



Highlands School
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Brian Jetter
Principal

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Assistant Principal

Welcome Highlands School students and parents!

Highlands School honors its rich traditions and continually seeks ways to develop the individual talents of every student. Through the creation of a safe and orderly learning environment, our teachers are able to foster intellectual curiosity and personal growth in each of our students, and we are devoted to giving our students the opportunities by which they will gain the skills necessary to become significant contributors to our society.

We encourage all parents to become active and supportive members of the Highlands School community by joining our PTO and by coming in to our school frequently.

Together we can make our students' years at Highlands School productive, fun, and memorable.

Again, Welcome to Highlands School!

Brian L. Jetter
Principal



HIGHLANDS ALMA MATER

This is our Alma Mater which is set to the tune of "Far Above Cayuga's Waters".

Here upon the Highlands plateau
Mid her flora grand,
Stands the noble Highlands High School
Fairest in the land.

Here we learn to live together
Study, work and play,
And the glory of our high school
We shall sing for aye.

Here the faults of all our brothers
Write we on the sand,
But on plaques of loving memory
All their virtues stand.

May her name be ever honored
Through time and space,
May her noble hall of learning
Teach all men truth and grace.

(chorus)

Highlands High, our Alma Mater,
Loud her praises tell.
We are loyal sons and daughters,
And we love thee well.

Highlands School Handbook 2019-2020

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The administration and staff welcome you to Highlands School. Our job is to ensure your academic success each school year.

How well you succeed will be largely up to you; we shall do everything we can to insure that you have every opportunity to succeed. Every effort will be made to keep an accurate record of your progress, and, as you make progress, we shall strive to give it all of the recognition it deserves.

This handbook has been carefully prepared as a reference for students and parents. Please read carefully all the information herein. If you have questions, be sure to ask your teacher, counselor or principal. You should keep this handbook with you throughout the year and refer to it whenever questions arise concerning school policies and procedures.

Highlands School expects its students, faculty, administrators, and staff to contribute to the well-being of the school by meeting the following four tenets:

1. Do the Right Thing
2. Learn Something New Every Day
3. Treat Others the Way You Want to Be Treated
4. Take Responsibility for Your Own Actions

Highlands School does not discriminate based upon race, color, sex, religion, national origin, or handicapped status of students or potential students.

RIGHT TO A PUBLIC EDUCATION

Students have the right to a general and uniform system of public education wherein equal opportunities shall be provided for all students, in accordance with the provision of Article IX of the Constitution of North Carolina (G.S. 115-C-1).

Inherent in the right to a public education is the responsibility to adhere to the laws of the State and Nation, as well as the rules of the local school. Once students are made aware of these laws, rules and regulations, it then becomes the responsibility of the student to observe them.

SCHOOL VISITORS

School Safety is paramount at Highlands School. All visitors (including parents and volunteers) to Highlands School must check in with the office to sign in/out as a volunteer or visitor. Volunteer/visitor badges are required to be visible for everyone not enrolled as a Highlands School student while on school grounds. Employees of Macon County Schools will display their employee badges, visitors will display yellow badges received from the office, and volunteers will display blue badges received in the office. The School Resource Officer will address anyone found on school grounds without proper identification.

SAFETY CODE DESIGNATIONS And Associated Procedures

Complete LOCKDOWN of the school: “LOCK DOWN!”

1. Teachers will close/lock classroom doors/windows and pull down blinds.
2. The principal or designee will close/lock entry/exit doors to the school buildings.
3. Students will stay in classrooms, cafeteria, or media center with absolutely NO hallway traffic.
4. Teachers and students outside the school building will seek cover.
5. Absolutely no one will go to a vehicle.

Evacuation of the building: “EVACUATE THE BUILDING”

The principal or designee will announce the code with instructions regarding evacuation to designated areas. (Respective situations mandate specific evacuation routes.)

COMMUNICATION PROTOCOL FOR HIGHLANDS SCHOOL

Means of Communication with Teachers

1. **Student folders, or homework logs.**
2. **Email:** All employees of the Macon County Schools have an email address that is listed as firstname.lastname@macon.k12.nc.us
3. **Telephone** calls to the school (526-2147). All teachers have extension numbers. You should learn the extension number(s) of your child's teacher(s) and leave a voice mail message.
5. **Letters or notes.**

DAILY SCHEDULE

High School will operate on a four-period block. Middle School will be on a six period schedule with one period being exploratory classes that change every grading period. All classes K-12 are dismissed at **3:10 PM.**

Parents may drop off their children beginning at 7:30 AM. Breakfast is served in the cafeteria beginning at 7:35 AM and ending at 7:55 AM. A warning bell rings at 7:55 AM so students will be in class on time at 8:00 AM.

All students **K-12** who are not in their classroom at 8:00 are tardy.

INCLEMENT WEATHER SCHEDULE

In the event of inclement weather, administration will do one of the following: hold school as scheduled, call a 1, 2 or 3-hour delay, or cancel school. Once the decision is made, a phone call will go out to all students and staff via our telephone communications system. ***It is very important to have a valid telephone number to reach you in an emergency.*** Information and updates can be found on the following media outlets:

- WHLC radio
- Television Channels 4 (Greenville), 7 (Spartanburg), 13 (Asheville), 21 FOX Carolina

If school is going to be dismissed early, the school will notify parents by phone, and notify the radio and television stations.

BIRTH CERTIFICATES / HEALTH ASSESSMENTS / IMMUNIZATIONS

North Carolina law requires that a child's **Certified Birth Certificate** be presented to the school by the 20th day of class and a copy be kept in the student's permanent school record. Failure to provide a Certified Birth Certificate will result in Administrative suspension of the student from school until the certified birth certificate is presented.

Every child in the State of North Carolina entering Kindergarten, or a North Carolina public school for the first time shall receive a **health assessment**. The health assessment shall be made no more than 12 months prior to the date of school entry. The health assessment shall be conducted by a physician licensed to practice medicine, and the "Kindergarten Health Assessment Report" form must be fully completed and returned to the school by the 20th day of class of the school year.

North Carolina law requires that a child have the following **immunizations**:

- DTaP 5 doses, last dose of DTaP must be given after age 4. If 4th dose is administered on or after the fourth birthday, the fifth dose is not required.
- Polio 4 doses (If 3rd dose is on/after 4th birthday, 4th dose is not required).
- Hib 3-4 doses. Persons who receive the first dose of Hib on or after 12 months of age and before 15 months of age, are required to have only two doses. Persons who receive the first dose of Hib vaccine on or after 15 months of age are required to have only one dose. Children beyond their 5th birthday are not required to have any Hib vaccine.
- Measles 2 doses—one dose on/after 12 months of age and before 16 months of age, and a second dose before enrolling in school for the first time. Or documented laboratory results of a protective antibody titer against the specific disease.

- Mumps 2 doses—one dose on/after 12 months of age and before age 16 months and a second dose before enrolling in school for the first time. Or documented laboratory results of a protective antibody titer against the specific disease.
- Rubella One dose on/after 12 months of age and before 16 months of age. Or documented laboratory results of a protective antibody titer against the specific disease.
- Hepatitis B 3 doses required for all children born on/after 07-01-94. Last dose shall not be administered prior to 24 weeks of age.
- Varicella Two doses required. Documentation of prior history of chickenpox disease must be on or (Chickenpox) attached to the lifetime immunization card or certificate of immunization.
- Tdap All children entering 7th grade or those who have reached 12 years of age on or after July 1, 2015, are required to have one dose of Tdap (tetanus, diphtheria, acellular pertussis)
- Meningo-coccal All children entering 7th grade or those who have reached 12 years of age on or after July 1, 2015, are required to have one dose of Meningococcal vaccine.

A valid exemption statement must be kept in the student's permanent record for students claiming an exemption from any of the above noted immunizations.

