

# McDowell Early College & McDowell Academy for Innovation Student & Parent



## Handbook

2023-2024



### **MEC Mission:**

*Preparing students for college, career, and life in a nurturing environment through the use of innovative instructional practices and the infusion of technology.*

### **MEC Vision:**

*McDowell Early College will help students to actively embrace their individual learning to prepare themselves for college, career, and life in the 21<sup>st</sup> Century.*

### **MAI Mission:**

*Every student will experience personalized education and will graduate ready for college and career with a network of connections and experiences preparing them for their role in a global economy.*

### **MAI Vision:**

*McDowell Academy for Innovation will have authentic high school and college learning opportunities, where students are connected to professionals and their peers.*

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# Welcome to MEC & MAI

## A Word from the Principals:

Dear MEC Students and Families,

As we embark on our journey for a new school year at McDowell Early College, it is with great excitement and anticipation. Today's high schools must equip students for a global, knowledge-based economy.

Our focus is to graduate all students ready for college, careers, and life. We expect our students to meet the goals which have been set, to carry on tradition, and to make MEC a better place. Our school motto is "Soaring toward opportunities, we help each other succeed." Faculty and students at MEC have a responsibility to each other to strive for academic excellence as a community of learners. We respect each other's differences and celebrate each other's successes.

On behalf of the staff, we would like to welcome you to MEC. We look forward to supporting all students in fulfilling their educational goals.

Sincerely,  
Lisa M. Robinson

Dear MAI Students and Families,

With great pride and excitement, I greet you as McDowell Academy for Innovation's new principal. I feel honored to have this opportunity to lead such dedicated and caring students and staff. Having worked in many positions for fifteen years at MEC, I feel confident leading MAI as we continue building strong relationships at school and in the community.

All of us at MAI are excited about our STEM focus as we provide rigorous, relevant, and real-world connections through academics. I feel it is important for everyone to arrive on campus curious and excited to learn. This positive attitude enables us to meet the challenge of academic excellence in a fun, and safe environment.

Become involved in MAI by communicating, volunteering, and attending events! Please know I am always available to discuss any questions or concerns related to serving our students.

With Centurian Pride,  
Dr. Billy Cline

# What Makes MEC/MAI Different?

- A network of over 100 early colleges, school-within-a-school academies, and redesigned high schools throughout the state
- Created in 2003 by NC Governor Mike Easley and the Education Cabinet with support from the Bill and Melinda Gates Foundation and other businesses
- Encourages and supports innovation in high schools
- Strives to increase graduation rate
- Works to make students ***Ready for College, Ready for Career, and Ready for Life***

## Things are a little different here:

- Students take college and high school classes at the same time to earn both a high school diploma and credential, certificate, diploma and/or associate's degree.
- Most high school classes are taught at honors level.
- Teachers get to know you and will approach you about academic, behavioral, and personal issues. There is no disappearing here.
- The school calendar is different. We start and end earlier than the traditional schools (early August - late May).
- The daily schedule is different, with some year-long classes; some semester-long classes; and a schedule for clubs, fitness, and other activities on Fridays. High School academic courses meet Monday - Thursday with Fridays reserved for Family, All School Meetings, Clubs, and occasional Field Trips. College and Seminar classes typically meet two days per week.
- We do things as a team. You are not just here to go to class and turn in assignments.
- You have seminar classes in your schedule each year that are designed to help you be successful and to equip you with skills for college and career.

## Design Principles (What guides our school!)

1. **Purposeful Design:** Schools are designed and organized to meet the needs of individual students. All programs and activities at the school reflect these goals.
2. **Powerful Teaching and Learning:** This is common standards and practices for teachers. Rigorous lessons are designed to develop critical thinking, problem solving, and communication skills.
3. **Personalization:** Students are well-known by staff members. Schedules and instruction are adapted to help each student achieve his/her goals.
4. **Ready for College:** All students are offered classes that will qualify them for admission to college. Students are taught skills that will help ensure success in college classes. Students are supported in planning for college.
5. **Redefined Professionalism:** Teachers undergo extensive professional development and training. Teachers take responsibility for the success of each student and constantly strive to improve their instruction.
6. **Leadership:** Staff participates in the design of the school. Teachers take on responsibility for carrying school programs and events.

# Our Goals

In addition to our **Mission** and **Vision** statements (on the cover of this handbook) and **Core Academic Knowledge**, we have several other goals, called **competencies**, for what we hope you're able to do when you leave us.

**Competency 1:** Care for and contribute to your community with collaboration, leadership, and respect.

**Competency 2:** Take responsibility for your own learning, plan for your future college and career, advocate for yourself, and persevere.

**Competency 3:** Ask thought provoking questions, solve complex problems, and think critically/creatively.

**Competency 4:** Interpret and analyze text.

**Competency 5:** Understand and use numbers, data, mathematical formulas, and finances.

**Competency 6:** Communicate clearly, elegantly, and creatively in a variety of formats.

**Competency 7:** Use technology ethically and skillfully.

## Teaching and Learning

### Instructional Strategies:

All early colleges are expected to use innovative and interactive strategies that help students build critical thinking skills. **Every student should read, think, write, speak, collaborate, and create everyday. Teachers are expected to differentiate instruction to meet the varied learning needs of students.** [Link to explanation and examples of each.](#)

- Read
- Think
- Write
- Speak
- Collaborate
- Create
- Differentiate

### Instructional Tools:

Teachers use several methods to help build the strategies into classes.

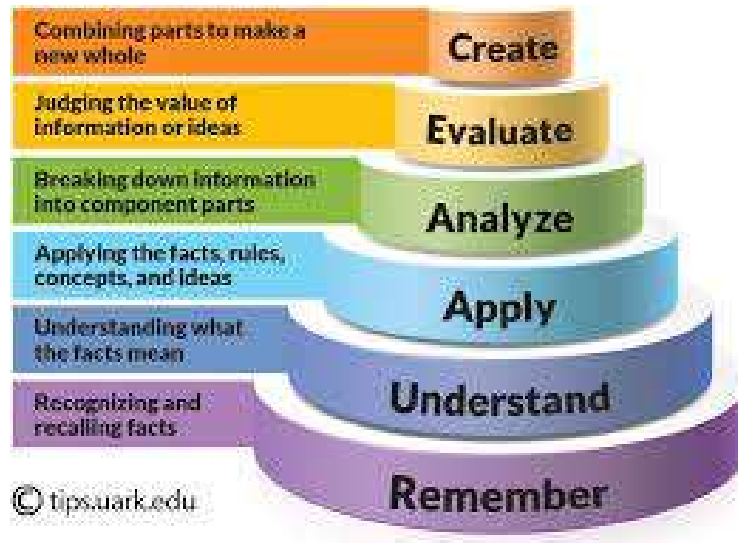
- **Protocols:** Specific structures for carrying out the strategies above (i.e. Jigsaw, Think Pair-Share, Chalk Talk, Wagon Wheel, Exit Ticket).
- **Projects:** Students are given a task or scenario for which they create a product that includes subject-area content as well as other skills, such as communication or technology. Examples include video creation, multimedia presentations, posters and brochures, etc.
- **Laptops:** Used for research, assignment completion, communication, and creation of presentations.
- **School Gmail:** Used to communicate directly with a particular student or to send important information to an entire class or grade level. **Students are expected to check this at least**

**once daily.** Gmail accounts should not be connected to personal social media platforms. All forms should be completed using the school assigned email account. Students should also check **MTCC email** or have it forwarded to the student Gmail.

- **Canvas:** a Learner Management System (LMS) that allows teachers to post and collect class assignments, as well as provide feedback to students. Students are expected to use Canvas to turn in assignments that are posted there and to examine returned assignments and feedback.

## Levels of Thought (a.k.a. Bloom's Taxonomy):

Lessons, activities, and assignments are designed to encourage students to think at the higher levels as much as possible.



## What Instruction DOES NOT Look Like

- Desks in rows
- Students reading or working quietly
- Only individual assignments
- Reading a textbook and answering questions at the end of the chapter
- Teacher lecturing and students taking notes most of the time
- Test and quizzes as the only form of assessment
- Book reports (the old-timey kind)
- A “right” answer for everything
- Only memorizing facts, dates, etc.
- “Drill and Kill.” Repetitive problems or questions

# High School Academics

Most high school classes are taught at an **honors** level. This means you will do a high level of **rigorous** work. You will have **homework**. You will do **projects** and **presentations**. If you don't do well on something the first time, you will continue to work on **mastery**.

## High School Requirements:

All students take the following classes for their high school diploma:

- **English I, II, III, & IV (college classes may fulfill some of these)**
- **Math I, II, & III, and a 4<sup>th</sup> Math class (MAT 143 or above)**
- **American History I & II (HIS 131 & HIS 132), World History (HIS 111 & HIS 112), Civics, and Economics & Personal Finance**
- **Earth/Environmental Science, Physical Science, & Biology**
- **Seminar (all years)**
- **HEA 110 plus an additional 1 hour college movement class, for example PED 120**

## Testing:

Students take the following tests throughout their high school career:

- **NC End-of-Course (EOC)** tests in Math I, Math 3, English II, and Biology
- **PSAT**—preliminary to the SAT offered to 10<sup>th</sup> and 11<sup>th</sup> graders (free to 11<sup>th</sup> graders)
- **PreACT—Required** - preliminary to the ACT offered for free to all 10<sup>th</sup> graders
- **ACT**—test that can be used for college entrance, required by NC for all 11<sup>th</sup> graders
- **WorkKeys**—career readiness test offered to all graduating seniors and super-seniors
- **SAT**—college entrance exam
- **MAP** – Given two to three times per year and used by teachers to remedy gaps in learning

## Honors Level

- High school classes (with the exception of Yearbook 1 and 2, and all Seminars) are honors courses.
- Teachers push students to do rigorous work and think critically.
- Grades in Honors classes are weighted on GPAs
- College courses earn 1 additional point

Grade	Unweighted	Weighted	College Classes
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

# Expectations for Honors classes:

- Do homework.
- Study
- Be a contributing group member.
- Research
- Write Papers.
- Give presentations.
- Do quality work and turn it in on time.

Students repeating a course that was previously failed will receive GPA points based on the new course grade. Courses that were repeated, but were not failing grades, will reflect the GPA for the first time the course was taken.

## Transcripts

- Official record of your coursework
- Shows all classes taken and grades earned
- Sent to colleges when you apply
- Earn 2: High school and MTCC
  - To request a high school transcript [use this link](#) or the link on the students tab of the school website
  - To request an MTCC transcript you will need to pick up and complete a form in the business office. There is a fee for a copy of the MTCC transcript.
- College classes (3 credit hours and above count towards high school GPA) will be on both transcripts, so low grades can be doubly harmful.
- Submitted with your college applications, so your final year won't be on them yet.
- Don't wait until your final year to try to pull up your GPA!!!

## Changing Schedules

- Schedule changes can only occur during the MTCC DROP/ADD period. When the drop/add period is over, there can be no more schedule changes for high school or college classes.
- Only for legitimate academic reasons, not for social reasons or preferences
- School counselors will make all high school class changes.



# Driver Eligibility

- Students must be passing 3 out of 4 classes to get their driver's permit.
- See Office Manager (Mrs. Laughridge) for Driver Eligibility Form

# College Classes

Students begin taking college classes their 9<sup>th</sup> grade year. This requires maturity and self discipline. Students must follow MTCC rules and regulations.

## College Fees:

Students are expected to pay the fees for the college classes. These are determined by the number of credit hours the student is taking. These fees must be **paid before classes begin**. College fees must be paid to MTCC, MEC/MAI cannot take payments for college fees. College fees must be paid in the MTCC business office. All checks must be made out to MTCC. Credit card payments can be made using Self Serve from the MTCC Home Page.

## Dual Credit Classes:

Many college classes count for high school credit, also. Some will take the place of required courses. Students are required to take all four levels of high school English. Students can take the following college courses to replace high school core academics:

- HIS 131 for high school American History I and II
- HIS 132 for high school American History II
- MAT 143, MAT 152, or MAT 171 for fourth high school math
- Others will count as electives for high school.

**Students' eligibility to enroll in the classes above will be determined during advising and registration.** The college classes you take are determined by the requirements of your degree program. Degrees are listed below.

