Revised for the 2020-2021 Academic Year

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Visitors: All visitors should report to the main office upon entering the building and sign in. Visitors will be allowed on campus for official business only with permission from administration. Visitors include any persons not presently enrolled at Enka High School.

FIGHT SONG
Onward Enka
Forward We Go!
Always Winning
Where’ ere We Go!
Singing Fight, Fight, Fight, Fight,
Fight is Our Song!
Raise our Colors Blue and White
Enka High School
Onward for Victory!

ALMA MATER
O, Our Alma Mater,
Love Thee We Do!
Our Hearts Are Flowing
With Thy Spirit True.
In the Hour of Trials,
Where Things Go Wrong
We’ll sing the Victory
The Whole Day Long.

Student Body Council
Executive President: Jonathon Zavaglia
Executive Vice-President: Dylan Gudac
Executive Recording Secretary: Kevin Donahu
Executive Corresponding Secretary: Olyvia Dill
Executive Treasurer: Alyssa Taylor
From Your Student Body President

Dear fellow Enka Jets,

Hey everybody! This is Jonathan Zavaglia, your Student Body President for 2020-2021. I am excited about this school year, even though it may not be quite what we all expected. I hope by the end of this year every student has gotten involved in some way as an Enka Jet.

To the Freshmen, Welcome to Enka High school! You made it out of middle school and now have so many new opportunities in front of you. Don’t let high school intimidate you because we’ve all been where you are right now. I encourage you to be bold and step out of your comfort zone by becoming involved in sports, clubs, and/or arts programs. Come into high school with a positive and outgoing attitude that will allow you to enjoy it to the fullest. Make the most of your Freshmen year!

To the Sophomores, you’re no longer the youngest in the school! Take this year to challenge yourself and to dive deeper into your interests. Take part in athletic events and attend art program productions. Use this year to get involved and to support all your fellow classmates. Make the most of your last year as an underclassman!

To the Juniors, as for me, junior year was tough. Your classes become tougher, the workload is larger, and sports and clubs expect more from you since you are now an upperclassman and leader. Don’t let these things stress you out but instead meet these challenges head-on and persevere through them. As Junior year goes on, don’t let yourself become dispirited. Take a break by attending a sports event, theater production, or prom. Just remember you have all senior year to look forward to!

To the Seniors, although this year may not be what most of us pictured, let’s make our senior year unforgettable! Our Senior year is not ruined; it is just going to be what we make of it! I have thoroughly enjoyed being a part of the class of 2021. Let’s enjoy our final year together and show all the underclassmen what it truly means to be an Enka Jet! As we all move on to many different things after this year, lets always remember where our journey started…right here at Enka High School!

The 2020-2021 school year is something I am very much looking forward to! I can’t wait to work with the teachers, staff, community, and most importantly, the student body of Enka High school to make this year unforgettable!

Thank you,

Jonathan Zavaglia
Enka High School Clubs

Attention to academic standards is critically important, but equally important is the benefit of student involvement in co-curricular activities. The atmosphere, which exists in a well-organized club or activity, allows students to develop social leadership roles in a way that cannot be duplicated in a classroom setting. It is the goal of Enka High School to help prepare students for life by providing them multiple opportunities to become well-rounded young adults.

Student athletes are issued a season pass that allows them free admittance to all regular season home games. These passes must be presented at the gate. Coaches will distribute passes to their athletes.

<table>
<thead>
<tr>
<th>CLUB</th>
<th>ADVISOR(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Club</td>
<td>Ms. Hambright</td>
</tr>
<tr>
<td>Campus Life</td>
<td>Mr. Clements, Ms. McNeill</td>
</tr>
<tr>
<td>Chinese</td>
<td>Ms. Yang</td>
</tr>
<tr>
<td>Culture Club, Foreign Exchange Students</td>
<td>Ms. Wallace</td>
</tr>
<tr>
<td>Theatre Club</td>
<td>Ms. Stanley-Marino</td>
</tr>
<tr>
<td>Ecology Club</td>
<td>Mr. Macken</td>
</tr>
<tr>
<td>FCCLA</td>
<td>Ms. Dill</td>
</tr>
<tr>
<td>Fellowship of Christian Athletes</td>
<td>Coach Frady</td>
</tr>
<tr>
<td>FFA</td>
<td>Mr. K. Franklin, Ms. Hughes</td>
</tr>
<tr>
<td>Fly Fishing</td>
<td>Mr. Smith</td>
</tr>
<tr>
<td>Future Teachers of America</td>
<td>Ms. R. Franklin &amp; Ms. Roberts</td>
</tr>
<tr>
<td>Graphics and Photography Club</td>
<td>Ms. Hoffman</td>
</tr>
<tr>
<td>Guild of Mountaineers (GOMers)</td>
<td>Mr. Alexander, Coach Caisse</td>
</tr>
<tr>
<td>Health Occupations Students</td>
<td>Ms. Hensley</td>
</tr>
<tr>
<td>Junior Civitans</td>
<td>Ms. Roberts</td>
</tr>
<tr>
<td>Junior Classical League</td>
<td>Ms. Shanholtz</td>
</tr>
<tr>
<td>Key Club</td>
<td>Mr. Jones</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Ms. Kendrick &amp; Ms. Trull</td>
</tr>
<tr>
<td>Spanish Club</td>
<td>Ms. Williamson y Ms. Wallace</td>
</tr>
<tr>
<td>Student Body Council</td>
<td>Coach Kruk</td>
</tr>
</tbody>
</table>
Student Services

Enka High School’s Student Services Department consists of four professional school counselors, one Career Development Coordinator, one social worker, one graduation initiative counselor, one job coach, and one full-time administrative assistant.

Counseling Assignments:

<table>
<thead>
<tr>
<th>Freshmen</th>
<th>Kacie Kisielewski</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 10-12</td>
<td></td>
</tr>
<tr>
<td>A-F</td>
<td>Lois Petersen</td>
</tr>
<tr>
<td>H-O</td>
<td>Barbara Burlingame</td>
</tr>
<tr>
<td>P-Z</td>
<td>Derwin Williams</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Lisa Von Dohlen (Department Chair)</td>
</tr>
<tr>
<td>Career Development Coordinator</td>
<td>Lisa Sellers</td>
</tr>
<tr>
<td>Graduation Initiative</td>
<td>Sharon Fish</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Donna Hyatt</td>
</tr>
</tbody>
</table>

1. Students in grades 10-12 are assigned, by alphabet, to counselors. Students will remain with the same counselor throughout their high school career. Grade 9 is assigned to the Freshmen counselor.

2. **Career/College Counseling:** Counselors are available to help students plan courses for high school and plan for life after high school. Counselors can help students decide which career they want to pursue and can help them come up with a plan to get there. Students can receive assistance with admissions and financial aid for college, with entering the military or with entering the job market.