CAFETERIA

Breakfast and lunch are served every day. Lunch for children with special diets prescribed by a physician may be prepared when reported to the cafeteria manager in advance.

All children, regardless of grade, may receive one free breakfast per day. Breakfast begins at 7:35. High school students may get their free breakfast during high school break at 9:35.

Child Nutrition is a self-supporting part of the school. The only subsidy from the government is through our Free and Reduced Meal Program. Please be sure your child has funds available in their individual account if your student has reduced or full-paid meals. We are fully computerized. Payments/deposits may be made online to your child's account, or any money you send via cash or check is put into your child's account.

Purchases for meals and/or snacks are deducted from their individual account. You may request an accounting of their balance at any time. Charging meals is not allowed.

RELEASE OF STUDENT RECORDS TO OTHERS

Directory information on students may be utilized by the school district, individual schools, or organizations, after providing proper notice and the opportunity to protect the parent, guardian, or eligible student (MCBOE policy 1310/4002, Parental Involvement). The following information is considered to be directory information.

- Student's name; Address; Telephone listing;
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Diplomas, certifications and awards received;
- Most recent previous school or educational institution attended by the students; and
- Pictures or videos taken on buses, school grounds, in school buildings, and at school activities, unless the picture or video may reveal confidential information about a student.

ATTENDANCE

Attendance at the school is the legal responsibility of the custodial parent/guardian and student, and is essential if a student is to achieve in the classroom.

Students must attend school for at least three and one half hours to be counted present for the day regardless of a school-scheduled early dismissal (except early dismissal due to school being called off for inclement weather). Students leaving before 11:30 AM or arriving after 11:30 AM are recorded as absent.

Absences are recorded on report cards and transcripts. Middle and High School students may have inconsistencies in the number of absences recorded by the office and in the classrooms because they may be counted present or absent for the day, but could be present or absent in individual classes. This occurs due to late entry and/or early dismissal. A letter to parents will note excessive absences which are defined as more than (3) per grading period. Letters can be generated from both the office and the teachers.

Regardless of a student's grades, students **are not awarded credit** or **promoted** if they incur excessive absences, defined as follows:

- High School students who exceed 5 absences in a semester class (regardless as to whether the absence is excused or unexcused) may not be awarded credit for that course.
- Middle School students who exceed twenty (20) absences from a class (regardless as to whether the absence is excused or unexcused) may not be awarded credit for the course.
- Elementary students who exceed twenty (20) absences (regardless as to whether the absence is excused or unexcused) may not be promoted.
- The result of no grade or credit status by a student will require school officials to retain the student in elementary school and require school officials to make students in high school repeat courses where such absences have occurred.

Students must be present for at least 75 minutes in a block class (High School), and 40 minutes in a year-long class (Middle School) to be considered present for that class regardless of whether the absence is excused or unexcused. Students are responsible for work and time missed from each class. **See Learning Lab Program on page 10.**

An illness of prolonged nature or an attempt to change a negative behavioral absentee pattern will be considered case-by-case by the Principal where absences are in excess of the number stated above.

Students and parents should monitor absences to insure ample time to make up time prior to the end of any grading period or semester.

Listed below are the circumstances under which the State Board of Education excuses an absence (GS115C-379):

- Illness or injury
- Quarantine ordered by local health officials of the State Board of Health
- Death in the immediate family
- Medical or dental appointments
- Court or administrative procedures (if the child is a party or subpoenaed witness)
- Religious observances in accordance with local board policy
- Educational opportunity when permission is obtained in advance and when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity.

EXEMPTIONS: Students with long term illness and medical verification will be considered for exemptions. All other students with excessive absences must participate in the LEARNING LAB PROGRAM. (See page 10)

TARDY POLICY

It is very important to academic success that all students are in school on time. Tardy students disrupt the classroom and the daily schedule. All **K-12** students who are not in class at 8:00 when the bell rings are tardy. Any student arriving after 8:00 should report to the front office to get a Tardy Slip to class. **THIS PROCEDURE SHOULD BE FOLLOWED EVEN IF THE STUDENT COMES IN DURING CHANGING TIMES BETWEEN CLASSES, DURING BREAK OR DURING LUNCH.**

The presentation of a note **OTHER** than for a circumstance under which the State Board of Education excuses an absence, (i.e., medical, dental, orthodontic, legal appearance in court, or other similar reason) will not excuse the student's tardiness except by administrative decision. Students arriving late without proper documentation will be unexcused.

Students claiming illness more than 3 times in the same grading period, may need to present a note from a physician (on the fourth time) for the tardy to be excused.

Students must be present for at least 75 minutes in a block class (High School), and 40 minutes in a year-long class (Middle School) to be considered present for that class. Teachers **WILL ADMIT ONLY** tardy students having a tardy slip from the office, or a note from another staff member explaining the tardiness.

Teachers will maintain their own tardiness counts for late arrivals to class. Teachers may write disciplinary referrals to the Principal, or they may decide to impose their own consequences for tardiness to class. The teacher will review attendance weekly for all students and will notify parents in writing in cases of excessive or chronic tardiness.

Students are responsible for work and time missed from each class. **Students and parents should monitor absences** to insure ample time to make up time prior to the end of any grading period or semester. **See Learning Lab Program on page 10.**

Discretionary admission students who incur chronic absences or tardiness risk losing their enrollment privilege. Discretionary admission can be **revoked at any time.**

PRIOR APPROVAL FOR ABSENCES

Highlands School recognizes that students sometimes have the opportunity to take trips that are of true educational value. According to GS115C-379, such absences, when approved in advance, may be excused. **Although the absence may be excused, the days missed continue to be recorded and count toward the semester and annual limit.**

Any student who will be absent for more than **ONE (1)** school day due to a planned event is to notify the office **one week in advance** of the anticipated absence with a written explanation from the custodial parent or guardian for the upcoming absence. A completed "Prior Approval Form for Educational Trips" must be submitted by the student and required signatures **secured before the approval for absence is granted.**

- The custodial parent or guardian must fill out and sign the form.
- All teachers must sign, indicating whether the student is in good academic standing; and indicate number of absences.
- Students or parents/guardians must present this form with explanation and their signature at least five (5) days in advance of the trip for official approval.

As with any absence, students are responsible for all assignments due during the time missed and should consult with their teachers for specific arrangements **before** the absence occurs. Seniors and juniors may be excused to visit colleges. A "Prior Approval Form" is required for college visits where a student will be absent from school.

Students and parents should monitor absences to insure ample time to make up time prior to the end of any grading period or semester. **See Learning Lab Program on page 10.**

LEAVING CLASS/SCHOOL

Students will use these procedures for leaving class/school prior to the close of the school day:

- Present a note from the custodial parent/guardian on the day of the early dismissal.
- The note must include the student's first and last name, time, date, and reason for early dismissal. **The fact that a parent or guardian sends in a note does not automatically guarantee that the absence resulting from the dismissal will be excused. If the reason for the early dismissal does not fall under the excused absences recognized by the State Board of Education, the resulting absence is unexcused.**
- Students will then sign out on the proper form in the office
- Students signing themselves out: Only students with notes designating they may sign themselves out and leave campus without a custodial parent or guardian will be allowed to leave campus. All other students require an authorized adult to come into the office and sign the student out. Only those persons designated on the emergency information sheet will be allowed to sign a student out. They must have written permission from the custodial parent or guardian.
- Any student, who leaves school during the day and returns the same day, **MUST** sign back in at the office immediately upon return.
- Students returning from an early dismissal on the same or following school day must have a note explaining the absence from school. Signing out on the early dismissal sheet does not satisfy this requirement.

ANY STUDENT WHO LEAVES CLASS AND/OR SCHOOL WITHOUT PERMISSION WILL BE DISCIPLINED. Leaving school without permission is dangerous and can incur suspension out of school.

