The 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 prerequisite 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. 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.

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 (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

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.

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 (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](#))

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-term progress reports 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 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

Grades 3-8 use the following scale for grading:

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 9-12 will use the following scale for grading:

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

**No quarter or semester grade less than 50 will be given in PowerSchool.*

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

ACADEMIC COURSE LEVEL			
	Standard	Honors/	Advanced Placement & College courses Identified in Comprehensive Articulation
Final Course Grade	TOTAL QUALITY POINTS		
	For students first entering 9 th grade in and after 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 ([Board Policy 3460](#))

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. Any requests to alter the mortarboard must be presented to the principal and approved by the superintendent.

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 the State Board of Education (see charts below).
2. Successful completion of at least 22 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 on 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	Founding Principles of the United States of America and North Carolina: Civic Literacy; Economics and Personal Finance; American History; 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***
Total Credits	22	22 units mandated by state requirements

*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.

**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).

OCCUPATIONAL COURSE OF STUDY	
Only available to certain students with disabilities as outlined in the student's IEP	
Courses Required	<u>Students entering 9th grade in 2021-2022:</u>
English	4 including English I, II, III, and IV
Mathematics	4 including Introduction to Math, Math I, Financial Management and Employment Preparation IV: Math (to include 150 work hours)
Science	3 including Applied Science, Biology, and Employment Preparation I: Science (to include 150 work hours)
Social Studies	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
Career/Technical	4 electives
Occupational Preparation	2 including Employment Preparation III: Citizenship IIA (to include 75 work hours) and Employment Preparation III: Citizenship IIB (to include 75 work hours)
Other Requirements	<ul style="list-style-type: none"> ● Completion of IEP objectives ● Career Portfolio
Total Credits	22

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

A student in 7th grade scoring a level 5 on the 7th grade EOG Math assessment shall be enrolled in Math I in the 8th grade pursuant to [NC State Statute 115C-81.36](#))

Alternate considerations for enrollment in Math I at the 8th grade level will be based upon indicators including:

- Scoring at a level 4 or 5 on the Math End-of-Grade (EOG) in 6th or 7th grade
- Grades of 85 or higher in prior math classes in 6th or 7th grade
- Scoring 85th percentile or higher on nationally normed math assessment
- Student’s *predicted* Math I End-of-Course (EOC) assessment score as calculated by the Educator Value Added Assessment System (EVAAS)
- Academically/Intellectually Gifted in Mathematics (AM, AIG, AG)

*Parents may request, in writing, a consideration of enrollment based on additional factors or data points.

Advanced Placement in Mathematics in Grades 6 and 7

A student in 6th or 7th grade scoring a level 5 on the prior year EOG Math assessment shall be enrolled in the next grade level’s advanced math course pursuant to [NC State Statute 115C-81.36](#))

Alternate considerations for advanced math enrollment in 6th and 7th grade will be based upon indicators including:

- Scoring at a level 4 or 5 on the Math End-of-Grade (EOG) in 5th or 6th grade
- Grades of 85 or higher in prior math classes in 5th or 6th grade
- Scoring 85th percentile or higher on nationally normed math assessment
- Student’s *predicted* End-of-Grade (EOG) assessment score as calculated by the Educator Value Added Assessment System (EVAAS)
- Academically/Intellectually Gifted in Mathematics (AM, AIG, AG)

*Parents may request, in writing, a consideration of enrollment based on additional factors or data points.

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	Founding Principles of the United States of America and North Carolina: Civic Literacy; Economics and Personal Finance; American History; and World History
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 OR All 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)
Total Credits	25	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

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 ([Board Policy 3210](#))

In policy, [3210](#), 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 that 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 Public 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 ([Board Policy 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
Basic/Introduction or Standard	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.
Honors	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 0.5 quality point to the grade for students.
Advanced Placement	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 1 quality point to the grade for students.

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 the end of the 2nd semester, students (and parents when applicable) will be notified that 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 1st, the school will recommend the superintendent place the student at Jackson Community School (JCS).

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 the next page.

Total Core Courses Available At Each Grade Level			
9 th Grade	10 th Grade	11 th Grade	12 th Grade, Mid-Year
Foundations of Math*	Math II	Math III	4 th Math
Math I*	English II	English III	English IV
English I	Biology		

Earth Science Health/PE World History	Civics & Economics Plus any remaining core from 8 th grade	Physical Science or Chemistry American History I American History II Plus any remaining core from 9 th & 10 th grade	Plus any remaining core from 9 th , 10 th , and 11 th grade
Total Core = 6 <i>*Not required for students successfully entering high school with Math I credit</i>	Total Core = 10	Total Core = 15	Total Core = 17
<i>Students are not making adequate progress if falling into one of the categories below:</i>			
9th Grade	10th Grade	11th Grade	12th Grade, Mid-Year
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. Additional tests and assessments may be given to students for diagnostic and/or benchmark purposes.

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. Other secondary courses require a final exam. Students

enrolled in Career and Technical Education classes may take a CTE state post-assessment. Scores on EOCs, CTE post-assessments and other final exams count as 25% of a student’s final grade.

Student Scores for Elementary and Secondary EOGs and EOCs		
Achievement Level	Meets On-Grade-Level Proficiency Standard	Meets College and Career Readiness Standard
Level 5 denotes Superior Command of knowledge and skills	Yes	Yes
Level 4 denotes Solid Command of knowledge and skills	Yes	Yes
Level 3 denotes Sufficient Command of knowledge and skills	Yes	No
Non-Proficient denotes Limited Command 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 proficiency. 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 composed 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 ([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. 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.

Blue Ridge Early College is a member of the Mountain 7 Conference

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

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. 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.

Dress

Athletes are to dress in an appropriate manner whenever they represent Jackson County Schools in accordance with 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 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. 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. Drug screening will occur throughout the school year. *If a student is found to have possessed or used drugs at school and participates in athletics or competitive based extracurricular then the student will be subject to policy 4326 as if they had tested positive for drugs regardless if this happens in or out of season of the sport or extracurricular activity.*

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.

Expenses

High School and middle school student athletes may be charged a participation fee for each sport in which they participate. This fee must be paid at their school prior to the first 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 Public 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

Students interested in the opportunity to participate in an NCAA Division I or Division II sport must be certified by the NCAA Eligibility Center. Students must qualify academically and be cleared as an amateur student-athlete. Students are responsible for achieving and protecting your eligibility status. More information can be found 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.

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 players to go over rules and policy that will be enforced throughout 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 has met with the coaching staff and signed off on receiving the athletic handbook on policies and procedures of the teams and athletic programs.

Team Schedules

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

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.

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 seven (7) (or younger if enrolled) and sixteen (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 (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 local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. 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. participation in a valid educational opportunity, such as travel, service as a legislative or Governor's page, or cultural event, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. 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. Absences in excess of two (2) days require prior approval from the principal.
10. Any other reason as approved by the board in a board resolution.

Return to School After Illness

Students need to be at school to learn, please make sure your child is at school 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, without the use of fever reducing medications. Students should also stay home for 24 hours following an episode of vomiting or diarrhea if there is no chronic medical condition causing these concerns.

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
6. In-school suspensions.

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. When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school.

Excessive Absences/Early Intervention Team

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 absent, 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.

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 Public 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'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.

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 two (2) days and a maximum of five (5) days from the day 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 made up of student support staff, administration, and the classroom teacher to support problem solving and intervention planning.

Special Circumstances

1. No penalties will be imposed for absences due to documented chronic health problems.
2. For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.
3. Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics. See also policy 3620, Extracurricular Activities and Student Organizations.

**Note: Students attending SCC or any other college or university system through Career and College Promise program 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 (either online or offline) or a having a daily check in (via a two-way communication method) with the homebound instructor. Attendance for homebound is measured by academic engagement.

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)

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.

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 in 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.

Dress Code [\(Board Policy 4317\)](#)

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.

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.

Sexual Harassment, Elementary & Secondary [\(Board Policy 1710/4020/7230\)](#)

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 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:

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 poses 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 antisocial or criminal student behavior and any other behavior appropriately referred to him/her.

Teachers are expected to develop and to inform students and parents of a classroom management plan inclusive of procedures, rules, and consequences. 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

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 ensure equitable distribution of consequences. 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. 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 extracurricular/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 or 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:
 - o Student exhibits violent behavior
 - o Student poses a threat to staff or other students
 - o Student substantially disrupts the learning process
 - o Student otherwise engaged in serious misconduct that makes the provisions of alternative educational services not feasible
 - o Educationally appropriate alternative education services are not available in the local school administrative unit due to limited resources
 - o 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 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.

Codes of Conduct for Student Behavior

The JCPS student codes of conduct for behavior are divided into 3 subsections: Elementary K-5, Middle School 6-8, and High School 9-13. Please see the following pages for all subsections.

Jackson County Public Schools

Code of Conduct, Elementary K-5

***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 serious disciplinary actions and/or multiple offenses.*

Minor Violations (K-5)			
Offense	CONSEQUENCE, RESTORATION, AND RESTITUTION		
	1st Offense	2nd Offense	3rd Offense
Inappropriate Bus Behavior; if behavior falls into major violation category, refer to additional categories for consequence	Warning, new seat assignment	1 day bus suspension	2 day bus suspension 4 th offense—5 day bus suspension 5 th 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, warning, and to give to parent	Restorative time, warning, confiscate item and return to parent	Restorative time, confiscate item and return to parent; may not be allowed to have item on campus for rest of school year
Disrespecting another student (may include teasing, name calling, inappropriate language, inappropriate affection)	Restorative time	Increased Restorative Time from Offense 1	1 day ISS
Dishonesty - Making false statements (written or verbal)	Restorative time	Increased Restorative Time from Offense 1	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 and/or plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work	Restorative time No credit will be given for the work	Increased Restorative Time from Offense 1 No credit will be given for the work	1 day ISS No credit will be given for the work
Failure to comply with directions	Restorative time	Increased Restorative Time from Offense 1	1 day ISS
Inappropriate use of the Internet	Restorative time	Increased Restorative Time from Offense 1	1 day ISS
Minor Horseplay (Rough Play) or Inappropriate physical contact	Restorative time	Increased Restorative Time from Offense 1	1 day ISS
Major/Serious Violations (K-5)			
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION		
	1st Offense	2nd Offense	3rd Offense
Defiant/disruptive conduct; cursing; using vulgar, abusive or demeaning language or racially/culturally charged 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	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 a 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 ISS and confiscate product or item	1 day OSS and confiscate product or item	2 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

Major/Serious Violations (K-5)			
Offense	CONSEQUENCE, RESTORATION, AND/OR RESTITUTION		
	1st Offense	2nd Offense	3rd Offense
Dangerous actions (including pranks/tricks) with the potential to cause harm to students or staff; Subjecting a student or personnel to personal indignity or use of intimidation; Communicating threats; Severe disrespect	10 days OSS Principal may also request expulsion		
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/5 days OSS	Report to law enforcement / 10 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 Report to Law Enforcement	Recommended long term suspension Report to Law Enforcement	
*Any of the above major/serious violations may result in a contact to law enforcement when appropriate. **If a student is found to have possessed or used drugs at school and participates in athletics or competitive based extracurricular activities, then the student will be subject to School Board Policy 4326 as if they had tested positive for drugs regardless of if this happens in or out of season of the sport or extracurricular activity.			
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.		
<u>Board Policy 4351 Short-Term Suspension:</u> A student under short-term suspension (OSS) must be provided with the following: <ol style="list-style-type: none"> The opportunity to take textbooks home for the duration of the suspension 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 The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. **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 <u>Policy 4341 Parental Involvement in Student Behavior Issues.</u>			
Serious Violations (K-5)			
Policy 4333 Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety			
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 <u>G.S. 14-269.2(d), Misdemeanor Possession of Weapon on Educational Property, a Class 1 Misdemeanor.</u> <u>Consequence:</u> Short to Long-Term Suspension - If suspension is beyond 10 days, the 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. Report to law enforcement.		
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 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	10 days OSS with recommendation for long term suspension/Law enforcement contacted		

also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs.

Code of Conduct, Middle School 6th - 8th

**According to JCPS Board Policy 4300, 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 are imposed per administrative discretion per individual student. Corrective action is a team-oriented approach focused on problem solving and behavior intervention to promote student success and character development. Parent contact will be attempted regarding serious disciplinary actions and/or multiple offenses. A student under short-term suspension (OSS) must be provided with following: the opportunity to take textbooks home for the duration of suspension; upon request, the right to receive missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and; the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. 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 [Policy 4341 Parental Involvement in Student Behavior Issues](#).*

Minor Offenses	Consequence, Restoration, and/or Restitution
Inappropriate Show of Affection Inappropriate Language Being in an Unauthorized Area	1st & 2nd Offense: 1 day of ISS 3rd - 5th Offense: 2 days of ISS 6th Offense + : 1 or more days of OSS (1, 2, 5, 10 days by offense)
Tardies (Per Class)	1st - 3rd Offense: Verbal Warning by Classroom Teacher for first 3 tardies 4th Offense: Make-up time or ISS time, Parent notified 5th Offense +: Discipline referral and make up time or ISS time
Horseplay or roughhousing not resulting in bodily injury	1st Offense: ISS time 2nd Offense +: 1 day of ISS
Inappropriate Bus Behavior (if behavior falls into major violation category see section below)	1st & 2nd Offense: 1 - 2 days bus suspension 3rd Offense: 3-4 days off bus 4th Offense: 5 days off the bus 5th Offense +: Bus suspension for remainder of year
Failure to Follow School Cell Phone Rules	1st Offense: Confiscation of device for duration of school day; Device must be picked up by parent 2nd Offense +: Confiscation of device for duration of school day; Device must be picked up by parent; ISS time (Multiple offenses may lead to Failure to Comply)
Dishonesty - Making False statements (written or verbal)	1st Offense: 1 day of ISS 2nd Offense +: 1 or more days of OSS (1, 3, 5, 10 days by offense)
Failure to Comply and/or Disruptive Behavior	1st Offense: 2 days of ISS 2nd Offense +: 1 or more days of OSS (1, 3, 5, 10 days by offense)
Class Cut	1st Offense: ISS time 2nd Offense +: 1 or more days of ISS
Improper Use of School Issued Device and/or Technology	1st Offense: Device or Network Restrictions May Be Applied 2nd Offense +: Device or Network Restrictions May Be Applied
Misrepresentation of Work(s)/Product(s)/Cheating; Inappropriate Use of Artificial Intelligence	1st Offense: ISS time and a "0" on the work(s) and/or product(s) 2nd Offense +: 1 or more days of ISS time and a "0" on the work(s) and/or product(s)
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 activity, including athletic events, at any time when the student is subject to the supervision of school personnel, including school trips.	1st Offense: 1 days ISS w/ Online Tobacco/Nicotine Cessation Course; Confiscate Device 2nd Offense: 1 day OSS; Confiscate Device; Tier 2 Interventions 3rd Offense +: 2 days OSS; Behavior Management Plan; Confiscate Device; Tier 3 Interventions
Communicating threats including those pertaining to fighting	1st Offense: 1 day OSS 2nd Offense: 3 days OSS 3rd Offense: 5 days OSS 4th Offense +: 10 days OSS