## Degrees, Certificates, and Diplomas:

Students who entered during or before 2019 can choose from the Associate of Arts Degree or the Associate of Science Degree. Students who entered after 2019 can choose from any of the following degrees, certificates, or diplomas available at MTCC:

### College Transfer Associate Degrees

- For students transferring to Liberal Arts program at a 4-year college **Associate in Art Degree (A.A.)**
- For students transferring to a Science program at a 4-year college **Associate in Science Degree (A.S.)**
- For students transferring to an Education program at a 4-year college **Associate in Teacher**

### **Preparation**

- For students transferring to obtain a BSN (Bachelor of Science Nursing)  
**Associate of General Education Nursing**
- For students transferring to an Engineering program at a 4-year university  
**Associate of Engineering**

### **Associate Degrees (Non-Transfer), Diplomas, or Certificates—these prepare students for jobs, NOT transfer to 4- year schools**

- Accounting
  - Associate Degree
  - Certificate
- Advertising and Graphic Design
  - Associate Degree
  - Diploma
  - Certificate
- Air Conditioning, Heating, and Refrigeration Technology (HVAC)
  - Associate Degree
  - Diploma
  - Certificate
- Applied Engineering Technology
  - Associate Degree
  - Diploma
  - Certificate
- Business Administration
  - Associate Degree
  - Certificate
- Computer Integrated Machining
  - Associate Degree
  - Diploma
  - Certificate
- Cosmetology (student must purchase ~\$1500 kit)
  - Associate Degree
  - Diploma
  - Certificate
- Cyber Crime Technology
  - Associate Degree
  - Certificate
- Early Childhood Education
  - Associate Degree
  - Diploma
  - Certificate
- Electrical Systems Technology
  - Associate Degree
  - Diploma
  - Certificate
- Emergency Management
  - Associate Degree

- Certificate
- Emergency Medical Science
  - Degree
  - Certificate
- Health Information Technology
  - Associate Degree
  - Diploma
  - Certificate
- Healthcare Management
  - Associate Degree
  - Certificate
- Information Technology Network Management
  - Certificate
- Information Technology Software/Web Development
  - Certificate
- Mechatronics Engineering Technology
  - Associate Degree
  - Diploma
  - Certificate
- Office Administration
  - Associate Degree
  - Diploma
  - Certificate
- Photographic Technology (student must purchase camera)
  - Associate Degree
  - Certificate
- Transportation: Automotive Systems Technology
  - Associate Degree
  - Diploma
  - Certificate
- Welding Technology
  - Associate Degree
  - Diploma
  - Certificate

## Advising and Registration

**Declaring MTCC major:** done at end of 10<sup>th</sup> grade year

1. Student and one parent attend the Declaration of Major meeting
2. Complete Declaration of Major Form from College Liaison
3. Student and parent must sign

**Changing MTCC major:**

1. Complete new Declaration of Major Form from College Liaison
2. Get parent signature
3. Inform the appropriate principal and school counselor by giving them a copy of the form
  - **A change of major will affect a student's credits and may change his/her graduation date and/or ability to complete the chosen degree.**

# MEC/MAI/MTCC Academic Plan

<b>Student Semester Schedule</b>				
<b>Student:</b>				
<b>Program of Study:</b>				
	<b>College Courses:</b>			<b>High school courses</b>
<b>Year 1</b>	<b>Fall 20____</b>	<b>Spring 20____</b>	<b>Credits</b>	
	<b>Summer 20____</b>			
<b>Year 2</b>	<b>Fall 20____</b>	<b>Spring 20____</b>	<b>Credits</b>	
	<b>Summer 20____</b>			
	<b>College Courses:</b>			<b>High school courses</b>

Year 3	Fall 20____	Spring 20____	Credits	
	Summer 20____			
Year 4	Fall 20____	Spring 20____	Credits	
	Summer 20____			
Year 5	Fall 20____	Spring 20____	Credits	
	Summer 20____			
		Total Credits Earned:		



## Declaration of Major Form

Full Legal Name: \_\_\_\_\_  
Last First Middle/Former Name

MTCC Student #: \_\_\_\_\_

Semester Effective: Year: 20\_\_\_\_ Term: \_\_\_\_ Fall

CIHS students may enroll in:

- a. One College Transfer program of study; or
- b. One College Transfer program of study and one Career and Technical Education program of study; or
- c. Two Career and Technical Education programs of study; or
- d. One Workforce Continuing Education program of study and one College Transfer program of study; or
- e. One Workforce Continuing Education program of study and one Career and Technical Education program of study.

Program of Study \_\_\_\_\_ POS Code \_\_\_\_\_

☐ CT ☐ CTE ☐ WCE  
☐ Keep ☐ Add ☐ Remove

Program of Study \_\_\_\_\_ POS Code \_\_\_\_\_

☐ CT ☐ CTE ☐ WCE  
☐ Keep ☐ Add ☐ Remove

Program of Study \_\_\_\_\_ POS Code \_\_\_\_\_

☐ CT ☐ CTE ☐ WCE  
☐ Keep ☐ Add ☐ Remove

Student: \_\_\_\_\_ Date: \_\_\_\_\_

High School Designee: \_\_\_\_\_ Date: \_\_\_\_\_

MTCC Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmed Date: \_\_\_\_\_

For Student Services Use:

Pathway Changes Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

## Registering

1. School counselor and/or College Liaison will come to Seminar classes before registration each semester.
2. Students complete the "Registration Data Sheet" based on the requirements for their major.
3. The College Liaison officially register students in the MTCC system.

*Remember increasing strength in scheduling college courses. Colleges and universities want to see that students are continuing to challenge themselves as they get closer to graduation. Using electives to correlate with areas of interest after graduation is helpful.*

4. **SUMMER REGISTRATION** – Students may take summer classes if they are required by the program of study or the following conditions are met:
  - GPA that reflects that all grades are a C or higher in all college classes
  - Student is in 10<sup>th</sup> grade or higher
  - Special permission required from principal to take summer classes
  - Any codes or textbooks (not currently in our system) must be purchased by the student/their family.
  - Students cannot drop the class after the 75% attendance mark.
  - Dropped Summer Classes are recorded as an F on the high school transcript.

## Course Registration Information

- **High school course scheduling takes priority over college course scheduling due to high school diploma requirements and limited course offerings.**
- Students are only allowed to register for evening college courses if they are sixteen years or older. Students should not register for courses that begin before 8:15 am or continue past 2:30 pm unless they have guaranteed transportation.
- Students should not register for college courses on Fridays. The only exceptions are graduates who will need the course to complete their degree and students who are in sequenced programs that only offer one section of a required course.
- Students are expected to take a minimum of four face to face courses (high school and college courses that are 3+ credit hours) each semester. Students are encouraged to register for no more than one online course per semester. Students who choose to enroll in additional online courses will be required to attend academic support (regardless of their grade level) for each online course beyond one.
- Strength in scheduling is encouraged for all students. Colleges and universities expect to see that students continue to challenge themselves as they get closer to graduation. Using electives to correlate with areas of interest after graduation is beneficial.
- Students must have all MTCC semester fees and library fees paid and books returned before they can register to ensure there are no holds on their MTCC account.
- If a student chooses to drop a course, they are expected to reimburse their high school for the cost of the textbook and/or access code.
- In order to withdraw from a college course, students must first complete a request to drop form (outside counselor's office) and be approved. Students must continue to attend the class until the drop has been approved. Students are not allowed to request a drop directly from the instructor without prior approval from the high school. Students will receive notification of the status of their request via email.
- Registration for all courses is subject to the discretion of the principal, college liaison, and school counselor based on the student's observed needs and past performance in courses.

# College Textbooks

- Provided by their high school for classes within your major
- If you take any additional classes, you will need to buy the book
- Checked out through MEC library
- Students taking Spanish and/or Biology will receive a Kindle from Mrs. McCraw.
- Should be checked out during dates and times posted
- Books that are turned in after the due date will be assessed a fine of \$0.05 per day with a maximum fine of \$5.
- Students who take courses at community colleges other than MTCC will be responsible for purchasing textbooks and any other expenses associated with the course.
- Students will be expected to reimburse the school for lost books.
- If a book is damaged to the point of no longer being usable, the student will reimburse the school for the book.
- If a student drops or fails a class, the student will be expected to reimburse the school for book/code.

# Failing College Classes

If your MTCC GPA is lower than 2.0, you will be unable to complete your MTCC program of study. We will recommend that you transfer to McDowell High School to complete your high school diploma.

## Early Alerts

- Students will receive Early Alerts from instructors if their grade is below a C, if they have not logged into the course, or are having attendance issues.
- Seen by the appropriate principal or Dean of Students
- Schedule changes may be made to help students be more successful.
- Early Alerts can also be used to make decisions about registration for future classes.
- Given to Seminar teachers to discuss with students and speak with parents.

## Dropping College Class

1. All students are required to always maintain a minimum of 4 classes per semester (not including 1 or 2 hour college credit courses).
2. Complete the Request to Drop Form outside the counselor's office.
3. Include all info about course, reason for dropping, and contact email
4. Parents will receive call informing them of request
5. The appropriate counselor and principal/Dean of Students must sign the drop form.
6. The student will reimburse the school for textbooks and/or codes. Payment will be made to the financial secretary.



## Student Request to Drop a Course

Students – Please complete all applicable sections of this form and place it in the box on the MEC/MAI counselor's door.

Student Name: \_\_\_\_\_

Student email: \_\_\_\_\_

Course to be dropped: \_\_\_\_\_

Reason for request: \_\_\_\_\_

What have you done to avoid dropping this course? Check all that apply.

☐ Met with instructor      ☐ Study Group Tutoring in the ARC

☐ Other (specify) \_\_\_\_\_

**Continue to attend the course until you have been notified by email that a drop was/was not approved.**

Additional college courses you are taking this semester: \_\_\_\_\_

\_\_\_\_\_

Parent Name and Contact Phone Number: \_\_\_\_\_

If the drop is approved, I understand that I will be expected to reimburse the school for the cost of the textbook and/or course code. I also understand that my parents will be contacted regarding this drop. It may or may not affect my ability to graduate on time.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**For staff use only**

Textbook/Code Fee (if applicable): \_\_\_\_\_

Impact on Student's Plan and/or Graduation:

\_\_\_\_\_

Parent Contacted::: \_\_\_\_\_

Staff Signatures: \_\_\_\_\_

# Student Supports

## Academic Support

- Supervised time to work on assignments
- Assistance from trained support staff
- 9<sup>th</sup> and 10<sup>th</sup> graders attend any period they are not scheduled in an academic high school or college class.
- 9<sup>th</sup> and 10<sup>th</sup> should go directly to Academic Support if a college class is canceled or dismissed early.
- **11<sup>th</sup>-13<sup>th</sup> graders in online classes:** assigned one period of Academic Support for *each* online course beyond one (3 online courses=2 Academic Support periods). These periods should be used specifically to work on online courses. A class period is defined as meeting two days per week.
- **11<sup>th</sup> - 13<sup>th</sup> grades:** assigned Academic Support based on individual student performance

## Academic Probation and Support

- Designed to offer additional support and incentive to students who are not performing well (making a D or F) in high school and/or college classes.
- Assigned for the semester after a low or failing grade.
- Students lose campus privileges (café, library, study rooms, etc.) and are not able to drive to school.
- Any time not in a scheduled class is spent in Academic Support, where students are expected to work on assignments, especially in the classes they are struggling in.
- If a student receives an Early Alert from a college class, indicating academic or attendance problems before the end of the semester, he/she may be assigned one period of Academic Support without loss of other privileges.
- If a student drops a college class due to attendance or failing grades, he/she will be assigned Academic Support for the remainder of the semester for that period. Academic Probation will occur the following semester.
- Academic probation lasts a minimum of 9 weeks from the first day of the semester. Students will be placed back on Academic Probation if they receive another Early Alert during the semester.

## Turning Work In On Time

- Quality work must be turned in on time
- Students who do not turn in work when it is due may be required to call parents and/or stay after school that day to complete the work.
- Parents of students who repeatedly fail to do work on time will be called in for a conference with teacher, principal, and student.
- Students can be placed on contract for failure to do work.

# Saturday Academy

- 9:00 am-12:00 pm on most Saturdays in Room 4-28
- Students need to enter the building using the glass doors across from the main office. These will be the **ONLY** doors unlocked.
- Students should bring computers and assignments.
- For attendance make-up AND for students who are behind in their classes.
- Students who receive an Early Alert for missing work will be assigned to Saturday Academy.
- Students and parents will receive notification by Friday by assigning classroom teachers if they need to attend Saturday Academy. They must attend **that Saturday** or the **following Saturday**.
- Failure to attend Saturday Academy when assigned for attendance make-up will result in an office referral and loss of credit for the course.

## Tutoring

- Teachers offer after school tutoring on Tuesday and Thursday from 2:30 until 3:30

## ARC Lab

- ARC (Academic Resource Center): College Instructors are available to help students at scheduled times.
- Practice programs to prepare for tests (may be provided by certain college teachers)
- Can be used as computer lab to work on assignments

# Supportive Grading

## Belief Statement:

We believe students should be encouraged and supported while pursuing mastery of academic content and 21st Century Skills. Traditional grading sometimes punishes a student if they are not initially successful. Students should be allowed to continue to work to master content and skills so those skills can be built upon in future lessons. Allowing a student to accept a low grade and move on can continue to cause academic shortfalls in the future. We believe a student should be rewarded for continuing to work and master content.

## What It Looks Like:

1. Teachers write “objectives” based on what NC requires them to teach in their subject or the designated curriculum.
2. Assignments and activities are designed to help students learn the skills and content in those objectives.
3. Students’ work and understanding are assessed by the teacher to determine how well they have “mastered” the content/skills.
4. Students receive feedback on their mastery level, along with comments and questions to help them improve.
5. Students can revise and resubmit work and/or complete alternative assignments to “prove mastery” if they don’t do so the first time.

# Accomplishment Levels

- Accomplished="A-level" work
- Proficient="B-level" work
- Not yet proficient="C-level" work
- A legitimate attempt="D-level" work
- Turned in but not a legitimate attempt ("Junk work")="F-level work"
- Work that is not turned in will receive a 0 and students will be required to stay after school and/or attend Saturday Academy.

# Grades on Report Card

- Indicate the average level of mastery of all the objectives covered up to that point.
- Year-end grades go on transcripts.
- Students are graded on the 10-point scale:
  - A=90-100
  - B=80-89
  - C=70-79
  - D=60-69
  - F=0-59

# Student Expectations

1. Students should turn in assignments during class on the due date and do their best work the first time.
2. Students should complete missing assignments as soon as possible. Failure to do so will result in assignment to after school tutoring and/or Saturday Academy.
3. Students should continue to work to become proficient at objectives that they have not mastered yet. This can be done repeatedly but should not be put off until the last minute or the week before reports cards.
4. Students who are absent have three school days to make up assignments. (Example: If a student is out on Tuesday, the work is due on Friday.)
5. Students should monitor PowerSchool regularly to know what they are missing and/or what their progress is. They should communicate this information with their parents.
6. Students should contact their teachers face-to-face or by school email with questions or concerns about a class.

# Academic Integrity

Being honest about your schoolwork is of utmost importance. You should ALWAYS do your own work. Cheating and plagiarizing are stealing someone else's ideas. If you don't do your own work, you are also not learning the content and skills you will need in future classes and/or in your career. Would you want to go to a surgeon who cheated in his anatomy class?

