

## TUSCOLA HIGH SCHOOL

### STUDENT RULES & PROCEDURES – 2012 - 2013

**AP COURSE FEE** - AP Exam fees must be paid in full no later than Thursday, December 20, 2012.

**ATTENDANCE**- According to Haywood County School Board Policy A-5 a student must be in attendance for at least one-half day in order to be counted present. One-half of the school day is equal to four (4) full class periods. Attendance will also be taken by class periods. A student with more than eighteen (18) absences in a class during a year will not receive credit for the class unless the student attends make up sessions, for the thirteenth through eighteenth (13-18). Students with more than nineteen (19) absences must file a formal appeal to the Attendance Appeals Committee to request course credit (see APPEAL PROCEDURES). According to NC's School Attendance & Student Accounting Manual, the following absences will be excused: Personal Sickness (Illness or injury), quarantine, death in immediate family, medical or dental appointments, religious observance, educational opportunity, Local School Board Policy, Court or administrative proceedings.

#### ATTENDANCE PROCEDURES

- **Six Days:** When a student misses 6 days, excused or unexcused, (not including Code 6, ISS, or OSS) the teacher must make a parent contact to inform the parent of the student's attendance.
- **Student Make-up:** When a student misses days, 13 - 18 the student must make up the 50-minute class period(s) with the classroom teacher or during a scheduled Attendance Makeup Session. Documentation of students who make up time will be kept by the individual classroom teachers and should be made available to administration when requested. Announcements for the scheduled Attendance Makeup Sessions should be posted in classrooms and encouraged for students who cannot make up time with individual teachers. Documentation of students who attend scheduled Attendance Makeup Sessions will be available to the teachers following the sessions
- **Nineteen or More Days:** When a student misses 19 days in any class period the student is required to complete an EXCESSIVE ABSENCE APPEAL FORM. The appeal form and proper documentation should be submitted to the office by the appropriate deadline. The Attendance Committee will evaluate each student's appeal individually by the end of the year and determine whether the student will receive course credit. Students granted an appeal will receive the grade earned in the class if they have made up time for absences 13 - 18. Appeals, which are denied, will receive a grade of 55 for the year. Students who do not make up absences 13 - 18 will also receive a grade of 55 for the year. If a student is failing a class, in which they have 19+ absences they cannot appeal for course credit.
- **CHECKINS/CHECKOUTS.** Students must check in with the office when arriving to school after the first bell. Failure to do so will result in an unexcused absence for the day and detention. Students who leave school early must check out through the office. Failure to do so will result in truancy. When entering school late or leaving school early for an appointment, students must provide documentation of appointment from the doctor or dentist.
- **MISSED ASSIGNMENTS.** A student is expected to make up work for all absences. Students shall have two (2) school days per absence to complete missed assignments. A maximum of ten (10) days will be allowed for students to complete all missed work. Long-term assignments are exempt from the make-up consideration and are due as assigned. Students who are absent from school can request their work through the counseling center.
- **SCHOOL RELATED ABSENCES.** Field trips and approved school functions will not be counted as an absence. Seniors may take two Code 6 days; Juniors may take one Code 6 day during the school year for a college day. Verification of College Campus visit is required. All schoolwork missed due to a Code 6 absence must be made up within two (2) days following the absence per school guidelines. Students have the option of obtaining the work prior to the absence.

**CITIZENSHIP AND DISCIPLINE RESPONSIBILITIES.** A copy of Board Policy: SA-1 is available on Haywood County School's website ([www.haywood.k12.nc.us](http://www.haywood.k12.nc.us)). This document is related to the conduct of students in the Haywood County Public Schools and is determined to be necessary for the safe and effective operation of the schools. Regulation(s) addressing the Student Grievance Procedure are outlined within this policy as well.

**PARENTS' RESPONSIBILITIES** - To ensure student success, parents are encouraged to visit the school and check with school officials concerning their child's progress.

**STUDENTS' RESPONSIBILITIES** - Each student is expected to follow the rules and regulations of the Board of Education, the school administration, and the staff. Students are expected to be courteous, polite, and contribute to a positive school climate.

- **CONDUCT DURING EXTRACURRICULAR ACTIVITIES.** Students are expected to obey all rules and regulations governing student conduct. Students who fail to abide by school rules and regulations may forfeit the privilege of attending school events and be assigned appropriate school discipline. Students are responsible for the care of school property. Your school belongs to you. Those who willfully destroy property will be required to pay for the damages incurred, and disciplinary action will be taken.