3. **Personal Counseling:** Students may speak individually with counselors about problems they are experiencing. These sessions are confidential.

4. **Dropouts:** Counselors often work with students who are having difficulty with schoolwork. The entire Enka staff is concerned about potential dropouts and counselors are part of the effort to prevent students from dropping out.

5. **Testing:** Counselors coordinate college entrance exams and aid in the overall testing process at Enka High School. Counselors are available to help students register and prepare for college entrance tests, as well as to help them interpret their scores. Additionally, through this department testing proctors are gathered. This is handled through the department’s testing proctor coordinator.

6. **Permanent School Records:** All permanent school records are kept in the counseling Office. Students or parents may make a formal request for a release of the student’s transcript to another school, college or employer. The request must come from the student after age 18.

7. **Conferences:** Counselors coordinate parent/teacher conferences in which more than one teacher’s presence is requested. Teachers, parents, or students may request these conferences.

8. **Mediation:** A peer mediation program is available to students experiencing conflicts with another student.
Athletic Eligibility

Student athletes must pass three (3) out of four (4) classes, based on previous semester, and six (6) out of eight (8) classes based on the previous year to be eligible to participate in athletics. This includes practices and competition.

Driving Eligibility Requirements

North Carolina has enacted legislation that reflects a coordinated statewide effort to motivate and encourage students to graduate from high school. This legislation is directed at ALL North Carolina students under the age of 18 who received a driving permit or license AFTER December 1, 1997.

Students are subject to revocation of driver’s license or permit pursuant to two North Carolina laws. Under the “Dropout Prevention” law, students must remain enrolled in school and make required progress toward a high school diploma, i.e. pass three out of four courses per semester. Those who withdraw from school must immediately enroll in a GED program to maintain driving privileges. Under the “Lose Control” law, students who are given a suspension or placement in an alternative educational setting of longer than 10 days for possession/sale of alcohol or controlled substances on school property, bringing/possessing/using a weapon on school property, or assault on school personnel on school property will forfeit driving privileges.

Student Discipline

When a student is exhibiting disruptive behavior, he/she is not learning and may very well be keeping those around him/her from learning. Our discipline policy addresses the need to provide these students two options: Conduct him/herself in ways that are appropriate and conducive to a productive learning environment OR be suspended from school for the semester or longer, if necessary. Please review the following policy: Students may be assigned one of the following depending on the offense: Teacher Detention, Administrative Detention, ISS (In School Suspension) OSS (Out of School Suspension) or OSS to take place at BCATS.

Subsequent OSS offense(s) could result in Hearing Board and suspension from school.

Consequences may not necessarily follow above sequence, but the administration will make every effort to see that the punishment fits the offense.

Students found to be in violation of drug/alcohol or weapons policies could be long-term suspended or expelled, based on the severity of the offense.
## Student Discipline Reference Chart

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive Behavior</td>
<td>2 Days ISS</td>
<td>2 Days OSS</td>
<td>5 Days OSS</td>
</tr>
<tr>
<td>Bullying</td>
<td>2 Days ISS &amp; Bullying Contract</td>
<td>3 Days OSS</td>
<td>10 Days OSS</td>
</tr>
<tr>
<td>Bus Misbehavior</td>
<td>3 Days Bus Suspension</td>
<td>5 Days Bus Suspension</td>
<td>10 Days Bus Suspension</td>
</tr>
<tr>
<td>Cell Phone Use</td>
<td>1 Day Administrative Detention</td>
<td>2 Days ISS</td>
<td>2 Days OSS</td>
</tr>
<tr>
<td>Communicating Threats to School and/or Faculty</td>
<td>5 Days OSS</td>
<td>Hearing Board</td>
<td></td>
</tr>
<tr>
<td>Communicating Threats to Students</td>
<td>2 Days ISS</td>
<td>3 Days OSS</td>
<td>5 Days OSS</td>
</tr>
<tr>
<td>Cutting Class</td>
<td>2 Days ISS</td>
<td>2 Days ISS</td>
<td>2 Days ISS</td>
</tr>
<tr>
<td>Disrespect of Faculty/Staff</td>
<td>2 Days OSS</td>
<td>5 Days OSS</td>
<td>10 Days OSS</td>
</tr>
<tr>
<td>Disruptive Behavior (Classroom Disruptions)</td>
<td>1 Day ISS</td>
<td>2 Days ISS</td>
<td>1 Day OSS</td>
</tr>
<tr>
<td>Excessive Tardiness (Greater than 3)</td>
<td>4 &amp; 5 Administrative Detention</td>
<td>6 &amp; 7 1 Day ISS</td>
<td>8 or More Non-Driver Drivers = 2 Days ISS Drivers = Revoke Driving Privileges for 2 weeks</td>
</tr>
<tr>
<td>Failure to Serve Detention (Administrative)</td>
<td>1 Day ISS</td>
<td>1 Day ISS</td>
<td>2 Days ISS</td>
</tr>
<tr>
<td>Failure to Serve Detention (Teacher)</td>
<td>Administrative Detention</td>
<td>1 Day ISS</td>
<td>2 Days ISS</td>
</tr>
<tr>
<td>Fighting</td>
<td>3 Days OSS</td>
<td>5 Days OSS</td>
<td>10 Days OSS</td>
</tr>
<tr>
<td>Gang Activity</td>
<td>2 Days ISS</td>
<td>5 Days OSS</td>
<td>Hearing Board</td>
</tr>
<tr>
<td>Harassment</td>
<td>2 Days ISS</td>
<td>2 Days OSS</td>
<td>5 Days OSS</td>
</tr>
<tr>
<td>Inappropriate Behavior</td>
<td>1 Day ISS</td>
<td>2 Days ISS</td>
<td>1 Day OSS</td>
</tr>
<tr>
<td>Inappropriate Items (All Other Items)</td>
<td>2 Days ISS</td>
<td>2 Days ISS</td>
<td>2 Days OSS</td>
</tr>
<tr>
<td>Inappropriate Items (Vapes/Juuls)</td>
<td>2 Days OSS</td>
<td>3 Days OSS</td>
<td>5 Days OSS</td>
</tr>
<tr>
<td>Inappropriate Language/Disrespect</td>
<td>1 Days ISS</td>
<td>2 Days ISS</td>
<td>1 Day OSS</td>
</tr>
<tr>
<td>Offense</td>
<td>LTS (Long Term Suspension)</td>
<td>1 Day Administrative Detention</td>
<td>2 Days ISS</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------</td>
<td>---------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Insubordination</td>
<td></td>
<td>2 Days ISS</td>
<td></td>
</tr>
<tr>
<td>Late to Class (Tardies to 2nd, 3rd, 4th period)</td>
<td>Administrative Detention</td>
<td>1 Day ISS</td>
<td></td>
</tr>
<tr>
<td>Misuse of School Technology</td>
<td>Administrative Detention</td>
<td>2 Days ISS</td>
<td>1 Day OSS &amp; Loss of Device</td>
</tr>
<tr>
<td>*Possession of Controlled Substance</td>
<td>5 Days OSS &amp; Reportable Offense</td>
<td>10 Days ISS &amp; Reportable Offense</td>
<td></td>
</tr>
<tr>
<td>Possession of Tobacco</td>
<td>2 Days OSS</td>
<td>3 Days OSS</td>
<td>5 Days OSS</td>
</tr>
<tr>
<td>Property Damage (Vandalism) &lt; $100</td>
<td>2 Days ISS &amp; Restitution</td>
<td>2 Days OSS &amp; Restitution</td>
<td>5 Days OSS &amp; Restitution</td>
</tr>
<tr>
<td>Property Damage (Vandalism) &gt; $100</td>
<td>5 Days OSS &amp; Restitution</td>
<td>10 Days OSS &amp; Restitution &amp; Hearing Board</td>
<td>Hearing Board</td>
</tr>
<tr>
<td>Theft &lt; $100</td>
<td>2 Days ISS &amp; Restitution</td>
<td>2 Days OSS &amp; Restitution</td>
<td>5 Days OSS &amp; Restitution</td>
</tr>
<tr>
<td>Theft &gt; $100</td>
<td>5 Days OSS &amp; Restitution</td>
<td>10 Days OSS &amp; Restitution &amp; Hearing Board</td>
<td>Hearing Board</td>
</tr>
<tr>
<td>Unauthorized Area</td>
<td>2 Days ISS</td>
<td>2 Days ISS</td>
<td>1 Day OSS</td>
</tr>
<tr>
<td>Under the Influence of Controlled Substance</td>
<td>5 Days OSS</td>
<td>10 Days ISS</td>
<td>Hearing Board</td>
</tr>
<tr>
<td>*Use of Controlled Substance</td>
<td>5 Days OSS &amp; Reportable Offense</td>
<td>10 Days ISS &amp; Reportable Offense</td>
<td>Hearing Board &amp; Reportable Offense</td>
</tr>
<tr>
<td>Use of Tobacco</td>
<td>2 Days OSS</td>
<td>3 Days OSS</td>
<td>5 Days OSS</td>
</tr>
</tbody>
</table>