## Plagiarism

### Definition:

To plagiarize is defined as:

- to steal and pass off the ideas or words of another as one's own
- to use another's production without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source
- the use of artificial intelligence to write papers

### All of the following are considered plagiarism

- turning in someone else's work as your own (e.g. copying homework)
- copying words or ideas from someone else without giving credit (e.g. copying and pasting from the Internet)
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit (e.g. using synonyms for some words in the sentence)
- copying so many words or ideas from a source that it makes up the majority of your work, *whether you give credit or not*
- allowing someone to copy your work or hand in your work as their own. (Source: "Plagiarism 101," [plagiarism.org](http://plagiarism.org))
- the use of artificial intelligence to write papers

## Consequences for Plagiarism and Cheating

At many colleges, *any* form of plagiarism is grounds for *at least* failing the course. It can also mean having to appear in Honor Court and possibly being asked to leave the school. It is **serious** business! At MEC and MAI, we hope to train you how to avoid *accidental* plagiarism by teaching you about how and when to paraphrase, quote, and cite. *But*, you should never knowingly copy information from a book or the Internet or from your classmates.

- **1<sup>st</sup> offense:** Up to the teacher and parent will be contacted
- **2<sup>nd</sup> offense:** Discipline Referral to Principal
- Repeated offenses can be grounds for **not** returning to MEC or MAI.

\*Paying someone to do your assignments or receiving payment for doing someone else's work will result in automatic assignment to out of school suspension and can be grounds for not returning.

# Seminar

Seminar is a required yearly class designed to help students understand early college, build success in MTCC classes, prepare for college, career, and life after high school, and build career skills. It was instituted to support students in the transition to college classes and to prepare them for better success after graduating from high school.

## Topics and activities include but are not limited to:

- Learning a college campus
- Understanding a syllabus
- College vocabulary
- Understanding transcripts and GPA
- Choosing a MTCC major
- Advising and registration
- Time and stress management
- Goal Setting
- Note-taking and study skills
- College exploration
- Career exploration
- Examining 21st century skills
  - (PSAT, PLAN, ACT, SAT, WorkKeys)
- Preparation and follow-up for tests
- Writing résumés and cover letters
- Interview skills
- ePortfolio prep
- Healthy living
- Financial literacy
- College Applications
- Personal Statements
- Scholarships
- FAFSA (Financial Aid)
- Job Shadowing
- Personal Finance

## e-Portfolios

MEC & MAI have several overall goals for what we hope students will be able to do when they graduate. Students use a website to gather evidence from their schoolwork that they can meet these goals, as well as to collect information about themselves and what they have learned and accomplished in school. The process of collecting artifacts and writing about them also helps students understand what they are learning and why they are learning it and encourages students to reflect on their performance and strive for improvement. The portfolio builds from year to year, so students can track their progress and growth. It is a chance for students to show off and prove they can do what they say they can do!

Students will be documenting four academic components from various areas of study. The areas of study are Humanities and Languages (English & Literature, Writing, Public Speaking, Spanish and other languages), Social Sciences (History, Civics & Economics, Psychology, and Sociology), Natural & Mathematical Sciences (Biology, Physical Science, Chemistry, Math, and Statistics), and Action, Service, College & Career Planning, Technology (Seminar, Community Service, Club Activities, others as approved by Seminar Teachers). Students will be writing up these components using the KNOW, THINK, ACT, GO protocol which will be taught to them in their seminar classes.

Also includes:

- Personal biography
- Yearly goals
- Academic record
- Resume of activities and accomplishments
- Community service log

### Graduating Year Expectations:

- update personal biography, academic record, community service log
- goals and plans for graduating year and life after MEC/MAI
- upload formal résumé document
- upload personal statements and any other college essays
- list of colleges applied to, acceptances, and scholarships applied for with results
- SAT/ACT/CRC scores

Other possible uses: college, scholarship, and job applications and interviews.

### Procedures:

- 4 checkpoints through the year: fall conference, end of 1<sup>st</sup> semester, spring conference, end of year.
- Use the guidelines document and website and example ePortfolio to guide set-up and writing of competencies, artifacts, and other pages.

## Student-Led Conferences

- Not like traditional Parent-Teacher Conferences.
- Puts the student in charge. He/she explains what he/she has been doing in school.
- Increases student ownership of learning, responsibility for preparation, and communication and presentation skills.
- Mandatory, not optional. Fulfills objectives in Seminar. Students will receive an incomplete in Seminar until conference is completed
- Procedure:
  - 1 week mid-semester in fall and 1 week mid-semester in spring
  - Students sign up for a time through Family
  - Conducted with Family or Extended Family Leader
  - Present highlights from ePortfolio
  - Discuss goals and progress on them.
  - Discuss progress in college classes, grades, and any plans for improvement
  - Students will complete a planning document in Seminar
- Students should bring the following to the conference:
  - Computer with ePortfolio already pulled up
  - Any assignments or other artifacts you are going to talk about unless they have been added to ePortfolio.

# Attendance

## Absences

You cannot afford to get behind in either your high school or college classes. Therefore, at MEC and MAI we have a stricter attendance policy than the rest of the county. This policy applies to both high school and college classes.

- If you are absent more than 4 class periods in a semester, you will make up that time hour for hour in Saturday Academy in order to receive credit for that course.
- If you are absent more than 8 times in a course, you will have a meeting to determine if you can receive credit for the course.

- We do not differentiate between excused and unexcused absences.

## Tardies

- Starting with the 2nd tardy, students will stay for 30 minutes after school with that teacher on that day.
- Students can make up tardies with up to 2 teachers per day. (Example: Joe is tardy in both history and math. He stays with the history teacher from 2:30-3:00 and math teacher from 3:00-3:30.)
- Older students who leave school earlier than 2:30 will stay with Mrs. Laughridge, who will document the time. The teacher may elect to have the student stay in his/her room.
- Students must stay the entire 30 minutes and must work on something academic or read.



# Planning for College & Career

A big part of our goal at MEC/MAI is to help you be better prepared for life after you leave us. This can be a hard decision for teens to make. Not everyone will be 100% sure, but we want you to begin thinking about these decisions early, exploring your options, and making sure you understand any requirements of your chosen colleges and careers.

## College/Industry Visits

- Approximately 2 per year by grade level for grades 9 through 11
- **Required.** Participation will be part of your Seminar grade.
- Opportunity for an overnight trip to visit schools/industries further away
- To understand what college academics and student life are like
- To learn about the application process
- To help determine what you're looking for in a college / work environment
- You should visit any campus you are considering attending!!

## Senior Year

- Can be very busy and stressful
- Seminar will be very busy
- College applications
- Writing (and rewriting) your personal statement and college application essays
- Searching for and applying for scholarships

## FAFSA

- Free Application for Federal Student Aid
- ALL students applying to college should complete
- Qualifies you for federal aid programs and various types of grants and loans
- Also used by colleges to determine eligibility for school-based financial aid & scholarships
- Requires tax and income information from your family
- FAFSA Day hosted by MTCC annually

# Job Shadowing

## Why we provide this opportunity:

We believe that every student needs to have the opportunity to job shadow a professional in the career of his or her choice prior to graduation from high school. Because students graduate and are able to transfer directly into their chosen major, it is vital that students have an understanding of the careers they want to pursue, as well as requirements to get into that field. Job shadowing is a great opportunity for students to get a taste of that real world experience.

## How to get connected:

- Listen for announcements in seminar that will prompt you to make an appointment
- You should anticipate being placed during your 12<sup>th</sup> or 13<sup>th</sup> grade year
- A Google Doc will be shared with you that allows you to make an appointment with Career Development Coordinator to discuss your career goals and interests as well as your availability. You should anticipate meeting with her in mid-September of your 11th grade year.
- An appropriate job shadowing experience for your area of interest will be arranged if possible.
- The Career Development Coordinator will meet with you and go over your “Job Shadow Contract” that you and your parents must sign. The contract outlines the job shadow details and the expectations for the student during the experience.
- Continue to check your email for details about your job shadowing date, where to go, what to wear, etc.
- Job shadowing will **not** be arranged for you without your first meeting with the Career Development Coordinator.

*\*Many companies have age requirements (18+) in order for students to participate*

**Important Note:** Due to laws regulating health professions, it is extremely difficult to place students in job shadowing opportunities in this field (this also includes mental health professions). Therefore, if healthcare is your true area of interest, then you are encouraged to participate in the summer VolunTeen program run through McDowell Hospital. Applications are always available during April, and are due in early May. Otherwise, you will need to choose a career field that you are able to shadow.

## Expectations of MEC and MAI Students in Job-Shadowing:

This is a one-day opportunity. Plan to stay the entire work day, approximately **8:30 a.m. to 5 p.m.**

- Show up on time and dress appropriately for your profession.
- Be prepared to buy your lunch or take lunch with you.
- Be an active learner. You are there to learn more about the profession- and this requires a sense of openness from you. So, show up with your best self, ready to learn, observe and help where you can.
- Ask the person you are job shadowing for a business card, and bring it back to the Career Development Coordinator. This acts as proof of your attendance, and it also helps arrange future placements.
- **If something should happen to prevent you from attending the job shadowing on the day arranged (like illness or another emergency), please contact the Career Development Coordinator and the place you are job shadowing ASAP.**
- When you arrive, let the person you are job shadowing know that you have questions you are required to ask them.
- Ask the person you are job shadowing the questions provided for you (about 10). Complete a reflection on your job shadowing experience when you return.
- Write a thank you note to the person you job shadowed when you return to school.

# **Job Shadowing Questions**

Your Name: \_\_\_\_\_

Person you are Job Shadowing: \_\_\_\_\_

1. What is your exact job title?
2. How long have you had this position? How long have you worked in related professions?
3. What kind of characteristics or personal attributes are important for a person to be successful in this career field? For example, what kinds of things do you need to enjoy/be good at in order for it to be a good fit for you? (ex: talking to people? thinking on your feet? doing a lot of work at home to get ready for your job each day?)
4. What kind of education did you have to have in order to get this job, and where did you go to college? Do you know of any colleges I should look at specifically if I'm interested in this career? (that have good programs in this field)
5. Were there any additional things you had to do? (like get licensure, certification, etc.) If yes, what was that process like?
6. What are your responsibilities in your job?
7. Why did you choose to go into this career?
8. Are you passionate about this career field? Why or why not?
9. What about your job has been surprising? Or, what do you wish that you had known about this job before you took it that you could not have anticipated?
10. Do you have any advice for someone looking to enter this career field?
11. Do you think it is an easy field to enter, or do you think it would be challenging to find a job?

# School Family

Here, school isn't just about classes. We also want to build relationships among students and between students and staff. Each student is assigned to a Family.

- Meets most Fridays
- Usually stay in the same Family for all years at MEC/MAI
- Participate in team-building and reflection activities
- Sometimes have friendly competition among Families
- Can be a place to address concerns or bring up ideas
- Work together on special events, like Family Night and Summer Bridge
- Sometimes join with another Family in an "Extended Family" for some activities
- Schedule and complete Student-Led Conferences

## Trips

Sometimes students learn best outside of the classroom and that travel can expose students to new ideas and experiences that can open their eyes or ignite a passion that can affect what they want to do with the rest of their lives.

## Summer Bridge

- **Every student is required to attend**
- 1 or 2 nights during the month of August
- Fun activities and team-building at an outdoor camp or retreat center
- Builds relationships within Families and as a school
- Get to know new students
- Has a theme around which activities are planned, possibly including skits, music, competitions, and low and high ropes courses.
- Students are expected to pay approximately **\$125**. The school pays the remainder.
- You can pay online from the MEC or MAI homepage or bring your payment to Open House.
- Payments can continue to be made throughout the year to the financial secretary.
- For those of you who need assistance paying for Summer Bridge, we will be providing fundraising activities throughout the year.

## Overnight Trips

- 1 overnight trip (2-3 nights) for each grade level:
  - **MANDATORY**
    - 9<sup>th</sup> - Fort Caswell, NC
    - 10<sup>th</sup> - Washington, D.C.
    - 11<sup>th</sup> - NC Universities and Beaches
  - **OPTIONAL**
    - 12<sup>th</sup> & 13<sup>th</sup> - Senior Trip (typically a cruise)

## Other Trips

### Optional:

- Plays and musical performances
- Skiing and other recreation
- Carowinds and/or Dollywood
- Other overnight destination

### Not optional:

- Club or class-related field trips

## Fundraising

- Multiple opportunities throughout the year
  - Variety Show
  - Raffle Baskets
  - Pies, candy, etc.
- Students should work to help pay for trips and other expenses, such as yearbooks & prom.

\*\*\*Student scholarships are sometimes available for overnight trips. Students who receive scholarships **must participate in fundraising**.

## Community Service

At MEC and MAI, we believe it is important to give back to the community that has supported us. What is Community Service? Work completed for the benefit of others. This is not paid work and is done to benefit a non-profit organization. This is your opportunity to give back to your community.

### Why we do it:

- Help improve our school and community
- Learn about and help address needs
- Learn about and engage with agencies and organizations in our community
- Learn more about ourselves by giving
- Possibly find something you're passionate about and want to do as a career

### Requirements:

- Students Graduating in 2024 - 105 Hours
- Students Graduating in 2025 - 120 hours
- Students Graduating in 2026 and after - 150
  - *30 hours per year is recommended*
  - ***\*MAI Students - hours must be a combination of community service and job shadowing.***

### Procedures:

1. Choose an organization you would like to work with, come up with a project to address a need in your community, or sign up to participate in a school-organized project. Projects should benefit the school or community. You should not receive any compensation. If in doubt about whether a project qualifies, check with your seminar teacher or Mrs. Robinson.