Code of Conduct, Middle School 6th - 8th

Major Offenses	Consequence, Restoration, and/or Restitution
<ul style="list-style-type: none"> ● Fighting or Instigating a Fight and/or communicating serious threats ● Theft and/or property destruction under \$500 (Penalty will include Restitution for both offenses) ● Verbal and/or physical harassment of another student including using demeaning language aimed at a person's sexual orientation or gender identity; cursing; using vulgar, abusive or demeaning language; or using racially/culturally/sexually charged language ● Defiant/disruptive conduct; deliberately disrupting class by disruptive actions or provoking others [disorderly conduct by disrupting, disturbing, interfering with teaching of students or disrupting or disturbing the peace (Offense if legally charged is a violation of G.S. 14-33(a), Class 2 Misdemeanor.)] ● 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/pranks; subjecting a student or personnel to personal indignity ● Possession of a potentially dangerous item (non-weapon) ● Activities of a Sexual Nature - This applies 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. ● Leaving School Campus Unauthorized 	<p>1st Offense: 3 days OSS 2nd Offense: 5 days OSS 3rd Offense: 10 days OSS</p> <p>*Report to law enforcement as appropriate.</p>
<ul style="list-style-type: none"> ● Dangerous or lewd actions (including tricks/pranks) with the potential to cause harm to students or staff; Subjecting a student or personnel to personal indignity or use of intimidation ● Verbal and/or physical harassment of teacher ● Assault OR Horseplay or roughhousing resulting in serious bodily injury ● Communicating serious threats that could result in bodily harm 	<p>1st Offense: 10 days OSS; Principal may also request expulsion</p> <p>*Report to law enforcement as appropriate.</p>
<ul style="list-style-type: none"> ● Any act intended to allow unauthorized entry into a school building; Any act that circumvents a school safety procedure, protocol, or practice; Opening/Propping door(s) and/or window(s) open without admin. approval 	<p>1st Offense: 10 days OSS; Report to Law Enforcement</p>
<p>Property destruction, over \$500 (penalty will include restitution)</p>	<p>1st Offense: 10 days OSS; Report to Law Enforcement</p>
<p>Possession/Use of Drugs or Alcohol: Unauthorized/illegal drugs and alcohol are a threat to safe schools and will not be tolerated. Students are prohibited from possessing, using, or being under the influence of any illegal substance, or any alcoholic beverage, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, hallucinogenic mushrooms, LSD, THC, marijuana or any other controlled substance. This includes chemicals/products with the intention to bring about a state of exhilaration or euphoria or altering the student's mood or behavior. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. This applies 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.</p>	<p>1st Offense: 10 days of OSS; Reduced to 5 days with an assessment 2nd Offense: Recommended Long-Term Suspension Report to Law Enforcement</p> <p><i>*If a student is found to have possessed or used drugs at school and participates in athletics or competitive based extracurricular activities, then the student will be subject to School Board Policy 4326 as if they had tested positive for drugs regardless of if this happens in or out of season of the sport or extracurricular activity.</i></p>
<p>Drug Trafficking: Unauthorized/illegal drugs and alcohol are a threat to safe schools and will not be tolerated. Students are prohibited from transmitting or selling any illegal substance, alcoholic beverage, narcotic drugs, hallucinogenic drugs, hallucinogenic mushrooms, LSD, THC, amphetamines, barbiturates, marijuana or any other controlled substance. This includes chemicals/products with intention of bringing about a state of exhilaration/euphoria or altering the student's mood or behavior. Students are prohibited from transmitting or selling drug paraphernalia or counterfeit (fake) drugs; applies in any school building, school vehicle or on school grounds at any time, at any school-related activity, including athletic events, any time when the student is subject to the supervision of school personnel, including school trips.</p>	<p>1st Offense: 10 days OSS with Recommendation for Long-Term Suspension; Report to Law Enforcement</p>
<p>Communicating a bomb threat and/or communicating a threat that endangers the lives of students and/or staff or perpetrates a hoax. (Policy 4333 Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety) *Mental Health Assessment required before alternative placement is considered;</p>	<p>1st Offense: Shall receive 10-day suspension, up to long-term suspension; Law enforcement contacted and charges filed.</p>
<p>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, fireworks 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</p>	<p>1st Offense: Short to long-term suspension - If suspension is > 10 days, principal will determine length of suspension based on a documented review of student's culpability, dangerousness and harm caused by the student. Any student bringing a firearm or powerful explosive on school property shall receive</p>

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 [G.S. 14-269.2\(d\). Misdemeanor Possession of Weapon on Educational Property, a Class 1 Misdemeanor.](#)

a 365- day suspension unless Superintendent recommends and the Board approves a modification. Report to Law Enforcement

Code of Conduct, Secondary 9th - 12th

**According to JCPs Board Policy 4300, 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 are imposed per administrative discretion per individual student. Corrective action is a team-oriented approach focused on problem solving and behavior intervention to promote student success and character development. Parent contact will be attempted regarding serious disciplinary actions and/or multiple offenses. A student under short-term suspension (OSS) must be provided with following: the opportunity to take textbooks home for the duration of suspension; upon request, the right to receive missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and; the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. 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 [Policy 4341 Parental Involvement in Student Behavior Issues.](#)*

Minor Offenses	Consequence, Restoration, and/or Restitution
Inappropriate Show of Affection Inappropriate Language Being in an Unauthorized Area	1st & 2nd Offense: 1 day of ISS 3rd - 5th Offense: 2 days of ISS 6th Offense + : 1 or more days of OSS (1, 2, 5, 10 days by offense)
Tardies (Per Class)	1st - 3rd Offense: Verbal Warning by Classroom Teacher for first 3 tardies 4th Offense: 1 Absence recorded for 3 tardies; Make-up time or ISS lunch, Parent notified 5th Offense +: Discipline referral and make up time or ISS lunch
Inappropriate Bus Behavior (if behavior falls into major violation category see section below)	1st & 2nd Offense: 1 - 2 days bus suspension 3rd Offense: 3-4 days off bus 4th Offense: 5 days off the bus 5th Offense +: Bus suspension for remainder of year
Inappropriate Use of Cell Phone	1st Offense: Confiscation of device for duration of class period; Parent contact by teacher 2nd Offense +: Confiscation of device for duration of class period, ISS lunch, and Tier 2 Intervention
Dishonesty - Making False statements (written or verbal)	1st Offense: 1 day of ISS 2nd Offense +: 1 or more days of OSS (1, 3, 5, 10 days by offense)
Failure to Comply and/or Disruptive Behavior	1st Offense: 2 days of ISS 2nd Offense +: 1 or more days of OSS (1, 3, 5, 10 days by offense)
Class Cut	1st Offense: 1 day of ISS 2nd Offense +: 1 or more days of OSS (1, 3, 5, 10 days by offense)
Failure to Check In or Out of School According to School Procedure	1st Offense: 1 day of ISS 2nd Offense +: 1 or more days of OSS (1, 3, 5, 10 days by offense)
Improper Use of School Issued Device and/or Technology	1st Offense: Device or Network Restrictions May Be Applied 2nd Offense +: Device or Network Restrictions May Be Applied
Leaving School Campus Unauthorized	1st Offense: 2 days of ISS 2nd Offense +: 1 or more days of OSS (1, 3, 5, 10 days by offense)
Misrepresentation of Work(s)/Product(s)/Cheating & Inappropriate Use of Artificial Intelligence	1st Offense: 2 days of ISS and a "0" on the work(s) and/or product(s) 2nd Offense +: 1 or more days OSS (1, 3, 5, 10 days by offense) and "0" on the work or product
Parking Violation: No Sticker, Parking in Unauthorized Area	1st Offense: 1 day ISS 2nd & 3rd Offense: 2 days ISS 4th Offense: Loss of Parking Privileges for Semester and/or Year
Moving Violations: Reckless Driving and/or Speeding	1st Offense: 2 days ISS 2nd Offense +: Loss of campus driving/parking privileges for remainder of semester and/or year (severe cases); Student may move out of 1st offense category into 2nd offense category in this area depending on severity of violation (Parent may be called to remove vehicle from campus immediately).
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/vehicle or on the school grounds at any time, at any school activity, including athletic events, at any time when the student is subject to the supervision of school personnel, including school trips.	1st Offense: 1 days ISS w/ Counseling Regarding Nicotine & Health 2nd Offense: 2 days ISS w/ Online Tobacco/Nicotine Cessation Course 3rd Offense: 3 days or more ISS; Behavior Management Plan, Tier 2 Interventions 4th Offense: 3 days or More ISS; Behavior Management Plan; Tier 3 Interventions

Communicating threats including those pertaining to fighting	1st Offense: 1 day OSS 2nd Offense: 3 days OSS 3rd Offense: 5 days OSS 4th Offense +: 10 days OSS
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Code of Conduct, Secondary 9th - 12th

Major Offenses	Consequence, Restoration, and/or Restitution
<ul style="list-style-type: none"> ● Fighting or Instigating a Fight ● Theft (Penalty will include Restitution) ● Property Destruction, under \$500 (Penalty will include Restitution) ● Verbal and/or physical harassment of another student including using demeaning language aimed at a person's sexual orientation or gender identity; cursing; using vulgar, abusive or demeaning language; or using racially/culturally/sexually charged language ● Defiant/disruptive conduct; deliberately disrupting class by disruptive actions or provoking others [disorderly conduct by disrupting, disturbing, interfering with the teaching of students or disrupting or disturbing the peace (Offense if legally charged is a violation of G.S. 14-33(a), Class 2 Misdemeanor.) ● 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 ● Communicating serious threats ● Possession of a potentially dangerous item (non-weapon) ● Horseplay or roughhousing not resulting in bodily injury ● Activities of a Sexual Nature - This applies 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. 	<p>1st Offense: 3 days OSS 2nd Offense: 5 days OSS 3rd Offense: 10 days OSS</p> <p>*Report to law enforcement as appropriate.</p>
<ul style="list-style-type: none"> ● Intimidation, lewd and/or dangerous tricks upon a person's personal indignity ● Verbal and/or physical harassment of teacher ● Assault OR Horseplay or roughhousing resulting in serious bodily injury ● Communicating serious threats that could result in bodily harm 	<p>1st Offense: 10 days OSS; Principal may also request expulsion</p> <p>*Report to law enforcement as appropriate.</p>
<ul style="list-style-type: none"> ● 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 	<p>1st Offense: 10 days OSS; Report to Law Enforcement</p>
<p>Property destruction, over \$500 (penalty will include restitution)</p>	<p>1st Offense: 10 days OSS; Report to Law Enforcement</p>
<p>Possession/Use of Drugs or Alcohol: Unauthorized/illegal drugs and alcohol are a threat to safe schools and will not be tolerated. Students are prohibited from possessing, using, or being under the influence of any illegal substance, or any alcoholic beverage, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, hallucinogenic mushrooms, LSD, THC, marijuana or any other controlled substance. This includes chemicals/products with the intention to bring about a state of exhilaration or euphoria or altering the student's mood or behavior. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. This applies 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.</p>	<p>1st Offense: 10 days of OSS; Reduced to 5 days with an assessment 2nd Offense: Recommended Long-Term Suspension Report to Law Enforcement <i>*If a student is found to have possessed or used drugs at school and participates in athletics or competitive based extracurricular activities, then the student will be subject to School Board Policy 4326 as if they had tested positive for drugs regardless of if this happens in or out of season of the sport or extracurricular activity.</i></p>
<p>Drug Trafficking: Unauthorized/illegal drugs and alcohol are a threat to safe schools and will not be tolerated. Students are prohibited from transmitting or selling any illegal substance, alcoholic beverage, narcotic drugs, hallucinogenic drugs, hallucinogenic mushrooms, LSD, THC, amphetamines, barbiturates, marijuana or any other controlled substance. This includes chemicals/products with intention of bringing about a state of exhilaration/euphoria or altering the student's mood or behavior. Students are prohibited from transmitting or selling drug paraphernalia or counterfeit (fake) drugs; applies in any school building, school vehicle or on school grounds at any time, at any school-related activity, including athletic events, any time when the student is subject to the supervision of school personnel, including school trips.</p>	<p>1st Offense: 10 days OSS with Recommendation for Long-Term Suspension; Report to Law Enforcement</p>
<p>Communicating a bomb threat and/or communicating a threat that endangers the lives of students and/or staff or perpetrates a hoax. <u>(Policy 4333 Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety)</u></p>	<p>1st Offense: Shall Receive 10-day Suspension, Up to Long-Term Suspension; Mental Health Assessment required before alternative placement is considered; Law enforcement contacted and charges filed.</p>
<p>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, fireworks or mine; knife,</p>	<p>1st Offense: Short to long-term suspension - If suspension is > 10 days, principal will determine length of suspension based on a documented review of student's culpability, dangerousness, and harm caused</p>

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 [G.S. 14-269.2\(d\). Misdemeanor Possession of Weapon on Educational Property, a Class 1 Misdemeanor.](#)

by the student. Any student who brings a firearm or powerful explosive on school property shall be suspended on a 365- day suspension unless Superintendent recommends and Board approves a modification. Report to Law Enforcement.

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.

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.

Registration Information

To register your child with Jackson County Public Schools, please navigate to our online Enrollment portal at <https://jcpsncc.scribborder.com/>. The following information will be required for upload to the system when completing the enrollment application:

- ✓ 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 (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 Public 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 1st – September 1st 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 of.
3. See the media coordinator to ensure all materials are returned and have a form signed by the media coordinator.

4. See lunchroom manager and assistant principal to make sure all fees have been paid, and have a form signed by both officials.
5. Provide counselors 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.

Fundraising and Concessions

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. All those interested in sponsoring a fund-raising event should complete the Fundraising Application for Approval form at <https://bit.ly/JCPSFundraiser> . All fundraising events will be approved or denied via the Director of Finance and Superintendent.

Incident Weather

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 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	www.wlos.com
WYFF	Channel 4	Greenville	www.wyff.com
WSPA	Channel 7	Spartanburg	www.wspa.com
WHNS (Fox)	Channel 21	Asheville	www.foxcarolina.com

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, WQNS, 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 (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

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. 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

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 <https://family.titank12.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 <https://family.titank12.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 ([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 who are eighteen (18) years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student'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 the student's education records that you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. You should write the school principal, clearly identify the part of the record you want changed and specify why it should be changed. 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 provide written consent to disclosures of personally identifiable information contained in the student'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 may disclose personally identifiable information ("PII") from the education records of a student without obtaining prior written consent to:
 - Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer;
 - Authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) of North Carolina (Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.);

- Financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;
 - State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released;
 - Organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction;
 - Accrediting organizations to carry out their accrediting functions;
 - Parents of an eligible student if the student is a dependent for IRS tax purposes.
 - Comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in connection with a health or safety emergency;
 - Agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement; and
 - The Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs.
- 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, supervisor, instructor, certified staff member, or support staff member (including health, medical, safety, law enforcement unit personnel, and security staff) employed by the school district;
 - B. A school board member;
 - C. A contractor, consultant, volunteer, or other party who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records and is subject to FERPA requirements governing the use and redisclosure of PII from education records, including 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;
 - 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.
 - E. 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.

- Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, § 99.32 of the FERPA regulations requires the school to record the disclosure. You have a right to inspect and review the record of disclosures.

- o 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.

- o You have a right to inspect and review the record of disclosures.

- 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); 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: Director of Student Support Services or the Director of Human Resources who serve as the District's 504/ADA Coordinator and Civil Rights Coordinator, 398 Hospital Road, Sylva, NC 28779, (828) 586-2311. See full contact information on pages 3-4.

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 the Director of Student Support Services, 398 Hospital Road, Sylva, NC 28779 (828) 586-2311.

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 Laura Dills, Director of Federal Programs & Elementary Education, 398 Hospital Road, Sylva, NC 28779, (828) 586-2311, ldills@jcpsmail.org

E. Protection of Pupil Rights Amendment (PPRA) and N.C.G.S. § 115C-76.65

PPRA and N.C.G.S. § 115C-76.65 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:

Federal Law:

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.

State Law:

Under N.C.G.S. § 115C-76.65, parents must receive notice and must agree to "opt in" their student to any of the following:

1. Any other protected information survey (see topics 1 – 8), 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 prior to the administration or use of –

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.

The Jackson County Public School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. 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 two 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/>.

G. Student Health: N.C.G.S. § 115C-47(51)¹

North Carolina General Statute § 115C-47(51) requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus and the vaccines available to prevent these diseases. Information on these diseases and the vaccines can be found at www.cdc.gov/vaccines/vpd-vac. Those individuals without internet access can contact a school nurse or the Jackson County Health Department at (828) 586-8994.

H. North Carolina Safe Surrender Law²

Pursuant to Article 5A of Chapter 7B of the General Statutes an individual may legally surrender their 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.

¹ This section need only be distributed to students in grades 5 through 12.

² This section need only be distributed to students in grades 9 through 12.

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 the 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 Jake Buchanan, Deputy Superintendent, at (828) 586-2311 ext. 1930 or at jbuchanan@jcpsmail.org

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 Jake Buchanan, Deputy Superintendent at (828) 586-2311, jbuchanan@jcpsmail.org

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 and N.C.G.S. § 115C-391.1, are provided below.

Policy 4302

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.

Seclusion and restraint will not be used on students with disabilities (1) for behavior(s) that would not result in seclusion or restraint for students without identified disabilities, unless the use is authorized by the student's IEP or Section 504 Plan for an educational or safety-related purpose, or (2) based on assumptions or stereotypes about disabilities or students with disabilities generally.

A. Physical Restraint

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

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.

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.

Prone restraint is a form of physical restraint in which a person is held in a face-down position on the floor or other surface. Prone restraint does not include placement in a face-down position as part of a necessary medical intervention. The use of prone restraint is prohibited.