*LTS = Long Term Suspension*
- Students who are absent on a day which they are assigned ISS, they will make up their ISS upon returning to school
- OSS is not an option when assigned ISS
- ISS assignment will be all day unless a conference is held with the teacher, administrator, and student to discuss alternative arrangements
- There are special rules surrounding the suspension of students with IEP’s

**The following offenses are related to misconduct and will be dealt with using the Student Discipline Chart:**

1. Behavior, which disrupts normal operation in the classroom.
2. Disrespect or failure to follow any reasonable request from any teacher, aid, staff member or school authority and failure to follow school policy.
3. Excessive noise, profanity, loitering or other inappropriate behavior.
4. Behavior not becoming of a student at Enka High School. (i.e., excessive display of affection, rigging lockers, possession of lighter/matches).
5. Littering on school building or grounds.
6. Hall pass violation (not having a valid signed note during class).
7. Inappropriate dress (see dress code for examples).
8. Being in undesigned places (parking lots, athletic fields, faculty lounge, nature trail, etc.) Students must enter the building once arriving on campus and are not allowed outside the building during school hours. Students must sign in at the attendance office if they are late to school.
9. Running in halls, horse play.
10. Use of radios, tape players, recording devices, laser devices, paging devices, cellular phones, iPod and any electronic device not used for an approved educational purpose, on the school campus during class time. (This also includes skateboards, guitars, and wheelies) In addition to disciplinary action, the item could be confiscated. Parents will need to come pick up the item. The school is not responsible for damage or theft of any items that are not used for an approved educational purpose. The school will not investigate the loss or theft of these items.
11. Aiding/abetting/accessory (helping others break school rules: i.e., being a look-out, encouraging a fight, etc.)
12. Bringing of food from an outside establishment during the school day.
13. Truancy (absent from school without a valid excuse, cutting class, leaving school without permission, failure to sign out or arriving at school late without parent’s permission).
14. Forged notes (forging school forms, forging parents’ signatures, forging faculty/staff signatures, impersonating a parent or guardian on the telephone).
15. Refusal to identify self/false identification or failure to comply with school personnel enforcing school rules.
16. Gambling, vandalism, or theft of property (school or students) when value is less than $100.00.
17. Aggravated case of disrespect.
18. Class cut, failure to report to or leaving without permission any scheduled class or activity during the school day. Failure to sign in upon arrival to school when late.
19. Unauthorized access to a computer using a false password or accessing any program not authorized.
20. Tobacco violations: The use of tobacco is not permitted on school property by high school students during the school day or at any school activity. Use of tobacco will result in OSS each offense and a possible hearing board after the third offense and referred to a smoke cessation counselor. This includes any type of e-cig, vapor, or nicotine.
21. Intimidation or harassing of other students.
22. Gang and Gang related activity. Buncombe County Schools defines a “gang” as any ongoing alliance or association of three or more individuals, formal or informal, having as one of its primary activities the commission of criminal acts or purposeful violation of school policy. Inherent to the gang’s structure is a common set of identifying traits including names, signs, colors, and symbols.
23. The following conduct or activity is prohibited and subject to consequences ranging from an initial warning accompanied by parent contact to assigned periods of short term suspension to administrative recommendation for long term suspension:
   a. Displaying, possessing or distributing any clothing, bandana, jewelry, emblem, visible body marking, or literature that communicates or symbolizes affiliation with a gang.
   b. Communicating gang affiliation through either verbal or non-verbal methods including, but not limited to, hand gestures, drawing, and electronic texting.
   c. Tagging school or personal property with gang related symbols.
d. Harassment, intimidation, or solicitation directed toward a student or staff member relative to gang activity.

The following offenses are related to misconduct and will be dealt with using the Student Discipline Chart AND involve criminal charges by the School Resource Officer (SRO).