2. Contact the organization or the people you want to help.
3. Set up a schedule, learn any guidelines or procedures, attend any training necessary.
4. Take a Community Service Form (available outside the counselor's office or in Google Drive) and on the school web site with you.
5. Do your community service and complete the form.
6. Get the signature of your supervisor or the people you are helping.
7. Turn in the form to Seminar teachers and Log your hours on a spreadsheet in Google Drive that can be viewed using your ePortfolio.

*Colleges like seeing community service on an application, but they like to see that you have invested in projects and stuck with them rather than doing a bunch of random hours here and there.*

*If you get paid, it isn't community service.*

## Some Examples of Acceptable Community Service:

- McDowell Hospital
- Hospice
- G-5 Trail Collective
- Animal Rescues (Day One, Rusty's Legacy, McDowell County Animal Shelter (18+), Healing Hearts Small Animal Rescue, Mercy Fund Animal Rescue)
- Friendship Home for Women and Children
- Fabulous Finds Consignment Shop
- McDowell Mission Ministries
- Local Churches (not including regular worship, classes, events or performing religious duties)
- McDowell Trails Association
- Relay for Life
- Goodwill
- Cystic Fibrosis Foundation
- American Red Cross (*contributing to a blood drive counts as 2 hours*)
- Corpening Memorial YMCA
- McDowell Senior Center
- Charles George VA Medical Center
- Foothills Community Theatre
- Volunteer Fire Department / EMS (must be from active service such as cleaning/maintenance of vehicles/equipment or responding to calls)
- All opportunities advertised to students from school staff via email
- Membership/regular meeting attendance for organizations such as scouts or youth groups do **not** count toward community service; however, service performed through and/or organized by these groups may count toward community service upon approval through MEC / MAI.
- Students may only volunteer at local schools **with permission of the appropriate principal** and the receiving principal. Arrangements to volunteer at a school must be made well in advance.
- Students may receive a maximum of **8** service hours per day.
- Students participating in the Ecuador trip will either receive Spanish course credit or community service hours, **not both**.

# Some Examples of **NOT Acceptable** Community Service:

- Community Service is **not helping at a business**. Even if you are working for free, this is not considered community service.
  - For example, helping at a friend's landscaping business by raking leaves for free, is not community service.
  - However, raking leaves for an elderly person in the community does count as community service.
  - Volunteering at a free clinic does count as community service, but volunteering at a private physician's office does not.
- If the organization or individual **will benefit financially** from your assistance, it is **not** community service.
- Babysitting is **not community service**, unless it is for an organization such as the Friendship Home or a local school that is offering the service as part of an activity for the community.
- Pet-sitting and house-sitting are **not** community service.
- Community service is **not** work performed for family and/or friends.
- All community service must be documented. Until it is documented, it does **not** count. Documentation must be turned in during the semester in which the service was completed.
- Students who have not completed their community service / job shadowing requirement prior to graduation will have their diploma and transcript held until documentation showing completion is provided.
- **If you are in doubt, apply for approval.**

**Cooperative Innovative High Schools  
MEC/MAI  
Community Service Documentation Form**

**(To be completed upon each visit to an organization and returned to your Seminar Teacher:)**

Student Name:	
Date:	
Time:	
Number of Hours Completed:	
Name of Organization:	
Name of Supervisor:	
Phone number and email address for Supervisor:	
Brief description of Community Service:	
Signature of Supervisor	



**Cooperative Innovative High Schools  
MEC/MAI  
Community Service Approval Request**

Student Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Seminar Teacher \_\_\_\_\_

Please fill in all the information below regarding the requested community service opportunity:

Organization/Group \_\_\_\_\_

Location \_\_\_\_\_

Supervisor name \_\_\_\_\_

Work to be completed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved? \_\_\_\_\_

Principal/Seminar Instructor \_\_\_\_\_

Date Approved \_\_\_\_\_

# Staying Informed

MEC/MAI is a busy place!! Things are always happening! We try to plan things in advance and communicate that to students and parents. Please keep up with what's going on, so you can be a fully involved member of the school. Also, sometimes things change or have to be adapted quickly. That's when it is extra important to know how to get information.

## Communication

- Seminar, Family, All School Meeting
  - Frequent info about dates, trips, upcoming stages in the registration and planning process, and updates on and planning for school-wide events, scheduling student led conferences

## School Gmail

- **Username:** first name and last 4 digits of your student ID (lunch number)
- **Password:** mcdowell and 4 randomly generated digits
- Check at the beginning of 1<sup>st</sup> period **everyday**
- Students will also be required to check email in Academic Support and Seminar
- Also used frequently by teachers to communicate with classes and/or grade levels
- May be used to communicate about classes and assignments.
- Should also check MTCC email regularly or have it forwarded to school Gmail.

## Canvas

- Teachers post assignments and other class info
- Provides a record of student work and teacher feedback
- Check daily in each class
- Use to turn in posted assignments
- Review returned assignments and feedback
- Use to revise and resubmit work as expected by teachers

## PowerSchool

- Used to post assignment grades
- Also computes and posts term and final grades
- Check daily
- Read any teacher comments to revise and resubmit work as instructed by teachers
- Syncs to Canvas

## School Websites

- Official MEC/MAI school calendars of all school days, half days, work days, and holidays as well as calendars for traditional schools
- Important announcements for parents and students about upcoming events Inclement weather
- Lots of important links on the left side

- Links to teacher websites

## Social Media Groups

- Parent and student groups
- Posts and reminders about upcoming events, deadlines, opportunities, etc.
- Can be used to ask questions and post ideas. \*\*\*Before you ask a question, check other sources of information (i.e. school calendar) first.
- Highlights recent events, involvement, and accomplishments
- Should NEVER be used to post negative information about individuals. \*\*\* If you have a complaint or individual issue, it is best to address it in person or via email with a teacher, the counselor, or the principal.

## ParentLink

- Phone alert system
- Calls from the county (e.g. inclement weather)
- Calls from the school with important information about events
- PLEASE keep your phone number updated.

## Updating Your Contact Info

If your contact information changes, please give all the new information to the Data Manager ASAP.

# Computers

McDowell County Schools provides laptops for every student. This is a privilege, not a right. Students should use the computers as instructed and for school-related purposes.

## Fees

### Computer Fee

The Chromebook premium is a ONE-TIME PAYMENT due when entering ninth grade that covers the life of a student's Chromebook during their high school career at McDowell County Schools. The fee for McDowell County students is \$55.

**\*\***The one-time Chromebook fee is non-refundable. Chromebooks are considered one of the primary educational resources at MEC and MAI. All students are required to have a computer. Students may bring their own computer, but they accept the risk of damages, theft, etc. For a list of what is covered and not covered by Chromebook fee, see the full insurance document in Appendix C.

### Insurance Claims Deductibles per school year (paid by user upon incident)

Fee Type	Fee per Incident
Accidental Damage Incident Fee	\$15 per incident
Theft – Police report required	\$50
Loss – Incident Report Required	\$50
Negligence or Intentional Damage	Fair market value for replacement
Replacement Charger	\$40

## Inappropriate Use

- Using social networking sites or YouTube while at school
- Playing games during class
- Using the computer to threaten or bully another person
- Using the computer to cheat on assignments
- Using the computer to conduct personal business
- Using the computer to communicate false or misleading information
- Taking or sharing inappropriate photos and/or video
- Using the computer on the bus

**\*\*\*** See Appendix C for additional guidelines on acceptable use

# Monitoring and Consequences

The computers and everything on them are school property. The school reserves the right to monitor their use at any time.

1<sup>st</sup> offense: Student becomes a day user for 2 weeks

2<sup>nd</sup> offense: Student becomes a day user for 1 month

3<sup>rd</sup> offense: Student becomes a day user for the rest of the year

\*\*\*\*Abandoning your laptop (leaving it unattended) will result in the same consequences.

## Fridays

Fridays at MEC and MAI have a completely different schedule. Fridays will consist of Family meetings, an All School Meeting, and three one hour twenty minute sessions for clubs, and student-interest based classes. All School Meetings will be used to discuss announcements, upcoming events, and celebrations.

Friday classes will meet for the entire year, and all students are expected to participate in their assigned classes. As a result, students should bring appropriate materials, including their laptops, to school on Fridays.

All **9th - 11th grade** students will be expected to participate in all four Friday class sessions.

*MAI students are required to participate in one STEM focused club.*

**12th and 13th graders** will be required to participate in a minimum of one Friday session in addition to Family and All School Meeting. Seniors and Super-Seniors who are currently on Academic Probation will be required to attend three Friday classes, Family, and All School Meeting. Thus, they will be expected to be at school for the entire day from 8:30 am-2:30 pm.

### Typical Friday Schedule:

- 8:30 – 9:50 Family and All School Meeting
- 9:55 – 11:15 Club
- 11:15 – 1:05 Club and Lunch
- 1:10 – 2:30 Club

Students may choose to sign up for the potential clubs and interest-based classes listed below. Some sessions tend to fill up quickly, so students may not be assigned to their first or second choice class.

## Friday Classes/Clubs

Students may suggest clubs for future consideration. However, classes must meet a minimum number of participants to make.

## Service/Leadership Clubs

- Key Club (leadership and service, associated with Kiwanis)
- Interact Club (leadership and service, associated with Rotary)
- Student Council
- Future Health Professionals (HOSA)
- National Honor Society

# Examples of Interest-Based Club

- Arts and Crafts
- Board Games
- Creative Writing
- Gravity Games
- Drawing
- Fishing
- International Studies
- Knitting
- Random Acts of Kindness
- Reading
- Robotics
- Science Olympiad
- Scrapbooking
- Strategy Games
- Youth Devoted to Christ

## Movement

- Yoga
- Hiking
- Team Sports
- Walking
- Disc Golf
- Fishing
- Mountain biking

# Student Expectations

## Classroom Behavior

- Be on time
- Come prepared (with laptop, materials, and assignments)
- Respect the teacher and other students
- Follow directions
- Have a positive attitude

## Lunch & Leaving Campus

- Students can eat in the high school cafeteria, the cafe, or outside. Students cannot eat in classrooms or hallways. Students have 25 minutes for lunch and must plan accordingly if they choose to order from the Campus Cafe.
- Students cannot leave campus for lunch.
- Students should only leave campus if you have a 3-hour or longer break in your schedule.

# Dress Code

## McDowell County Schools Middle and High School Handbooks

### STUDENT DRESS CODE (Policy #4316-R)

The following dress code applies to students at **ALL MIDDLE AND HIGH SCHOOLS IN MCDOWELL COUNTY:**

1. The length of dresses, skirts, and shorts must reach at least **mid-thigh**.
2. Pants, shorts, and skirts must be worn at the waist.
3. Undergarments must not be exposed.
4. The following clothing and/or items are not allowed:
  - See-through clothing
  - Tops that expose the front, back, and/or side of the torso, including slit sides, completely bare shoulders, spaghetti straps, halter tops, muscle shirts, half shirts, etc.
  - Pants or shorts that have holes above mid-thigh
  - Spike bracelets or necklaces
  - Bedroom shoes/slippers
  - Pajamas
5. Hoods that cover the face and bandanas are not to be worn in the school building during the instructional day. Items worn may be confiscated by the administration.
6. No clothing disruptive or detrimental to the instructional process is allowed. This includes attire that displays alcoholic beverages, drugs, and tobacco products or promotes violence, hatred, or intolerance.
7. Shoes are to be worn at all times.
8. Sunglasses are not to be worn in the school building.

\*School officials have the authority and responsibility to determine whether a students' appearance satisfies the intent of this policy. **Anything that disrupts the learning environment will be deemed unacceptable.** The administration will ask the student to change or adjust clothing as necessary. The administration has the final authority to deem attire as appropriate. Students are required to follow the dress code outlined as shown above.

# Public Display of Affection (PDA)

Students should not engage in **any** public display of affection other than hand holding while on campus.

This includes:

- Kissing
- Hugging
- Leaning against each other
- Touching under the table
- Rubbing arms, legs, or back

## Consequences:

- Students will be asked to stop
- Record of the incident in the office
- Continued offense will result in recommendation not to continue at MEC or MAI.

# Cell Phones

Cell phones may be used during lunch and during class changes only. The office phone is always available for students that need to call home during class. Students **MAY NOT** use their cell phones (which include text messaging) when going to the restroom during a class. Cell phones **SHOULD NOT** be taken to the restroom during class. Cell phones will be put in the classroom wall pocket when entering the classroom. Ringers should be turned off before putting them in the wall pockets. It is a violation of the policy for a cell phone to ring or vibrate during class.

The cell phone policy also applies during the All School Meeting, Family time, and all performances and presentations. Some school field trips will require that cell phones are collected before performances or activities and returned to the students after completion of the performance or activity.

**MEC/MAI cell phone policy applies to all McDowell Technical Community College classes as well.** If a MTCC instructor informs MEC/MAI staff that a student is using their cell phone (including text messaging) in class, the student will not be allowed to bring their cell phone to school. There is also the possibility of being dropped from the college class for violation of the MTCC cell phone policy. The MTCC cell phone policy prohibits the use of cell phones in all classes.

## Consequences for violations:

- **1<sup>st</sup> offense:** Cell phone will be taken and kept in the office of the Office Manager where it may be picked up after school **by the parent**.
- **2<sup>nd</sup> offense:** Cell phone will be taken and kept in the office of the Office Manager where it may be picked up after school **by the parent**.
- **3<sup>rd</sup> offense:** Students will not be allowed to have a cell phone at school for the **remainder of the semester. No exceptions!**
- **4<sup>th</sup> offense:** Students will be recommended to enroll at a different high school for the remainder of the school year for continued insubordination.

# Transportation and Drop-off

## Car Riders:

- Should be dropped off and picked up **in front of Building 19** (William H. Smith). Proceed outside to the courtyard. Do **not** enter any other buildings.
- Do **not** drop off in front of Building 11 (Cedar) main entrance (**Exception is when it is**



*raining.)*

- Do **not** drop off behind Building 4 unless you have a medical necessity and has been approved by a principal.
- Students not picked up by 2:50 pm should return to Building 4 to wait for parents' arrival.