Students are responsible for work and time missed from each class. **Students and parents should monitor absences** to insure ample time to make up time prior to the end of any grading period or semester. (**See Learning Lab Program on page 10.**)

ADMISSION TO CLASS/SCHOOL FOLLOWING AN ABSENCE

All absences incurred by a student will remain unexcused, until a note documenting one of the circumstances under which the State Board of Education excuses an absence, is provided to the office or to the child's teacher, immediately following the absence from school. (See page 8 for more information on State Board of Education absence guidelines.) Office "Admission Slips" are no longer required for students who are absent from school. (See the Tardy Policy on page 8 and the Leaving Class/School section on page 9, for specific information regarding students arriving late to school or leaving campus and returning the same day.)

The day the student returns following any absence, he or she shall provide a note to the office or to their teacher, documenting the reason for the absence and the date(s) of the absence. Notes must be legible, dated and contain the student's first and last name, the homeroom teacher's name, the date of the absence(s) and the reason for the absence, and a signature by the custodial parent or guardian. Students returning from an early dismissal on the same or following school day must have a note explaining the absence from school. Signing out on the early dismissal sheet does not satisfy this requirement.

Students who received an approved "Prior Approval Form for Educational Trips" will need to notify the office in writing, of any changes to the original approved request.

The last teacher to receive any slips will submit them to the office to be filed in the student's attendance record.

MAKE-UP WORK DUE TO ABSENCES

Students must consult with the teacher immediately upon returning to class after an absence to arrange for making up missed work/time. Students will be permitted the same number of days to make up work as they have excused absences, unless a longer time frame has been arranged with the teacher. For example, a student who misses two days will have two days to make up missed work. Students are responsible for work and time missed from each class. Even for unexcused absences, work must be made up.

All work must be completed within the current grading period. Extending work into another marking period may take place only with express permission of the instructor and an "Incomplete" will be recorded until the work is made up. Incomplete work must be made up within a reasonable time, to be determined by the instructor/Principal. Students who are absent because of school-sanctioned activities (including sports) must make up missed work at the discretion of the teacher.

Announced Tests and Examinations – G.S. 115C-391 "a student suspended pursuant to this subsection shall be provided an opportunity to take a quarterly, semester, or grading period examination missed during the suspension period." A student must make up all exams/tests at the teacher's discretion.

LEARNING LAB PROGRAM

Highlands School will provide an on-going semester educational "rescue" component to assist students with ACADEMIC/ATTENDANCE problems by providing Learning Labs after school. Students are responsible for work and time missed from each class.

Learning Labs are to be used for tutoring, making up absences and academic work. Learning Labs are after school from 3:10 until 4:10. Learning Labs are 60 minutes and the subject area and room assignments are posted in the hallways, in the office, and in the classrooms.

Make-up work can be done in an after-school Learning Lab. All absences and tardies remain on the student's permanent record.

For High School students, 60 minutes in a Learning Lab = 1 class makeup. For Middle School students, 60 minutes in a Learning Lab = 1 class makeup. For Elementary students, 3 afternoons in a Learning Lab = 1 day makeup.

LOCKERS

Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Students are assigned lockers at the beginning of the school year for a fee of \$10.00.

All students assigned a locker must have a combination lock issued by the school. Students are held responsible for all items located in their assigned lockers. Student lockers may not be used to store illegal, unauthorized, or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student's personal effects found in a locker, such as backpacks, gym bags, or purses, may be searched pursuant to guidelines for personal searches. **Nothing may be attached to the outside of a locker.**

All locks issued must be returned at the time of student's withdrawal from Highlands School or at the end of the school year. The cost for lost or damaged locks \$10.00.

MEDIA CENTER USE AND FACILITY

Using the school library effectively is a valuable part of all students' education. Everyone is expected to comply with the following regulations with the understanding that due to increasing changes in technology, changes to this policy may occur without advance notice to parents or students.

The media center is open every school day from 7:45 a.m. to 3:30 p.m.

- As scheduled with high school teachers, the media center has extended hours for student use during research paper schedules. This is to provide media center access as well as computer lab access.
- K-1 classes will be scheduled for a weekly 30-minute session for story time and book checkout/return. Additional time is scheduled for this level for lessons integrated with Information skills and grade level curricula through various literary genres.
- Highlands School Media Center works totally by flexible scheduling. Whole classes (levels K-12) are scheduled for resource-based units integrating the *North Carolina Standard Course of Study with North Carolina Information Skills* curriculum.
- Any class or small group may sign up for a study/research period during the day.
- No food or drinks are allowed in the Media Center.
- Books may be checked out for a two-week period.
- Fines are assessed to middle and high school students who have books overdue. The fine rate is 10 cents per day with a maximum of \$2.00 per checkout. There is a two day grace period after the initial due date. If the book is not returned, the fine begins with the original due date. Outstanding books/fines will result in report cards being held.
- Periodicals may be checked out but must be returned as directed by the Media Specialist.
- Procedures for handling overdue library materials will be distributed by teachers.
- Students must be quiet and orderly in the library.
- Students must respect and care for library materials and equipment. Students who damage or lose library materials will be charged replacement costs.
- ALL middle and high school students who come in to use the Media Center individually (without their teachers) during school hours must bring signed permission from the teacher and must sign in and sign out in order to account for their whereabouts during that time. Each student must sign in and sign out for him/herself. Students may also obtain a Media Center pass in order to arrange for this privilege.
- Computer use is supervised by Media Specialist.
- There is a charge for making color prints.
- No surfing the Internet or playing games in the Media Center. Computers are to be used for school projects only.
- The Media Center will be closed occasionally for testing. Students are not to enter the Media Center if there are signs posted that it is closed for testing.

Internet Use

The Macon County Board of Education is pleased to bring Internet access to its students and staff. The Internet, an electronic highway connecting millions of computers around the world, offers information and resources previously unavailable to our schools. It will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communications.

With access to computers and people all over the world comes the availability of materials that may not be considered of educational value in the context of the school setting, and may be considered controversial or offensive to some. Macon County Schools does not condone the use of such materials and takes all reasonable precautions to prevent access to these materials.

School personnel will use whatever means are available and reasonable in order to minimize student exposure to any inappropriate materials. However, on a global network, it is impossible to control all materials. We believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure materials that are not consistent with educational goals. Students will, with permission, be given the privilege to use the Internet, along with the responsibility of using it properly. It is the student's responsibility to use the Internet in an approved and appropriate manner. Within reason, freedom of speech and access to information will be honored.

Disclaimer:

Macon County Schools will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the Internet.

Student Use of Internet:

(Summarized from Macon Co. Board of Education policy)

- Educational purposes only
 - No "surfing the net"
 - No games
 - No personal emailing
 - No downloading of files
 - Respect copyright laws

All debts (fines, overdue books, lost or damaged books) should be paid for by the end of every grading period.

ACCEPTABLE USE OF THE INTERNET

Students are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy (Macon County Board of Education).

Student Expectations in Use of the Internet

Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the district. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Messages to others are to be courteous and respectful.
2. Appropriate language is to be used at all times. Swearing, use of vulgarities, or any other inappropriate language, will not be tolerated. Illegal activities are strictly forbidden.
3. Personal addresses of you, other students, faculty/staff should not be revealed. Only school addresses and phone numbers are to be used.
4. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Public domain software is the only software to be downloaded.
6. The network is to be used in such a way so as not to disrupt the use of the network by other users.
7. ALL communications and information accessible via the network should be assumed private property.

On-line Safety Rules

1. Personal information, such as addresses, telephone numbers, parent's work addresses or telephone numbers will not be used without parental permission.
2. If information is viewed that makes the user uncomfortable, teachers and parents should be informed.
3. Messages which make the viewer uncomfortable need no response.
4. Students are not to plan to get with someone he/she "meets" on-line.
5. Students are to be on-line only with teacher permission.