1. Fighting is considered assault under North Carolina law and will be reported to the Buncombe County Sheriff’s office for investigation. Appropriate school discipline will also apply. Filming of an affray on phone or cameras, will result in possible ISS/OSS and possible charges.
2. Aggravated case of disruption of school or behavior that has the potential to harm students or staff.
3. Using or possessing fireworks.
4. Possession on educational property of, whether openly or concealed, any BB gun, air rifle, air pistol, toy gun, Bowie knife, dirk dagger, slingshot, leaded cane, switchblade knife, black jack, metallic knuckles, razor and razor blades, sharp-pointed instrument, mace or pepper spray; will result in misdemeanor charges being filed with the Sheriff’s Office and appropriate school discipline.
5. Use or possession of drugs, drug paraphernalia, Including rolling paper, alcohol, or other stimulants/controlled substances not approved by school authorities. Possession of substances that simulate controlled substances is also prohibited. This includes, but are not limited to, white powders or non-narcotic organic materials being portrayed as controlled substances. This includes products that simulate alcoholic beverages such as beer or wine substitutes, etc. Any senior who violates this policy within the last ten (10) school days shall automatically forfeit the right to participate in graduation exercises with his/her class, in addition to any other punishments imposed by the administration.
6. Sale, possession, intoxication by, distribution of or dispensing of intoxicants or drugs. Any senior who violates this policy within the last ten (10) school days shall automatically forfeit the right to participate in graduation exercises with his/her class, in addition to any other punishments imposed by the administration.
7. Severe cases of disrespect or disobedience toward any teacher, aide, staff member or other school authority. Hazing of any individual whether adult or student. (Hazing is defined as: Bullying, taunting, or intimidation, which disrupts a student’s educational opportunities.)
8. Acts of arson, vandalism, or theft of school property or other student’s property resulting in loss of $100.00 or more (if act is criminal in nature, it may result in long-term suspension).
9. Setting off fire alarm. (Prosecution)
10. Making prank 911 calls.
11. Damaging computer(s), software or network or other AV equipment.
   a. 5-10 Days OSS, Financial restitution, if applicable.
   b. 10 Days OSS and Hearing Board. (Financial restitution if applicable)

12. Student athletes need to be aware of Buncombe County School Board policy concerning alcohol and drug infractions.

The following offenses are related to gross misconduct and will directly involve criminal charges by the School Resource Officer (SRO) and possible expulsion from any Buncombe County School.

1. Assaulting or detaining a teacher, student or school employee with the intent to do harm.
2. It is a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm or any explosive on educational property. It is also a Class I felony
for any person who causes, encourages or aids a minor (less than 18 years old) to possess or carry, whether openly or concealed, these firearms or any explosive on educational property. State law requires suspension for 365 days.

3. Extortion or blackmail of another student or school employee under threat of physical harm.
4. Behavior, which incites or intends to incite riots (including walkouts).
5. Forgery that attempts to result in defrauding of the school.
6. Communicating a bomb threat.
7. When a principal has a reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the principal must immediately report the act to the appropriate local law enforcement agency. Appropriate school punishment will also apply. (Recommended Hearing Board, long term suspension, and prosecution)

NOTE: THE PRINCIPAL OR HER DESIGNEE WILL ADDRESS ANY ACT COMMITTED BY A STUDENT THAT IS NOT COVERED IN THE DISCIPLINE CODE ON AN INDIVIDUAL BASIS. THE PRINCIPAL OR HER DESIGNEE RESERVES THE RIGHT TO ASSIGN AN ALTERNATE PUNISHMENT IN ANY MATTER.

Definition of Punishments

1. Teacher definition: Teachers have the authority to assign and schedule detention to students in accordance with both classroom behavior and school-wide behavior. This time will be spent with teachers either before school or after school at the teacher’s discretion. The teacher will set up the time and date for the detention to be served. Students will be given at least one day to arrange transportation for their scheduled detention. Consideration will be given for extenuating circumstances, including medical appointments.

2. Administrative Detention: (3:05-3:35 to be held in the ISS room or office)
   a. This detention is to be served by spending time with the administration under strict supervision. The only activity will be for students to work on academic work.
   b. Administrative Detention will be held Monday through Thursday.
   c. Detention comes BEFORE any other school activity.
   d. Work, athletics, clubs, band, ICT, special co-op, etc., is not an excuse to miss administrative detention.
   e. Administrative detention must be served on the day scheduled. If a student is absent on the day of his/her scheduled administrative detention, the detention must be served on the day the student returns to school.
   f. Any student who is late to administrative detention or who is asked to leave administrative detention will be punished with one (1) day ISS/OSS option.

3. In-School Suspension: ISS is defined as an alternative to Out-Of-School suspension. Students assigned to ISS will spend productive time in a closely supervised classroom with limited social privileges. Students who do not complete their assigned ISS will be given OSS as originally assigned.
   a. All students assigned will spend time in ISS. (No exceptions for work, athletics, Co-op etc.)
   b. Students will have to spend a full day in ISS for a full day assignment to be counted. (Exceptions: doctor’s note or family emergencies which will be disclosed to an administrator.)
c. Students will be responsible to their individual teachers for academic evaluation of work assigned while in ISS.
d. If a student is absent while assigned to ISS, the student must report to ISS upon returning to school.
e. Cell phones are not allowed and will be powered off while in ISS.

4. **Suspension Pending Parent Conference:** Students may be suspended from school until they bring parents or guardians in for a conference with an administrator. Students may bring their parent/guardian the first day of suspension to avoid any out-of-school suspension in some cases.

5. **Out-Of-School Suspension (OSS):** This short term suspension is defined in school board policy as a denial of the right of a student to attend school for a period not to exceed ten (10) school days.
   a. This will count as an unexcused absence. Students may request work missed due to OSS days assigned. Students are encouraged to complete all assignments in order to remain current with the material being covered in their classes. They should take their books home with them.
   b. **School days missed due to inclement weather or other unexpected events, which may close school, will not count as days served for OSS.**
   c. **Students are not allowed to participate in or attend any EHS activity during assigned OSS days.**

6. **Long Term Suspension:** Long-term suspension from school is defined as the denial of the right to the student to attend school for the remainder of the current school year or any other designated period of time. This may take effect after a Hearing Board convenes.

7. **Disciplinary Review Team:** This team will convene as appropriate. This team may consist of the student, parents, guidance counselor, teachers and administrator. The purpose of this team will be to explore ways to modify student behavior to prevent further discipline problems and possible long-term suspension. A student may be required to appear before a hearing board for possible long-term suspension as appropriate.

**Dress Code**

Any type of dress, which is “suggestive” in nature, by either sex, is not acceptable.

