



# TUSCOLA HIGH SCHOOL

STUDENT RULES & PROCEDURES – 2019-2020

## SCHOOL SCHEDULE

|                     |             |
|---------------------|-------------|
| 1ST PERIOD          | 7:55-9:20   |
| 2ND PERIOD          | 9:25-10:50  |
| LUNCH OR STUDY HALL | 10:50-11:20 |
| LUNCH OR STUDY HALL | 11:25-12:00 |
| 3RD PERIOD          | 12:05-1:30  |
| 4TH PERIOD          | 1:35-3:00   |

- **ATTENDANCE:** Poor attendance has been shown to have a direct correlation with poor performance and a lack of academic success. According to Haywood County School Board Policy 4400 a student must be in attendance for at least one-half day in order to be counted present for the day. Please see “Tardy Policy” below for more information. Attendance will be taken for all class periods. A student with 10+ absences (excused or unexcused) in a class during a semester will not receive credit for the class unless the student attends make-up sessions for the seventh, eighth, and ninth absence. Students with 10+ absences (excused or unexcused) must file a formal appeal to the Attendance Appeals Committee to request course credit. Students who do not make-up time for their absences (excused or unexcused) will receive a grade of 55 for the semester. If a student is failing a class in which they have 10+ absences, they cannot appeal for course credit. 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, a prior approved educational opportunity, court, or administrative proceedings.

## ATTENDANCE PROCEDURES

- **Three Days:** When a student misses 3 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. (Policy 4400R)
- **Student Make-up:** It is the teacher’s responsibility to notify the student when their credit is in jeopardy due to attendance. Students with 10+ absences (excused or unexcused) in a class during a semester will not receive credit unless the student attends makeup sessions for the seventh, eighth, and ninth absence. Students granted an appeal will receive the grade earned in the class if they have made up the time for their absences. Documentation of students who attend scheduled Attendance Make-up Sessions will be available to the classroom teachers following the sessions.
- **Ten or More Days:** When a student misses ten (10)+ days in any class period (excused or unexcused) the student is required to complete an ATTENDANCE 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 semester 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 the time for their absences. Appeals, which can be denied, will receive a grade of 55 for the semester. Students who do not make-up time for their absences will receive a grade of 55 for the semester. If a student is failing a class in which they have 10+ absences, they cannot appeal for course credit.
- **CHECK-INS/CHECK-OUTS:** Students must check in at the “Tardy Table,” located in Building D room 10 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. Students are not normally allowed to go out to their cars during the school day, unless they are leaving campus for an appointment. *When entering school late or leaving school early for an appointment, students must provide documentation of appointment from the doctor or dentist.*

**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. **LATE BUSES CONSTITUTE THE ONLY EXCUSED TARDY TO SCHOOL.** Oversleeping or traffic problems are NOT normally excused. During class changes or at the beginning of the school day, when a student arrives to class after the tardy bell; the student will not be allowed to enter the room. The student will report immediately to the Tardy Table located in Building D classroom 10. Arrival time to the Tardy Table will be logged by an administrator and, if necessary, dealt with as truancy (failure to report to the Tardy Table upon late arrival to school will be treated as truancy). At the Tardy Table, they will receive a pass to class. Students will present the tardy pass to their classroom teacher in order to obtain entrance into the classroom. If the student fails to return to class within the teacher designated reasonable amount of time, an office referral may follow.

**The tardy policy is as follows:**

Three tardies/early check-outs will result in the accumulation of one absence. This will be calculated by the individual teachers and taken into account near the end of the semester when absences are to be made up and reconciled. **Missed study hall sessions will count as a tardy for the class.** This is instructional time and attendance is required for all students. After 12 tardies/checkouts, students may be disciplined for excessive tardies.

- **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. All schoolwork missed due to an 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:** School Board policy is available on Haywood County School's website ([www.haywood.k12.nc.us](http://www.haywood.k12.nc.us)). Policy 4300 is a document that 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 in policy 4310.

**CLOSED CAMPUS:** Tuscola is a closed campus, which means that students are not permitted to leave campus in order to get lunch. With this in mind, visitors are not allowed to bring food to campus for students (for example: fast food, pizza, etc.). If students need to check out at any time during the day due to a previously held appointment, they will need to show documentation of this event when returning to campus.

**PARENTS' RESPONSIBILITIES:** In order to ensure student success, parents are encouraged to visit the school and check with school officials concerning their child's progress. PowerSchool accounts are always available for parents/guardians to help track their student'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 (including cyber bullying) 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. Please refer to Student Code of Conduct.
- **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 4342 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.
- **THEFT OF MONEY, ELECTRONIC DEVICES, ETC:** 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 central office will be notified if necessary.
- **TOBACCO PRODUCTS:** School Board Policy 4320 prohibits the possession or use of any form (including imitations or substitutes) of tobacco. This includes electronic cigarettes. Students shall be subject to the following consequences for use of tobacco. Refer to Student Code of Conduct.