COMPUTERS AND OTHER INFORMATION SYSTEMS

Students are advised that federal laws prohibit unauthorized access to encrypted data. Other laws protect copyrighted materials from unauthorized copying and use except under a licensed agreement with the owner of such materials. Highlands School interprets these laws to cover the following:

1. Alteration of any system, application, or data files except with the permission of and under the direct supervision of an employee or authorized agent of the Macon County School System. Such alterations include the introduction or alteration of any computer code that adversely affects the operation of any computer located on school grounds. Such illegal alterations include, but are not limited to the following: boot sectors, file allocation tables, autoexec files, hardware configuration files, Windows files, and password and other security files.
2. Copying of programs covered under copyright laws
3. Placing of illegal (Non-licensed) programs on any computer system and Introduction of computer viruses (students using disk other than authorized by classroom teacher) or other computer code that destroys data or computer programs.
4. Students are not permitted to bring personal disks into the classroom.

Disciplinary action:

1. Out-of-School Suspension
2. Classroom Expulsion
3. Responsible (financially) for damages/repairs
4. Denial of Computer Class Registration/Use without principal approval
5. Transferees to other schools. The administration at other school(s) will be contacted.
6. Legal action will be taken when a law(s) has been violated.

ELECTRONIC DEVICE USE POLICY

This policy applies to all students at Highlands School. This policy begins on Thursday, January 23, 2014. In addition to using the following electronic devices outside by the car pickup lane and picnic tables, students may now use their phone, laptop, tablet or MP3 player in the non-academic areas in the building during non-academic time. Non-academic areas are defined as the foyer and cafeteria. The electronic devices may not be used in school hallways. Non-academic time is defined as before school (before 7:55), after school (after 3:10), during high school break, and during high school lunch. Elementary and Middle School students may only use the electronic devices before school (before 7:55) and after school (after 3:10). The following parameters apply to the use of the above listed electronics when they are used in the building:

1. The devices may only be used in the non-academic areas that are defined above.
2. The devices may only be used during the times listed above.
3. Phone calls may only be made or received outside by the picnic table areas. Ringtones must be turned off when the phone is in the building.
4. The devices may be used to listen to music, but only via headphones or ear-buds. No sound should be audible to others.
5. The devices must be turned off when students enter a classroom unless the teacher has given specific, prior permission for the device to be on.
6. The devices will be taken by teachers if a student is using them or they are turned on in a classroom without the teacher's prior permission.
7. The first time the device is taken it will be given to an administrator, and a parent must come to school to get it. It will not be given back to the student. The second time the device is taken from a student the device will be kept for a minimum of 2 weeks before a parent may retrieve it.
8. These electronic devices may also be used in the Media Center within the above rules, and with the Media Specialist's prior permission.
9. The school will not be responsible for any lost or **stolen** items.

TRANSPORTATION

SCHOOL BUS TRANSPORTATION:

Students should follow the rules/regulations listed below in order to provide the safest transportation possible:

1. Students must follow the instructions of the bus driver at all times.
2. Students must be on time at the bus stop.
3. Students must remain seated on the bus at all times.
4. Students must ask permission to open windows.
5. Heads, arms, feet must remain inside the bus.

6. Objects should not be thrown out the windows or inside the bus.
7. Students should not shout or wave at pedestrians or other vehicles.
8. Eating and drinking are not allowed on the bus.
9. The aisles of the bus should be kept clear at all times.
10. Students should not distract the driver's attention in any way.
11. Students should not talk to the driver, except in an emergency, while he is operating the bus.
12. Students must maintain complete silence at all railroad crossings.
13. Students must not tamper with the emergency door.
14. Students should only ride their assigned bus.
15. Electronic devices are not to be used on the bus.
16. Students must display appropriate school behavior on the bus at all times.

STUDENT DRIVERS

Students will be permitted to drive to and from school as long as the student adheres to State and Local laws, safety regulations, and policies involving motor vehicles. Only students holding a valid North Carolina Drivers license may drive on school grounds and in the designated parking areas. Only properly licensed and inspected vehicles are allowed on school grounds.

Student Parking:

Students are permitted to park on school premises, The school retains authority to patrol student parking lots at any time, without notice or consent. A designated parking area is provided for all students' parking. All students' vehicles must be registered and parking tags must be displayed in the appropriate place. Parking tags may be purchased for **\$15.00** from the Main Office. With the purchase of parking tags, students will also be required to sign and adhere to a Student Parking Contract which describes specific terms and conditions for on-campus parking.

In addition, students may pay \$10 to "personalize" their parking space. Please see Mrs. Jenkins in the office for more information.

In the event of severe or chronic parking violations, cars may be towed or parking privileges may be revoked for the year with no provisions for reinstatement. All parking fines are to be paid to the administrator in charge of student transportation.

Student parking is a privilege, not a right. Students who drive to school and do not follow all safety laws, do not remain in good academic standing, and/or are chronically late to school risk losing the privilege of parking at the school.

DROP OFF / PICK UP

Students may be dropped off and picked up at school in the designated area located behind the school between the track and the cafeteria. To insure proper supervision, no student should be dropped off prior to 7:30 AM (8:30 on a 1-hour delay; 9:30AM on 2-hour delay days; 10:30AM on 3 hour delays). All students being picked up in the afternoon will not be dismissed until 3:10 PM. Students will be picked up in the same location as the drop off. No students will be permitted to be dropped off or picked up in front of the school where the buses are located. There is to be no parking in the area next to the bus lane, in front of the butterfly garden, or across the street from the school. Only those persons designated on the child's emergency information sheet will be allowed to pick up a student unless **prior written arrangements** have been made.

No parked or unattended vehicles are allowed in the drop off or pick up lanes.

Students must be picked up on time. Any student not picked up by 3:20 PM will be kept in the student's classroom or with the Principal. No students are allowed on campus after 3:20 unless they have a specific after school event and/or are being directly supervised by a faculty member where prior arrangements have been made.

TRANSPORTATION CHANGES

It is the intention of Highlands School to make every effort possible to insure the health, safety and welfare of all students and staff. It is important that students know what transportation mode they will be using daily. No changes will be made to the method of a student's transportation to and from school **without written authorization from the custodial parent or guardian.**

Transportation issues should be finalized before the student arrives at school. Students must come to school with written authorization of any change to their normal transportation, and this written authorization will be given to the student's teacher.

- **NO CHANGES IN TRANSPORTATION WILL BE MADE OVER THE TELEPHONE unless it is an emergency.**
- It is the responsibility of the custodial parent or guardian to arrange for the student's transportation **prior to the start of the school day.**
- A student wanting to ride to school or ride home with another student on the bus must have a note from the custodial parent or guardian and include the name of the other student, the bus number, the date, the request and the custodial parents' or guardians' signature. Students will not be allowed on a bus they do not normally ride, or dropped off at an alternate location without a note.
- The tardy policy and leaving early policy applies to students traveling with other students.

DRIVER'S LICENSE ELIGIBILITY

Based on North Carolina legislation, effective August 1, 1998, all individuals who have not received a high school diploma or its equivalent and who did not receive a driving permit prior to December 1, 1997, will be required to be enrolled in a school and passing a minimum of 3 out of four courses. This pertains to students in public schools, federal schools, home schools, private schools, and community colleges.

In order to be eligible to participate in the Macon County Schools Driver's Education Program, a student:

- Must be a resident of Macon County;
- Must be at least 14 ½ years of age;
- Must attend a public school, private school or home school.

Academic progress will be evaluated at the end of each semester to determine driving eligibility.

A student will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. The school principal and/or his/her designee will issue the Driving Eligibility Certificate. The NC Division of Motor Vehicles will not issue a driver's permit or license to a student without a Driving Eligibility Certificate.