1. Shoes or sandals must be worn.
2. Cut-offs or tops that expose any midriff are not acceptable. Clothes should be worn in such a way that no underwear is showing. In some cases, the administration could require the use of a belt to hold the pants at or above the hips.
3. Loose fitting tank tops for girls or boys are not acceptable. Strapless, halter or spaghetti strap apparel is not permitted. Straps must be at least one inch in width. (One half the width of a credit card.) **Sports Bras should not be worn except in sports activities.**
4. Shorts and dresses must reach the tip of the fingers as arms are dropped to the side of the body to be acceptable. Shirts must be long enough to remain tucked into their skirt or pants. Students will be sent home or be placed in ISS until the end of the day or until the problem is corrected.
5. Profane, obscene, suggestive or inflammatory designs are not allowed on clothes. Clothing that displays or promotes tobacco, alcohol, or other controlled substances **ARE NOT** permitted.
6. Jeans that are ripped, cut or torn still must meet the standards for length of shorts. (Regardless of what is worn underneath)
7. Men or women may wear hats in the hallways between classes or in the lunchroom. Hats should be removed while in class. Sweatshirt and jacket hoods should not be
worn during the school day. (No bandanas should be worn on school grounds. See gang related policy page 9.)
8. Blankets/Covers/Throws are not allowed during the school day.
9. All above information concerning dress code includes but is not limited to sporting events, dances, or any other school sponsored event.

Dress Code for Prom

1. Strapless gowns are acceptable.
2. Open-back gowns are acceptable, no lower than the bottom of rib cage. (Thumbs are placed under the armpits and open hands are parallel to the floor. Nothing should show above this point.)
4. Gowns revealing midriffs wider than 2” will not be allowed.
5. All attire must be appropriate and in good taste.
6. Gentlemen: At least a sport coat, matching dress shirt, matching tie, matching full-length dress slacks and matching dress shoes will be required.
7. If there is doubt, see administration for approval.

All students and guests must be approved by the administration.

Specific deadlines for application will be announced and enforced.
# Enka High School Dress Code

<table>
<thead>
<tr>
<th>Shirts:</th>
<th>Appropriate</th>
<th>Not Appropriate</th>
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</table>
| - No cut-offs or tops that expose any midriff. Shirts must be long enough to remain tucked into skirt or pants.  
- No strapless, halter or spaghetti strap apparel. Straps must be at least one inch in width.  
- No backless or cut-out back shirts. | ![Appropriate Shirt] ![Appropriate Shirt] | ![Not Appropriate Shirt] ![Not Appropriate Shirt] |

<table>
<thead>
<tr>
<th>Pants, Shorts, Skirts and Dresses:</th>
<th>Appropriate</th>
<th>Not Appropriate</th>
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</table>
| - Shorts and dresses must reach the tip of the fingers as arms are dropped to the side of the body.  
- No underwear should be showing. In some cases, the administration may require the use of a belt to hold the pants.  
- Jeans that are ripped, cut or torn still must meet the standards for length of shorts. (Regardless of what is worn underneath) | ![Appropriate Pant] ![Appropriate Pant] | ![Not Appropriate Pant] ![Not Appropriate Pant] |

<table>
<thead>
<tr>
<th>Other:</th>
<th>Appropriate</th>
<th>Not Appropriate</th>
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</table>
| - When wearing leggings, shirt or skirt must cover to thighs and not be see-through.  
- Profane, obscene, suggestive or inflammatory designs that displays or promotes tobacco, alcohol, or other controlled substances ARE NOT permitted.  
- Hats may be worn in the hallways, but not in the classroom.  
- No bandanas may be worn at any time.  
- Shoes must be worn at all times. | ![Appropriate Other] ![Appropriate Other] | ![Not Appropriate Other] ![Not Appropriate Other] |

Failure to comply with the dress code will result in the following:  
Student will call home for a change of clothes in all situations.  
Offense #1: Warning  
Offense #2: 1 day of ISS  
Offense #3: 2 days of ISS and parent conference
General School Rules and Regulations

1. **Selling items at school:** The selling of food items during school hours is prohibited. Other items must be a part of an approved fundraiser.

2. **Cafeteria:** Please assist in keeping the cafeteria a clean and attractive place by observing the following guidelines:
   a. **Obtaining any food from an off-campus eating establishment to bring on campus during the school day is not permitted.**
   b. Breaking in line is not permitted! Breaking in line will result with appropriate discipline.
   c. Properly dispose of trays. Plastic hard trays and food **are not permitted outside the cafeteria!**
   d. No student may store any food or drink items in the cafeteria. Students will need to keep their food and/or drink either in their locker or book bag.
   e. Table seating in the cafeteria should be chiefly used for students wanting to sit and eat lunch. Students not eating and simply sitting at a table may be asked to move in order to allow space for students wanting to eat.

<table>
<thead>
<tr>
<th>Prices of Breakfast and Lunch</th>
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<tbody>
<tr>
<td><strong>Student Prices</strong></td>
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<tr>
<td>Breakfast</td>
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<td>Lunch</td>
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<tr>
<th>Adult Prices</th>
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<tbody>
<tr>
<td><strong>Breakfast</strong></td>
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<tr>
<td>Lunch</td>
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</tbody>
</table>

3. **Lockers:** Lockers remain the property of the school. Searches will be conducted as necessary to protect the health and safety of students and the educational process. Searches will be conducted by the administration as afforded by the doctrine of *In Loco Parentis*. Disciplinary action resulting from locker searches will be consistent with the school-wide discipline code.
   a. Students are responsible for lockers. Lockers and combinations will be assigned per student request. Students may request lockers within the first 2 weeks of school.
   b. Damage to lockers will be the responsibility of the student.
   c. Lockers should be cleared of all personal items prior to the last three days of school.
   d. Students may not share lockers. Any loss of personal items from a locker being shared will not be investigated by the administration nor is it the responsibility of EHS.
   e. Lockers must remain locked at all times, unless being accessed by the student.
   f. Students may decorate the inside of their lockers with removable materials. Materials must be non-offensive. **Defacing lockers in any form, including permanent stickers or decals, will be classified as vandalism and fines will be assessed.**

4. **Yearbook Information and Prices:** It's never too early to get your yearbook on sale now for the lowest price of the year, $70! If you wish to lock in these savings and/or make small payments, please use the Jostens website, jostensyearbook.com or by calling toll free 1(877)767-5217. The low price of $70 is only good through 11/13/20 and comes with perks! Included is 4 FREE ICONS when you personalize your
book. Contact joan.hoffman@bcsemail.org with questions or concerns. You can purchase your yearbook at www.jostensyearbook.com or by calling 1(877) 767-5217.

a. After 9/20 prices will increase as follows:
   i. Until 11/13 $70+tax
   ii. UNTIL SOLD OUT $80+tax
b. Senior Baby Ads or "Recognition" ads for the yearbook will be due by Tuesday, November 12th. Most ads are designed online and start at $60. It’s EASY! Create your ad online at www.jostensadservices.com by choosing your ad size and layout, entering your text and upload your photos. Payment plans are now offered online with monthly installments. Paper forms will be mailed home in October if you wish to not use the website. Images will be returned with graduation materials. More questions? Call Jostens toll free at (800) 358-0800 for assistance with your add or contact the Yearbook Advisor, Mrs. Hoffman at joan.hoffman@bcsemail.org with any general questions of concerns.