#### **Bus Riders:**

- Buses will drop off and pick up at the loading dock near the college bookstore.
- If buses arrive prior to 8:15 am, proceed outside to the courtyard or cafeteria.
- Buses leave the MTCC campus at 2:30 pm to transport students to MHS.

#### **Limited Transportation**

- Dates are listed on the school website and on the school calendar.
- Buses follow limited routes to designated pick-up/drop-off points around the county.
- On some half days, buses will follow regular routes in the morning and limited routes in the afternoon. These are designated on the calendar by "Limited Transportation PM."

## **MTCC Campus Privileges and Use**

#### **11<sup>th</sup>-13<sup>th</sup> graders**

- Those in good academic standing are allowed to use all facilities (e.g. café, library, ARC lab) on the MTCC campus. You may arrive late and leave early according to your schedule, but you should not come and go between classes.
- Students should **not** leave campus for lunch. Plan accordingly.
  1. First Offense Driving Privileges revoked for one week.
  2. Second Offense Driving Privileges revoked for three weeks.
  3. Third Offense Driving Privileges revoked for the remainder of the semester
  4. Fourth Offense recommendation to another high school due to insubordination.
- Students lose privileges if they are placed on Academic Probation or for behavioral violations.

#### **9<sup>th</sup>-10<sup>th</sup> graders (All above rules apply to 9th or 10th graders who drive.)**

- Should go straight to and from college classes.
- Should go straight to Academic Support with if a college class is released early or the instructor is not present.
- Not allowed in the café at any time other than during lunch.
- May use the ARC Lab as required for college classes with MEC/MAI teacher permission. Should return immediately to class.

## **Bullying**

"Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems." (Source: "Bullying Definition," [stopbullying.gov](http://stopbullying.gov))

## **4 Types**

**Verbal:** Saying or writing mean things.

- Teasing
- Name-calling
- Inappropriate sexual comments

- Taunting
- Threatening to cause harm

**Social:** Hurting someone's relationships or reputation.

- Leaving someone out on purpose
- Telling others not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

**Physical:** Hurting someone's body or possessions.

- Hitting, kicking, or pinching
- Spitting
- Tripping or pushing
- Taking or breaking someone's things (includes knocking things to the ground)
- Making mean or rude hand gestures

**Cyberbullying:** Social or verbal bullying that takes place using electronic technology.

- Mean text messages or emails
- Rumors sent by email or posted on social networks
- Embarrassing pictures, videos, websites or fake profiles

*\*Source: "Bullying Definition" & "Cyberbullying", stopbullying.gov*

## Where and When It Happens

- During school hours AND after school hours.
- In school buildings, on the playground, on athletic fields and court, in bathrooms, on the bus.
- **Online!!!!**
- Even if specific bullying events don't happen at school, the school can intervene because it affects the recipient's well-being and all parties' ability to be successful at school.

## What To Do If You're Being Bullied

- Seek help from a parent, teacher, counselor, principal, minister...ANY RELIABLE ADULT.
- If you are uncomfortable, you can report it anonymously by leaving a note on a principal's or counselor's desk.

## What To Do If You Witness Bullying

- Step in and say something immediately.
- Be kind to the victim.
- Try to help the victim avoid situations where bullying occurs.
- Recruit others to be kind and be present especially during transition times.
- Report the problem to a parent, school staff, or other reliable adult.

## Consequences

**1<sup>st</sup> Offense:** Discipline referral with warning and counseling. (Extreme cases can result in immediate out of school suspension.)

**2<sup>nd</sup> Offense:** Recommendation not to continue at MEC nor MAI

# Leaving MEC & MAI

We know that MEC and MAI are not the right fit for everyone. We hope that you like it here and are successful, but we've learned that keeping someone here who is unhappy or unsuccessful makes life harder for everyone: the student, parents, teachers, the counselor, and the principal.

- If you want to leave, we ask that you do so at the end of an academic year. This will work better for your credits at McDowell High School or MVA.
- Each year, students sign a letter of intent that declares whether they intend to return to MEC/MAI the next year or want to go to MHS or MVA.
- If a student has a consistent behavior or attendance problem, he/she will be recommended to the traditional high school immediately.
- If a student makes a D or F in 3 college classes, he/she will be unable to finish the associate's degree and will be encouraged to complete his/her high school diploma at MHS.

## Contracts

- For failure to meet academic requirements, students are informed of areas they need to improve.
- Students set individual goals related to those areas and keep documentation of work on those goals.
- Students meet with designated teachers for weekly progress reviews.
- Students may be required to attend after-school tutoring and/or Saturday Academy.
- Contracts are reviewed by the staff at the end of the semester. Based on how well the student has addressed his/her areas for improvement and goals, the student may:
  - Be taken off contract.
  - Have his/her contract continued for another semester.
  - Be transferred to McDowell High School.

# MEC/MAI Student Letter of Intent

## 2023 - 2024

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Seminar Teacher \_\_\_\_\_

Please indicate your intentions for next school year. This form must be returned by Wednesday, March 20, 2024.

- ☐ I plan to return to McDowell Early College for the 2024-2025 school year.
- ☐ I plan to return to the McDowell Academy of Innovation for the 2024-2025 school year.
- ☐ I plan to enroll at another McDowell County High School for the 2024-2025 school year.
- ☐ I plan to enroll at a school outside of McDowell County.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Important Information for Graduates

To be eligible to graduate from McDowell Early College or McDowell Academy for Innovation, each student must have completed the following:

- Satisfied all academic requirements
- MEC students must complete and document 150\* hours of community service
- MAI students must complete and document 150\* hours of community service and/or job shadowing
- Have a zero balance on their student account
- Complete an Exit Interview and Reflection paper
- Turned in all books and Chromebook/charge

\* Due to restrictions during the COVID pandemic, students who entered prior to the 2021-2022 school year have fewer required hours.

Senior supplies (cap, gown, invitations, etc) will be ordered through Graduating Senior Seminars during the Spring semester of the graduation year.

MEC and MAI offer an optional Baccalaureate Dinner and Service each year. The dinner/service is typically held the week of Graduation. To attend, seniors must RSVP by the required date and indicate the number of guests that will be attending. Due to the large number of people who attend the event, MEC and MAI ask that only the graduating senior and their immediate family attend.

To be eligible to participate in the graduation ceremony, students must attend mandatory graduation practice. The practice is typically held during the week prior to Graduation.

There is a required dress code for graduation. This information will be given to students during their Graduating Seminar class. If for any reason students are not able to obtain the required clothing, they should see their school counselor or principal as soon as possible for assistance.

Junior Marshals honors are bestowed upon the top 10% of the junior class each year based on weighted GPA.

Starting in the 2019 - 2020 school year, students who enrolled at MAI/MEC have committed to stay five years in order to complete their high school diploma and college program of study. The **Valedictorian** and **Salutatorian** will be the students ranked 1 and 2 from the 13th grade class based on their weighted GPA. Students who graduate earlier than the 13th grade will not be considered for either honor.

Honor graduates are designated as being in the top 10% of their grade level based on weighted GPA.

## Cords and Other Graduation Medals Requirements

### Key Club Honor Medallion

Each school year, members must do the following to maintain membership in the club:

- Dues paid on time

- Participation in a committee
- 10 hours minimum of participation in club events, service projects, or fundraisers
- 80% meeting attendance each year
- Participate in the Variety Show and/or County Talent Show
- New members must attend initiation or have absence approved by sponsor ahead of time
- Members have a minimum of two years of membership, meeting the requirements above in order to earn the graduation medallion

### **Student Council Honors Cords**

- Minimum two years of membership, including active membership during a student's final year.
- Active attendance of two meetings per month.

### **Interact Honor Cords**

Service Hours - There is a minimum of five service hours required from each member. Two of these come from service during school hours, such as working a poster during Academic Support. The remaining three hours come from service outside of the school day, such as decorating for the Christmas Dance.

Dues - Each Interact member must pay \$20 in dues every year. This may be paid in full or split into two payments of \$10 per semester. If unpaid, that member will not be allowed to join the following year

Graduating Senior Requirements (Cord) - To earn these acknowledgements to wear at graduation, membership of two consecutive years including senior year is required. In addition, the completion of all member requirements during those years such as service hours and paid dues is mandatory

Absences - No more than three unexcused absences are allowed for each member to remain in the club. If there is an issue regarding attendance, it must be reported to the club Secretary

### **Journalism Honor Cords**

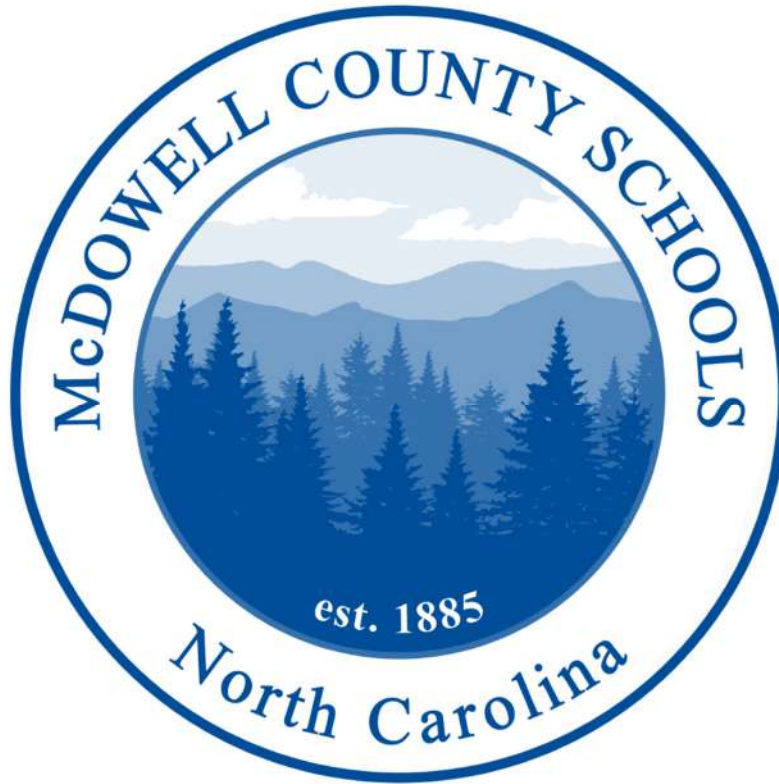
Students are admitted to MEC's Journalism Honor Society by the following criteria:

- Completing two full school years of work on either the MEC Yearbook or the Green Screech
- Completing two years of service on either publication with no major incidents.

### **International Club**

Three or more consecutive years with active participation in all aspects of the club. Including paying off all club dues, regular attendance to club meetings, a commitment to service projects we engage in and contribution to fundraising efforts.

# Appendix: School Board Policies



# McDowell County Schools

Code of Student Conduct

2023-24



# McDOWELL COUNTY SCHOOLS

## VISION

INSPIRING SUCCESS: Future-Focused, Student-Centered, Mission-Driven

## Mission Statement

The mission of McDowell County Schools is to deliver excellence in education where students are engaged in collaboration, communication, and innovation so that they graduate ready to achieve success and positively shape the future.

The McDowell County School System embraces the following as its core values and beliefs. Through all district operations and activities, it will . . .

- Stress the importance of students by making data-driven decisions that
- establish high expectations for all;
- create conditions enabling them to learn; and
- serve their academic, social, emotional, physical, and cultural needs.
- Cultivate meaningful relationships.
- Ensure schools are safe, nurturing places where everyone engages in learning with curiosity and excitement.
- Emphasize the importance of daily attendance by all.
- Create a culture of achievement for students and adults to –
- develop both individual and collective talents,
- maximize and fulfill their potential, and
- prepare for future success.
- Establish a collaborative culture resulting from –
- great customer service,
- respect and compassion for individual and cultural differences,
- access and equity for all, and
- a strong work ethic.

# Superintendent's Message

Parents and Guardians,

McDowell County Schools is committed to partnering with parents and guardians to ensure we can offer your child the best educational opportunities. We pride ourselves in a tradition of dedication to our students here in McDowell County, and we recognize that is only possible through this partnership. The McDowell County Student Code of Conduct is essential for meeting our goals of graduating ALL our students ready for enrollment in higher education, enlistment in the military, or entering the workforce. We believe that students can only learn when they feel safe and nurtured, and understanding and following these policies and procedures will help us reach our goals.

Please take the time to review and discuss these expectations with your students. McDowell County Schools is an excellent option for our students because of the tradition of school, home, and community coming together to focus on our students, their safety, and their success. This document includes guidance to help us do just that. We are committed to security for your children. In addition to comprehensive safety plans, McDowell County Schools is unique because all our schools have access to School Resource Officers. We have a fantastic partnership with the McDowell County Sheriff's Office, Marion Police Department, and the Old Fort Police Department, and resource officers from each of these offices are represented in our schools. We are grateful for our community partners and partners at home helping keep our students safe daily.

The success of our schools depends on good communication between teachers, students, parents, and school administration. Working together, we can effectively utilize our Student Code of Conduct as a tool or guide in helping us to keep our schools safe for learning. If you should have any questions about school safety or any other school-related matters, we are only a phone call away. Please help us keep the lines of communication open by contacting our teachers and administration should questions arise. Thank you for your partnership and support to make the 2023-2024 school year a success!

Sincerely,

A handwritten signature in black ink that reads "Tracy Grit". The script is cursive and fluid.