B. Mechanical Restraint

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.

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; or
5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

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

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.

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 school system;

- 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.

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

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.

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

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

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; or
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.

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

When a principal or designee has personal or actual knowledge of any of the incidents 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.

3. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after any incident listed in subsection G.1 of this regulation occurs, 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.

4. Reporting to State Board

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.

5. Non-Retaliation for Reporting

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 institutes of higher education or their agents or employees or to create a criminal offense.

L. Use of Corporal Punishment³

Board Policy 4302: 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. The board prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No teacher, substitute teacher, student teacher, bus driver, or other employee, or volunteer may use corporal punishment to discipline any student. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment. (See also policy 4301, Authority of School Personnel).

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.

³

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 and licensing criteria 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 or licensing 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 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 www.jcpsnc.org/students

P. Student and Parent Complaint and Grievance Procedures

For information concerning student and parent complaint and grievance procedures, see Board Policies 1740/4010 Student and Parent Grievance Procedure.

Q. Equal Access to Facilities

The school system provides equal access to its facilities. 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

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 www.jcpsnc.org and will be printed in student and employee handbooks. Hard copies of the policies are available from the school principal upon request.

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 contact Adam Holt at (828) 586-2311 ext. 1940.

U. School Annual Report Card Grade

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".

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 review materials for and to opt-out your child's participation in curricula related to: (a) prevention of sexually transmitted diseases, including Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS); (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education program. 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 at (828) 586-2311 ext. 1940.

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. For information, please contact the Director of Human Resources, 398 Hospital Road, Sylva, NC 28779, (828) 586-2311 ext. 1925.

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.

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, 4040/731 This information is also available at <https://boardpolicyonline.com/bl/?b=jackson> and will be printed in student and employee handbooks.

Z. Health Care Services

The school system may provide certain health care services within its schools. You must provide consent to such services prior to any being provided to your student. A list of all health care services offered at your child's school will be provided by the school.

AA. Parental Remedies

The school system has adopted procedures for you to notify the principal at your child's school regarding concerns about the school system's procedures and practices and a process for resolving those concerns within seven days of the date of notification by you. If the concern has not been resolved within thirty (30) days following the date of notification, the school system shall provide a statement of the reasons for not resolving the concern. Procedures for filing a grievance can be found in Board Policy 1740/4010.

If a concern is not resolved by the school system within thirty (30) days, you may do either of the following:

1. Notify the State Board of Education of the concern and request a parental concern hearing.
2. Bring an action against the school system for a declaratory judgment that the school system's procedure or practice violates North Carolina law.

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 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 food borne 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 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 substances.

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 lose 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 ([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 (Pediculosis)

Head Lice Head lice (*pediculosis capitis*) are small parasitic insects that live on the scalp and neck hairs of their human host, attaching their eggs to the hair shaft. Head lice move by crawling and cannot jump or fly. The presence of head lice is most often detected through the observation of adult lice or nits (eggs) attached to the hair shaft of the host, commonly found at the nape of the neck and behind the ears. Head lice are not known to carry disease and are not considered a health hazard. Pruritus (itching) is the most common symptom of a lice infestation. Other symptoms may include: a tickling feeling or a sensation of something moving in the hair, irritability and sleeplessness, and sores on the head caused by scratching, which can sometimes become infected with bacteria normally found on a person's skin (CDC, 2015). It is not recommended that students be sent home when head lice or nits are discovered. Notifying parents of the

affected student(s) at the end of the day and educating them on evidence-based treatments is the best course of action. Although common in the past, “no nit” and “no live lice” school policies should be eliminated and are not supported by professional organizations who view this as contributing to unnecessary absenteeism (NASN, 2020)

Health Screening Notifications

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

Immunizations (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. Within 30 calendar days of his or her first day of attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines as applicable:

1. DtaP (diphtheria, tetanus, and pertussis)
2. Poliomyelitis (polio)
3. Measles (rubeola)
4. Rubella (German measles)
5. Mumps
6. Haemophilus influenzae, tube b (Hib)
7. Hepatitis B
8. Varicella (chickenpox)
9. Pneumococcal conjugate (only for children entering school before age 5)
10. Any other vaccine as may be required by law or regulation

The current required vaccination schedule is available from the NC Immunization Branch online at <http://www.immunize.gov/>

Additional Requirements:

1. All students entering 7th grade or who have reached age 12, whichever comes first, are required to receive the following:
 - a. Booster dose at Tdap (tetanus, diphtheria, and pertussis vaccine), if they have not previously received it; and
 - b. The meningococcal conjugate vaccine (MCV)
2. All students entering the 12th grade or who have reached age 17 are required to receive a booster dose of MCV.

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 complications 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 on Meningococcal disease and vaccines. Information on these diseases can be addressed by the Centers for Disease Control at 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 ([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 ([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 the 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 ([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:

2nd Thursday of each month: Smoky Mountain High School, Fairview School, Cullowhee Valley School, Blue Ridge School, Bus Garage

3rd 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 Jason Watson, Director of Operations and Logistics, Jackson County Public Schools, 398 Hospital Road, Sylva, NC 28779, (828) 586-2311 ext. 1927

Use of Seclusion/Restraint/Isolation ([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.

Wellness ([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 "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 food borne 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 campuses 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 ([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

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 workforce 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

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 postsecondary 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 11th 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 for SAT information or 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 (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 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 or for counseling if child abuse or neglect is suspected. Parental notification and permission is required for student-initiated individual or group counseling targeted at a student's specific concerns or needs *if* those concerns or needs are related to "sensitive subject matter" as defined by the Parents Bill of Rights Legislation SL 2023-106, Part 3.

Free or Reduced Price Meal Services (Board Policy 6200)

Please refer to the section regarding School Nutrition services.

McKinney-Vento Assistance (Homeless) (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), and academically or intellectually gifted (AIG) services.

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 (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 the 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 the 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) ([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 ([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. Parents will be giving the opportunity to consent for any of these screenings.

School Social Workers

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 ([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.

Tutoring and Academic Support

Academic Departments, and individual teachers within the departments, may 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 21st 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 21st century skills necessary for future-ready learners.

Artificial Intelligence

The Jackson County Board of Education recognizes the transformative potential of Artificial Intelligence (AI) in education and is committed to its responsible and ethical implementation to enhance learning opportunities for all students. We believe AI can personalize learning, automate tasks, enhance creativity, and prepare students for the future. NCDPI has developed recommendations and considerations for public schools considering the use of AI. These recommendations may be found at:

https://drive.google.com/file/d/16Przn0IKKj862tIPhM_GGRLXfXKXXtQ/view

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. Students are encouraged to use AI tools including (but not limited to) adaptive learning platforms, intelligent tutoring systems, chatbots, and content creation tools responsibly and ethically. This includes understanding AI's capabilities and limitations, critically evaluating AI-generated information, maintaining academic integrity, and respecting the rights and privacy of others. AI should be used to enhance learning, not to cheat or plagiarize.

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.

Students will adhere to all applicable laws and regulations regarding data collection, storage, and use. Students are responsible for safeguarding their own personal information and that of others when using AI tools. They must refrain from sharing sensitive personal information, such as their full name, address, phone number, social security number, or financial information, with AI tools or online platforms. Students should also exercise caution when sharing personal details or opinions online, even with AI chatbots or virtual assistants. If any concerns about data privacy or security arise, students are expected to promptly report these concerns to a teacher, administrator, or system administrator.

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 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

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 the designated bus stop.
2. Passengers should be at the bus stop five minutes' prior to 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 earbuds 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 quiet so that all passengers can hear the 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 the bus has completely stopped; the driver opens the door, and then will walk quickly to the front of the 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

Paula Jackson, Assistant 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 21st 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 2023-24 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 Inclement Weather Delay days, buses will run 2 hours later than usual and will arrive at school between 9:30 am and 10:00 AM.

Early dismissals due to weather will be announced through ConnectEd 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 5th and 6th 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 5th grade teacher, Mrs. Debbie Houtzer.

Middle School Sports are available to 6th 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 available for 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.

Inclement Weather-2-hour delay

Students should be dropped off no later than 9:50 am, as classes will begin promptly at 10:00 am. 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 ConnectEd 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. Faculty and staff parking located in the first parking lot on the left when you enter school grounds. Due to the construction at the back of the school, please do not park between the two schools.

School and Classroom Visits

Anyone visiting the school must first check-in at the front office and secure a visitor pass. Parents, guardians or other visitors wishing to visit in the classroom should first check with administration in order to minimize classroom disruptions.

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.



BLUE RIDGE SCHOOL AND EARLY COLLEGE

VISION

LEARNING FOR ALL

MISSION

TO ENGAGE, ENLIGHTEN, AND ENRICH OUR STUDENTS.

STRATEGIC PLAN

WE BELIEVE IN VALUING EVERY PERSON THROUGH:

- 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
Nathan Frizzell, Principal
Paula Jackson, Assistant 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 counselors 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 who choose not to 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 learners.

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 3:20 pm**. BREC does not provide student supervision after school. Except for approved tutoring, students are not allowed to remain on campus past 3:10 pm. *Please note:* Students are not allowed to wait around school for ball games 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 who drive must have a note from a parent if they are checking out early. A parent note must be presented for each early check out and include parent signature, date and time, and reason.

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. Attendance and athletic achievement are recognized throughout the year.

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 purchase a parking permit. Student vehicles may be searched periodically throughout the year to ensure no unsafe items are on campus. 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 3:10 pm. A bell will ring at 8:05 am alerting students that 1st period is about to begin. The bell will ring again at 8:10 am to indicate the start of 1st period. Students entering class after the bell will be marked as tardy. Students who are more than 10 minutes late for 1st period must report to the front office for a tardy slip. The bell will ring again at 3:10 pm to dismiss students from school. Students will be dismissed by the teachers and expected to be in the next class at the scheduled time. Students entering class after the scheduled time will be marked as tardy. Students can refer to their schedule to confirm times. Most class changes consist of a 3 to 5-minute break between classes. Students who are tardy 3 times in a class will be assigned a lunch detention and persistent tardy offenses will result in an office referral.

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. Abuse of the privilege to possess cell phones may result in confiscation or other disciplinary actions. 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 areas are 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
 Respect Ourselves	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.
Respect Others	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.
Respect Learning	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.
Respect Property	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 others 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 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.



Cullowhee Valley School

240 Wisdom Drive

Cullowhee, NC 28723

(828) 293-5667

Fax (828) 293-5845

Melanie Jacobs, Principal

Bekah Mulligan, Assistant 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.**

After School Child Care

The Cullowhee Valley After School Program is available for kindergarten through fifth grade students. 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 requires monthly payment at the beginning of each month. Rates vary per month depending upon days of school operation in each 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 \$20 fee for participation per sport. Athletic teams include volleyball, soccer, basketball, track and field, cross-country, football, baseball, softball and golf. Students may not participate if they have been absent for more than 8 days of instruction during the previous semester. There is an appeal 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.

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.

Bus Information/Bus Routes

Jackson County provides school buses to transport students whose primary residence is within the Cullowhee district. Students who live outside the Cullowhee district 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 turn 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. All behavior guidelines in the Jackson County Public Schools Student Handbook apply. Students must ride the bus they are assigned. Using other buses to travel with friends cannot be permitted, due to overcrowding. 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. Students who ride the bus and their parents will sign a bus behavior contract stating they understand the bus expectations.

Car Pick-Up

School staff will load your child into your car. For the safety of our students and staff, please do not use cell phones in this area. Parents can assist by following these procedures:

- Do not pull into the teacher parking lot to pick up your child.
- Pull around the circle to pick up your child.
- Do not get out of your car; let the loaders open your doors for your child.
- No passing is allowed during car pick-up.
- Look before you slowly pull away.
- Parents are responsible for using appropriate car seats and correctly securing seat belts.

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. Do **not** 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.

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.

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, 5th through 8th 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 and car riders are dismissed
- 3:00pm – Buses leave campus, Car pick-up begins

Incident 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 JCPS 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 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 am 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.

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 books 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.

Media Center

The Cullowhee 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 prescriptions 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.

One to One Devices

Students in 7th and 8th grades receive a Jackson County device for use during the school year. These devices may be transported to and from school each day. Students in grades K through 6th will each have access to a Jackson County device. 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. This year we will be accepting credit card payments at the school for everything except cafeteria charges. The cafeteria will only be accepting cash or checks at the school. For cafeteria charges parents can pay by card online through Titan.

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 and will need 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

Visitors are welcome, however, to ensure safety, administration 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.

Fairview School



251 Big Orange Way

Sylva, NC 28779

(828)586-2819

Fax (828)586-3462

Eleanor Macaulay, Principal

Rayna Crisp, Assistant Principal

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. Developing friendships, accepting differences, and seeking the best in self and others will lead to a positive school experience for everyone.

Our desire is for students to be successful. To that end, we want to encourage students 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, and reach for the stars! GO EAGLES!!

Fairview School Vision Statement

Preparing students to be a positive part of their communities by doing their best.

Fairview School Mission Statement

Every child, every day, do your best the eagle way.

After-School Program/Fairview Kids' Place

Fairview offers an after-school care program for students in grades K-5. The program is hosted on our campus from 3:00 – 5:30. There is a \$20 non-refundable registration fee per family due at the time of enrollment. The afterschool program is \$10 per day per student. 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.

Athletics

Students in 6th, 7th and 8th grade may participate in school and district-level team sports. There is a participation fee for each sport played. Athletic teams include volleyball, soccer, basketball, track and field, cross country, football, baseball and softball. Students may not participate if they are failing more than one class or have been absent for more than 10% of school during the previous semester.

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 into 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.

Requests 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.

Celebrations

Classroom celebrations are limited to four per year. Due to food allergies and food borne illnesses, homemade foods are prohibited.

Drop-Off and Pick-Up of Students

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 Procedures

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 receptionist. We prefer to send a runner to the room to pick up children to limit class disruptions.

Early Morning Supervision

The school will provide supervision for students between 7:00 and 7:30 AM. Students in K-3rd grade will participate in a walking club in the gym during this time. Students in 4th - 8th grade will be supervised in the administration pod.

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.

Incentive Programs/Recognition

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.

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 prescriptions 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

Please inform the school immediately 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 – 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

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 and will need 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.

Technology

Students in 7th and 8th 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 6th grade will each have access to a device. All Jackson County Schools technology protocols must be followed. Students who do not follow these rules may have their device usage limited.

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:

- For safety, doors to the building are locked at 8:15. Please ring the bell at the front door to request admittance to the school.
- Sign in with the receptionist in the front office.
- 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 with the receptionist in the front office.

Parents who have preschool children with them are responsible for keeping them supervised during school visits. 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 our school community. Volunteers should go to our webpage and click the volunteer link to complete a volunteer application through Volunteer Tracker. Once the application is submitted, human resources will be notified and background checks will be initiated. When the volunteer is approved, the volunteer will be notified. Without a background check, volunteers can only be allowed to work with children on a limited basis and under the direct supervision of a staff member.

Volunteer Link: <https://jcpsnc.org/about/volunteers>



JACKSON COUNTY EARLY COLLEGE

404 College Drive,
Sylva, NC 28779
Evelyn Graning, 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.

1st 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.

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 1st year. All 1st 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, 2nd year students are required to maintain 3 class periods per day. 2nd year students with less than 3 class periods per day will also be assigned a Seminar study time. Students at any grade level may also be assigned to Seminar 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, if the student is enrolled in online courses, and/or if the student's course load requires an additional study block. Seminar is a monitored class and attendance will be taken.

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 school counselor 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 WP-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 school counselor or principal 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.

***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 3rd, 4th, and 5th 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 **a new form must be signed each school year**. 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 1st and 2nd 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.

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 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 that 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. 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.

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. 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 school counselor 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

Sophomores, juniors, and seniors at JCEC can participate in the Chapter of the National Honor Society of Jackson County Early College. Participation is by invitation only. Once invited, students are expected to meet certain requirements to maintain membership. These requirements include but are not limited to the following:

- Minimum cumulative weighted GPA of 4.0
- Twenty hours of quality community service per year of membership (This is in addition to any service-learning requirements associated with HOUSE or JCEC.)
- Dues for NHS membership paid and paperwork completed by deadline
- Mandatory attendance to NHS meetings
- Mandatory participation in NHS service projects
- Continued membership contingent on meeting high standards: service, scholarship, leadership, character

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 or other days when Southwestern Community College classes are not in session.