5. Telephone: A student MAY NOT use the telephone during class unless it is an emergency. At this time the teacher will send the student to the attendance office.

6. CELL PHONES: Cell phones are not to be on or used during class periods. Any use of a cell phone during this time will result in a referral and appropriate discipline. Audio recording or filming any teacher is strictly against school policy and consequences will result. **Cell phones may be used during class changes and lunches only.**

7. Lunch period: Students may not eat outside of the cafeteria. This is to maintain a safe and clean school environment.

8. After school functions/Extra-Curricular Activities: All school rules and regulations apply to all school-sponsored activities.

9. Cheating/Plagiarism: When a student is found guilty of cheating or plagiarism, (submitting the work of another, either published or unpublished, in part or in full), the teacher has the right to collect the student’s paper, mark a zero for the work and notify the parent.

10. In consideration of our carpeted classrooms, the **chewing of gum is strongly discouraged.** Teachers are encouraged by the administration to establish and enforce the “no gum” rule within their respective classrooms.

11. The faculty lounge AND teacher work areas are off limits to students. Teachers should not send students to the lounge or work areas.


   a. No student may access a computer or its software using any code name and password but his/her own.
   b. No student may access any program not specifically assigned to his/her student menu by a faculty member.
   c. Computers, computer parts and software are considered school property and will be covered under rules concerning destruction of school property.

**School Bus Regulations**

School buses are county property assigned by the state to Buncombe County. They are means of transportation provided to students. Students who ride buses are expected to conduct themselves in an orderly fashion at all times. All school rules apply on the bus as well as at the bus stop. **To ride a bus is a privilege, not a guarantee. The school principal, by law, has the authority to terminate a student’s privilege to ride the bus for any length of time for the following infractions:**

1. Delaying the school bus schedule.
2. Fighting, tobacco use, profanity or refusing to obey the instructions of the school bus driver, or school authorities, while waiting for, riding, or leaving a school bus.
3. Any activity (playing, throwing objects, out of seat, loud talking and shouting, etc.) that causes a
distraction to the bus driver or violates established safety rules and regulations.
4. Tampering with or doing damage to a school bus.
5. Refusing to meet the bus on time at designated stops.
6. Unauthorized leaving the bus when en-route from home to school or vice versa unless authorized
to do so. A parent note is needed for changes of stops.
7. Riding a bus other than one assigned. Parent note required.
8. Eating, drinking or selling items on the bus.
9. Disobeying established guidelines for loading or unloading of buses.

Bus drivers are instructed to inform the assistant principal or bus supervisor in charge of buses
immediately following the occurrence of any of the above infractions. Students having a conflict with a
driver should not confront the driver. The administration should be informed of any student concerns
involving a bus driver.

**Medication**

Students needing to bring medication to school must have the appropriate form filled out provided by the
main office. Medication will be stored in a locked cabinet in the main office and dispensed as needed.
Students are not to carry medication with them during school. This includes any CBD Oil and CBD Oil
products. Medication for Asthma is allowed to be carried by the individual during school hours. School
personnel are not allowed to give out medication such as aspirin to students.

**Attendance Policy**

The Buncombe County Board of Education believes that regular school attendance is of crucial
importance for educational achievement, that learning experiences which occur in the classroom are
essential components of the learning process, that time lost from class tends to be irretrievable in terms of
opportunity for instructional interaction, and, therefore, that each student should attend school every day.
Further, the Board affirms that the primary responsibility for regular attendance resides with the
parents/guardians and the individual student.

The Buncombe County Board of Education shall adhere to North Carolina State Laws pertaining to
student attendance except to the extent this policy imposes stricter regulations. Furthermore, the Board is
committed to the implementation of a student attendance policy that is nondiscriminatory, discourages
dropouts and encourages regular attendance.

1. To receive credit in a semester class, a student must not be absent more than five (5 days). A
   student must be in class for at least two-thirds of the class period to be counted present. To
   receive credit in a year-long class, a student must not be absent more than ten (10) days. Students
can make up attendance day with the teacher whose class they missed in after school attendance
   sessions.
2. A student is considered present in the school when in attendance at the following places:
   a. School sponsored field trips.
   b. Other activities initiated by and scheduled by the school.
   c. Special school events, which may require early dismissal from school.
   d. Assignment to in-school suspension.
3. As soon as a parent anticipates a student’s extended absence because of a severe, prolonged or
   chronic illness under a physician’s care, the parent shall notify the principal. The principal shall
   make arrangements for homebound/hospital-bound or other appropriate instruction. If a student
   makes a good faith effort to complete the work under these conditions, days missed will not be
counted against the policy. This arrangement shall be made only on the advice of the attending physician. Parents should address all questions regarding this type of instruction to the principal. (See list as to what constitutes chronic illness)

4. Any student who has a passing average in a course but has “failed” due to attendance, can attend Attendance Summer School to obtain credit for the course, if the number of absences for the course is (15) fifteen or less.

**Chronic Illness/Waived Days Policy**

The following may constitute days that could be waived. Please note that chronic illness is an illness that creates a situation where 5 or more days are missed due to this illness. In some cases, the illness is so severe that a student needs to be homebound. This would come through the guidance office and guidance counselors. No days are waivable without a note from a doctor pertaining to the illness in question. The following documented reasons will be considered when determining absence waivers:

- Chronic Illness
- Acute Illness
- Death in immediate family (three days allowed)
- Required court appearance (not due to fault of oneself)
- Other compelling circumstances (case by case basis)

The following are some examples of illnesses that are excused but cannot be waived: Allergies, colds, ear infections, strep throat, stomach virus, dental visits, etc.

To gain “attendance credit”, summer school will be held at each high school as deemed necessary. Students attending must pay $50.00 per course for the first two courses and $25.00 per course for each additional course. This fee will be used to employ the necessary personnel and to furnish materials for students.

In the event a student is unable to afford attendance summer school, the student’s parents may request a waiver of a portion of the fee by filing a statement of financial assets and liabilities. The statement must be filed with the principal and a determination of whether the waiver is granted shall be made within ten (10) days.