According to the law, there can be allowances made for hardship cases. This will be determined on a case-by-case basis and must reflect specific circumstances.

A student failing to meet the academic requirement will be contacted by the North Carolina Department of Motor Vehicles and will lose their permit or license for one semester. If a student loses his or her driver's permit or license due to failing grades, the permit or license may be re-issued at the end of the following semester, provided adequate academic progress was made.

A student who drops out of school will lose his or her driver's permit or license.

"Lose Control, Lose Your License" - Effective July 1, 2000, this law will suspend a student's permit or license for ONE YEAR. Public School, community colleges and non-public schools are to notify the North Carolina Department of Motor Vehicle whenever a student is given an expulsion/suspension for more than 10 consecutive days or an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. Possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. Possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S.115C-391(d) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. Physical assault on a teacher or other school personnel on school property.

GUIDANCE SERVICES

Guidance services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational and career planning, study help, help with home, school and/or social concerns, or any questions or problems the student may need to discuss with the counselor. College information is available through the guidance office.

The phone number to the guidance office is 526-2147, extension 309 for the counselor and extension 301 for the secretary.

SCHOLARSHIPS

Scholarships are available from a variety of sources. Some scholarship applications are available through the guidance office. Scholarships, special events, summer programs, etc., are posted on the Guidance bulletin board. For more information, see the guidance counselor. Some scholarships adhere to strict guidelines concerning SAT scores, grade point average, courses taken during high school, etc. For some opportunities, you must be nominated. The guidance committee or appropriate personnel will consider eligible students.

Students are notified of scholarship application deadlines. It is important that parents follow up with their students to make sure applications are submitted to the counselor timely to allow the counselor time to complete necessary information. Once completed, applications will be returned to the student for submission.

LOCAL PROMOTION PLACEMENT STANDARDS

K-2: To be promoted, each student must demonstrate grade level maturity and achieve appropriate benchmarks.

3-8: To be promoted, each student must attain a passing grade in **both** language arts **and** mathematics unless this rule is waived by the principal. State standards must also be met.

9-12: Students must have earned sufficient units to be promoted from one grade to the next in high school. A freshman must have earned 7 credits to be classified a sophomore; a sophomore must have earned 13 credits to be classified a junior; a junior must have earned 20 credits to be classified a senior.

GRADUATION REQUIREMENTS

No student may participate in graduation ceremonies unless ALL credit requirements as established by the State Board of Education and the Macon County Board of Education have been fully and completely attained at the time of graduation exercises.

Transfer students will have their units adjusted based on date of enrollment.

GRADUATION CERTIFICATE, DIPLOMA

Graduation Certificate: Students with special needs (as defined by G.S. 115C-109) who do not meet the requirements for a high school diploma will receive a *Graduation Certificate*.

Diploma: Students meeting all local and state requirements for graduation (see Graduation Requirements, below).

HIGH SCHOOL GRADUATION REQUIREMENTS									
From the time you enter kindergarten, you are getting ready for high school graduation.									
To make sure you stay on track for a high school diploma, please remember that every high school student must meet state course and credit requirements in addition to any local requirements.									
To view the state course and credit requirements, look in the colored blocks below for the section that matches when you entered ninth grade for the first time.									
Your school counselor is available to answer any questions you may have about what you need to reach your goal of high school graduation.									
FUTURE-READY CORE 2 For Ninth Graders	Content Area	English	Mathematics	Science	Social Studies	World Languages	Health and Physical Education	Electives or other requirements ***	Totals
Entering in 2012-13 and Later	FUTURE-READY CORE	4 Credits	4 Credits	3 Credits	4 Credits	1 Credit	6 Credits required	22 Credits	
		I, II, III, IV	(Algebra I, Geometry, Algebra II) OR (Integrated Math I, II, III) OR Math I, II, III OR NC Math 1, 2, 3	A physical science course, Biology, Earth/Environmental Science	American History: The Founding Principals, Civics and Economics World History American History I American History II OR AP US History****, and additional social studies course****	Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.	Health/Physical Education	2 elective credits of any combination from either: - Career and Technical Education (CTE) - Arts Education - World Languages 4 elective credits strongly recommended (four course concentration) from one of the following: - Career and Technical Education (CTE) - JROTC - Arts Education (e.g. dance, music, theater arts, Visual Arts) - Any other subject area (e.g. social studies, science, mathematics, English)	plus any local requirements
		A designated combination of four (4) courses.	4th Math Course to be aligned with the student's post high school plans. A student, in rare instances, may be able to take an alternative math course sequence as outlined under State Board of Education policy. Please see your school counselor for more details.						
*** Examples of electives include JROTC and other courses that are of interest to the student.									
**** A student who takes AP US History instead of taking American History I and American History II must also take an additional social studies course in order to meet the four credits requirement.									

HIGH SCHOOL SCHEDULING / COURSE CREDIT

All students entering 9th grade shall choose a Pathway for the student's academic career. Graduation requirements and pathways available are designated above. Any questions should be directed to the School Counselor. Pathways cannot be changed without a custodial parents' or guardian's authorization. Every effort is made to insure graduation requirements are met when scheduling students. High School is on a four-period block schedule.

The COURSE SUBJECT AREAS directory has been pre-defined by the North Carolina Department of Public Instruction. The Course Subject Areas codes (also known as State Course codes), along with their academic and grade levels, will be used to determine course(s) acceptability and credit.

The NORTH CAROLINA HONORS COURSE STANDARDS shall be used as a basis for designing and implementing courses that will be given honors designation. Honors courses extend beyond the traditional curriculum in breadth, depth and rigor. An overall academic average of "B" or higher from the previous school year is required for students to take honors classes.

Weighted courses are those courses eligible for weights as adopted by the North Carolina Department of Public Instruction.

Students may not earn more than 32 high school credits unless approved by the principal.

A maximum of four (4) credit units a semester will be accepted and eight (8) credit units for one regular school year unless additional credits are approved by the principal. All courses must be taken at school during regular school hours to be considered in the student's GPA and for consideration for Valedictorian and Salutatorian.

Some students may take college classes through Southwestern Community College if approved in advance and students meet the standards and guidelines of Southwestern Community College (SCC). Students are required to pass the College Placement Test (Accu-placer Test) from Southwestern Community College and have favorable recommendations by high school teachers and administration, to take college courses. Students must be enrolled for SCC classes prior to the first day of school.

A student can receive high school credit if they leave campus for a class (such as Union Learning Center or Southwestern Community College (SCC)—if not offered at school. Prior approval by the Principal is required.

A student may receive honors credit for SCC classes if:

- This has been determined with the principal in advance AND
- It is approved in the Comprehensive Articulation Agreement (CAA) found in the Honors Implementation Guide.

DROP/ADD PROCEDURES

High school students are permitted to drop or add courses during the first five school days of each semester ONLY, and in accordance with the following:

1. Drop/Add process can only be initiated by custodial parent or school official.
2. Students will only be allowed to drop or add a course when the student's schedule does not meet graduation requirements or the student has already taken the subject scheduled.
3. Students may not drop any EOC subject, but upon teacher recommendation and parent consent, a student may be moved into a different level of an EOC subject.
4. Students must fill out a Drop/Add form and secure signatures in this order:
 1. Parent signature
 2. Guidance Counselor
 3. Principal

DROPPING OR ADDING courses must have final approval from: Parent(s), Teacher(s), Guidance, and Administration. **Requests that are not signed by the custodial parent/guardian, Guidance Counselor and Principal will not be honored.**

Seniors in the running for Valedictorian and Salutatorian may not drop courses in the second semester of their senior year. To do so will remove them from Valedictorian and Salutatorian consideration.