CTE Internships

Seniors are eligible and encouraged 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 or school counselor 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 principal approves this cross enrollment, then he/she will discuss it 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.

JCEC Student Photo ID Badge Key Card

For added security, a key card reader has been added to the front entrance at JCEC. Jackson County Early College students will receive a JCEC Photo ID Badge. This badge will allow entry into the Jackson County Early College building during normal school hours via the installed badge/key card reader. Students are required to have their badge available on their person at all times for entry into the building throughout the day and are required to present their badge when requested by a JCEC staff member. Students are prohibited from allowing any other person to use their badge. Doing so would fall under the JCPS code of conduct for allowing unauthorized entry into a school building with penalties up to 10 days OSS and reporting to law enforcement. Students must notify Ms. Jacobs or Ms. Woodring immediately if their badge has been lost so that it can be deactivated. Students will be required to replace their badge if they lose it at a replacement cost of \$10.

Jackson Community School

3770 Skyland Drive, Sylva, NC 28779
Phone: 828-586-4328, FAX: 828-586-2490
Holly Whisnant, Principal
Josh Watson, Assistant Principal

Our School's Mission

Jackson Community School is committed to developing students into young adults prepared with the skills and dispositions necessary to succeed in the workforce, in future academic pursuits, and in healthy relationships through engaging and relevant instruction, social and emotional developmentally informed practices, and robust services designed to meet a range of needs.

Our School's Vision

Our vision is to provide our students with multiple avenues of hope to bring the best lives they can envision to fruition, including opportunities to break cycles of poverty and trauma in service of both our individual students and the community as a whole.

Our School's Beliefs

All students are capable of success, and all students desire to succeed.

The dignity of each student is of the utmost importance.

School should be warm and inviting in every aspect.

Students should feel safe at school.

This is a community, and all members of a healthy, functioning community must take responsibility for their impact on all others.

All people deserve respect by virtue of being people.

All things are a work in progress; all people and efforts have the capacity for growth and improvement.

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 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. **A parent or guardian must authorize any early sign out from school – this can be done through a written note, email, or telephone call to 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 our caring, trained professionals
- ✓ Field trips to enhance academics and reinforce social skills
- ✓ Choice-based enrichment sessions weekly
- ✓ The *Jobs for North Carolina's Graduates* program
- ✓ Opportunities to develop individual leadership skills
- ✓ Opportunities for dual enrollment courses with Southwestern Community College

Parking Information

All parking is located in front of the main building between the school building and Skyland Drive.

Requirements for Class Standing

9th grade – 0-5 credits* earned

10th grade – 6-12 credits earned

11th grade – 13-17 credits earned

12th grade – 18+ credits earned

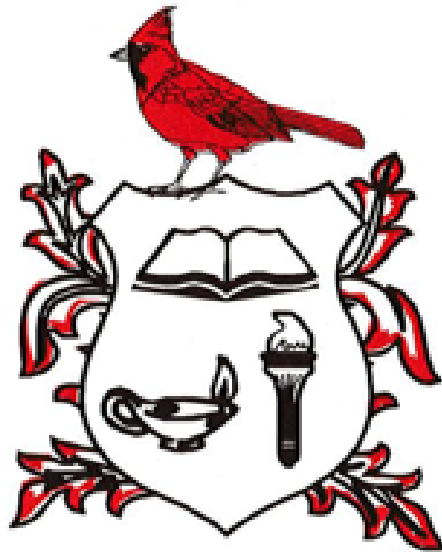
Graduation credit requirements are a minimum of 22 credits and all state graduation requirements. Any exceptions to this policy must be approved by the principal.

Community Norms

All students and staff are expected to adhere to five community norms at all times. They are:

- 1) **Be present** – in mind, body, and spirit. This means we must all be brain engaged, physically present at school every day, and aware of the effect we have on the experiences of others.
- 2) **Be safe for our self and others** – we must conduct ourselves in a way that ensures our individual safety and supports the safety of all other members of our community
- 3) **Be responsible for our actions and their effects on others**
- 4) **Be focused on treating others the way we wish to be treated**
- 5) **Contribute positively to our community**

Scotts Creek School



516 Parris Branch Road
Sylva, NC 28779

April Bryson, Principal
Jeremy Cauley, Assistant Principal

828-631-2740

Our Motto

Learning together. Leading together. Every child. Every day.

Our Purpose

Scotts Creek School, in partnership with parents and community members, is dedicated to providing an educational 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.

After School Activities

For all afterschool activities, K-8 students must be accompanied by a parent, and the parent must supervise their child(ren) throughout the event. No students may be left at school unattended after 3:30 pm each day. Southwestern Child Development provides daily after-school care for students. Please call the school office to request an application.

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. Students must ride the bus they are assigned on the designated day. Parents of Pre-K-grade 4 students are asked to wait with their child(ren) at the stop and meet the bus to retrieve them upon return. 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. Assistant Principal Jeremy Cauley may be reached at ext. 1102 for questions regarding buses.

Clubs and Organizations

Scotts Creek is proud to support school-sponsored clubs and events. The 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 Helpers. 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. All school clubs must have a faculty sponsor. 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 8:00 am. Please park in the third upper lot for attending before-school meetings. 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 2:45 pm** 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

7:20 – 8:00 am Student Drop-Off -back of the school

7:20 – 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 classroom announcements & attendance.

8:00 am School Day Begins: Students who arrive after 8:00 am 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 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.** Abuses of this policy will be referred to the Early Intervention Team.

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 2nd Grade students are recognized each year for their “Best Effort” and “Good Citizenship.” Students in 3rd – 8th 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) are recognized as well. Awards programs for all grade levels are held in the Dogwood Auditorium each Spring.

Former “Leader in Me” School

Scotts Creek is a former Leader in Me school that still focuses on the “Seven Habits of Highly Effective People” to strengthen their personal leadership skills. Maintaining the curriculum costs each year was impossible with current budget constraints, but we continue our commitment to support the emotional, social, and leadership growth of each student.

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 services, 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 yearly fundraisers that 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 “Health 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.

Positive Behavior Support

Scotts Creek School is “RED” hot!! We show **R**espect, **E**xcellence, and **D**o the Right Thing. The Positive Behavior Support Program emphasizes positive behavior expectations.

Safety

Safety is a top priority. We partner with the Jackson County Sheriff's Department and Officer Corey Boone to build positive school-community-law enforcement relationships. Officer Boone patrols our campus daily and is available to speak with parents regarding safety at any time. He works with students on maintaining bully-free classrooms and supports other community and school programs related to safety throughout the year. Our school participates in monthly fire drills as well as regularly scheduled lockdown drills for potential emergencies. Officer Boone may be reached at ext. 1199.

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. Failure to avoid personal cell phone use may result in confiscation of the phone, only to be retrieved by a parent or guardian.

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 Celebrations, athletic events, special programs, Media Center, or in the classroom, Scotts Creek appreciates all contributions. **Please see the JCPS website for a Volunteer application.**

Sickness or Medication Needs

Scotts Creek is fortunate to have a full-time school nurse on duty each day. Nurse Janice Hill works with families of students with specific needs to ensure proper health during school hours. If needed, she will create a plan of care for students who need monitoring or medication throughout the day. She is also available to see any student who becomes ill at school. Families are notified regarding care. All medications must be held in the nurse's office, and a medication authorization form must be on file. Nurse Hill may be reached at ext.1106.

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 any special classroom visits to avoid distractions.



Smokey Mountain Elementary

884 US. Highway 441 N.
Whittier, NC 28789

Telephone: 828-497-5535; Fax: 828-497-4907

Tim Kurr, Principal
Buck Condill, Assistant Principal

Welcome to Smokey Mountain Elementary School. We are excited for a great school year in 2024-25. At SME, our mission is to “be the best versions of ourselves.” Within our mission, our focus is:

1. Setting goals and working to achieve them
2. Caring about how their actions impact themselves and others
3. Overcoming things when they are difficult

We are also 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!

Attendance

Attendance is the number one component of success! In order for students to learn, they need to be at school whenever they are able. Please help us with this. The state considers a student “chronically absent” if they have missed 10% of instruction for the school year - that is about two days a month of total instructional time.

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. Please make sure you turn in medical notes when seeing the doctor. **A family may provide 6 parent notes each semester in order to excuse absences.** 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. Students should not hang out on campus between school and games.

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

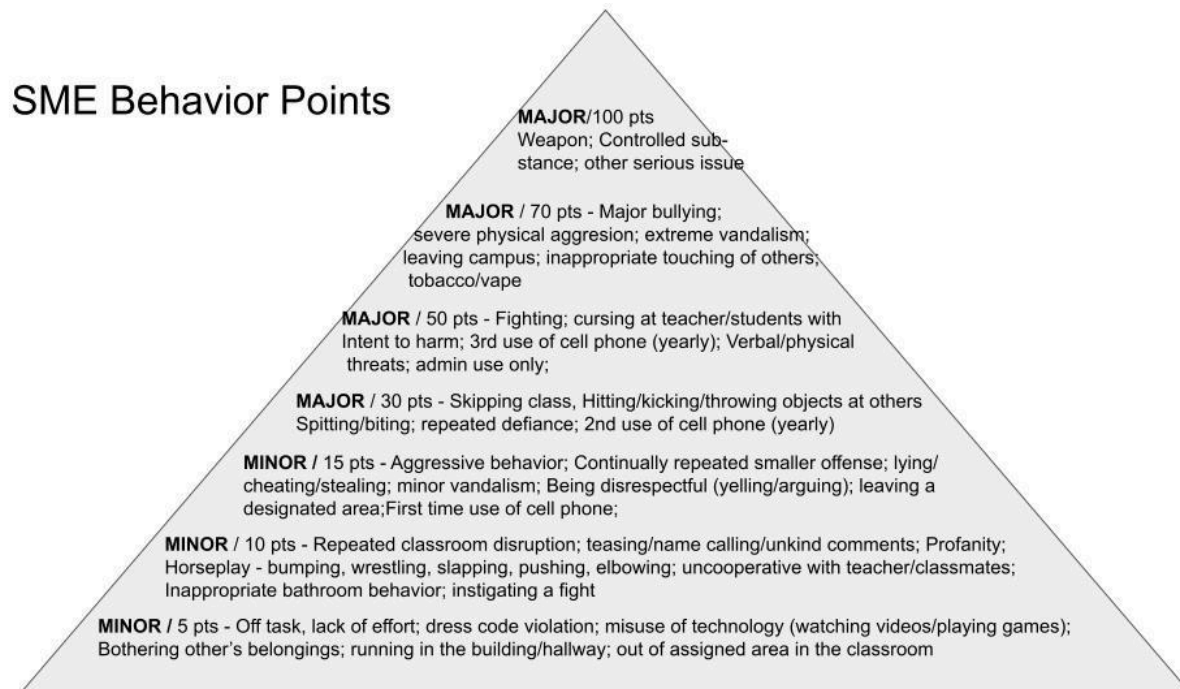
We will reinforce these expectations regularly by teaching expectations and rewarding students who are doing the “right thing”.

 THE SME WAY  Walking through life with a purpose.										
	Classroom & Specials	Hallway	Cafeteria	Playground	Gymnasium/Assemblies	Bathrooms	Car Pickup	Bus	Field Trip	Emergency Situations
We Respect Ourselves	Listen & follow directions Be prepared and ready to learn Be on task Give your best effort	Walk facing forward Keep hands & feet to self Have a hall pass	Enter and exit quietly Eat what you take Use appropriate conversations and manners	Play safely Listen & follow directions Play in your assigned area	Be a good listener Follow directions	Flush Wash hands with soap Use materials appropriately Throw trash in the proper receptacles	Listen for name Use appropriate language	Watch for stop Use appropriate language	Listen & follow directions Stay with adult	Stay calm Listen to directions Be silent
We Respect Others	Listen & follow directions Share Treat others kindly Keep hands and feet to self	Stay to the right Give others space Keep hands & feet to self	Keep hands, feet & objects to self Clean up area (if you make a mess, clean it up) Keep food on plate	Share, take turns Include others Keep hands & feet to self Use & return equipment properly	Sit quietly Respond appropriately Remain seated Keep hands & feet to self	Allow privacy Flush Keep hands, feet & objects to self Leave area clean	Keep hands, feet and objects to self Stay seated until name called	Keep aisles clear Stay seated until your stop Follow driver’s directions Keep hands, feet & objects to self	Keep hands & feet to self Participate with my group/buddy Keep up with belongings	Follow emergency directions completely
We Respect Learning	Listen & follow directions Complete tasks Help others Use and return equipment, materials & furniture properly Use technology appropriately	Be quiet Follow directions	Listen to adults Talk in quiet indoor voices	Enter/Exit quietly Follow playground rules Be a good sport	Enter/Exit quietly Be ready to participate Limit movement	Talk in quiet indoor voices Return to class promptly Report problems to adults	Follow adult directions Stay in the location until called	Follow bus procedures and safety rules Talk in quiet indoor voices Keep food and drink off of the bus	Ask appropriate questions	Follow adult directions Remain silent Stay focused on leader



This year, we will continue our behavior system that follows a “points system”. It is used by many schools in western North Carolina. Its intention is to help provide clear expectations and encourage positive

decision-making. Students will begin each week with 100 points. They can lose points for certain infractions, which may result in specific consequences. Students will be rewarded on Fridays when they are doing the right thing. The younger grades will be adapted in an age appropriate way. Students can also earn points back. Here is the “behavior pyramid” we will use:



Consequences/Rewards (starts over weekly)

90-100 points - Classwide Reward and earn a Tarheel ticket

80-89 points - Silent lunch

70-79 points - Two silent lunches

60-69 points - ½ day of In-school Suspension

50-59 points - 1 day of In-School Suspension

40-49 points - Multiple days of ISS

Below 39 points - Administrative discretion, including but not limited to: Out-of-school suspension, referral to counselor, fines, criminal charges, etc.

Students can earn up to 10 points back in a week for performing “restorative” activities. This can include apology letters, mini-classes, campus/classroom clean-up, etc.

As part of our PBIS rewards, students can earn Tarheel tickets. These can be used for snacks or at the school store.

Bus information/Bus Routes

Students who live within the SME attendance area may ride a school bus to and from school. 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. 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 2 PM. 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.

Morning Car 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 or the cafeteria. They will be supervised until 7:45 AM at which time students may go to the classroom. 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 Car 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. **Identification may be required.** This placard will be used as your pass to get your student, and can be picked up the night of open house or in the front office. Parent(s)/guardian(s) are responsible for following safe behaviors during car pick up, such as no texting, no phone calls, placing students in appropriate car seats and correctly securing seat belts.

Cell Phones, Electronic Devices & Media Use

Student cell phones and other electronic devices, including Smart watches, are NOT to be out during the school hours. They are a significant distraction to the learning environment. Students are expected to have these devices turned off and in their book bag between 8 am and dismissal. All devices are the responsibility of the student and parent. The school will not assume liability for theft or damage to these devices.

If used inappropriately, the student may no longer be able to bring personal electronic devices onto school campus.

For all, 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.

Classroom Parties

In order to follow recent guidelines for nutrition and healthy eating standards, classroom celebrations will be limited to four per year. Due to food allergies and food borne illnesses, home produced items are prohibited. 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.

Early Check-Out Procedures

In order for students to get the most out of the instructional day, students need to be at school. 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. The front office will contact your child as you wait for them in the lobby.

Gift and Fast Food Deliveries

Balloons, gifts, flowers, and other such deliveries 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. We encourage parents to use the Parent Portal to keep up with their student's grades. Parents will need to register at the front office.

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.

Late Arrivals

Announcements begin at 7:55. Please have students at school no later than 8:00. 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 at 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 entrance near the cafeteria. 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 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 Organization (PTO)

Those interested in helping with the PTO should contact the SME office at 828-497-5535 or talk with us at Open House. We need help to plan events like the Fall Festival.

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.

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. 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

We encourage students to read daily and will assist with helping them find a book that meets their needs and interests. 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. 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, or students could lose privileges/rewards.

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 or cafeteria for breakfast. Students may NOT be dropped off prior to 7:15 AM.
7:45-7:55 AM	Students arrive at their classroom to begin the day.
7:55 -8:00 AM	Pledge of Allegiance and Announcements
8 AM-2:50 PM	Instructional Day; those arriving after 8 AM will be counted as tardy. For students in Grades K-5, the parent(s)/guardian(s) must escort the students into the school per late arrival procedures. Students in Grades 6-8 may escort themselves.
3:00 PM	Parent Pickup begins
3:20 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 friends, 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.