1. Any student who attends less than 150 days, 75 days in a CCSS, in a course will not receive credit for the course; however, the student may appeal to the principal to be allowed to obtain credit for the course by attending the summer sessions. Such appeal must be supported by medical or other compelling reasons.
2. During the summer school sessions, absence, tardiness or disruptive behavior will result in dismissal from the summer school program and no credit will be given.
3. Principals shall have the discretion to offer Saturday make-up classes of at least 5.5 hours of classroom instruction or work. A fee not to exceed $10.00 per Saturday session will be charged. Saturday sessions shall be self-supporting. Four (4) sessions per semester may be offered.
4. Occasionally, unique or unusual situations arise which are not specifically addressed by this policy. The superintendent, upon written recommendation from the school principal, may authorize an alternative to policy to achieve fairness to the student without weakening the effect of the policy.
5. Pursuant to this policy, students failing to meet attendance requirements in any required course for promotion or graduation shall neither be promoted nor allowed to participate in graduation ceremonies.
6. Notes from home are required upon the student’s returning to school following any absence.
7. A copy of this policy shall be distributed to all students at the beginning of the school year. Students transferring from another administrative unit will be provided a copy of this policy prior to enrollment, and will be allowed to have absences prorated based on the number of school days remaining in the school year.
8. Pending credits may be cleared via Saturday school sessions or attendance summer school during the school year. All pending credits will revert to “F’s” after this time.

ATTENDANCE MAKEUP PROCEDURES

Attendance Makeup: Tuesday Morning: 7:00 – 8:00
Tuesday Afternoon: 3:00 – 5:00
Date to be determined
Cost: $2.00 per session

Fall Saturday Makeup Days: 8:00 a.m. - 12:00 p.m.
Date to be determined
Cost: $10.00 per session

Fall Saturday Makeup Days: 8:00 a.m. - 12:00 p.m. and 12:30 p.m. – 4:30 p.m.
Date to be determined
Cost: $10.00 per session or $20.00 per day

Spring Saturday Makeup Days: 8:00 a.m. - 12:00 p.m.
Date to be determined
Cost: $10.00 per session

Spring Saturday Makeup Days: 8:00 a.m. - 12:00 p.m. and 12:30 p.m. – 4:30 p.m.
Date to be determined
Cost: $10.00 per session or $20.00 per day

School Sponsored Activities

School sponsored activities are not considered absences – Code 7. College visits for juniors and seniors, documented on college letterhead with the date of visit, 3 days maximum – code 7 and a Question/Answer sheet must be submitted to the attendance office. The same policy applies to job shadowing visits.

Suspended Students (G.S. 115C-391)

Students who are on suspension when final or semester exams are given shall be provided an opportunity to take those exams. Students are allowed to make up work while under suspension.

Make-up Work

1. Faculty members will assist students in arranging make-up work when absences are excused. Students must request their make-up work within three (3) days after returning from an excused absence. Students assigned OSS may request work.
2. Students may make up daily grades missed during unexcused absences. Major assignments will be allowed to be made up. (Research papers, semester exams, unit test, etc.) Students are encouraged to complete all work assignments missed.

3. Tutoring and remediation for core discipline areas will be offered after school, if funds are available.

**Tardies, Signing In, Signing Out**

**Tardies to School:** If a student arrives after 8:00 a.m., he/she must sign in in the attendance office. All detentions and other discipline due to tardies will be handled by the Attendance Office. Tardies to school will be handled in the following manner:

- A student is allowed to have (3) three emergency sign in tardies throughout the semester.
- 4th – 5th unexcused tardy will result in after school detention and phone call home.
- 6th and 7th unexcused tardies will result in 1 day of ISS.
- 8th and 9th unexcused tardies will result in the loss of driving privileges to the high school taken away for one week for student drivers. Non drivers will receive 2 days of ISS.
- 10th unexcused tardy and onward will result in the loss of driving privileges to the high school for two weeks and possibly the remainder of the semester for student drivers. Non drivers will receive 2 days of ISS.

Any student late to first period must report to the attendance office to receive an admit slip to class.

**Tardies to class for 2nd, 3rd, and 4th block will be handled via classroom teacher.**

Subsequent disruptions are to be referred to the administration for inclusion in the student discipline plan.

**Signing-in and Signing-out**

- Parents are encouraged to make doctor’s appointments after school hours. Students should sign out in the Attendance Office. Excessive sign-outs could result in administrative referral, in accordance to individual student’s discipline plan. Documented doctor’s appointments are excused. Students are to bring in a doctor’s note the next day to have an excused sign out.
- Sign out notes will have to be brought to the Attendance Office before 7:50 in the morning in order for office staff to call home to confirm the note. Additionally, no student will be allowed to sign out without parent approval.
- Enka High School acts *in loco parentis* of all students during regular school hours. Therefore, students who are 18 years or older will still have to have parental permission to sign out unless the student is an emancipated minor.

**Bringing food from outside establishments during school hours is strictly prohibited.**

**Student Dismissal Precautions**

No staff member will excuse any student from school prior to the end of the school day or into any person’s custody without the direct prior approval and knowledge of the principal or his/her designee who will authorize early or otherwise irregular dismissal only when it is requested by the student’s parent/guardian. Legal I.D. is required when picking up a student.
THE SCHOOL HAS FINAL AUTHORITY IN DISMISSING ANY STUDENT FROM SCHOOL. THOSE LEAVING SCHOOL WITHOUT PRIOR APPROVAL WILL BE SUBJECT TO THE APPROPRIATE DISCIPLINARY ACTION

Junior Marshall Requirements

To be eligible for the honor of serving as junior marshal, students will be selected according to their class rank as of the end of the first semester of their junior year.

Prom Attendance Policy

All rules, policies and dress codes as mentioned above apply to prom attendance in addition to the following requirement:

1. Freshman students are not allowed. Sophomores are allowed by invitation only.

Dance Policy

Students are reminded that dances are offered for Enka High School students as a means of socializing and enjoying their high school years. Student behavior at all dances determines the privilege to have future dances. All school rules and regulations apply to school dances. Eligibility requirements to attend an Enka High School dance are as follows:

1. Students must be currently enrolled and in good standing at EHS.
2. Guests must be enrolled in 10th grade or above. (Prom)
3. Guests must be under age twenty-one (21).
4. Guests must be enrolled in 9th grade or above.
5. Guests who have dropped out of school will not be allowed. GED completers will be considered.
6. All guests must be approved by administration.
7. See dress codes.

Vehicle Registration

All Enka High School students who operate or park motor vehicles on the campus of Enka High School or its environment for any period, however short, must immediately register each vehicle.

1. Student vehicles will be registered through the Enka High School website under the “Students” and “Student Vehicle Registration” tab. https://ehs.buncombeschools.org/
2. Appropriate permits will be issued after registration. Students can purchase their permit/hang tag through the Bookkeeper. Student permits must be attached to the driver’s rear-view mirror with the number facing forward.
3. Parking permits may not be defaced, altered or reproduced.