- **DISCRIMINATION, HARASSMENT AND BULLYING.** The Haywood County school system is committed to non-discrimination in all educational and employment activities. Discrimination means any act that unreasonably and unfavorably differentiates treatment of others based on their membership in a socially distinct group or category such as race, ethnicity, sex, religion, age, or disability. Discrimination may be intentional or unintentional.
- **PUBLIC DISPLAYS OF AFFECTION.** Students are expected to refrain from any public display of affection that may offend others. Examples include but are not limited to holding hands, kissing, and hugging (front to back).
- **SEARCH AND SEIZURE.** Tuscola High School reserves the right to search the locker, automobile, and/or person of any student, if reasonable suspicion exists and guidelines under Board Policy SA-1 are followed. Any illegal materials or materials not permitted according to Tuscola regulations or board policy will be seized and disciplinary action taken when appropriate. Where noted by board or school policy, proper authorities will be notified. Random searches of lockers and automobiles may be conducted when deemed appropriate by the principal or his/her designee.
- **SECLUSION.** According to N.C. G.S. 115C-391.1 and local board policy, no confined spaces for behavior or academic intervention will be used.
- **STUDENT SUSPENSIONS.** Short-term suspension (OSS) absences and In-school suspension (ISS) absences will not count against course credit. The suspended student may request to make up daily classroom work. Assignments completed for OSS will receive a maximum grade of 70. Assignments completed for ISS will receive a maximum grade of 80.
- **THEFT OF ELECTRONIC DEVICES.** Theft of cell phones and other electronic devices will NOT be investigated by school personnel.
- **THREATS.** A threat is communication (written, verbal, or otherwise) that implies bodily harm to self or others or to destruction of property. Every threat will be handled immediately by school administration for the safety of all students/staff. Both law enforcement and school board will be notified.
- **TOBACCO PRODUCTS**-School Board Policy SA-1 prohibits the possession or use of any form (including imitations or substitutes) of tobacco. Students shall be subject to the following consequences for use of tobacco: **1ST and 2nd Offense:** Parent Contact/ ISS/ Tobacco Clinic. **3rd and Any Subsequent Offense:** Parent contact; attend Tobacco Clinic and 4 days ISS or OSS. Students choosing not to participate in Tobacco Clinic will receive additional disciplinary action.

**COURSE CREDIT:** Tuscola High School cannot accept credits from virtual schools, with the exception of NC Virtual Public High School. Any student considering enrollment in one of these courses should consult with their guidance counselor.

**DRIVING PERMIT/DRIVING LICENSE.** Students under the age of 18 must have a Driving Eligibility Certificate in order to receive a North Carolina Driver's permit or license. Once a student has completed the driving portion of driver's education, he/she must make up time for classes missed. The recorded time must be presented to a specified teacher for student to receive a Driver's Education Certificate. A student must take the Driver's Education Certificate to the office to ask for a Driver's Eligibility Certificate. To receive this certificate, the student must be enrolled in school and have adequate academic progress, which will be evaluated at the end of each semester. Academic progress is defined as passing 5 of 7 classes. Students who fail to make academic progress or who drop out of school will be reported to the Division of Motor Vehicles and have their permit/license revoked.

- **SENATE BILL 769.** A student's driving permit or license shall be revoked if the student is suspended out of school and/or assigned to an alternative educational setting for more than ten days as a result of one of the following:
  1. The possession or sale of an alcoholic beverage or an illegal substance on school property
  2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action or that could have resulted in disciplinary action if the conduct had occurred in a public school

\*A written consent form must be signed by the student's parent/guardian, which allows the school to notify the Department of Motor Vehicles if the student does not meet all the requirements of the two laws. Parents who do not give written consent will not be issued a Driving Eligibility Certificate for their child.

**EXAM EXEMPTION POLICY .**Students are eligible to be exempt from Final Exams in Non-EOC, Non-AP, and Non-VoCats classes. Exemptions are directly related to academic performance and student attendance. Students must have an A (93-100) average in the class to be eligible for the exam exemptions.

**ELECTRONIC DEVICES.** Electronic devices (cell phones, mp3s, etc.) may be used during lunch and class changes. Inappropriate use of electronic devices will be considered *Failure to Comply*. Cyber bullying and inappropriate content contained in or distributed through any electronic device will not be tolerated. By law, these are reportable offenses and may result in school suspension and further criminal investigation.