Social Media/ Parent Communication

SME creates many posts on Facebook. If you are a Facebook user, please like/follow the school at "Smokey Mountain Tarheels." We also use the Remind app for schoolwide messages and teachers use it for classroom messages. If at all possible, please sign up for Remind and join our school. Directions for this are in the main lobby and will go home with families. SMES will also send home frequent pre-recorded phone calls with information about happenings. Please let the office know if you are not receiving these.

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 after school events.

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; however, unannounced visits are not allowed.
3. Clearly display your visitor sticker 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.

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 others 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 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.

Smoky Mountain High School



Home of the Mustangs

100 Smoky Mountain Drive

Sylva, NC 28779

(828) 586-2177

Joey Robinson, Principal

Ed Davies, Assistant Principal

Cindy Ensley, Assistant Principal

At Smoky Mountain, our dedicated staff works 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 call us at 828-586-2177.

Student School Day/Schedule

The student day will commence at 8:06 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.

Parent(s)/Guardian(s) Information

Please inform the school data manager immediately of any changes in contact information. For student safety, the school needs current information at all times.

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.

School Technology Protocol

Cell phones, earbuds, and smart watches are a distraction to the learning environment and have become an area of concern recently. Therefore, students will be expected to silence their cell phones and place them in their book bags or teacher-designated classroom locations at the start of each class. All electronic devices must remain out of sight throughout the entire class period.

If a parent needs to speak with their child due to an emergency, they will be instructed to contact the front office and then the student will be notified.

Students may report to the office during lunch or before or after school to use their phone. The office will call parents for students needing to check out because of an emergency or illness. Cell phones may be used before and after school, during class change, and at lunch only. Cell phone discipline per JCPS code of conduct:

Inappropriate Use of Technology

1st Offense: Confiscation of device for duration of class period; Parent contact by teacher

2nd Offense +: Confiscation of device for duration of class period, ISS lunch, and assignment of Tier 2 Intervention

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.

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 considered cutting class. Those students who wish to eat breakfast need to arrive early enough to do so and be in their classrooms by 8:06 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.

Homeroom

Students will report to homeroom each Wednesday the first two weeks of school to work on various Canvas enrichment activities. Following the first two weeks, students will meet on back-to-back Wednesday's as the other Wednesdays are for Clubs.

Clubs

Students will have the opportunity to meet with clubs on back-to-back Wednesday's as the other Wednesdays are for Homerooms. This will begin after the first two weeks of school that are designated for homeroom. Club brochures are available on the SMHS website and Club Rush will happen on the first scheduled Club day.

Curriculum and Grading

Each teacher will provide a syllabus for each course taught, which will include the basic requirements for the course, grading breakdown, classroom procedures, school wide cell phone policy, attendance policy and attendance recovery policy. Important things to remember:

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.

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/Silver incentives are listed below.

Blue Level Scholar: Students must have had no semester grade below 90 for the previous school year and be taking at least three classes at SMHS.

1. \$20.00 Discounted Parking Pass
2. Entered in drawing for various items including a free yearbook
3. Two (2) incentive days per semester- a pre-approval form must be filled out and signed by an administrator prior to these days.

Silver Level Scholar: Students must have had no semester grade below 80 for the previous school year and be taking at least three classes at SMHS.

1. \$25.00 Discounted Parking Pass
2. Entered in drawing for various items including a free yearbook
3. One (1) incentive day per semester- pre-approval form must be filled out and signed by an administrator prior to these days

PGC - Peer Group Connection

Peer Group Connection-High School (PGC-HS) is an evidence-based and school-based program that supports and eases students' transition from middle to high school. This program taps into the power of older students to create a nurturing environment for incoming 9th graders.

PGC-HS includes a semester-long, credit-bearing, leadership course for juniors and/or seniors that meets daily and is taught by school faculty. Through their leadership course, these juniors and/or seniors become trained peer leaders who meet once per week with 9th graders in outreach sessions designed to strengthen relationships among students across grades.

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.

Media Center

The Smoky Mountain High School Media Center is open on school days from 7:30 am to 3:30 pm. Students may borrow media center materials for two weeks at a time with the opportunity to renew items. Some materials, such as reference books, can only be used in the media center. Students are responsible for the materials they borrow and are asked to return them in a timely manner. Overdue reminders will be sent to students via classroom teachers periodically throughout the year. 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. 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 by 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 \$30 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. Seniors may purchase a reserved parking space for an additional \$20 (more details below).
4. 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.
5. 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.
6. Students who drive or ride with another student shall not sit in, move, loiter near, or visit vehicles during the school day.
7. The parking lot is off limits after school hours. Unless involved with extracurricular activities, all student vehicles should be gone by 4 pm.
8. 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.
9. The campus speed limit is 10 mph. Anyone exceeding this speed is subject to losing driving privileges.
10. Vehicles must enter and exit campus in the appropriate manner and direction.
11. 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.
12. 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.
13. Priority parking spaces will be given to handicapped individuals.

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 the 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 a 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. Parking permits should be displayed at all times.
9. 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.

10. Students must leave the vehicle immediately after it is parked and are not permitted to return to their vehicle during the school day without permission from administration.
11. All vehicles MUST yield right of way to buses.
12. Reckless driving or excessive speed will result in the following and/or possibly loss of driving/parking privileges on campus.
13. The JCPS Drug Testing Consent Form must be completed before obtaining a parking permit.
14. In the event of a parking violation or moving violation, administration may notify parents to remove the vehicle from campus immediately.
15. 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.
16. 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.
17. Violations of the following types may result in punitive action as well as monetary fines:
 - Failure to register a vehicle or display a permit
 - False registration of a vehicle
 - Parking in a restricted area or blocking other vehicles
 - Occupying more than one parking space

Level II-Parking Violations (SMHS Campus ONLY)	Consequences			
	Offense 1	Offense 2	Offense 3	Offense 4
Parking Violations: 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
Moving Violations: 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 st offense category into 2 nd offense category in this area depending on severity of violation Parent may be called to remove vehicle from campus immediately		

Senior Parking

No designated spots may be purchased/decorated after August 1st

- Students must be enrolled in a minimum of two classes each semester. Early grads are ineligible to purchase personalized spots due to limited spaces.
- Only a limited number of spaces are available to purchase for personalization, they will be issued on a first come first serve.
- Payment must be made at the time of assignment in the front office of SMHS.
- All designs must be approved before personalization can begin.

- Students must ensure that the design for their parking spot is school appropriate and matches the approved drawing.
- Students will be responsible for all of the supplies necessary to decorate the parking spot should they choose to do so.
- Students that decorate their spot in a non-school appropriate manner will lose their spot and will not be refunded their payment for the designated spot. The spot will then be painted over with black paint to cover the inappropriate design.
- All parking spots will be painted over at the end of the school year to prepare for the next school year

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.

Appendix A

FERPA Opt-Out Letter, 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

It has been proposed by SMHS staff to name the basketball court the "Cindi Saltz Simmons Court." The justification is as follows:

- she won state titles in volleyball and basketball
- she is in the NCHSAA hall of fame
- she is an excellent female role model
- she continues to be active in our community

Here's a little about her from the NCHSAA websites:

Cindi Simmons compiled a brilliant record as a coach in two different sports at Sylva-Webster and then Smoky Mountain High School when Sylva-Webster and Cullowhee merged. A graduate of Hayesville High and then Western Carolina University, Simmons was a star high school and college athlete. She captained the WCU women's basketball team in 1981-82 and was seventh on the school's all-time scoring list. She went on to coach volleyball 26 seasons and basketball for 30, winning three state titles in volleyball and the 2007 NCHSAA 2-A title in basketball. Her career mark in basketball was a stellar 512-279, and she won 11 conference championships and almost 400 matches in volleyball. She has earned a number of previous honors, including the NCHSAA's prestigious Toby Webb Coach of the Year award in 2008. She was the first female president of the North Carolina Coaches Association, during the 2005-06 academic year, and joined the Western Carolina Athletic Hall of Fame in 2000.

Our JCPS Policy:

Policy Code: 9300 Naming Facilities

The Jackson County Board of Education considers **naming facilities** to be a significant endeavor since the **name** of a **facility** can reflect upon the students, staff, school district and community.

The superintendent will involve the staff and students assigned to the **facility** and the students' parents in the process of identifying possible **names** for a new school **facility** or **facility** being re**named**. The superintendent will consider the following criteria as well as other factors the superintendent determines to be relevant in identifying potential **names** for the **facility**:

- the **name** should not be so similar to the **names** of existing **facilities** as to cause confusion;
- the **name** should include a designation of the type of school, such as elementary, middle, high or brief description of a school of a specialized kind;

- the **name** may be in honor or memory of an individual who has helped students in this school district succeed through financial contributions or educational leadership;
- the **name** may be that of an educational leader of prominence and reputation beyond the school district; however, priority will be given to the **names** of educational leaders who have directly or indirectly helped students in this school district to succeed;
- the **name** may specify the geographic locality of the school.

Dedicating Areas of School **Facilities** or Grounds

The Board acknowledges that the community may want to recognize exceptional contributions to a school or the school district by providing for the permanent dedication or **naming** of appropriate areas of a school **facility** (library or media center, commons area, gymnasium, etc.) or school grounds (fields, courtyard, etc.) in honor of individuals making such exceptional outstanding contributions. **Names** of deceased or retired individuals who have made such exceptional or outstanding contributions may be proposed. **Names** of persons actively serving Jackson County Public School shall not be considered.

The superintendent will submit a recommended **name** or limited list of recommended **names** to the board for approval. The Board shall make every effort to respect the preference of the community; however, final decisions on the **naming** of school **facilities** and the dedication of areas of school **facilities** or grounds shall rest entirely with the Board.

Legal References: [G.S. 115C-36](#), [-47](#)

Cross References:

Adopted: July 29, 2002

Updated: March 18, 2008

Memorandum of Understanding

Between

Jackson County Public Schools

And

Southwestern Community College

For

Years 2024-2025

This Memorandum of Understanding ("Agreement") is made and is effective as of July 31, 2024 ("Effective Date") by and between Southwestern Community College ("SCC") and Jackson County Public Schools ("JCPS") regarding the processes, procedures, and operations of Jackson County Early College High School ("JCEC"), Blue Ridge Early College High School ("BREC"), Smoky Mountain High School ("SMHS"), and Jackson Community School ("JCS") as pertaining to Cooperative Innovative High Schools ("CIHS") and Career and College Promise ("CCP") programming.

PARTIES

SCC is a community college organized under Chapter 115D of North Carolina General Statutes which exists to operate an institution of higher education. SCC locates its primary campus at 447 College Drive, Sylva, NC 28779.

JCPS is a local school administrative unit which exists to operate a system of public schools, governed by the Jackson County Board of Education, in Jackson County, North Carolina. JCPS locates its primary office at 398 Hospital Road, Sylva, NC 28779. Collectively, SCC and JCPS are referred to in this agreement as "the Parties".

RECITALS

WHEREAS, JCPS seeks to operate public high schools which are designated:

The Jackson County Early College High School, a Cooperative Innovative High School, at SCC Jackson Campus, 404 College Drive, Sylva, NC, and which offers the educational opportunities described in the proposal submitted jointly by the Parties to the NC New Schools Project on January 23, 2008; and

The Blue Ridge Early College High School, a Cooperative Innovative High School, at the Blue Ridge Campus, 95 Bobcat Drive, Cashiers, NC and which offers the educational opportunities described in the proposal submitted jointly by the Parties to the NC New Schools Project on January 23, 2008; and

The Smoky Mountain High School, Career and College Promise Program, on the Smoky Mountain High Campus, 100 Smoky Mountain Drive, Sylva, NC; and

The Jackson Community School, Career and College Promise Program, on the Jackson Community School Campus, 3770 Skyland Drive, Sylva, NC.

WHEREAS, during the designated period of time, students will be provided the opportunity to enroll in both high school and college courses through SCC;

NOW THEREFORE, intending to be legally bound, the Parties make the following Agreement:

**AGREEMENT - JACKSON COUNTY EARLY COLLEGE
COMPREHENSIVE INNOVATIVE HIGH SCHOOL (CIHS)**

TERM, PURPOSE, & SCOPE

The Parties recognize the intent to operate the Jackson County Early College (“JCEC”) on the Jackson campus of Southwestern Community College (“SCC”) after having been approved to do so by the State Board for Community Colleges and the NC New Schools Project for the period from July 1, 2008 through June 30, 2013. Thereafter with annual renewals that are up to date and current. It is the intent of the Parties to revisit this agreement on an annualized basis within that period. This Agreement is intended to enhance the communication as it relates to expectations, course offerings, responsibilities, and overall expansion of the CIHS.

On or before April 1 of the original or any renewal term, the Parties will make best efforts to cooperatively discuss the making of a successor to the agreement including, without limitation, the anticipated enrollment of high school students and the facilities that SCC will make available for the school's use.

Should either party deem it beneficial to not renew this agreement on the anniversary, as much notice as possible is requested of both Parties, and it is agreed that a minimum of 30 days' notice of non-renewal is required.

OPERATION OF THE SCHOOLS

JCEC offers the honors level track of the North Carolina Standard Course of Study through a common instructional framework that is rigorous. It is also the expectation that all students who attend JCEC pursue an Associate's degree, or certification in a career technologies field of work in addition to their high school diploma. Therefore, due to the methods of instructional delivery and the college credits required to earn a degree, diploma or certificate, students should expect JCEC to require more time to complete than traditional high school.

JCPS will make best efforts to admit and maintain a regularly enrolled body of students at the school. Enrolled students must carry the equivalent of a full time class load each semester. The full time load may be any combination of high school classes and appropriate college coursework that equals the equivalent seat time for a full-time student. Grade 13 students finishing an associate degree, diploma or certificate may enroll in less than a full time class load provided they have not yet graduated from high school and will finish the degree, diploma or certificate during the fifth year.

JCEC will serve students who reflect the diversity of the Jackson County Public School District. All students will follow the same application and interview process prior to being accepted into JCEC. Students who are not accepted during the initial interview and selection process may be placed on waitlist status. Should the number of applicants exceed the number of available slots in a cohort, a third party selection lottery system may be used to determine the list of accepted students.

JCEC will enroll students who have demonstrated that they are academically capable to enroll in the 9th grade "to concurrently obtain a high school diploma and begin or complete an associate degree program, master a certificate or vocational program or earn up to two years of college credit within five years." (G.S. 115C-238.50b1) JCEC will serve students in grades 9 through 13.

Day-to-day management of the school and the decision-making authority with regard to operational and

policy issues will be vested in the Principal of the school, subject to the supervision of JCPS. Should any JCEC issues directly affect SCC, the Principal will exercise this management and authority in consultation with the Dean of Student Services, and/or Executive Vice President for Instruction and Student Services.

ENROLLMENT IN JCEC AND COLLEGE COURSES

As outlined in our joint application to CIHS, SCC will allow JCEC students to be enrolled in college-level courses for which they meet the prerequisites. Please refer to the SCC catalog for specific enrollment requirements.

JCEC students will participate in the same process of registration, drop/add, and withdrawal as other SCC students. JCEC will supervise and monitor JCEC course actions and may limit such actions through JCPS policies. JCEC will communicate semester-by semester course and classroom needs according to the requested dates published in the SCC Schedule Development Memo.

While enrolled in SCC courses, SCC will treat JCEC students as degree seeking students. JCEC students will be evaluated and graded using the same standards as those that apply for all SCC students. The Parties recognize that JCEC students may be required to attend college classes on days that JCEC does not hold high school classes. JCPS will make best efforts to ensure that students attend college classes on these days. The Parties will work together to promote the design of a calendar which minimizes these situations.

*Schedule differences due to weather delays or cancellations may require students to attend college classes when JCPS is not in session. Please refer to the SCC Handbook for full details of the inclement weather policy.

STUDENT SUCCESS

In accordance with North Carolina State Statute 115C-238.50, both parties will, "emphasize parental involvement and provide consistent counseling, advising, and parent conferencing so that parents and students can make responsible decisions regarding course taking and can track the students' academic progress and success."

JCEC students will be made aware of and have access to SCC's full range of student support services, including: disability services from the Office of Learner Accessibility and Equity, tutoring, Learning Assistance Center, counseling, E-learning support, PEAK, computer labs, library, Career Center counseling and seminars, Honors Program, SCC Student Emergency Funds, and online tutoring. In addition to New Student Orientation, all new JCEC students will take an extended tour of the Learning Assistance Center and Student Support Services to enhance their knowledge of the services available and increase the students' comfort level with utilizing these resources. Students will also be required to successfully complete (this course is no longer included in the CAA for college transfer) a course for high school credit to help them successfully transition into the Early College High School.