TRANSFER STUDENTS -- GRADE POINT AVERAGE CALCULATION

Transfer students enter Macon County Schools from schools with a variety of curriculum standards and grading policies. Therefore, students transferring into Macon County secondary schools will have grades included in their grade-point-averages based on the GROUPINGS below.

- Group 1: Transfer grades from public schools and private schools accredited by the following nationally recognized accrediting agencies will be included in grade point calculations.

Southern Association of Colleges and Schools
New England Association of Colleges and Schools
North Central Association of Colleges and Schools
Northwestern Association of Colleges and Schools
Western Association of Colleges and Schools
Middle States Association of Colleges and Schools

- Group 2: Transfer students from non-public and other non-accredited private or home schools will only have grades earned in Macon County Public Schools included in their grade-point-average calculations. Pass/Fail as grades are not used in GPA calculations.

NEW STUDENT ENTRY / RE-ENTRY

- If under the age of 18, a student will need to be accompanied by parent, guardian, or custodian. An "Educational Residency Affidavit—Custodial Adult" AND an "Educational Residency Affidavit—Parent or Legal Guardian" must be completed, notarized, and is required if a student lives with someone other than biological parent(s). New forms are required annually.
- School records are to be presented. If records are not available, former school will be contacted before a student is OFFICIALLY enrolled.
- Upon being officially enrolled a schedule will be made out and given to the student. A student who has not been previously enrolled in a school will need principal permission.

In accordance with state law, the student's parent, guardian or custodian must provide a statement made under oath or affirmation before a notary indicating (1) whether at the time of the admission request the student is under suspension or expulsion from attendance at a private or public school in this or any other state or (2) has been convicted of a felony in this or any other state. G. S. 115-391.

LATE ENTRY STUDENTS

1. A student requesting to enroll in Highlands School after the Highlands School District's 10th "student day" and the student has not been in school due to the fact that their previous school system's "student days" had not begun will be admitted with advisement:
 - review the Highlands School attendance policy
 - review the 4 period block schedule including units of study
 - Course "work" and "time" must be made up in learning labs to satisfy the semester 5 day absentee rule
 - Non--EOC's courses will be recommended
 - The end of semester grade(s) will be determined by academic achievement and no more than 5 absences in a class.
 - alternative school may be advised
 - age 16 (plus) may defer attending to next semester
 - audit with no credit (principal permission)
2. A student requesting to enroll in Highlands School after Highlands School District's 10th "student day" and their previous school system "student days" had begun will be advised:
 - The last day in attendance from previous school or beginning date for students in previous school and the first day of entry into new school will determine the number of absences at entry.
 - review the Highlands School attendance policy
 - review the 4 period block schedule concept including units of study
 - Course "work" and "time" must be made up in learning labs to satisfy the attendance policy.
 - alternative school may be advised
 - audit with no credit
 - age 16 (plus) defer attending to next semester
3. A student requesting to enroll in Highlands School after the 10th "student day," and who was living in the area when the first "student day" began, will be required to have a conference with the principal.

TRANSFERS / WITHDRAWALS

Students transferring or dropping out of school must pick up a withdrawal form from the Guidance Office. All books and other school material/property must be accounted for. If material/property is not accounted for, a fee will be required before records, report cards or other items will be sent to a school or a requesting agency.

ACADEMIC RECEPTION

The Rotary clubs of Highlands honor the academic success of students in the third through twelfth grades. Students must meet the Honor Roll guidelines noted below all of the first three grading periods to qualify.

AWARDS

Highlands School and the community make every effort to recognize and honor outstanding achievement by students. This is accomplished through our clubs, sports, extra-curricular activities, scholarships and academic incentive programs.

HONOR ROLL PROGRAM (3rd through 12th Grade)

The purpose of the Honor Roll Program at Highlands School is to recognize and honor students who excel academically, who are leadership/role models, and who individually contribute substantially to classroom goals. For students in grades 3-8 to be recognized for "A" or "AB" honor roll, students must have grades generated by Highlands School for the first three (3) grading periods. A high school student must be enrolled in a minimum of two (2) courses per semester to be recognized as an Honor Roll recipient. High School students must have at least 2 grades reported for the quarter to be considered for Honor Roll for that quarter.

"A" Honor Roll Requirements: A student must have all grades of "A" for the grading period.

"A/B" Honor Roll Requirements: A student must have all grades a combination of A's and B's, and at least one grade of "A".

W/F and W/P for a course is not an "A" or "B".

Each grading period, the Honor Roll lists for "A" and "A/B" are compiled. The lists are forwarded to the *Highlander* and *Highlands Newspapers* for publication.

GRADING SCALES

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below

GRADE-POINT AVERAGE INFORMATION

Highlands High School uses the North Carolina Grading and Weighting Standards as specified in Policy ID Number: GCS-L-004, dated January 8, 2015.

Grading Scale:

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below (failure)

Percentage Grades:

<u>Grade</u>	<u>G.P.A</u>
90 - 100%	= 4.00
80 - 89%	= 3.00
70 - 79%	= 2.00
60 - 69%	= 1.00
59% and below	= 0.00

For students entering 9th grade beginning the 2015-2016 school year, the quality points standard will provide an additional 0.5 quality point to Honors courses and 1.0 quality point to Advanced Placement (AP)/International Baccalaureate (IB) courses, community college courses, or four-year university or college courses taken in high school.

HIGH HONORS VALEDICTORIAN AND SALUTATORIAN

In order for a student to be eligible to be Valedictorian or Salutatorian at Highlands School, he or she must have been enrolled at Highlands School 3 complete years out of 4 high school years, one of which must be the complete Senior year. Grades earned in an accredited high school will be used in computation to determine awards. The accreditation must be recognized by the Southern Association of Colleges and Schools (or the other agencies listed under 'Transfer Students' on page 17.)

Seniors in the running for Valedictorian and Salutatorian are not allowed to drop/add a course in the second semester of their senior year.

In addition, credits earned in the following ways may be accepted:

1. Credits earned through Distance Learning Approved Providers (i.e. NCVPS, UNCGiSchool, SCC Learn and Earn Huskins Bill Courses - (visiting student status)
2. Credits transferred in through an accredited institution
3. Credits earned from Pass/Fail courses. A test, created by Highlands School, will determine the grade, if any, assigned for the course. The course must be one for which the credit can be assigned in PowerSchool.
4. NC gives the Principal final authority for issuing credit and/or grade

The student must have a minimum of 28 accredited credits at graduation to be eligible. Final calculations will be based on the total grade average of final grades earned on the day of Progress Reports for the 4th grading period of the Senior Year, from the accredited 18 courses noted below, and taken during the four years of high school.

For Valedictorian and Salutatorian calculations, we will add two (2) grade points for honors courses and five (5) grade points for Advanced Placement courses, to the final grades earned in the courses noted below on the day of Progress Reports for the 4th grading period of the Senior year. For example, if the student earns a 91 in an honors course, the grade used in averaging will be 93. If the student earns a 91 in an AP course, the grade used in averaging will be a 96.

The following courses will be used in the calculations:

English	4 units	English I, II, III, IV
Social Studies	4 units	Civics and Economics, World History, American History I & II or AP US History and one Social Studies Elective
Math	4 units	Algebra I, Geometry, Algebra II, and <u>1</u> Advanced Level Math OR Math I, II, III and <u>1</u> Advanced Level Math, OR NC Math 1, 2, 3 and <u>1</u> Advanced Math (<u>2</u> Advanced Level Math courses are required if Algebra I or Math I was taken in 8 th Grade). <i>Advanced Level Maths: Advanced Functions, SCC Pre-Calculus, NCVPS Pre-Calculus, SCC MAT 171, SCC MAT 172, AP Statistics, AP Calculus (AB, BC)</i>
Science	3 units	Earth/Environmental Science, Biology, Chemistry or Physics or other advanced science
Health & PE	1 unit	
Second Language	2 units	of the same foreign language

Grades will be averaged on the day of the Progress Reports for the 4th grading period of the senior year to determine Valedictorian and Salutatorian. Exact courses will be compared where possible. Principal will make the decision on which course(s) will be used if there are not identical courses taken between the competing students. The qualified student with the highest grade average of all grades in the required courses shall be Valedictorian and the qualified student with the second highest grade average shall be Salutatorian. If more than one student has the same grade average, the distinction (Valedictorian or Salutatorian) will be shared by those students. If the Valedictorian position is shared there will be no Salutatorian. Students must meet the enrollment and credit criteria above to be eligible for Valedictorian or Salutatorian.