**FINANCIAL OBLIGATIONS TO SCHOOL.** Meeting financial obligations is an important part of being a responsible citizen. This includes but is not limited to class fees, uniforms, and any extra-curricular activity fees. Students are required to take care of all financial obligations to the school or be denied extra-curricular and other student privileges (such as parking pass, prom, etc.).

## **GRADUATION-**

- Only those students who qualify to receive their diplomas on the night of the ceremony and attend the scheduled pre-graduation rehearsal will be permitted to participate. Dependent upon student behavior prior to and/or during the graduation ceremony, the administration may deny a student the privilege of participating in the ceremony.
- Dress Code-Attire for boys will be dress pants, white collared shirt and dress shoes. Attire for girls will be dress or skirt and dress shoes. Graduation caps may not be decorated and students will not be able to walk with a cap that has been decorated.

**HIGH SCHOOL ATHLETICS.** The Tuscola High School Athletic program is an integrated part of the high school's total curriculum. The department is committed to providing all student-athletes an equal opportunity to learn and be successful in an environment that promotes academic and athletic excellence. Athletes are responsible for reading, understanding, and abiding by the Athletic Department Code of Conduct. Athletes must also meet the eligibility requirements set forth by the North Carolina High School Athletic Association.

**MEDICATION.** All medicines, including over-the-counter medications such as aspirin, Tylenol, vitamins, cough drops, eye drops, etc. MUST be kept in the main office. Official permission forms may be obtained from the office & must be signed by the parent authorizing the use of any medicine for any student. Medications must be sent to school in their original containers. Possession of any medicine by a student may result in suspension from school.

**NONDISCRIMINATION STATEMENT.** The Haywood County Board of Education is committed to nondiscrimination in relation to race, sex, marital status, handicapping condition or citizenship status. This policy pertains to all actions concerning staff, students, employment applicants, educational programs and services, and individuals with whom the Board does business. If an individual feels that he/she has been discriminated against contact Dr. Anne Garrett, Superintendent, Haywood County Schools, 1230 North Main Street, Waynesville, NC 28786.

**PLAGIARISM-**Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to prepare all Tuscola High School students for the future, English teachers will be educating students about plagiarism so that students will know how to avoid plagiarism in all subject areas. Teachers may use plagiarism detection websites or conduct an internet search to ensure students are following proper protocol.

**POSSESSION/UNDER THE INFLUENCE.** No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Neither shall a student possess, use or transmit drug paraphernalia or counterfeit drugs. No student shall inhale or ingest 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. By law, these are reportable offenses and may result in school suspension, loss of school privileges, and further criminal investigation.

**RANDOM STUDENT DRUG TESTING.** The purpose of Haywood County Board Policy SA-15 is to help students, not to be punitive in nature. Students who desire to participate in voluntary competitive school activities or privileges must agree to participate in the random student drug testing. Those activities include interscholastic athletics, other voluntary competitive extracurricular activities and campus parking privileges. Participation in the program is mandatory for students who elect to participate in the above voluntary activities in which participation is a privilege, not a right. Parents with children who do not participate in the above activities may elect to opt their child into the program. School Board Policy SA-1, prohibits the possession, use, transmission and being under the influence of drugs and alcohol while at school or at an off-campus school activity and is addressed in the Code of Conduct.

**RELEASE OF ROSTERS.** According to Board Policy A-8, student directory information may be made available to educational institutions or the military. Students, parents and/or guardians may request that student information not be released to military recruiters without prior written permission.

**SCHEDULE CHANGES.** It is essential that a student think seriously about a particular subject before scheduling it. Students cannot change selections after registration is complete unless one of the following criterion is met: 1) incorrect placement 2) meeting graduation requirements 3) balancing of classes and protection of the integrity of the master schedule

**STUDENT APPEARANCE.** Students are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. Tuscola High School students must wear clothing that is safe and appropriate for the activities of the class. Clothing has to pass the "card" test in order to be appropriate for school. An ID card, driver's license, or debit card are examples of cards that can be used for this self-check. Please refer to the Tuscola High School website for specific guidelines concerning student dress code. Student dress code guidelines are also posted in every classroom and available in the counseling center upon request. Failure to comply with these guidelines will result in the following: **1st VIOLATION:** 2 hours detention &

change clothes; **2<sup>nd</sup> VIOLATION:** 4 hours detention/change clothes; **3<sup>rd</sup> VIOLATION:** ISS/OSS. Continued offenses will result in additional suspensions. Students will not be able to return to class(es) until dress code guidelines are met.