JCEC students will be subject to SCC's policies and procedures regarding academic warning, probation and suspension. JCEC students who are placed on academic probation/suspension by SCC will be required to work with the JCEC School Counselor to design and adhere to a personalized Academic Improvement Plan that encompasses the use of SCC resources including, but not limited to tutoring, Learning Assistance Center, counseling services and disability services. The School Counselor may limit a student's enrollment in college courses until s/he demonstrates significant academic improvement. The counselor will work with the JCEC principal to ensure that students will have access to the college courses needed to complete their high school diploma.

JCPS acknowledges that JCEC students enrolled in college classes will have unique academic support needs. Although JCEC students will have access to all academic support programs and services provided to other SCC students, JCPS acknowledges that instructional gaps may exist and agrees to provide additional support services needed for the continued academic success of JCEC students.

Additionally, the Parties agree to develop an exit point for students who demonstrate difficulty with college curriculum. The JCEC principal and school counselor will work together to determine this exit point after a student has been consistently unsuccessful in college classes.

HIGH SCHOOL STUDENTS ON SCC COLLEGE CAMPUS

In accordance with the Family Educational Rights and Privacy Act (FERPA), other applicable federal and state laws, and JCPS policy, SCC will protect JCEC students' privacy and guard against the unauthorized release of identifying student information and records. JCPS will ensure that consent is executed authorizing SCC to possess and access student information and records for each JCEC student who enrolls in college courses.

SCC acknowledges JCEC students will be present on the SCC campus and will be moving to/from college classes, Holt library, Learning Assistance Center, and Café 64 without direct supervision. The expectation is that at all other times students will remain under the supervision of JCEC personnel. SCC will take the same precautions for the safety of JCEC students as for other SCC students; however, JCPS retains primary responsibility and liability for the safety of JCEC students while on the SCC campus. SCC will grant JCEC employees and students access to the same campus facilities as it grants employees and students of SCC subject to and in accordance with SCC facilities use policies. JCEC students and staff will be required to obtain and carry an SCC identification card in accordance with SCC policy, and pay the current associated fee for that identification.

JCPS will be responsible for identifying any JCEC student who qualifies for an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act. JCPS will provide all counseling and additional services required by the JCEC student's IEP. When a JCEC student is actively engaged in a college course, SCC will, at the request of the student, provide accommodations under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act.

JCEC is responsible for providing a rich and rigorous high school curriculum (e.g. honor's level) that strives to develop college ready skills for all students. SCC courses and services (i.e. SSS, LAC, etc.) are not intended for the purpose of remediation of high school coursework. JCEC students, faculty and staff will be subject to both JCPS and SCC policy while employed by or enrolled in JCEC. JCEC students are subject first to JCPS policies and procedures while on campus and enrolled in JCEC courses and programs. However, student conduct and appeal procedures for SCC will take precedence while JCEC students are on an SCC Campus. The SCC Standards of Student Conduct are published in the SCC Student Handbook. Handbooks are available online at www.southwesterncc.edu. Expectations for student conduct will be explained to JCEC students and parents by SCC's Dean of Students during JCEC's fall open house (annually in August). The JCEC principal and SCC's Dean of Students will communicate regarding disciplinary action involving JCEC students.

COSTS

Per the provisions outlined in the NCCCS Manual for the Enrollment of High School Students and funding support from the Legislature, SCC will waive the tuition for all college courses in which JCEC students enroll. Additionally, SCC will waive all student activity and technology fees associated with such enrollment.

Textbooks and class materials required for successful participation in college classes will be

provided to JCEC students by JCPS. JCPS may elect to use the SCC Bookstore as a vendor. Additional fees associated with a specific course enrollment may be required.

JCEC is currently able to provide college textbooks for a majority 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. 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, JCEC 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 students who cannot reasonably afford such additional fees may be offered scholarships funded through JCPS or other community sources. Students must fill out a need based application to receive help with such fees.

JCEC will provide SCC with an annual student activity stipend of \$500. Payment of this fee will allow all JCEC students to participate in SCC student activities.

FACILITIES AND SERVICES

SCC will provide classroom space for JCEC to conduct high school courses on the SCC Jackson campus. This space may be a combination of dedicated and shared classroom space. SCC will provide dedicated office space for the JCEC Principal and School Counselor. The Parties will make good faith efforts to make such space available for use on or before the start date for the JCEC academic year. SCC will make facilities reasonably available to JCEC employees and students from 7:30 am to 6:00 pm on Monday through Friday of each week during the term of this agreement. JCEC will be responsible for securing any area to which JCEC employees are provided keys and/or security codes. JCEC will be responsible for seeing that keys are returned to SCC when employees leave employment. Use of facilities by JCEC employees and students will comply with SCC policies and procedures. JCEC employees and students will be provided parking at no cost in accordance with SCC policy. JCPS will be responsible for providing school use consumables and printed materials. SCC will share design and production costs of joint publications and recruitment materials.

SCC will provide utilities, custodial services, and routine maintenance to all SCC-owned facilities used by JCEC. Computer network services will be provided jointly by the Parties. Material costs associated with such installation will be the responsibility of JCPS. Instructional materials required for high school courses, consumable and otherwise, must be provided by JCPS. JCPS will provide food service and will include free and reduced lunch to eligible students. SCC will provide and maintain facilities.

JCPS will be liable for any damage to SCC facilities or equipment that is caused by JCPS employees or JCEC students. Likewise, SCC will be liable for any damage to JCPS property or equipment that is caused by SCC employees or students participating in SCC programs unrelated to JCEC.

INSURANCE

JCPS will maintain standard general liability, School Leader's Errors and Omissions, and automobile

insurance coverage as required by law and JCPS policy. JCPS will provide a Certificate of Insurance for each policy listing SCC as an additional named insured. JCPS is responsible for any damages and liability that may arise from operation of school buses on SCC property. SCC will be responsible for all standard insurance coverage as it relates to the physical plant and programs owned and operated by SCC.

EARLY COLLEGE LIAISON

The Early College Liaison (School Counselor) position will be employed by JCPS. The liaison will foster the development of positive relationships between SCC and JCPS, bridging the gap and keeping communication lines open.

The Early College Liaison will work closely with JCEC faculty, staff, students and parents as well as SCC faculty and staff. The liaison will report to the JCEC principal.

The liaison's responsibilities include:

- Assist in the development of four- or five-year plans of study combining high school and college curricula to meet the needs of the students and ensure the attainment of a degree, diploma, certificate, or college credits.
- Manage enrollment in SCC classes to ensure an authentic college experience.
- Assist with cooperative planning to align high school and college expectations.
- Work with Early College and SCC staff to ensure coordination of high school and college schedules that allow access to required coursework.
- Participate in CIHS events and other professional development activities.
- Provide leadership in student recruitment activities.
- Assist the Early College planning/leadership team in developing articulation agreements.
-

MISCELLANEOUS

Security

SCC-Jackson campus security is provided through a partnership with the Jackson County Sheriff's Office. JCPS acknowledges that this sworn officer will enforce state and federal regulations and can arrest for any offense committed within their jurisdiction. JCPS will cause all employees, students, and parents of JCEC to be aware of the functions of this officer while on the SCC campus.

On Campus Representation

The JCEC Principal will participate in SCC Instructional Administrators and Executive Council meetings as requested by the Executive Vice President for Instruction and Student Services.

Jackson County Early College will be guided through a Steering Committee composed of representative members of: JCPS administration, JCEC faculty and administration, and SCC faculty and administration. The Steering Committee will be chaired by the JCEC Principal. Stakeholder input will be provided or facilitated by JCEC representatives. Minutes of each meeting will be provided to both the JCPS Superintendent and SCC President. This group will schedule meetings as needed.

Field Trips

A field trip permission and liability waiver form must be signed by the parent or guardian of any minor student participating in off-campus activities. This is for both JCEC field trips as well as SCC course related off-campus trips/activities.

**AGREEMENT - BLUE RIDGE EARLY COLLEGE
COMPREHENSIVE INNOVATIVE HIGH SCHOOL (CIHS)**

TERM, PURPOSE & SCOPE

The Parties recognize the intent to operate the Blue Ridge Early College (“BREC”) on the Blue Ridge Campus in Cashiers, NC after having been approved to do so by the State Board for Community Colleges and the NC New Schools Project for the period from July 1, 2008 through June 30, 2013. Thereafter with annual renewals that are up to date and current. It is the intent of the Parties to revisit this agreement on an annualized basis within that period. This Agreement is intended to enhance the communication as it relates to expectations, course offerings, responsibilities, and overall expansion of the CIHS.

On or before April 1 of the original or any renewal term, the Parties will make best efforts to cooperatively discuss the making of a successor to the agreement including, without limitation, the anticipated enrollment of high school students and the services that SCC will make available for the school's use.

Should either party deem it beneficial to not renew this agreement on the anniversary, as much notice as possible is requested of both Parties, and it is agreed that a minimum of 30 days’ notice of non-renewal is required.

OPERATION OF THE SCHOOLS

As a result of our required NC Standard Course of Study, State Standards, and the college credits required to earn a degree, diploma or certificate, students should expect Blue Ridge Early College High School to require more time to complete than traditional high school.

JCPS will make best efforts to admit and maintain a regularly enrolled body of students at the school. Enrolled students must carry the equivalent of a full-time class load each semester. The full-time load may be a combination of at least one high school and appropriate college classes to equal four courses or 12 semester-hours credit. One of the classes must be a high school class.

Grade 13 students finishing an associate degree, diploma or certificate may enroll in less than a full-time class load provided they are enrolled in at least one high school class and will finish the degree, diploma, or certificate during the fifth year. Exceptions to the required full-time class load will be considered on an individual basis for 4th and 5th year students to provide greater flexibility and assist in dropout prevention I high school completion.

BREC will serve students who reflect the diversity of the Jackson County School District and who have demonstrated that they are academically capable to enroll in the 9th grade "to concurrently obtain a high school diploma and begin or complete an associate degree program, master a certificate or vocational program or earn up to two years of college credit within five years." (G.S. 115C-238.S0b1) BREC will serve students in grades 9 through 13.

Day-to-day management of the school and the decision-making authority with regard to operational and policy issues will be vested in the Principal of the school, subject to the supervision of JCPS. Should any BREC issues directly affect SCC, the Principal will exercise this management and authority in consultation with the Early College Liaison, College Access Coordinator, Dean of Student Services, and/or Executive Vice President for Instruction and Student Services.

ENROLLMENT IN BREC AND COLLEGE COURSE:

As outlined in our joint application to New Schools Project, SCC will allow BREC students to be enrolled in college-level courses for which they meet the prerequisites. Refer to the SCC catalog for specific enrollment requirements.

BREC students will participate in the same process of registration, drop/add, and withdrawal as other SCC students. BREC will supervise and monitor BREC course actions and may limit such actions through JCPS policies.

BREC will communicate semester-by-semester course requests according to the requested dates published in the SCC Schedule Development Memo. While enrolled in SCC courses, SCC will treat BREC students as degree seeking students. BREC students will be evaluated and graded using the same standards as those that apply for all students.

The Parties recognize that BREC students may be required to attend college classes on days that BREC does not hold high school classes. BREC employees will make best efforts to ensure that students attend college classes on these days. The Parties will work together to promote the design of a calendar which minimizes these situations.

*Schedule differences due to weather delays or cancellations may require students to attend college classes when JCPS is not in session. Please refer to the SCC Handbook for full details of the inclement weather policy.

STUDENT SUCCESS

In accordance with North Carolina State Statute 11 SC-238.50, both parties will, "emphasize parental involvement and provide consistent counseling, advising, and parent conferencing so that parents and students can make responsible decisions regarding course taking and can track the students' academic progress and success."

BREC students will be made aware of and have access to SCC's full range of student support services, including: disability services coordinator, peer tutoring, Learning Assistance Center, counseling, E-learning support, teaching librarian, Writing Across the Curriculum Coordinator, computer labs, library, Career Center counseling and seminars, and online tutoring.

BREC students will be subject to SCC's policies and procedures regarding academic warning, probation, and suspension. BREC students who are placed on academic probation/suspension by SCC will be required to work with the School Counselor to design and adhere to a personalized Academic Improvement Plan that encompasses the use of SCC resources including, but not limited to tutoring, Learning Assistance Center, counseling services and disability services provided through the Office of Learner Accessibility and Equity. The School Counselor may limit a student's enrollment in college courses until he/she demonstrates significant academic improvement.

JCPS acknowledges that BREC students enrolled in college classes will have unique academic support needs. Although BREC students will have access to all academic support programs and services provided to other SCC students, JCPS acknowledges that instructional gaps may exist and agrees to provide additional support services needed for the continued academic success of BREC students. Additionally, the Parties agree to develop an exit point for students who demonstrate difficulty with college curriculum. The BREC principal and liaison will work together to determine this exit point after a student has been consistently unsuccessful in college classes.

HIGH SCHOOL STUDENTS ENROLLED AT BREC

In accordance with the Family Educational Rights and Privacy Act (FERPA), other applicable federal and state laws, and JCPS policy, SCC will protect BREC students' privacy and guard against the unauthorized release of identifying student information and records. JCPS will ensure that consent is executed authorizing SCC to possess and access student information and records for each BREC student who enrolls in college courses.

SCC acknowledges that BREC students may be present on the SCC campus and may be moving about the SCC campus without direct supervision. SCC will take the same precautions for the safety of BREC students as for other SCC students; however, JCPS retains primary responsibility and liability for the safety of BREC students while on the SCC campus. SCC will grant BREC employees and students access to the same campus facilities as it grants employees and students of SCC subject to and in accordance with SCC facilities use policies. BREC students and staff will be required to obtain and carry an SCC identification card in accordance with SCC policy, and pay the current associated fee. JCPS will be responsible for identifying any BREC student who qualifies for an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act. JCPS will provide all counseling and additional services required by the BREC student's IEP. When a BREC student is actively engaged in a college course, SCC will, at the request of the student, provide accommodations under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act.

BREC is responsible for providing a rich and rigorous high school curriculum (e.g. honor's level) that ensures development of college ready skills for all students. SCC courses and services (i.e. SSS, LAC, etc.) are not intended for the purpose of remediation of high school coursework.

BREC students will be subject to both JCPS and SCC policy while enrolled in BREC. BREC students are subject first to JCPS policies and procedures while on BREC campus and enrolled in BREC courses and programs. However, student conduct and appeal procedures for SCC will take precedence while BREC students are on a SCC Campus. The Standards of Student Conduct are published in the Student Handbook. Handbooks are available in Student Services, BREC Commons Area and at BREC Open House (annually in the fall).

COSTS

Per the provisions outlined in the NCCCS Manual for the Enrollment of High School Students and funding support from the Legislature, SCC will waive the tuition for all college courses in which BREC students enroll. Additionally, SCC will waive all student activity and technology fees associated with such enrollment. For college courses that are considered self-supporting, JCPS will pay tuition and fees according to the current rates and in accordance with policies of the SCC Board of Trustees.

Textbooks and class materials required for successful participation in college classes will be provided to BREC students by JCPS. JCPS may elect to use the SCC Bookstore as a vendor. Additional fees associated with a specific course enrollment may be required. The student or their parent/guardian will be responsible to pay for such items. BREC students who cannot reasonably afford such additional fees may be offered scholarships funded through JCPS or other community sources.

FACILITIES and MATERIALS

JCPS will provide a dedicated space for students on the Blue Ridge Campus for grades 7-13 to work on SCC coursework. Should expansion needs arise for students enrolled in college courses, additional space may be provided by JCPS.

When SCC facilities are needed, their use by BREC employees and students will comply with SCC policies and procedures. SCC will provide utilities, custodial services, and routine maintenance to all SCC-owned facilities used by BREC. BREC employees and students will be provided parking at no cost in accordance with SCC policy. JCPS will be liable for any damage to SCC facilities or equipment that is caused by JCPS employees or BREC students.

JCPS will be responsible for providing school use consumables and printed materials. SCC will share design and production costs of joint publications and recruitment materials. Instructional materials required for high school courses, consumable and otherwise, must be provided by JCPS.

INSURANCE

JCPS will maintain standard general liability, School Leader's Errors and Omissions, and automobile insurance coverages as required by law and JCPS policy. JCPS is responsible for any damages and liability that may arise from operation of school buses on SCC property. SCC will be responsible for all standard insurance coverage as it relates to the physical plant and programs owned and operated by SCC.