Transfer students from non-public and other non-accredited private, or home schools will only have grades earned in Macon County Public Schools or other accredited schools as noted above included in grade average calculations. The GPA of said students will not be recognized by Highlands School for awards or recognitions in regard to student ranking. Academic awards are based on a student's accumulated grades from attending an

accredited institution or a state-approved accredited instructional provider. See accrediting agencies listed in the Transfer Students section on page 17.

The Valedictorian and Salutatorian are required to participate in Graduation, High School Awards, Academic Reception, and Graduation Practice, to remain the Valedictorian and Salutatorian.

JUNIOR MARSHALS

Grades will be averaged from the subjects listed below. Students must have completed or be enrolled in these subjects. Units earned in grades 9-11 will be considered. Included will be grades for any SCC or online classes that may apply. SCC or online class grades used will be the grade the student has on the same date as the issue of progress reports for the 4th grading period, or the closest date to the date progress reports are issued for the 4th grading period.

For Junior Marshals, we will add two (2) grade points for honor courses and five (5) grade points for Advanced Placement courses to the grades earned in all the courses noted below on the date progress reports for the 4th nine week grading period are issued. For example, if the student earns a 91 in an honors course, the grade used in averaging will be 93. If the student earns a 91 in an AP course, the grade used in averaging will be a 96. The grade average in the courses noted below will be used to determine the Chief Junior Marshal (highest grade average) and the assistant Chief Junior Marshal (second highest grade average) and the remaining Junior Marshals. If more than one student has the same grade average, the distinction (Chief Junior Marshal or Assistant Chief Junior Marshal) will be shared by those students. If the Chief Junior Marshal is shared there will be no Assistant Chief Junior Marshal.

Transfer students from non-public and other non-accredited private, or home schools will only have grades earned in Macon County Public Schools or other accredited schools as noted above included in grade average calculations. The GPA of said students will not be recognized by Highlands School for awards or recognitions in regard to student ranking. Academic awards are based on a student's accumulated grades from attending an accredited institution or a state-approved accredited instructional provider. See accrediting agencies listed in the Transfer Students section on page 17.

Specific Course Requirements (no exceptions):

English	3 units	English I, II, III
Social Studies	3 units	Civics and Economics, World History, American History I OR AP U.S. History
Math	3 units	Algebra I, Geometry, Algebra II, OR Math I, II, III, OR NC Math 1, 2, 3; plus one (1) additional advanced Math if Algebra I, Math I, or NC Math1 was taken in the 8 th grade.
Science	3 units	Earth/Environmental Science, Biology, or Chemistry, Physics/Adv Science
Health and PE	1 unit	
Foreign Language	2 units	of the same foreign language

Student must have attended Highlands School for 85 % of the total student days of the current full year to qualify. Marshals must have earned credits in, or be enrolled in the above courses. The grades of all 15 courses are added together and the average must be at least 90. The **maximum** number of marshals will be decided by the Principal from those juniors that are eligible.

The Junior Marshals are required to participate in Graduation, High School Awards, Academic Reception, and Graduation Practice, to remain a Junior Marshal.

PERFECT ATTENDANCE

Attendance is important for academic success. Parents should make every effort to insure students are at school and on time. Students are acknowledged each grading period for perfect attendance. To be considered, students must meet the following criteria:

- No absences (excused or unexcused), and
- No more than three (3) tardies per grading period

REPORT CARDS

Highlands School is operating on a four term grading system. Report cards are issued to the students at the conclusion of each nine week grading period.

ATHLETICS

Participation in athletics is not a guaranteed right of students and therefore is a voluntary choice. Athletic rules and regulations as well as North Carolina High School Athletic Association rules must be adhered to in order for the student to be allowed to participate. Participants must agree to participate in the school's drug screening program for athletes. (See Athletic Handbook)

GYMNASIUM RULES

1. Only clean gym shoes are allowed on the playing floor.
2. Students in PE classes need a change of shoes.
3. Teachers are not to send students to the gymnasiums except for PE classes.
4. The gymnasiums are not to be used as an entrance or exit to or from the school building.
5. The gymnasiums are not to be used without adult supervision.
6. No food, drinks, or tobacco are allowed in the gymnasiums or dressing areas.
7. High school students are not to enter the gymnasiums during breaks.
8. Restrooms in the gymnasium areas are to be used only by PE classes and athletic teams.

INSURANCE

Accident insurance is available to students. The school does not make any money from selling insurance. It is a service to students. If you wish to purchase insurance, please complete the application forms which are given to all enrolled students annually, and return them to the **insurance company**.

LOST and FOUND

If an article of clothing, backpack, etc. is lost or found, please put the item in the cabinet in the old gym. All items not claimed by the end of each grading period will be sent to charity. Any expensive items or jewelry should be turned in to the office.

MEDICATION

School staff may administer medication to students at school only if the health care provider deems it necessary for the medication to be given during school hours and if a physician and parent/guardian requests it in writing on the appropriate form. Medications must be provided by parents for students and medication shall be administered in accordance with the health care provider's instructions as indicated on the Medication Form. A copy of Board of Education Policy regarding medicines is available in the school office. Parents must pick up their child's medication at the conclusion of the school year. Medicine left at the end of the school year will be discarded. **New medical forms are required every year.**

MESSAGES FOR STUDENTS

Student activities, appointments, and transportation should be arranged and verified prior to the student's arrival to school. Every effort is made to deliver messages received during the school day, but Highlands School accepts no responsibility for messages not received by students. **NO CHANGES IN TRANSPORTATION WILL BE MADE OVER THE TELEPHONE unless it is an emergency.**

OUTSTANDING DEBTS/STUDENT OBLIGATIONS

It is unacceptable for a student to knowingly have a financial obligation to the school by the end of a grading period. Report cards, transcripts, schedules may be held until the debt is satisfied. All seniors must settle any outstanding debt prior to participating in graduation.

PARKING

Parking is available on campus for students, faculty, staff and visitors. Students have designated parking areas. See "Student Drivers, Student Parking." Only those vehicles displaying employee parking decals are allowed in employee parking/numbered spots. Visitors are allowed to park in the areas denoted by Visitor Parking signs.

PERSONAL BELONGINGS

Students are responsible for their own belongings. Lockers are available for all students to store belongings. Items should not be left in the hallways or lobby. Items found left unattended will be held in the office.

TELEPHONE

Use of the office telephones by a student should be kept at a minimum. Personal plans for after school, practices or any other activities should be finalized before arriving to school. During school hours, students must have a note from their teacher with the time and reason for telephone use. Permission from office personnel must be given before a student can use the office telephone. Only students who are sick, have an emergency or are on school business sent by a teacher or staff member are permitted to use the office phones. Upon returning to class a student must have an administrative signature verifying the use of the telephone.

CLASSROOM DISCIPLINE

School and classroom rules are not to be inconsistent with Code of Conduct adopted by the Macon County Board of Education. Teachers are expected to establish a teaching and learning environment that will enhance the academic level of all students. Rules are established within the classroom to assist in the learning process and each classroom teacher will have expected behaviors from their students that will be supported by the school administration. Intervention and prevention is a must for potential affrays.