**SURVEILLANCE CAMERAS.** Surveillance cameras are in place in an effort to anticipate, prevent, or monitor possible violations of the law and school board policies on student conduct as provided by North Carolina General Statute §132-14. Video surveillance cameras may be used or placed in indoor commons areas, outdoor areas, and school buses, both regular and activity. Video surveillance cameras will not be placed in classrooms, locker rooms, restrooms and any location where students are receiving instruction. All cameras may not be in use at all times.

**TARDY POLICY. CLASSES MUST BEGIN WHEN THE BELL RINGS.** Students should report to class on time. Being punctual is a habit worth developing. Tardy students disrupt learning. Tardies are accumulated for the first two quarters and will start over third quarter. **LATE BUSES CONSTITUTE THE ONLY EXCUSED TARDY TO SCHOOL.** Oversleeping or traffic problems are NOT excused. During class changes when a student arrives to class after the tardy bell, the student will not enter the room. The student will report immediately to the Choices room. Arrival time to Choices will be logged and, if necessary, dealt with as truancy (failure to report to the office upon late arrival to school will be treated as truancy). The tardy policy is as follows:

- **FIRST TARDY:** The student will report directly to the Choices room. The student will receive 2 hours of lunch detention. When time has been served and work missed has been completed, the student will return work to the classroom teacher.
- **SECOND TARDY:** The student will report directly to Choices. The student will be assigned 4 hours lunch detention.
- **THIRD TARDY:** The student will report directly to Choices. The student will be assigned to 6 hours detention. In addition, the Choices Coordinator will notify administration.
- **FOURTH TARDY:** The student will report directly to Choices. The student will be assigned 1 day of ISS/Parent contact.
- **FIFTH TARDY:** The student will report directly to Choices. The student will be assigned 2 days of ISS/Parent contact
- **SIXTH TARDY:** The student will report directly to Choices. The student will receive out of school suspension. Parent contact.

**TRANSPORTATION - SCHOOL BUSES.** Students are encouraged to use school transportation. School buses are operated for the safe transportation of students traveling to and from school. Riding the bus is a privilege extended to Tuscola High School students. Students are under the authority of the school officials while riding the bus and while waiting at the bus stop. While riding a bus, students will observe all conduct rules and give the bus driver the same respect due any member of the school's staff.

**TRANSPORTATION - STUDENT VEHICLE AND PARKING REGULATIONS.** Operation of a motor vehicle to and from Tuscola is a privilege extended to our students. The administration reserves the right to designate parking areas and control the movement of traffic on campus. The administration also reserves the right of vehicular search. All vehicles are to be operated in a safe and prudent manner and in accordance with North Carolina State law and the rules and regulations set forth by Tuscola's administration and the Haywood County Board of Education. Students who choose to drive their vehicle to school are required to purchase a parking permit for \$45.00. **PROCEDURES FOR STUDENT PARKING WILL BE STRICTLY ENFORCED.** Failure to follow established procedures will result in fines, towing of the vehicle at the student's expense, loss of driving privileges, and/or school suspension.

- All students must clear all fees and fines prior to applying for a parking permit.
- All THS students who operate or park motor vehicles on the school campus must immediately register each vehicle.
- Parking permits may not be defaced, altered or reproduced.
- Parking spaces are the property of Tuscola High School. If your parking permit is revoked or suspended, you are not at liberty to sell or give your former permit/parking space to another THS student.
- Use of a stolen or lost permit may result in out of school suspension and revocation of parking privileges.
- Every student driver must have a valid permit properly displayed and must park in the assigned space daily.
- Student vehicles parking in any area behind the school at any time will be subject to fines and towing.
- Students are expected to obey all traffic rules and regulations designed for the safe operation of vehicles on campus.
- Lost permits may be replaced for \$5.00.
- Students who have their parking privileges revoked or suspended WILL NOT receive a refund.
- No loitering in the parking lot will be permitted at any time. When arriving to school, students should exit their vehicles immediately and enter the school. Following school dismissal, students should enter their vehicles and vacate the student parking lot. All cars must be moved from the parking lot by 3:30 pm. Unauthorized vehicles may be towed.
- Tuscola High School cannot assume responsibility for any damage done to automobiles or any acts of vandalism while parked on Haywood County School property. Students park cars at their own risk.
- The principal of Tuscola High School or his designee shall have the authority to write citations, tow a vehicle, and/or suspend/revoke driving and parking privileges on the campus of Tuscola High School as a result of the students not following the parking policies and procedures stated in the student agreement.