EARLY COLLEGE LIAISON

The Early College Liaison (School Counselor) position will be employed by JCPS. The liaison will foster the development of positive relationships between SCC and JCPS, bridging the gap and keeping communication lines open.

The Early College Liaison will work closely with BREC faculty, staff, students and parents as well as SCC faculty and staff. The liaison will report to the BREC principal.

The liaison's responsibilities include:

- Assist in the development of four- or five-year plans of study combining high school and college curricula to meet the needs of the students and ensure the attainment of a degree, diploma, certificate, or college credits.
- Manage enrollment in SCC classes to ensure an authentic college experience.
- Assist with cooperative planning to align high school and college expectations.
- Work with Early College and SCC staff to ensure coordination of high school and college schedules that allow access to required coursework.
- Participate in CIHS events and other professional development activities.
- Provide leadership in student recruitment activities.
- Assist the Early College planning/leadership team in developing articulation agreements.

ARTICULATION AGREEMENT

Jackson County Public Schools recognizes that CTE coursework is a valuable pathway to community college preparation. For this reason, Jackson County Public Schools and Southwestern Community College will follow the North Carolina High School to Community College Articulation Agreement (HS/CC AA) which provides a seamless process that joins secondary and postsecondary Career and Technical (CTE programs of study). The statewide articulation agreement consists of high school CTE courses that match the knowledge and skills taught in similar community college courses. This agreement ensures that if a student is proficient in his/her high school CTE course, the student can receive college credit for that course at any North Carolina community college which streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes. To receive credit through the HS/CC AA, the articulated course(s) must be included in a selected program of study. Additionally, students must enroll in a NC community college within two years of high school graduation and meet the following criteria:

- Grade of "B" or higher in the high school course AND
- Proof of Learning (POL)

- CTE post-assessment* score of 90 or higher
- Performance-based Measurement (PBM) score that meets course proficiency
- Industry credentials that follow the credit for prior learning outlined in the NC Community College System Curriculum Procedures Reference Manual

Jackson County Public Schools will provide the necessary information for course grades and proof of learning outcomes for Southwestern Community College for the awarding of credit. In some cases, Southwestern Community College may use a high school transcript to verify criteria; when the transcript does not include all needed information, Jackson County Public Schools will submit additional supporting documentation for Southwestern Community College to use to determine the awarding of course credits. A complete guide to state policies and individual courses for which articulated credit may apply will be referenced at the following website: <https://www.ncperkins.org/course/view.php?id=4>

MISCELLANEOUS

Security

BREC & SCC campus security is provided through a partnership with the Jackson County Sheriff’s Office. JCPS acknowledges that this sworn officer will enforce state and federal regulations and can arrest for any offense committed within their jurisdiction. JCPS will cause all employees, students, and parents of BREC to be aware of the functions of this officer while on the SCC campus.

On Campus Representation

The BREC Principal will participate in SCC Instructional Administrators and Executive Council meetings as requested by the Executive Vice President for Instruction and Student Services. Blue Ridge Early College and Jackson County Early College will be guided through a Steering Committee composed of representative members of: JCPS administration, BREC and JCEC faculty and administration, SCC faculty and administration. The Steering Committee will be co-chaired by the BREC Principal and JCEC Principal. Stakeholder input will be provided or facilitated by both BREC and JCEC representatives. Minutes of each meeting will be provided to both the JCPS Superintendent and SCC President.

Field Trips

A field trip permission and liability waiver form must be signed by the parent or guardian of any minor student participating in off-campus activities.

<p>AGREEMENT - SMOKY MOUNTAIN HIGH SCHOOL & JACKSON COMMUNITY SCHOOL CAREER AND COLLEGE PROMISE</p>
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TERM, PURPOSE, & SCOPE

The Parties recognize the intent to operate the North Carolina College and Career Promise (“CCP”) program through Smoky Mountain High School (“SMHS”) and Jackson Community School (“JCS”) per guidelines set forth by state law and NC state board of education policies. It is the intent of the Parties to revisit this agreement on an annualized basis. The purpose of this Agreement is to clearly identify the roles and responsibilities of the Parties as they relate to the CCP program. This Agreement is intended to enhance the communication as it relates to expectations, course offerings, responsibilities, and overall expansion of the CCP.

On or before April 1 of the original or any renewal term, the Parties will make best efforts to cooperatively discuss the making of a successor to the agreement including, without limitation, the anticipated enrollment of high school students and the facilities that SCC will make available for the school's use.

Should either party deem it beneficial to not renew this agreement on the anniversary, as much notice as possible is requested of both Parties, and it is agreed that a minimum of 30 days' notice of non-renewal is required.

BACKGROUND

The CCP program offers qualified, North Carolina high school students the opportunity to begin their two or four year college work while they are in high school. Students who participate in the CCP program receive a tuition-free head start on workplace and college preparation. Through the CCP program, JCPS students can enroll in CCP courses through SCC. These courses are offered online, at the SCC campus, and occasionally on a JCPS high school campus.

OPERATION OF THE SCHOOLS

Career and College Promise Programming offers college transfer pathway coursework and career technologies programming for students in 11th and 12th grades (and those qualifying 9th and 10th grade academically gifted students according to state policy). Courses taken at the community college will appear on the home high school transcript and count for credit toward graduation requirements. Students may participate in coursework in the following instances: on the campus of SCC, on a student's high school campus where an SCC instructor may teach a course(s) on that campus, or on a student's high school campus where a JCPS instructor may teach an SCC course(s) on that campus

Academic course levels (standard or honors) of each individual course are pre-determined by the state of North Carolina and outlined in the NC course code directory.

Day-to-day management of the school and the decision-making authority with regard to operational and policy issues will be vested in the Principal of the school, subject to the supervision of JCPS. Should any student issue directly affect SCC, the Principal will exercise this management and authority in consultation with the School Counselor, College Access Coordinator, Dean of Student Services, and/or Executive Vice President for Instruction and Student Services.

ENROLLMENT COLLEGE COURSES

SCC will allow SMHS and JCS students to be enrolled in college-level courses for which they meet the prerequisites. Please refer to the SCC catalog for specific enrollment requirements.

SMHS and JCS students will participate in the same process of registration, drop/add, and withdrawal as other SCC students. SMHS and JCS will supervise and monitor SCC course actions and may limit such actions through JCPS policies.

While enrolled in SCC courses, SCC will treat SMHS and JCS students as degree seeking students. SMHS and JCS students will be evaluated and graded using the same standards as those that apply for all SCC students. SMHS and JCS students will be required to complete an SCC Career and College Promise application, obtain all necessary signatures and information, and comply with all academic admission requirements to enroll in CCP coursework. JCPS school counselors alongside the SCC liaison will advise students regarding appropriate course enrollment, required prerequisites and required standards of enrollment in college courses. SMHS and JCS students will be expected to comply with all SCC policies on student attendance.

The Parties recognize that SMHS and JCS students may be required to attend college classes on days that SMHS and JCS do not hold high school classes. JCPS will make best efforts to ensure that students attend college classes on these days. The Parties will work together to promote the design of a calendar which minimizes these situations.

STUDENT SUCCESS

Both parties will emphasize parental involvement and provide consistent counseling, advising, and parent conferencing so that parents and students can make responsible decisions regarding course enrollment and academic progress.

SMHS and JCS students will be made aware of and have access to SCC's full range of student support services, including: disability services provided by the Office of Learner Accessibility and Equity, peer tutoring, Learning Assistance Center, counseling, E-learning support, PEAK, computer labs, library, Career Center counseling and seminars, Honors Program, SCC Student Emergency Funds, and online tutoring.

SMHS and JCS students will be subject to SCC's policies and procedures regarding academic warning, probation and suspension. JCPS will reserve the right to schedule SCC courses during the most appropriate time period based on student schedule demands while prioritizing core graduation requirements. Additionally, the Parties agree to develop an exit point for students who demonstrate difficulty with college curriculum. The SMHS and JCS principals and school counselors will work together to determine this exit point after a student has been consistently unsuccessful in college classes.

HIGH SCHOOL STUDENTS ON SCC COLLEGE CAMPUS

In accordance with the Family Educational Rights and Privacy Act (FERPA), other applicable federal and state laws, and JCPS policy, SCC will protect SMHS and JCS students' privacy and guard against the unauthorized release of identifying student information and records. JCPS will ensure that consent is executed authorizing SCC to possess and access student information and records for each SMHS and JCS student who enrolls in college courses.

SCC acknowledges SMHS and JCS students may be present on the SCC campus and moving to/from college classes, HOLT library, Learning Assistance Center, and Café without direct supervision. SCC will take the same precautions for the safety of SMHS and JCS students as for other SCC students. SMHS and JCS students will be required to obtain and carry an SCC identification card in accordance with SCC policy, and pay the current associated fee for that identification.

JCPS will be responsible for identifying any SMHS and JCS student who qualifies for an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act. JCPS will provide all counseling and additional services required by the SMHS or JCS student's IEP. When a SMHS or JCS student is actively engaged in a college course, SCC will, at the request of the student, provide accommodations under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act.

SMHS and JCS students are subject first to JCPS policies and procedures while on campus and enrolled in SMHS and JCS courses and programs. However, student conduct and appeal procedures for SCC will take precedence while SMHS and JCS students are on an SCC Campus. The SCC Standards of Student Conduct are published in the SCC Student Handbook. Handbooks are available in Student Services.

COSTS

Per the provisions outlined in the Career and College Promise policies, SCC will waive the tuition for all college courses in which SMHS and JCS students enroll. Additionally, SCC will waive all student activity and technology fees associated with such enrollment.

SMHS and JCS students enrolling in college courses are responsible for the costs of textbooks and/or supplies associated with enrolled courses.

FACILITIES AND SERVICES

In the instance when an SCC instructor provides a course on a JCPS campus, JCPS will provide an appropriate classroom facility with utilities, internet access, and furniture necessary for facilitation of the class. SCC will cover all salary costs of SCC instructors when providing courses on a JCPS campus. In some instances, JCPS may provide a JCPS licensed teacher for agreed upon course offerings. In this instance, SCC will provide an Agreement for Contracted Services to JCPS for the respective college courses and will pay JCPS a contractual sum consisting of an agreed upon rate of pay per hour multiplied by the total weekly contact for 16 weeks.

ARTICULATION AGREEMENT

Jackson County Public Schools recognizes that CTE coursework is a valuable pathway to community college preparation. For this reason, Jackson County Public Schools and Southwestern Community College will follow the North Carolina High School to Community College Articulation Agreement (HS/CC AA) which provides a seamless process that joins secondary and postsecondary Career and Technical (CTE programs of study). The statewide articulation agreement consists of high school CTE courses that match the knowledge and skills taught in similar community college courses. This agreement ensures that if a student is proficient in his/her high school CTE course, the student can receive college credit for that course at any North Carolina community college which streamlines the student's educational pathway by eliminating the need to take multiple courses with the same learning outcomes. To receive credit through the HS/CC AA, the articulated course(s) must be included in a selected program of study. Additionally, students must enroll in a NC community college within two years of high school graduation and meet the following criteria:

- Grade of "B" or higher in the high school course AND
- Proof of Learning (POL)
 - CTE post-assessment* score of 90 or higher
 - Performance-based Measurement (PBM) score that meets course proficiency
 - Industry credentials that follow the credit for prior learning outlined in the NC Community College System Curriculum Procedures Reference Manual

Jackson County Public Schools will provide the necessary information for course grades and proof of learning outcomes for Southwestern Community College for the awarding of credit. In some cases, Southwestern Community College may use a high school transcript to verify criteria; when the transcript does not include all needed information, Jackson County Public Schools will submit additional supporting documentation for Southwestern Community College to use to determine the awarding of course credits. A complete guide to state policies and individual courses for which articulated credit may apply will be referenced at the following website: <https://www.ncperkins.org/course/view.php?id=4>

MISCELLANEOUS

Security

JCPS campus security is provided through a partnership with the Jackson County Sheriff's Office. JCPS acknowledges that this sworn officer will enforce state and federal regulations and can arrest for any offense committed within their jurisdiction.

FOR ALL PIECES OF THIS AGREEMENT THERIN:

Contract Transfer

Neither party to the agreement may assign, subcontract, or otherwise transfer any interest in or right or obligation under this agreement without having first obtained prior written consent of the other party.

Force Majeure

Neither party will be liable under this agreement for any loss or damage of any nature that is incurred as a result of any failure or delay in performance that is, in turn, caused by circumstances beyond its reasonable control. This includes, without limitation, any failures or delays in performance caused by lack of available production facilities, strikes, lockouts, labor disputes, fires, acts of God or the public enemy, riots, interference by civil or military authorities, compliance with the laws, orders or policies of any governmental authority, delays in transit or delivery on the part of transportation companies, failures of communication facilities or sources of raw material, destruction of a party's relevant facilities, or any other condition beyond the party's reasonable control. This clause will not excuse, however, a party's obligation to pay money due hereunder to the other nor extinguish any obligations owed among the parties that arose prior to the event of force majeure.

IN WITNESS WHEREOF, the parties have executed this Agreement under the seal as of the date of first above written.

Jackson County Public Schools

By: _____ (SEAL) Date _____

Dr. Dana Ayers, Superintendent

Southwestern Community College

By: _____ (SEAL) Date _____

Dr. Don Tomas, President

JCPS Construction Priority List as of July 2024

1. Cafeteria and Classrooms at Fairview Elementary School
2. Traditional Middle School
3. ADA Upgrades/Concession Stand at Smoky Mountain High School Stadium
4. Track on Jones Street Property
5. New Bus Garage on current site
6. Erosion Control at Scotts Creek Elementary School**
7. Blue Ridge School Gym with Performance Space
8. Softball Field Upgrades at Webster Complex**