Tracy Grit, Ed.D

Superintendent

McDowell County Schools

# Directory of Schools

East McDowell Middle School	676 State Street Marion, NC 28752	828-652-7711
Eastfield Global Magnet School	170 Eastfield School Rd Marion, NC 28752	828-652-3730
Foothills Community School	176 Lukin St Marion, NC 28752	828-652-1040
Glenwood Elementary School	1545 Old Highway 221 S Marion, NC 28752	828-738-4220
Marion Elementary School	209 Robert St Marion, NC 28752	828-652-2141
McDowell Academy for Innovation (MTCC Campus)	54 College Drive Marion, NC 28752	828-659-0411
McDowell Early College (MTCC Campus)	54 College Drive Marion, NC 28752	828-659-0411
McDowell High School	600 McDowell High Drive Marion, NC 28752	828-652-7920
McDowell Virtual Academy	346 West McDowell Jr High School Road Marion, NC 28752	828-652-3390
Nebo Elementary School	254 Nebo School Road Nebo, NC 28761	828-652-4737
North Cove Elementary School	401 American Thread Road Marion, NC 28752	828-756-4342
Old Fort Elementary School	128 Mauney Avenue Old Fort, NC 28762	828-668-7646
Pleasant Gardens Elementary School	100 John Roach Drive Marion, NC 28752	828-724-4422
West Marion Elementary School	820 Marler Road Marion, NC 28752	828-738-3353
West McDowell Middle School	346 West McDowell Jr High School Road Marion, NC 28752	828-652-3390

# McDowell County Schools Policy 4300

All decisions related to student behavior are guided by the board's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior; and (4) required procedures for addressing misbehavior.

## A. PRINCIPLES

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior:

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

## B. COMMUNICATION OF POLICIES

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. To elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences, each school will create a student behavior management plan that is consistent with the law, board policies, and the Code of Student Conduct (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct, or disciplinary measures identified in student behavior management plans developed in individual schools. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

For the purpose of board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

## C. APPLICABILITY

Students must comply with the Code of Student Conduct in the following circumstances:

1. while in any school building or on any school premises before, during or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. at any other place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Notwithstanding the foregoing, students will not be disciplined for constitutionally protected behavior. School officials are encouraged to consult with senior administrators before regulating student expression that may be protected by the First Amendment to the U.S. Constitution.

#### **D. CONSEQUENCES FOR VIOLATIONS**

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

##### **1. Minor Violations**

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;
- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;
- m. suspension from bus privileges; and
- n. placement in an alternative school

The student's parent is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent is unable to provide transportation, another consequence will be substituted.

## 2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

## E. ENFORCEMENT

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system and consistent with students' constitutional rights.

Legal References: U.S. Const. amend. I; Mahanoy Area School Dist. v. B.L., 594 U.S. \_\_\_, 141 S. Ct. 2038 (2021); G.S. 115C-47, -276(r), -288, -307, -390.1, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Counseling Program (policy 3610), Domicile or Residence Requirements (policy 4120), Student Behavior policies (4300 series)

Adopted: February 16, 2009

Revised: August 15, 2011; December 6, 2021

- *All students shall comply with the Code of Student Conduct of the McDowell County Schools, state and federal laws, Board of Education policies, and local school rules governing student behavior and conduct. This Code and other board and school behavior policies apply to any student while in any school building or on any school premises before, during or after hours; while on any bus or other vehicle as part of any school activity; while waiting at any bus stop; during any school function, extracurricular activity or event; while subject to the authority of school personnel; and at any time, place, in cyberspace, on or off campus, when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.*
- *This list of infractions is not all inclusive. The school administration reserves the right to assign the consequences for misconduct not listed that a student would or should have known would be disruptive to the academic process or would endanger self or others, or that is in violation of state or federal law or regulations*
- *The minimum and maximum levels of disciplinary action specified in this list are guidelines to be followed in most cases. The school administration reserves the right to assign consequences that are more or less severe than the guidelines, when called for by the circumstances of any particular case, up to the limits allowed by law.*  
*Level 2 interventions may include but are not limited to those identified in Policy [4300](#), Student Behavior Policies.*
- *Any student who has violated one or more sections of the Code of Conduct may be subject to more severe disciplinary action than is recommended in the Code for violations of a single Code section.*
- *The Code applies to behavior that has or is reasonably expected to have a direct and immediate impact on the schools or other students and is conducted through the use of electronic communications or social media, on or off school grounds. Such use is particularly relevant, but is not limited to, Rules 8 (Disrespect), 9 (Insubordination), 10 (Profanity/Obscenity), 11 (Disruption), 12 (Threatening), 20 (Sexual Offenses), 25 (False Alarm), 30 Serious Threat, Assault and/or Intimidation), 36 (Use of the Internet), 37 (Possession or Distribution of Pornographic and/or Profane Material), 38 (Bomb Threat), and 39 (Terrorist Acts and Threats).*
- *A Principal has the authority to suspend student privileges. As students do not have a right to participate in activities that are privileges, a student's ability to participate in privileged activities may be restricted or curtailed for good cause as determined by the principal, apart from any violation of the Code of Student Conduct.*

*Levels of Disciplinary Action				
ATTENDANCE VIOLATIONS		Min	Grade	Max
Rule 1:	Attendance: A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardians are subject to its penalties. Efforts will be made to communicate with parents of absent and truant students. See McDowell County Board of Education attendance policy <a href="#">4400</a>			
	» Tardiness: Failure to be in a place of instruction at the assigned time without a valid excuse. 064-Excessive Tardiness	1 1 1	(k-5) (6-8) (9-13)	2 2 2
	» Leaving Class Without Permission: Failure to obtain authorization to leave class. 066-Leaving Class Without Permission	1 1 1	(k-5) (6-8) (9-13)	2 3* 3*
	» Leaving School Without Permission: Failure to provide required parent authorization prior to leaving school before the end of the scheduled day. 067-Leaving School Without Permission	1 1 1	(k-5) (6-8) (9-13)	2 3* 3*
	» Class Cutting: Failure to report to class without proper permission, knowledge, or excuse by the school or teacher. 074-Cutting Class	1 1 1	(k-5) (6-8) (9-13)	2 3* 3*
	» School Cutting: Failure to report to school without prior permission, knowledge, or excuse by the school or the parent. 075-Skipping School	1 1 1	(k-5) (6-8) (9-13)	2 3* 3*
	» Excessive Absences (Truancy): Excused or unexcused absences which are felt to adversely affect the student's education. 030-Truancy	1 1 1	(k-5) (6-8) (9-13)	2 2 2
	*Suspensions under this rule shall not exceed two days, as dictated by <a href="#">N.C.G.S. 115 C-390.2</a>			
<p>*School Initiated Consequences: Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)</p> <p>Superintendent Initiated Consequences: Level 6 Long-term Suspension, assigned community service, or school reassignment. Level 7 365-day suspension Level 8 Exclusion/Expulsion</p> <p>Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...</p>				



DISCIPLINE VIOLATIONS		*Levels of Disciplinary Action		
		Min	Grade	Max
Rule 2.	Food/Beverages: A student will not eat/drink in unauthorized areas of the school.  058-Other School Defined Offense	1 1 1	(k-5) (6-8) (9-13)	2 3 3
Rule 3 A	Medication: Each school has established rules on administering non-prescription and prescription drugs. Students are to adhere to the rules of the school, as confirmed in policy code <a href="#">#6125</a> .  086-Possession of Student's Own Prescription Drug	1 1 1	(k-5) (6-8) (9-13)	2 3 3
Rule 3B	Medication: A student may not give, sell, or distribute non-prescription, over the counter, or prescription drugs to any other students.  087-Possession of Another Person's Prescription Drug (RO) 088-Distribution of a Prescription Drug (RO)	1 3 3	(k-5) (6-8) (9-13)	3 5 5
Rule 4	Student Dress: Any type of dress which is disruptive, lewd or sexually suggestive, glorifies or depicts alcohol, tobacco or illegal drugs, or endangers the safety, education, and/or health of another person will not be permitted. For specific information, refer to student handbook.  031-Dress Code Violation	1 1 1	(k-5) (6-8) (9-13)	2 2 2
Rule 5	Personal Property: A student will not bring or possess any object that has no educational purpose that may distract from teaching and learning or would cause disruption within the school environment. (Items may include: toys, hoverboards, laser pointers, cigarette lighters, matches, electronic gaming devices, and vaping paraphernalia etc.). Cell phones shall not be used at any time during the instructional day unless directed by a teacher as part of an approved instructional activity. Otherwise, all cell phones must be kept in bookbags or stored as directed by school personnel. Any student in possession of a cell phone in violation of this policy will have the phone confiscated and placed in the school office until the end of the day. If school officials have reasonable cause to suspect the phone has been used inappropriately, e.g. for taking unauthorized photos or the like, such offenses may result in SRO involvement. Repeat offenders of cell phone rules may lose cell phone privileges.  040-Inappropriate Items on School Property	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	2 3 5 5
Rule 6	Selling Items on Campus*: Students are not to sell any objects on campus that are not authorized through the school as an organized, approved school activity.  058-Other School Defined Offense  * The first violation will result in confiscation with the item returned at the discretion of the principal. The second and succeeding violation(s) will result in confiscation and the item will not be returned to the student until the end of the year. Parents may pick up item prior to the end of the year.	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	3 3 3 3

**\*School Initiated Consequences:** Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

**Superintendent Initiated Consequences:** Level 6 Long-term Suspension, assigned community service, or school reassignment. Level 7 365-day suspension Level 8 Exclusion/Expulsion

Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

<b>Rule 7</b>	<b>Misrepresentation: A student will not lie or cheat.</b>	1	(k-2)	2
		1	(3-5)	3
	<b>035-Falsification of Information</b>	1	(6-8)	3
		1	(9-13)	3
	<b>Including but not limited to:</b>			
	» <b>Altering Report Cards or Notes:</b> Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.	1	(k-2)	3
		1	(3-5)	3
		1	(6-8)	3
		1	(9-13)	3
	» <b>False Information:</b> Making false statements, written or oral, to anyone in authority.	1	(k-2)	3
		1	(3-5)	3
		1	(6-8)	3
		1	(9-13)	3
	» <b>Cheating:</b> Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc... Students enrolled in MTCC courses are subject to the MTCC guidelines regarding <a href="#">Academic Dishonesty (p. 27)</a>	1	(k-2)	2
		1	(3-5)	3
		1	(6-8)	3
		1	(9-13)	3
	<b>028-Honor Code Violation</b>			

<b>DISCIPLINE VIOLATIONS</b>		<b>*Levels of Disciplinary Action</b>		
		<b>Min</b>	<b>Grade</b>	<b>Max</b>
<b>Rule 8</b>	<b>Disrespect: A student will behave in a respectful manner. Examples of disrespectful behavior are: Walking away, talking back, etc.</b>	1	(k-2)	3
		1	(3-5)	3
		1	(6-8)	4
		1	(9-13)	4
	<b>061-Disrespect of Faculty and Staff</b>			
<b>Rule 9</b>	<b>Insubordination: A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property.</b>	1	(k-2)	3
		1	(3-5)	3
		1	(6-8)	4
		1	(9-13)	4
	<b>033-Insubordination</b>			
<b>Rule 10</b>	<b>Profanity/Obscenity: A student will not use profane or obscene language or make obscene gestures.</b>			
	<b>032-Inappropriate Language/Disrespect</b>			
	<b>114-Inappropriate Behavior</b>			
	<b>Including but not limited to:</b>			
	» <b>Offensive Language:</b> Cursing, or saying anything that conveys a lewd, vulgar, obscene or sexually suggestive message.	1	(k-2)	3
		1	(3-5)	3
		1	(6-8)	3
		1	(9-13)	3
	» <b>Obscene/Offensive Gestures:</b> Making any sign or gesture that conveys a lewd, vulgar, obscene or sexually suggestive message.	1	(k-2)	3
		1	(3-5)	3
		1	(6-8)	3
		1	(9-13)	3

**\*School Initiated Consequences:** **Level 1** Conference **Level 2** Intervention **Level 3** Out of School Suspension (1-5 days) **Level 4** Out of School Suspension (6-10 days) **Level 5** Out of School Suspension (10 days)

**Superintendent Initiated Consequences:** **Level 6** Long-term Suspension, assigned community service, or school reassignment. **Level 7** 365-day suspension **Level 8** Exclusion/Expulsion

Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

	» <b>Derogatory Written Materials:</b> Having any written material or pictures that convey a lewd, vulgar, obscene or sexually suggestive message.	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	5 5 5 5
	» <b>Directed at Staff Member:</b> Writing, saying, or making gestures that convey a lewd, vulgar, obscene, or sexually suggestive message to or about a staff member.	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	5 5 6 6
<b>Rule 11</b>	<b>Disruption: No student may disrupt the class, school, or bus activity.</b>  <b>042-Disruptive Behavior</b>	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	4 5 5 5
	<b>Including but not limited to:</b>			
	» <b>Verbal Harassment:</b> Name-calling, teasing or bullying.  <b>025-Harrassment-Verbal</b>	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	3 4 5 5
	» <b>Throwing Objects at Someone:</b> Willfully throwing anything that could serve to harass or harm another, including from school buses.	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	4 4 4 4
	» <b>Hitting, Biting, Spitting, Which Causes Harassment on Another Student or Adult:</b> Hitting, biting, spitting at a student or adult for the purpose of harassment or which could cause harm.	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	6 6 6 6
	» <b>Horseplay:</b> Excessive pushing, shoving, aggressive behavior, etc.  <b>027-Aggressive Behavior</b>	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	3 4 4 4
	» <b>Other:</b> Any other action that disrupts or interferes with educational activities or the school environment.	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	3 4 4 4

<b>LAW VIOLATIONS Parents and Law Enforcement Notified</b>		<b>*Levels of Disciplinary Action</b>		
		<b>Min</b>	<b>Grade</b>	<b>Max</b>
<b>Rule 12</b>	<b>Threatening: A student will not threaten another student or staff member or the school community. Any threatening statement or conduct that leads a member of the school community to reasonably have concern that the threat might be carried out is prohibited, regardless of the intent of the person communicating the threat. Students who threaten another student or adult, whether orally, in writing, or by any other means, may be charged with a criminal violation. In a case</b>	1 2 2 2	(k-2) (3-5) (6-8) (9-13)	4 6 6 6