Student Parking

1. The student permit entitles the holder to park in the appropriate area in an available space.
2. The student-parking fee will be $45.00 (as of this writing) for the year, set by Buncombe County School Board. Parking decals purchased after the beginning of the second semester will be prorated as follows: Jan. - $30.00, Feb. - $25.00, Mar. - $20.00, Apr. - $15.00, May - $10.00. All parking permits are non-transferable between individuals.
3. N.C. vehicle registration and driver’s license must be included on the online registration.
4. Students are expected to obey all traffic rules and regulations designed for the safe operation of vehicles while on campus.
5. An Enka High School vehicle registration form must be completed online prior to the issuance of a permit.
6. Lost permits may be replaced for $45.00 or the prorated amount. Use of a stolen, lost permit, or borrowed permit will result in student discipline.

The principal of Enka High School, or his designee, shall have the authority to remove, and/or suspend/revoke driving and parking privileges on the campus of Enka High School as a result of the following violations:

1. Operating a vehicle in an unsafe manner.
2. Parking in an unauthorized area.
3. Attendance problems created by the operation of a vehicle.
4. Unauthorized leaving of school grounds with a vehicle.
5. Excessive tardies.
6. Failure to exit cars immediately upon parking.
7. Failure to observe established parking procedures. (Forward and between lines; not on the grass) and traffic signs.
8. Being in cars or parking lots without permission during the school day.
9. Having parking privileges revoked or suspended will result in no refund of fees.
10. Students must leave campus immediately upon arriving at their vehicles after school.

Enka High School reserves the right to revoke parking privileges (i.e. student hangtag) at any time. Driving privileges will be removed when tardies become excessive.

Vehicles without proper hang tags will be booted until the vehicle owner sees administration.

Parking Liability

1. Enka High School cannot assume responsibility for any damages incurred to automobiles or any acts of vandalism while cars are parked on Buncombe County School property.
2. Continual violation of driving rules will result in loss of permit.
3. Hominy Valley Recreation Park is not a designated area of parking for Enka High School and vehicles may be towed if parked on their property.

Grading Policy

The North Carolina State Board of Education approved a 10-point grading scale for all high school students (9-12).

This scale will not include “pluses” or “minuses” and it will be applied for coursework beginning with the school year for students in grades 9, 10, 11 and 12. There will not be any attempt to retroactively alter grades from prior years.

A: 90-100 = 4.0
B: 80-89 = 3.0
C: 70-79 = 2.0
D: 60-69 = 1.0
F: <59 = 0.0
The North Carolina State Board of Education is committed to helping all students graduate high school prepared for success in college and careers. This policy is in line with this goal as it will make grading scales more consistent across the state and will enable North Carolina students to better compete for admission to colleges and universities across the country.

NOTICE OF COMPLIANCE
TITLE IX AND TITLE IV OF THE EDUCATION AMENDMENTS OF 1972

Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, race, religion, national origin, handicapped condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.”

The Buncombe County Board of Education operates in compliance with the law. Kimberly Fisher, Assistant Superintendent in charge of Personnel, has been designated by the Superintendent and Buncombe County Board of Education to coordinate the compliance policies and the law requirements of Title IX and may be contacted at the following address and telephone number: Buncombe County Board of Education, 175 Bingham Road, Asheville, NC 28806. Telephone: 828-255-5896. Questions concerning the policies and procedures of the Buncombe County Board of Education to assure compliance with Title IX may be directed to Mrs. Amy Rhoney, Director of Special Service, at the following address and telephone number: Buncombe County Board of Education, 175 Bingham Road, Asheville, NC, 28806. Telephone 828-255-5970.

BUNCOMBE COUNTY SCHOOLS
PARENT/STUDENT ANNUAL PUBLIC NOTICES
Confidentiality and Access to Records under FERPA

The Family Educational Rights and Privacy Act, (FERPA), a federal law, gives parents and students over 18 years of age, (eligible students), certain rights with respect to the student’s education records. These rights are:

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of Buncombe County Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
  Family Policy Compliance Office
  U.S. Department of Education
Student Surveys, Collection of information, physical exams: Protection of Pupil rights Amendment (PPRA)

PPRA affords parents certain rights regarding Buncombe County Schools conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Buncombe County Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Buncombe County Schools will directly notify you of these policies at least annually at the start of each school year and after any substantive changes. Buncombe county schools will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted on the next page and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

Non-Discrimination: Title VI of the Civil Rights Act of 1964; TITLE IX of the education Amendments of 1972; The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA)

Buncombe County Schools does not discriminate on the basis of race, color, creed, national origin, sex or handicap regarding participation in or receiving the benefits of any of its programs or activities. For inquiries or complaints or to request a copy of Buncombe County Schools grievance procedures, please contact:

Title IX Coordinator
504/ADA Coordinator
175 Bingham Road
Asheville, NC  28806
828-255-5918

Students With Disabilities: Individuals with Disabilities Education Act (IDEA)

Pursuant to the IDEA, a federal law, Buncombe county Schools must provide special education services to all children residing in the school district who are between the ages of 3 and 21 who have been diagnosed with or are suspected to have mental, physical, or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact:

Exceptional Children’s Director
175 Bingham Road
Asheville, NC  28806
828-255-5971
Homeless Students: McKinney-Vento Homeless Assistance Act:
For information concerning the educational rights of homeless students, please contact:
   Director of Student Services
   175 Bingham Road
   Asheville, NC  28806
   828-255-5918

Use of Seclusion/Restraint/Isolation:
Buncombe County Schools has adopted School Board Policy 466 as required by North Carolina General Statute 115C-391.1. Policy 466 may be found in its entirety on the Buncombe County Schools website www.buncombe.k12.nc.us. In addition, a printed copy of the policy may be obtained at the individual school.

These Annual Public Notices have been adopted and approved by the Board of Education and are a supplement to existing Board of Education Policy. To the extent that a conflict exists between these Annual Public Notices and existing Board Policy, these Annual Public Notices shall control. The Superintendent has the authority to amend these Annual Public Notices from time to time in conformity with existing laws.

For additional information or questions, please contact:
   Ms. Susanne Swanger
   Associate Superintendent
   Buncombe County Schools
   175 Bingham Road
   Asheville, N.C.  28806
   828-255-5884

I have read the information provided on these pages of document regarding parental/student notification.

Parent/Guardian: __________________________ Date: ___________________

OPT OUT PROCEDURE REGARDING USE OF STUDENT LIKENESS
Buncombe County Schools does not require parent permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parent permission must be given, however, to photograph, videotape and/or interview children with physical or mental disabilities if they will be identified as children with physical or mental disabilities. Parents, guardians, or eligible students may request not to be photographed, videotaped and/or interviewed by notifying the school in writing within ten (10) days of publication of this policy in the student code of conduct (or by the 10th day of the start of school each year).