Design 3 - Picture Match

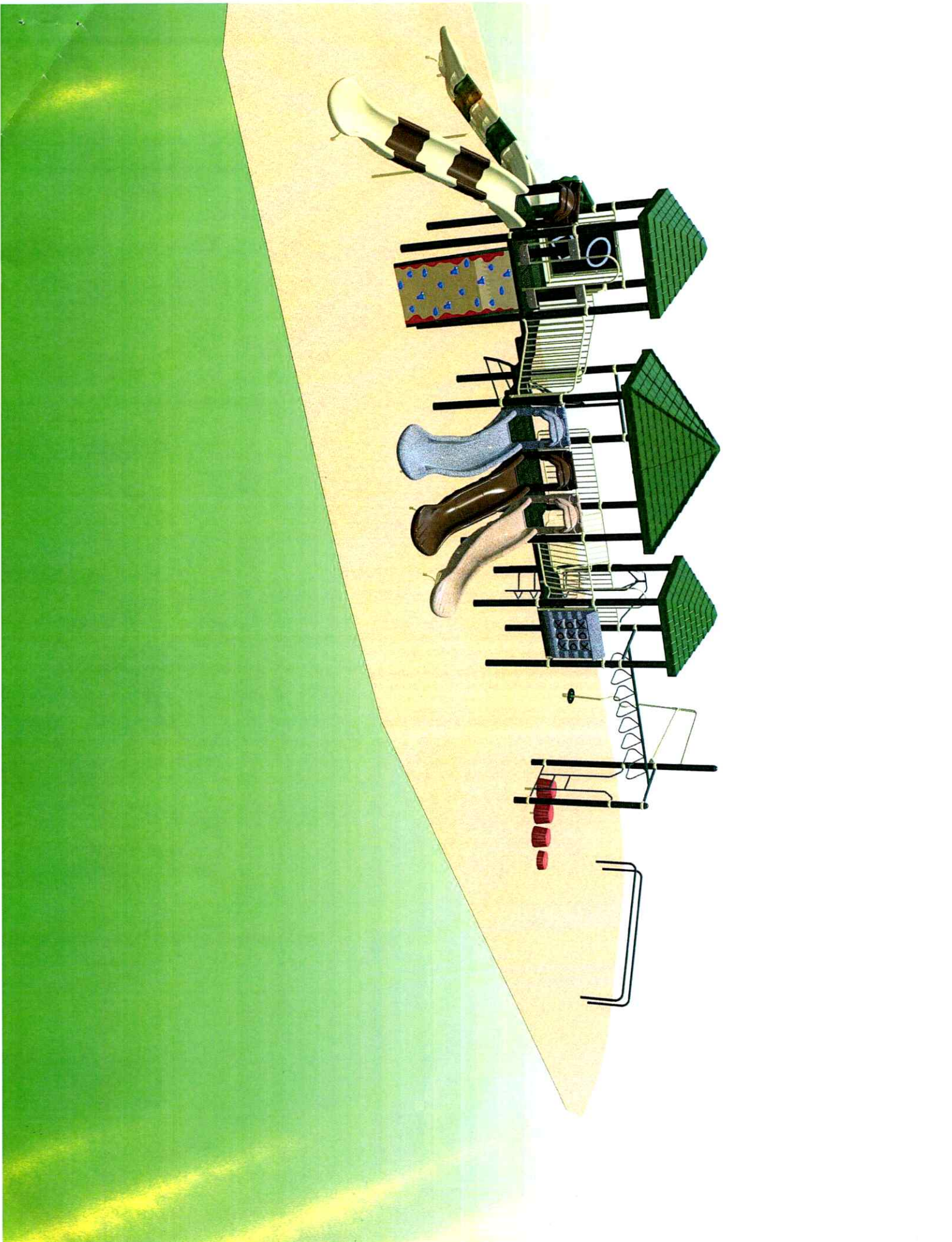
Equipment (15% disc) - \$5,850

Install - \$14,000

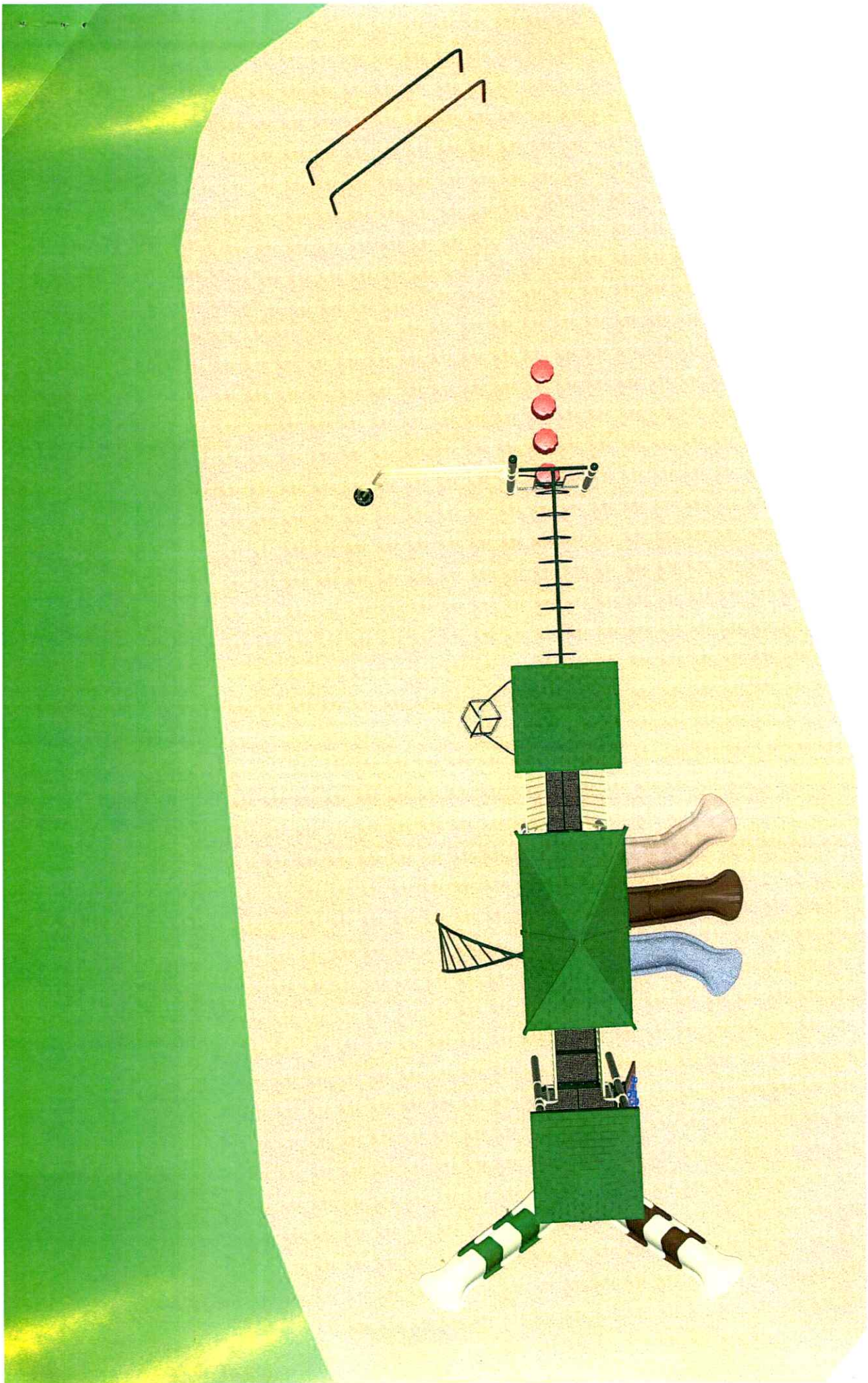
Wood Fiber Surfacing - $\frac{2317\text{sf}}{120\text{cy}} \times \$30/\text{cy} = \$3600$

Borders - 201' P - SI borders $\times \$40/\text{ea} = \2040

Total = \$71,490 + tax + freight







A. BOARD MEMBER USE OF SCHOOL SYSTEM TECHNOLOGICAL RESOURCES

The Jackson County Board of Education provides its members with access to certain school system technology devices and accounts, including laptops and email accounts, for use in conducting school system business. Board members have a responsibility to use such devices and accounts in a manner that is ethical, respectful, and supportive of the board's duty to provide students with the opportunity to receive a sound, basic education. Like all users of school system technological resources, board members are expected to abide by the generally accepted rules of network etiquette.

1. Responsible Use of School System Technological Resources

Whenever a board member uses school system computers or other technology devices or accounts or accesses the school network or the Internet using school system resources, the board member must comply with the rules for use listed in Section B of policy 3225/4312/7320, Technology Responsible Use. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

2. Privacy Expectations when Using School System Technological Resources

Board members should have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used on school system property or elsewhere, and even if the use is for personal purposes. Files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will not necessarily be private. School system personnel may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel may monitor online activities when the Internet is accessed via a school system-owned device. By using the school system's network, Internet access, email system, devices, or other technological resources, board members consent to have that use monitored by authorized school system personnel as described in this subsection.

B. BOARD MEMBER USE OF PERSONAL TECHNOLOGICAL RESOURCES FOR SCHOOL

SYSTEM BUSINESS

As much as is practicable, board members should use school system technology devices and accounts for conducting school system business and storing school system electronically stored information (“ESI”). Though use of personal technology devices and accounts may be convenient for conducting school system business, such use is discouraged when school system resources are reasonably available.

1. Definition of Personal Technology Devices and Accounts

For purposes of this policy, “personal technology devices and accounts” means technology devices or accounts that are not under the control of the school system and which the school system does not have the ability to access without the board member’s assistance. Personal technology devices include, but are not limited to, computers, phones, tablets, and other technological devices that are owned or leased by a board member. Personal accounts include, but are not limited to, personal email accounts and online file storage services (e.g., file hosting services, cloud storage services, social media sites, and online file storage providers that host user files via the Internet). Board member use of personal social media sites is also subject to Section C of this policy.

2. School System ESI on Personal Technology Devices and Accounts

School system business-related ESI sent and/or received by a board member using a personal technology device or account may constitute a public record or student education record and, as a result, may require retention and disclosure by the school system. In the event of litigation, school system business-related ESI located on a personal technology device or account may be subject to discovery and a litigation hold. Board members are cautioned that using personal technology devices or accounts to conduct school system business or to store school system business-related ESI will significantly reduce their expectation of privacy in those devices or accounts. Board members should avoid the use of personal technology when conducting school system business to prevent a conflict between board members’ interests in privacy in their personal technology devices and accounts and the school system’s legal obligation to preserve certain school system business-related ESI.

Board members are expected to immediately transfer any school system business-related ESI sent and/or received by the board member using a personal technology device or account to a school system account for proper retention and storage. Board members shall cooperate with school officials in accessing any school system business-related ESI stored on personal technology devices or accounts.

C. BOARD MEMBER USE OF PERSONAL SOCIAL MEDIA

The board recognizes that board members may engage in the use of personal social media

to communicate with friends, family, and/or the community. Board members are expected to exercise good judgment in their online interactions, remaining mindful of their ethical obligations as described in policy 2120, Code of Ethics for School Board Members.

1. Definition of Personal Social Media

For purposes of this policy, “personal social media” means any social media networks, tools, or activities that are not under the control of the school system. Social media refers to the various online technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to: personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, video-sharing websites, and any other Internet-based applications which allow the exchange of user-generated content. Examples of social media include Web 2.0 tools, Facebook, X (formerly Twitter), LinkedIn, Flickr, YouTube, Instagram, Google+, and social media components of learning management systems such as Canvas, Moodle, or Edmodo.

2. Guidelines for All Types of Personal Social Media Use

Content posted online may be viewed by anyone, including students, parents, employees, and community members. As public officials, board members should be aware that their online behavior serves as an example to employees and students even when they are not engaging directly in school system-related business. The following standards should guide board members’ online conduct.

- a. Board members should be professional in all Internet postings related to or referencing the school system, students or their parents, and other employees.
- b. Board members may not post confidential information about students, employees, or school system business.
- c. Board members should not post identifiable images of a student or student’s family on a personal social media site without permission from the student and the student’s parent or legal guardian.
- d. Board members may not use postings to libel or defame the board, individual board members, students, or school system employees.
- e. Board members should not use personal social media to harass, bully, or intimidate students, employees, or other board members.
- f. Board members may not use personal social media to engage in any other conduct that violates board policy or administrative procedures or state and federal laws.

3. Guidelines for Personal Social Media Use That Is School System-Related

The school system controls and maintains the school system's official website, as well as the school system's official Facebook and X accounts. The school system website and social media accounts present information from the local school administrative unit and are not forums for expressing views of individual board members, employees, or members of the public.

Individual board members, acting in their capacity as public officials, may choose to establish personal social media accounts to facilitate their own communications with the community. The following standards are provided to guide board members' personal social media use for school system-related purposes.

- a. When presenting information on personal social media, board members should clearly indicate that the information posted reflects the views of the individual board member and is neither endorsed by the board nor necessarily reflective of the views of the board or of an official board policy.
- b. A personal social media platform that allows comments from the community may elicit complaints or inquiries from parents or interested citizens concerning school matters. In such cases, the board member should refer the complainant to the appropriate school system administrator in accordance with policy 2122, Role of Board Members in Handling Complaints.
- c. Board members should be aware of the potential for liability when they use a personal social media account in their capacity as a public official. Actions taken on social media platforms may subject a board member to legal liability if the actions infringe upon someone's free speech or other constitutional rights and the actions are authorized by the board and carried out in the board member's official capacity or in furtherance of the member's official responsibilities. Board members must be particularly aware of this risk when allowing community members to post comments publicly on the member's personal social media account, as such comments may be deemed speech protected by the First Amendment. Viewpoint discrimination, such as deleting a community member's comment because the board member does not like the view expressed in the comment or blocking only certain individuals from being able to post based on their views, may then be an unlawful infringement of protected speech. Board members are encouraged to consult with an attorney to create viewpoint-neutral rules to govern their school system business-related personal social media accounts.

Legal References: U.S. Const. amend IV; Stored Communications Act, 18 U.S.C. 2701, *et seq.*; Computer Fraud and Abuse Act, 18 U.S.C. 1030; G.S. 14-454, -458; *Lindke v. Freed*, 601 U.S. ____ (2024)

Cross References: Code of Ethics for School Board Members (policy 2120), Role of Board Members in Handling Complaints (policy 2122), Technology Responsible Use (policy 3225/4312/7320), Use of Personal Technology to Conduct School Business (policy 3228/7323), Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy 5070/7350), Electronically Stored Information Retention (policy 5071/7351)

Adopted: July 23, 2024

The Jackson County Board of Education embraces the cultural diversity that foreign exchange students bring to the school system. Foreign exchange students expose the school community to new perspectives and customs, facilitate cross-cultural understanding, and prepare all students for a future with increasing global interconnectivity. Foreign exchange students may be accepted for admission into the school system only through approved foreign exchange student programs in accordance with this policy.

A. APPROVAL OF FOREIGN EXCHANGE STUDENT PROGRAMS

The superintendent or designee may approve a foreign exchange student program upon receipt of documentation that the program:

1. has met the standards established by the Council on Standards for International Educational Travel (CSIET) and appears on the current CSIET J-1 Advisory List;
2. has a local representative residing in or in close proximity to the geographical area served by the school system; and
3. has educational goals and operating procedures compatible with those of the school system.

The superintendent or designee may revoke the approval of any program that does not maintain compliance with the requirements of this policy and any accompanying administrative procedures.

B. RESPONSIBILITIES OF FOREIGN EXCHANGE STUDENT PROGRAMS

Approved foreign exchange student programs will be responsible for facilitating all matters associated with the exchange, including, but not limited to:

1. screening and selecting students who are suitable for the program;
2. ensuring that the student has fulfilled all requirements for entry into the United States on a J-1 visa;
3. assuming all financial and legal responsibility for the student;
4. assuming responsibility for all matters associated with the student's living arrangements, such as selecting and orienting the student's host family and providing ongoing support for the host family and student;
5. preparing the student for the exchange, orienting the student to the community and the school system, monitoring the student's progress throughout the school year,

and responding to any issues that may arise; and

6. communicating with the student's principal or designee, including providing the principal or designee with written notification of (1) any changes related to the host family or the foreign exchange student program's local representative and (2) any need to transfer academic credit back to the student's school of origin and the process for doing so.

C. ADMISSION OF FOREIGN EXCHANGE STUDENTS

Foreign exchange student applications must be submitted to the superintendent or designee by July 31 prior to the school year in which the student wishes to enroll. The applications will be reviewed on a first-come, first-served basis. Foreign exchange students may be admitted for either a year-long course of study or a semester course of study. Tuition will be waived for all foreign exchange students admitted into the school system pursuant to this policy.

The board may admit a foreign exchange student only if the following conditions are met.

1. The student's admission application must be complete and include:
 - a. the host family's name and address, which must be located within the geographic area served by the school system;
 - b. the student's current official transcript translated in English;
 - c. results of a recent physical examination and proof of required immunizations translated in English;
 - d. proof of insurance for accident and medical coverage;
 - e. a copy of any special rules or requirements of the foreign exchange program; and
 - f. any other information or forms required by the school system.
2. The student must have adequate command of the English language, as measured by a nationally normed English language assessment, to function in a regular classroom. The student's English language ability must be documented as part of the application process.
3. The student must not have previously attended school in the United States in either F-1 or J-1 visa status. Students will not be accepted as transfers from any other school system in the United States.
4. The student must possess a valid J-1 visa prior to attending school.

5. The board must have determined that space is available at the school to which the student will be assigned. Generally, school assignment will be based on the address of the student's host family. If a different school assignment is approved, the host family must agree to provide the student transportation to and from school. Foreign exchange students will not be permitted to transfer schools after initial enrollment.

D. SELECTION OF COURSES AND EXTRACURRICULAR ACTIVITIES

Each school that enrolls foreign exchange students will designate a faculty member to act as the Foreign Exchange Student Advisor serving as a liaison between each foreign exchange student and the school. The Foreign Exchange Student Advisor will facilitate the selection of the student's courses and extracurricular activities in consultation with the foreign exchange student program's local representative, the host family, school personnel, and the student.

Students will be allowed to participate in interscholastic athletics and other extracurricular activities if they meet all applicable eligibility requirements (see policy 3620, Extracurricular Activities and Student Organizations) and are not otherwise prohibited by restrictions of the foreign exchange student program.

As the fundamental purpose of the exchange program is cultural exchange, foreign exchange students are not eligible to receive diplomas. Students who were enrolled as 12th graders may participate in high school graduation exercises and associated ceremonies and be awarded honorary certificates.

The superintendent or designee shall develop any necessary administrative procedures to implement this policy.

Legal References: Mutual Educational and Cultural Exchange Act of 1961, as amended, Public Law 87-256, 22 U.S.C. 2451, *et seq.*; 22 C.F.R. Part 62

Cross References: Extracurricular Activities and Student Organizations (policy 3620), Immunizations and Health Requirements for School Admission (policy 4110)

Adopted: June 25, 2024