**DISCIPLINE GRID:**

| VIOLATION | BEHAVIORS IN THE CLASS  | SCHOOL DISCIPLINE ISSUED  |
|-----------|---|---|
| CLASS 1   | DRESS CODE VIOLATION, FALSIFICATION OF INFORMATION, GAMBLING, HONOR CODE VIOLATION, INAPPROPRIATE ITEMS ON CAMPUS, INAPPROPRIATE LANGUAGE/DISRESPECT, INSUBORDINATION, POSSESSION/USE OF TOBACCO, TRUANCY   | STUDENT CONSEQUENCES MAY VARY DUE TO SEVERITY AND/OR FREQUENCY OF AN OFFENSE.<br>CLASS 1 VIOLATION CONSEQUENCES RANGE FROM 1 DAY IN SCHOOL SUSPENSION TO 2 DAYS OUT OF SCHOOL SUSPENSION.   |
| CLASS 2   | AGGRESSIVE BEHAVIOR, BULLYING, COMMUNICATING THREATS TO A STUDENT, CYBER BULLYING, DISORDERLY CONDUCT, DISRUPTIVE BEHAVIOR, EXTORTION, HARASSMENT-VERBAL, HAZING, POSSESSION OF ALCOHOL, POSSESSION OF CHEMICAL/DRUG PARAPHERNALIA<br>POSSESSION OR USE OF COUNTERFEIT ITEMS, PROPERTY DAMAGE OR THEFT- LESS THAN \$1,000   | IN MOST CASES,<br>CLASS 2 VIOLATION CONSEQUENCES RANGE FROM 1 DAY IN SCHOOL SUSPENSION TO 7 DAYS OF OUT OF SCHOOL SUSPENSION.<br><br>DEPENDING ON THE SEVERITY AND FREQUENCY OF THE OFFENSE, THIS VIOLATION MAY RESULT IN A SHORT-TERM SUSPENSION, REASSIGNMENT TO AN ALTERNATIVE PROGRAM, OR LONG TERM SUSPENSION.   |
| CLASS 3   | INDECENT LIBERTIES WITH A MINOR, AFFRAY, ASSAULT INVOLVING USE OF A WEAPON (EXCEPT FIREARMS), ASSAULT RESULTING IN SERIOUS INJURY, ASSAULT ON SCHOOL PERSONNEL, ASSAULT ON STUDENT, BOMB THREATS, BREAKING/ENTERING A SCHOOL PROPERTY, BURNING OF A SCHOOL BUILDING, COMMUNICATION THREATS TO AN ADULT, FALSE FIRE ALARM, FIGHTING, GANG ACTIVITY, HARASSMENT- SEXUAL, KIDNAPPING<br>OFF-CAMPUS CONSUMPTION OF ALCOHOL/CONTROLLED SUBSTANCES, POSSESSION OF A WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE/ SELLING, PROPERTY DAMAGE OR THEFT - MORE THAN \$1,000, RAPE, ROBBERY WITH A DANGEROUS WEAPON<br>ROBBERY WITHOUT A DANGEROUS WEAPON, SEXUAL ASSAULT<br>SEXUAL OFFENSE, UNLAWFULLY SETTING A FIRE, USE AND/OR DISTRIBUTION OF ALCOHOLIC BEVERAGES, USE OF CONTROLLED SUBSTANCES | STUDENT CONSEQUENCES MAY VARY DUE TO SEVERITY AND/OR FREQUENCY OF AN OFFENSE.<br><br>IN MOST CASES,<br>CLASS 3 VIOLATION CONSEQUENCES RANGE FROM 3-9 DAYS OF OUT OF SCHOOL SUSPENSION.<br><br>DEPENDING ON THE SEVERITY OF THE OFFENSE, THIS VIOLATION MAY RESULT IN A SHORT-TERM SUSPENSION, REASSIGNMENT TO AN ALTERNATIVE PROGRAM, LONG TERM SUSPENSION, OR EXPULSION. |
| CLASS 4   | POSSESSION OF FIREARM OR DESTRUCTIVE DEVICE   | CLASS 4 VIOLATIONS RESULT IN A SHORT-TERM SUSPENSION, REASSIGNMENT TO AN ALTERNATIVE PROGRAM, LONG TERM SUSPENSION, OR EXPULSION.   |
| CLASS 5   | BEHAVIOR THAT INDICATES THE STUDENT'S CONTINUED PRESENCE IN SCHOOL CONSTITUTES A CLEAR THREAT TO THE SAFETY OF OTHER STUDENTS OR SCHOOL PERSONNEL.  | CLASS 5 VIOLATIONS RESULT IN EXPULSION IN ACCORDANCE WITH 115C-390.11(A)  |

**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:** There are no Final Exam exemptions.

**ELECTRONIC DEVICES:** Electronic devices (cell phones, mp3s, etc.) may be used during lunch and class changes. Teachers retain the right to administer different electronic device policies within their classrooms. Inappropriate use of electronic devices will be considered a 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, and field trips).**

\*Your check is welcome at all Haywood County Schools. Haywood County Schools recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, Haywood County Schools has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School District should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School District, he or she agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$50, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact the check writer by mail and by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800-639-2435) using a credit card, debit card or electronic check.

#### **GRADUATION:**

- Only those students who qualify to receive their diplomas on the day 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/skirt/black pants and dress shoes. Graduation caps may not be 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 a Doctor 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. Bill Nolte, 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.

**PROJECT CHILD FIND:** An effort coordinated by our local school system and the Exceptional Children Division, State Department of Public Instruction, to locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services as well as inform parents and/or guardians of the services available from their local school system and other state and community agencies. For more information, go to <http://ec.ncpublicschools.gov/policies/project-child-find>

**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 4326 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 involve their child in the program. School Board Policy 4325 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 4700, 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/DRESS CODE:**

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. Failure to comply with these guidelines will result in discipline consequences. The dress code violation includes wearing, decorating or adorning clothing that is inappropriate to the learning process. Clothing that reveals undergarments, chest, breasts, navel, buttocks, or any private body part will be considered inappropriate for the school setting. This includes strapless tops and/or dresses. Any article that displays, suggests, promotes, or reveals a lewd, vulgar, unsafe, violent or sexual message through language, images and/or symbols is prohibited.

**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.

**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 \$30.00.

**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 \$10.00.
- 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.