**\*School Initiated Consequences:** **Level 1** Conference **Level 2** Intervention **Level 3** Out of School Suspension (1-5 days) **Level 4** Out of School Suspension (6-10 days) **Level 5** Out of School Suspension (10 days)

**Superintendent Initiated Consequences:** **Level 6** Long-term Suspension, assigned community service, or school reassignment. **Level 7** 365-day suspension **Level 8** Exclusion/Expulsion

Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

	where charges are not filed with the police for communicating threats and the threat of violence is minimal, the appropriate Code of Student Conduct violation would be Rule 12.  019-Communicating Threats			
Rule 13	<b>Fighting: The exchange of mutual physical contact between students by pushing, shoving, or hitting with or without injury is prohibited.</b>  021-Affray—The exchange of mutual physical contact between students by pushing, shoving or hitting which causes fear for their safety or others present at the scene 024 Fighting	1 1 2 3	(k-2) (3-5) (6-8) (9-13)	4 6 6 6
Rule 14	<b>Blatant Disregard for School Rules: Continuous violation of the McDowell County Schools Code of Student Conduct.</b>  058-Other School Defined Offense	2 3 3 3	(k-2) (3-5) (6-8) (9-13)	5 6 6 6
Rule 15	<b>Trespassing: A student will not enter any school property or school facility without proper authority (includes entering any McDowell County School during a period of suspension or exclusion).</b>  059-Being in an Unauthorized Area	1 1 1 1	(k-2) (3-5) (6-8) (9-13)	4 4 4 4
Rule 16	<b>Reckless Vehicle Use: A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat or health, safety, or a disruption to the educational process. <i>The use of a motor vehicle in driving to school is considered a privilege which may be limited or revoked at any time by the principal of the school.</i></b>  058-Other School Defined Offense	4	(9-13)	8
Rule 17	<b>Vandalism: A student will not willfully or maliciously damage or destroy property belonging to another, or participate in a plan with others to damage or destroy property, i.e. school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property. *Time frame for financial restitution to be set by the principal or the court.</b>  039-Property Damage	1 2 2 2	(k-2) (3-5) (6-8) (9-13)	4 6 6 6
Rule 18	<b>Gambling: A student will not play games of skill or chance for money or property.</b>  034-Gambling	1 2 2 2	(k-2) (3-5) (6-8) (9-13)	4 6 6 6
Rule 19	<b>Theft: A student will not steal or possess stolen property, or participate in a plan with others to do so.</b>  036-Theft	2 2 2 2	(k-2) (3-5) (6-8) (9-13)	4 6 6 6

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Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

<b>LAW VIOLATIONS Parents and Law Enforcement Notified</b>		<b>*Levels of Disciplinary Action</b>		
		<b>Min</b>	<b>Grade</b>	<b>Max</b>
<b>Rule 20</b>	<b>Sexual Behaviors/Assault: (not involving rape or sexual offense): A student will not engage in sexual misconduct or sexual harassment.</b>	2 2 2 2	(k-2) (3-5) (6-8) (9-13)	4 6 6 6
	<b>Including but not limited to:</b>			
	» Deliberate, unwelcome touching Suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats. Pressure for sexual activity » Continued or repeated offensive sexual flirtations, advances or propositions. Sexually degrading words used toward an individual or to describe an individual. » The display in the work place of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into. Students engaging in this type of behavior are subject to disciplinary procedures that will be determined by the nature and severity of the offense. Any student who feels he or she has been sexually harassed by fellow student or adult school personnel is encouraged to report the act in confidence to a school counselor or administrator. All complaints of sexual harassment will be promptly and thoroughly investigated in accordance with board policy # <a href="#">1725/4035/7236</a> . <b>014-Sexual Assault not Involving Rape or Sexual Offense</b> <b>015-Taking Indecent Liberties with a Minor</b> <b>038-Harrassment – Sexual</b> <b>122-Sexual Activity/Pretext Medical Treatment</b>			
<b>Rule 21</b>	<b>Sexual Offense/Rape or Attempted Rape: Committing or attempting to commit a sexual assault or unlawful sexual intercourse.</b>	3 6 6 6	(k-2) (3-5) (6-8) (9-13)	6 8 8 8
	<b>012-Rape</b>			
<b>Rule 22</b>	<b>Breaking and Entering: A student will not break into school board property.</b>	2 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	<b>039-Property Damage</b>			
<b>Rule 23</b>	<b>Robbery: A student will not take another person's property by force or violence.</b>	2 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	<b>010-Robbery with a Dangerous Weapon</b>			
	<b>093-Robbery without a Weapon</b>			
	<b>103-Robbery with a Firearm or Explosive Device</b>			
<b>Rule 24</b>	<b>Extortion: A student will not take or threaten to take the property of others through intimidation.</b>	2 3 3 3	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	<b>023-Extortion</b>			

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**Superintendent Initiated Consequences:** **Level 6** Long-term Suspension, assigned community service, or school reassignment. **Level 7** 365-day suspension **Level 8** Exclusion/Expulsion

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Rule 25	<b>False Alarm: Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists in the school.</b>  <b>029-False Fire Alarm</b>	2	(k-2)	4
		3	(3-5)	6
		3	(6-8)	6
		3	(9-13)	6
Rule 26	<b>Arson: A student will neither set fire nor attempt to set fire to anything on school property, or participate in a plan with others to damage or destroy school property through the use of fire.</b>  <b>018-Unlawfully Setting a Fire</b> <b>053-Burning of a School Building (RO)</b>	3	(k-2)	5
		6	(3-5)	8
		6	(6-8)	8
		6	(9-13)	8
Rule 27	<b>Tobacco: A student may not have or use tobacco products, to include e-cigarettes, vapes, or e-cigarette products, on school premises, on school bus, at any school function or event.</b>  <b>041-Possession of Tobacco</b> <b>070-Use of Tobacco</b>	1	(k-2)	3
		2	(3-5)	3
		2	(6-8)	3
		2	(9-13)	3
	» <b>Sale/Distribution (Attempt or Actual) of Tobacco: Distributing or selling any tobacco product, to include e-cigarettes, vapes, or e-cigarette products, attempting to sell or distribute any tobacco product, to include e-cigarettes or e-cigarettes, or any action that contributes to the sale or distribution of any tobacco product, to include e-cigarettes or e-cigarette products, or the giving or offering to give any tobacco product, to include e-cigarettes or e-cigarette products, to another individual.</b>	2	(k-2)	5
		2	(3-5)	6
		2	(6-8)	6
		3	(9-13)	6

<b>LAW VIOLATIONS Parents and Law Enforcement Notified</b>		<b>*Levels of Disciplinary Action</b>		
		<b>Min</b>	<b>Grade</b>	<b>Max</b>
Rule 28	<b>Substance Abuse Policy and Procedure: Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana or any other controlled substance, any alcoholic beverage, malt beverage or fortified wine or intoxicating liquor, or any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.</b>  <b>116- Possession of Vaping (Non-Tobacco) Device</b> <b>117- Use of Vaping (Non-Tobacco) Device</b>	3	(k-2)	4
		3	(3-5)	8
		4	(6-8)	8
		4	(9-13)	8
	<b>Students are also prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. In all circumstances in which students must comply with board policies, students may not in any way participate in the selling or transmitting or prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.</b>			

**\*School Initiated Consequences:** Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

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		<b>For offenses related to a student's personal and proper use of prescription or over the counter drugs, see Rule 3A.</b>			
		<b>Including but not limited to:</b>			
		<b>005</b> -Possession of Controlled Substance in Violation of Law- <b>Cocaine</b> (RO) <b>006</b> -Possession of Controlled Substance in Violation of Law- <b>Marijuana</b> (RO) <b>007</b> -Possession of Controlled Substance in Violation of Law- <b>Ritalin</b> (RO) <b>017</b> -Possession Controlled Substance in Violation of Law- <b>Other</b> (RO) <b>020</b> -Alcohol Possession (RO) <b>048</b> -Use of Alcohol (RO) <b>049</b> -Use of Controlled Substance (RO) <b>050</b> -Use of Narcotics (RO) <b>051</b> -Possession of Chemical or Drug Paraphernalia <b>095</b> -Under the Influence of Alcohol <b>096</b> -Under the Influence of Controlled Substances <b>118</b> -Possession of Controlled Substance Violation of Law- <b>Opioid</b> (RO)			
	»	<b>Possession/Attempt:</b> Possessing or attempting to possess any alcoholic beverage or any illegal or controlled substance, or any action that contributes to the possession of any alcoholic beverage or any illegal or controlled substance. Under <a href="#">N.C.G.S. §20-11</a> (n1) this violation can result in the loss of a driver's license. Possession of quantities large enough to indicate use by more than one individual may be considered a violation of "Sale/Distribution" listed below.	3 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	»	<b>Possession in Vehicle:</b> Students who drive a vehicle onto McDowell County Schools property shall be responsible for the contents of the vehicle. The presence of a prohibited substance or drug paraphernalia in a vehicle owned or operated by a student shall be considered possession by the student, unless the student establishes that he or she was not aware of the presence of the prohibited substance or paraphernalia and had taken reasonable steps to ensure that the vehicle contains no prohibited substances or drug paraphernalia.	4	(9-13)	8
	»	<b>Paraphernalia:</b> Possessing, distributing or using any drug related paraphernalia.	2 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	»	<b>Inhalants:</b> Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled, or illegal) that is intended to bring about a temporary change in the student's mind, mood or behavior.	3 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	»	<b>Sale/Distribution (Attempt or Actual):</b> Distributing or selling any illegal or controlled substance attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. Under <a href="#">N.C.G.S. 20-11</a> (n1) this violation can result in the loss of a driver's license. <b>054</b> -Sale of Controlled Substance in Violation of Law- <b>Cocaine</b> (RO) <b>055</b> -Sale of Controlled Substance in Violation of Law- <b>Marijuana</b> (RO) <b>056</b> -Sale of Controlled Substance in Violation of Law- <b>Ritalin</b> (RO) <b>057</b> -Sale of Controlled Substance in Violation of Law- <b>Other</b> (RO) <b>119</b> -Sale of Controlled Substance in Violation of Law- <b>Opioid</b> (RO)	3 4 6 6	(k-2) (3-5) (6-8) (9-13)	5 8 8 8

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	»	<b>Use/Under the Influence:</b> Using any alcoholic beverage, narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, field trips, or at any school function, or coming to school or school activities after consumption.	3	(k-2)	4
			3	(3-5)	8
			4	(6-8)	8
			4	(9-13)	8

LAW VIOLATIONS Parents and Law Enforcement Notified		*Levels of Disciplinary Action		
		Min	Grade	Max
Rule 29	Disorderly Conduct: A student will not disrupt, disturb or interfere with any school activity or engage in conduct which disturbs the peace, order, or discipline at any school or grounds adjacent thereto.	2	(k-2)	5
		6	(3-5)	8
		6	(6-8)	8
		6	(9-13)	8
022-Disorderly Conduct				
Rule 30	Serious Threat, Assault and/or Intimidation:			
	A student will not assault, seriously threaten or intimidate another individual.			
	Including but not limited to:			
	» Against Student: Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike another student, either alone or in combination with another student(s), or making one fearful by intimidation.	3	(k-2)	4
		4	(3-5)	8
		4	(6-8)	8
		5	(9-13)	8
	» Against staff or other adult who is not a student: Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike any adult, either alone or in combination with another student(s), or making one fearful by intimidation. Under <a href="#">N.C.G.S. § 20-11</a> (n1) this violation can result in the loss of a driver’s license.	3	(k-2)	6
		4	(3-5)	8
		4	(6-8)	8
		5	(9-13)	8
	001 - Assault Resulting in Serious Injury			
	002 - Assault Involving the Use of a Weapon			
	003 - Assault on School Personnel Not Resulting in a Serious Injury (RO)			
	044 - Assault on Student			
	045 - Assault -Other			
	071 - Assault on Non-Student w/o Weapon & Not Resulting in Serious Injury			
	072 - Assault on Student w/o Weapon & Not Resulting in Serious Injury			
	090 - Violent Assault Not Resulting in Serious Injury			
	104 - Physical Attack with a Firearm or Explosive Device			
	105 - Threat of Physical Attack with a Firearm			
	106 - Threat of Physical Attack with a Weapon			
	107 - Threat of Physical Attack Without a Weapon			

**Students should be cautioned that all verbal or written statements threatening racial violence, the health and/or safety of students, school personnel, and/or school facilities will be considered serious. Such statements will not be tolerated or dismissed as idle comments or jokes. Any threatening statement or conduct that leads a member of the school community to reasonably have concern that the threat might be carried out is prohibited, regardless of the intent of the person communicating the threat. This standard will be applied to all threats that are prohibited by the Code of Student Conduct.**