DETENTION AND SUSPENSION

Administrative detention is held Monday through Thursday after school from 3:10 to 4:10. Students are assigned to administrative detention by an administrator. Teacher detention is assigned by teachers and may be held any day after school from 3:10 to 4:10. Assignments to detention result from student disruption of the academic environment by failure to comply with attendance rules, tardiness, or disciplinary policies. More serious offenses result in suspension. The teacher and the administration determine the degree of seriousness of any offense.

Failure to serve an assigned detention will result in two detentions. Failure to serve either of the two reassignments will result in suspension out of school and the original detentions must still be served.

All suspensions are out of school suspensions.

Announced Tests and Examinations – G.S. 115C-391 "a student suspended pursuant to this subsection shall be provided an opportunity to take a quarterly, semester, or grading period examination missed during the suspension period."

ACADEMIC INTEGRITY

Students are expected to exhibit honesty at all times. Students caught participating in a dishonest act will be subject to academic and behavioral discipline. Students are expected to conduct themselves honestly and with integrity in their work. Violations of academic integrity include, but are not limited to cheating, plagiarism, and lack of acknowledgement of research sources.

Cheating shall mean either receiving or giving unapproved aid on a written lesson, test, examination, or other work that is assigned to be the effort of one student. Permitting a classmate to copy one's work is held to be equally disruptive of the principles of academic integrity as the copying itself.

Plagiarism and failure to provide citations and reference to sources of information that is neither general knowledge nor knowledge one possessed prior to researching a topic are serious violations of academic integrity. Downloading of an online research paper or cutting and pasting of portions of an online research paper are forms of plagiarism and will be treated with severity.

On the college and university level, such behavior can result in expulsion from the institution. On the professional level, one's job can be lost and civil lawsuits can be filed if one engages in this behavior. It is essential that K-12 students understand this reality. The following consequences are intended to underscore the importance of upholding academic integrity.

- **1st Offense** - Failing grade of zero (0) on that particular assignment, notification of parents, completion of a reflective essay explaining why the action was a violation of academic integrity, and a temporary note placed in permanent record (A written note is placed in the folder, and if the offense is not repeated within the remaining school year, the note will be destroyed).
- **2nd Offense** - Failing grade for course for that grading period, notification of parents, completion of a reflective essay explaining why the action was a violation of academic integrity, and suspension for three (3) school days. A written note is placed in the folder and remains on permanent record. If there are no further academic integrity violations, the note is destroyed upon graduation of the student.
- **3rd Offense** – Failing grade for course for that semester, notification of parents, completion of a reflective essay explaining why the action was a violation of academic integrity, and a ten-day suspension. A written note is placed in the folder and remains on permanent record.

Cheating on a final examination will result in retaking the exam and possible failure

BULLYING

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

CYBER-STALKING

According to N. C. General Statutes (GS 14-196.3) the use of electronic mail or electronic communication, to include any electronic medium, (cell phones and text messaging) any words or language threatening to inflict bodily harm to any person will be suspended up to 10 school days and charged accordingly.

DRESS CODE

The dress code applies to students Kindergarten through 12th grade. Students are permitted freedom of expression to a more limited extent in school than in other public venues. Clothing that causes a significant disruption of the academic environment is subject to restriction, a policy confirmed by the United States Supreme Court.

All students at Highlands School are expected to dress appropriately for the academic environment. Clothing that may be appropriate for the beach, the mall, or other weekend or vacation activities may not be sufficiently modest for school. Students (male and female) must observe the following guidelines:

- Shorts and skirts must be worn at an appropriate length. When students stand with their hands by their sides, shorts or skirts, or holes in pants/jeans must be at or below their fingertips. When students are seated, undergarments should not be visible due to the shortness of the shorts or skirt.
- Tank tops, tube tops, halter tops, see-through shirts, mesh shirts, and clothing that expose the midriff or chest are not appropriate. The bottom of one's shirt must cover the top of one's pants, shorts, or skirt when sitting and standing. Shoulders must be covered.
- Undergarments are to be worn and are not to be visible outside other clothing, e.g., bra straps, boxer shorts, tights or leggings. Tights or leggings must be covered by an outer garment that meets the dress code: When students stand with their hands by their sides, shorts or skirts, or other outer garments must be at or below their fingertips.
- T-shirts or other clothing or jewelry that make references to controlled substances, alcohol, tobacco, gang affiliations, sex, or that are insensitive to the culture of students/staff members are prohibited. No clothing will be permitted that may be offensive to any race, gender, or religion.
- Pants must be fastened properly around the waist. When belts are worn, they are to remain buckled. Overalls must be fastened at the shoulders.
- Shoes must be worn at all times.
- No sun/shade glasses are to be worn in the building unless it is medically prescribed that they be worn indoors.
- No headgear (hats, caps, hoods, bandannas, kerchiefs, curlers, etc.) is to be worn inside the building.

Students who are in violation of the dress code will not be permitted to attend classes until they have changed into appropriate clothing. Students who are inappropriately dressed should be sent to the office. Time missed from class will be considered an unexcused absence. Students who refuse to change clothes may be suspended. IN QUESTIONABLE CASES, ADMINISTRATION IS THE FINAL ARBITER OF APPROPRIATENESS OF CLOTHING.

HALL TRAFFIC

At any time during the school day all teachers, staff, students, and visitors should be aware of areas that are still in session and should refrain from talking, making loud noises, locker visits, or walking through these areas. Students should be aware that sitting or lying in the hall, lobby, foyers or doorways is not appropriate due to the increase of student and faculty traffic. Other than during lunch or break, any student found in the hallways must have permission/pass from their teacher indicating time, date, and destination. In the morning, students will not be allowed into the halls until 7:45. During lunch, high school students will not be allowed into the high school or elementary hallway until the end of lunch. High school students may not use the elementary wing hallway to go to the new gym unless there is inclement weather. If the elementary wing is used students must be quiet while in the hallway.

LOITERING

From the time students arrive on campus until the last bell, students are to travel in areas that are supervised by school personnel. Students and non-students who are LOITERING on campus, including the student parking lots, and track area after 3:30 p.m., may be cited by the SRO or local law enforcement.

MALE-FEMALE STUDENT RELATIONSHIPS

Students should remember to respect and show respect toward each other. In a Kindergarten through twelfth grade school, older students should set a good example for younger ones. Older students should be aware that certain activities are unsuitable for all students to witness. Inappropriate demonstration of affection on the school campus is considered unacceptable. When considered necessary, parent(s) will be contacted.

SEXUAL HARASSMENT

Highlands School is committed to providing a work/educational environment in which all employees and students have the right to be free from sexual harassment. Sexual harassment covers all unwelcome sexual advances, requests for sexual favors, and any other verbal or physical expression that has the effect of interfering with an individual's work/educational environment. Such harassment by supervisors/teachers or students will not be tolerated and may lead to immediate dismissal.

It shall be the duty of all to be sensitive to harassing behavior or conditions and to initiate corrective action immediately when these are suspected or actually known. If anyone believes that he/she is a victim of sexual harassment, file a complaint through the established grievance procedure with the immediate supervisor and follow guidelines adopted by the Macon County Board of Education.

SEXUAL HARASSMENT (Students)

Sexual Harassment can be:

1. insults
2. offensive or suggestive remarks
3. sexually threatening language
4. pressure to date
5. offensive jokes of sexual nature
6. whistles or catcalls
7. sexual slurs or innuendoes
8. derogatory comments based on the gender of an individual
9. suggestive gestures or looks
10. staring or leering
11. displaying posters, photographs of sexual nature
12. proposition
13. physical or offensive touching or hugging
14. grabbing, patting, or pinching
15. cornering
16. rape, attempted rape

The intent of the person harassing is immaterial, how the person receiving the above behavior feels is the determining factor.