**\*School Initiated Consequences:** Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

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LAW VIOLATIONS - Parents and Law Enforcement Notified		*Levels of Disciplinary Action		
		Min	Grade	Max
Rule 31	<p><b>Weapons and Dangerous Instruments/Objects:</b> A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. Under <a href="#">N.C.G.S. §20-11</a>(n1) this violation can result in the loss of a driver's license.</p> <p><b>*All items will be confiscated and turned over to law enforcement.</b></p>			
	<b>Including but not limited to:</b>			
	» <b>Firearms and destructive devices, as described Rule 32.</b>	3 6 6 6	(k-2) (3-5) (6-8) (9-13)	7 8 8 8
	» <b>Knife*: Simple Possession - Blade 2 ½ inches or smaller:</b> A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension may be imposed. Any subsequent incident will result in confiscation and progressive suspension.	3 3 3 3	(k-2) (3-5) (6-8) (9-13)	4 6 6 6
	» <b>Knife*: Simple Possession - Blade greater than 2 ½ inches:</b> Possession of any knife longer than 2 ½ inches, regardless of intent.	3 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	» <b>Camouflaged Weapon *: i.e.,</b> knife blades, or other sharp devices, camouflaged as tubes of lipstick, ink pens, hair combs, etc.	3 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	» <b>Anti-personnel Spray*:</b> Possession of chemical such as Mace, or pepper sprays, tear gas, etc.	3 3 3 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	» <b>Possession of an instrument or device that resembles or looks like a knife, pistol, revolver or any type of weapon or explosive not capable or propelling a missile*:</b> May include, but not be limited to, a cap pistol, water pistol, inoperable antique firearm, or any look-alike gun.	3 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	» <b>Other:</b> Possession of any object or substance that could cause injury including, but not limited to, slungshots, slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, any sharp-pointed or sharp-edged instrument, clubs, stun guns, and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons.	3 3 4 4	(k-2) (3-5) (6-8) (9-13)	4 8 8 8
	» <b>Possession in Vehicle:</b> Students who drive a vehicle onto McDowell County Schools campus shall be responsible for the contents of the vehicle. The presence of a weapon or dangerous object in a vehicle owned or operated by a student shall be considered possession by the student, unless the student established that he or she was not aware of the presence of the prohibited weapon or dangerous object and	5	(9-13)	8

**\*School Initiated Consequences:** Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

**Superintendent Initiated Consequences:** Level 6 Long-term Suspension, assigned community service, or school reassignment. Level 7 365-day suspension Level 8 Exclusion/Expulsion

Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

	had taken reasonable steps to ensure that the vehicle contains no weapon or dangerous object.			
	<b>008-Possession of Weapon (Excluding Firearms and Powerful Explosives) (RO)</b>			
<p><b>Special Note: Any student who inadvertently possesses or finds a weapon or substance that may subject a student to a suspension or expulsion may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance.</b></p> <p><b>Under <a href="#">N.C.G.S. § 20-11</a> (n1) possession of a weapon on school property or at a school-related activity can result in the loss of a student's driver's license/permit.</b></p>				

LAW VIOLATIONS Parents and Law Enforcement Notified		*Levels of Disciplinary Action		
		Min	Grade	Max
<b>Rule 32</b>	<p><b>Firearms and destructive devices: A student will not possess, handle, or transport any firearm.</b></p> <p>A firearm includes any of the following:</p> <ol style="list-style-type: none"> <li>1. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.</li> <li>2. The frame or receiver of any such weapon.</li> <li>3. Any firearm muffler or firearm silencer.</li> <li>4. Any destructive device, meaning any explosive, incendiary, or poison gas. This includes any bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, similar device, or other device meeting the federal definition under <a href="#">18 U.S.C. §921</a>.</li> </ol> <p>A firearm shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.</p> <p><b>Under N.C.G.S. § 20-11(n1) this violation can result in the loss of a driver's license.</b></p>			
	<b>Including but not limited to:</b>			
	» <b>Possession of a firearm*</b> . NOTE: <a href="#">N.C.G.S. 115C-390.10</a> requires a principal to recommend to the superintendent the 365-day suspension of any student believed to have possessed, handled, or transmitted a firearm or destructive device on educational property or at a school-sponsored event off educational property. The superintendent may impose the suspension or make modification. However, the superintendent shall not impose a 365-day suspension if the superintendent determines that the student:	6	(k-2)	7
	1. took or received the destructive device from another person on educational property or at a school- sponsored event off educational property or found the destructive device on educational property or at a school-sponsored event off educational property;	6	(3-5)	8
	2. delivered or reported the destructive device as soon as practicable to a law enforcement officer or a school employee; and	6	(6-8)	8
	3. had no intent to use the destructive device in a harmful or threatening way.	6	(9-13)	8

**\*School Initiated Consequences:** Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

**Superintendent Initiated Consequences:** Level 6 Long-term Suspension, assigned community service, or school reassignment. Level 7 365-day suspension Level 8 Exclusion/Expulsion

Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

	» <b>Destructive devices</b> , including an explosive, incendiary, or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device. <a href="#">N.C.G.S. 115C-390.10</a> requires a principal to recommend to the superintendent the 365-day suspension of any student believed to have possessed, handled, or transmitted a firearm or destructive device on educational property or at a school-sponsored event off educational property. The superintendent may impose the suspension or make modification. However, the superintendent shall not impose a 365-day suspension if the superintendent determines that the student:	6	(k-2)	7
		6	(3-5)	8
		6	(6-8)	8
		6	(9-13)	8
	<ol style="list-style-type: none"> <li>1. took or received the destructive device from another person on educational property or at a school- sponsored event off educational property or found the destructive device on educational property or at a school-sponsored event off educational property;</li> <li>2. delivered or reported the destructive device as soon as practicable to a law enforcement officer or a school employee; and</li> <li>3. had no intent to use the destructive device in a harmful or threatening way.</li> </ol>			
	» <b>Possession of any other weapon or device other than a firearm*</b> . Examples may include but are not limited to BB gun, air rifle, air pistol or stun gun.	4	(k-2)	6
		4	(3-5)	8
		4	(6-8)	8
		4	(9-13)	8
	<b>009-Possession of a Firearm or Powerful Explosive (RO)</b>			

<b>LAW VIOLATIONS Parents and Law Enforcement Notified</b>		<b>*Levels of Disciplinary Action</b>		
		<b>Min</b>	<b>Grade</b>	<b>Max</b>
<b>Rule 33</b>	<b>Gang Activity: Participation in any gang related activity. A gang is any ongoing organization, association or group of three or more persons having as a primary activity the commission of criminal acts and having a common name or common identifying sign, color or symbol.</b>	2	(k-2)	4
		2	(3-5)	8
		4	(6-8)	8
		4	(9-13)	8
	<b>Prohibited gang related activity includes wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang: communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang; tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang; requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity; inciting others to intimidate or to act with physical violence upon any other person related to gang activity; soliciting others for gang membership; and committing any other illegal act or other violation of school system policies in connection with gang-related activity.</b>			
	<b>079-Gang Activity</b>			

**\*School Initiated Consequences:** Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

**Superintendent Initiated Consequences:** Level 6 Long-term Suspension, assigned community service, or school reassignment. Level 7 365-day suspension Level 8 Exclusion/Expulsion

Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

Rule 34	<b>Refusal to Comply with A Reasonable Individual Search:</b> In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that that student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Student Conduct.	2	(k-2)	4
		2	(3-5)	6
		2	(6-8)	6
		2	(9-13)	6
	<b>Including but not limited to:</b>			
»	<b>Search of an Individual or his/her Possessions:</b> A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her bookbag, purse or other possessions which are present on school property or at a school activity.	2	(k-2)	4
		2	(3-5)	6
		2	(6-8)	8
		2	(9-13)	8
»	<b>Search of a Vehicle:</b> A student must cooperate with and may not obstruct or interfere with a reasonable search of the student's vehicle and its contents when it is present on school property or at a school activity. Violation of this rule may result in the student losing his/her parking privilege in addition to other applicable disciplinary action.	2	(9-13)	8
»	<b>Metal Detector Scans:</b> With prior approval of the superintendent, a metal detector can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that a student is in possession of a weapon. Board Policy # <a href="#">4342</a>	2	(k-2)	4
		2	(3-5)	6
		2	(6-8)	6
		2	(9-13)	6
	<b>058-Other School Defined Offense</b>			
Rule 35	<b>Refusal to Comply with Other Reasonable Searches:</b>			
	<b>Including but not limited to:</b>			
	<b>Student Lockers and Desks:</b> Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers and desks shall be used only for storage of those items which are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with any inspection or search of his/her desk or locker and the items therein.	2	(k-2)	4
		2	(3-5)	6
		2	(6-8)	8
		2	(9-13)	8
	<b>Canine Searches:</b> With prior approval of the superintendent, school officials may use trained dogs in inspections for illegal, unauthorized or contraband materials in school facilities, grounds, and school parking lots. Board Policy # <a href="#">4342</a>	2	(k-2)	4
		2	(3-5)	6
		2	(6-8)	8
		2	(9-13)	8
	<b>058-Other School Defined Offense</b>			

Under [N.C.G.S. § 20-11](#) (n1) possession of a weapon on school property or at a school-related activity can result in the loss of a student's driver's license/permit.

LAW VIOLATIONS Parents and Law Enforcement Notified		*Levels of Disciplinary Action		
		Min	Grade	Max
Rule 36	<b>Inappropriate Use of The Internet:</b> Students must refrain from accessing the Internet without proper authority. This would include unauthorized use of logins, communication of threats or implied threats and/or unauthorized communication to or from any computer station, including, but not limited to, hacking or	2	(k-2)	4
		2	(3-5)	6
		2	(6-8)	6
		3	(9-13)	8

\*School Initiated Consequences: Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

Superintendent Initiated Consequences: Level 6 Long-term Suspension, assigned community service, or school reassignment. Level 7 365-day suspension Level 8 Exclusion/Expulsion

Interventions include but are not limited to parent conference, time-out, lunch detention, after-school detention, in-school suspension, etc...

	intentional creation or transmission of viruses. This encompasses any inappropriate behavior, regarding use of Internet as set forth in Board Policy <a href="#">#3225/4312/7320</a> and their accompanying regulations.			
	091-Misuse of School Technology			
Rule 37	Possession or Distribution of Pornographic And/or Profane Material: A student must refrain from having any pornographic or profane material in his/her possession. This includes pictures, magazines, CDs, etc.	2 2 2 3	(k-2) (3-5) (6-8) (9-13)	4 6 6 8
	040-Inappropriate Items on School Property			
Rule 38	Bomb Threat: Any false notification (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity.	3 6 6 6	(k-2) (3-5) (6-8) (9-13)	6 8 8 8
	043-Bomb Threat (RO)			
Rule 39	Terrorists Acts and Threats: Includes (1) making a false report that there is any device, substance or material on school property or at a school sponsored activity that is designed to cause harmful or life-threatening illness or injury to another person; (2) placing or displaying such a device, substance or material on school property or at a school-sponsored activity, with intent to perpetrate a hoax; (3) threatening to commit on school property or at a school- sponsored activity an act of terror that is likely to cause serious injury or death, when that threat is intended to cause or does cause significant disruption to the instructional day or school-sponsored activity; (4) making a false report that such an act of terror is occurring or about to occur on school property or at a school-sponsored activity; (5) or conspiring to commit any of these acts.	3 6 6 6	(k-2) (3-5) (6-8) (9-13)	6 8 8 8
	105- Threat of Physical Attack with a Firearm 106- Threat of Physical Attack with a Weapon 107- Threat of Physical Attack Without a Weapon			

Students should be cautioned that all verbal or written statements threatening racial violence, the health and/or safety of students, school personnel, and/or school facilities will be considered serious. Such statements will not be tolerated or dismissed as idle comments or jokes. Any threatening statement or conduct that leads a member of the school community to reasonably have concern that the threat might be carried out is prohibited, regardless of the intent of the person communicating the threat. This standard will be applied to all threats that are prohibited by the Code of Student Conduct.

Any law violation or criminal activity committed on school property or at a school sponsored activity which is not otherwise specifically set forth in this Code of Student Conduct shall be considered a violation of the Code and will be handled accordingly.

**\*School Initiated Consequences:** Level 1 Conference Level 2 Intervention Level 3 Out of School Suspension (1-5 days) Level 4 Out of School Suspension (6-10 days) Level 5 Out of School Suspension (10 days)

**Superintendent Initiated Consequences:** Level 6 Long-term Suspension, assigned community service, or school reassignment. Level 7 365-day suspension Level 8 Exclusion/Expulsion

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LAW VIOLATIONS Parents and Law Enforcement Notified		Min	Grade	Max
Rule 40	Harassment and Bullying	2	(k-2)	6
		2	(3-5)	6
	Definition of Harassment and Bullying: As used in this policy, harassing or bullying behavior refers to any pattern of gestures or written, electronic or verbal communications, or any physical act or threatening communications, that:	2	(6-8)	8
		2	(9-13)	8
	<p>1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his/her property; or</p> <p>2. Creates or is certain to create a hostile learning environment. A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that is bullying or harassing behavior.</p> <p>Harassing or bullying behavior includes verbal or physical conduct that is intended to intimidate, injure, degrade, or disgrace another student or person, or that has such an effect. It may include a pattern of abuse over time and may involve a student’s being “picked on.” It can include a variety of behaviors, such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Physical intimidation or assault</li> <li>• Derogatory verbal comments (e.g., name-calling, hostile teasing, cruel rumors, taunts, put-downs, epithets, false accusations, harassment or discriminatory acts, slurs and mean-spirited jokes)</li> <li>• Threatening gestures or actions; oral, cyber, or written threats</li> <li>• Extortion or stealing money and possessions</li> <li>• Shunning and exclusion from peer group</li> <li>• Hazing</li> </ul> <p>Harassing or bullying behavior includes, but is not limited to, behavior described above that is reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, development, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.</p> <p>Board Policy #<a href="#">4329/7311</a> – Harassment and Bullying</p> <p><b>026-Hazing</b></p> <p><b>080-Discrimination</b></p> <p><b>101-Harassment – Racial</b></p> <p><b>102-Harassment – Disability</b></p> <p><b>109-Harassment – Sexual Orientation</b></p> <p><b>110-Harassment – Religious Affiliation</b></p>			

**Students should be cautioned that all verbal or written statements threatening racial violence, the health and/or safety of students, school personnel, and/or school facilities will be considered serious. Such statements will not be tolerated or dismissed as idle comments or jokes. Any threatening statement or conduct that leads a member of the school community to reasonably have concern that the threat might be carried out is prohibited, regardless of the intent of the person communicating the threat. This standard will be applied to all threats that are prohibited by the Code of Student Conduct.**

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