

The Catamount School Policy

STUDENT CODE OF CONDUCT AND BEHAVIOR POLICY

I. General Discipline Policy

At TCS, we believe good discipline is essential to good learning; each student has the right to be free from distractions caused by others' inappropriate behavior. We believe this can be established using the principles of a democratic community and restorative justice. A democratic community approach to classroom management involves- attention to relationships with and among learners and an intentional effort to create a climate of mutual caring and respect; a positive view of learners, including their inclination toward and motivation for learning and their responsiveness to kind and respectful treatment, consideration of each learner and his/her subsequent behavior within the social context of the classroom.

Day to day practices that generate community in the democratic classroom involve learners, teachers, and school personnel getting to know each other; involve learners setting mutually agreed upon classroom expectations for behavior, and teachers and peers support learners in meeting expectations through teaching expectations, reminding, redirecting and re-teaching expectations as needed.

Regular classroom and school meetings are designed to foster school community involvement. Through problem-solving and sharing experiences, students learn and practice social skills such as listening to and responding positively to each other, showing empathy, and generating solutions to problems. Class meetings involve the following:

- share acknowledgment and appreciation for positive behaviors that sustain and enhance the learning community.
- acknowledge and generate solutions for problems and concerns that affect the learning community. Solutions are ideas generated by students that support learners in the community and work to resolve and prevent problems from reoccurring. The focus is on solutions rather than consequences or punishment.
- students share their life experiences.
- students plan classroom experiences such as field trips and service-learning opportunities.

For problems that interfere with the learning community and the health and well-being of individual students beyond that which can be handled through class meetings or staff/student conferences, staff will work to identify early warning signs of problems that interfere with learning and the functioning of the learning community, safety, health and well-being of students. Staff will develop personalized growth plans to prevent problems from escalating and/or remediate problematic behavior.

When individuals in the learning community display disrespectful, hurtful or harmful behavior to

their peers or the community at large, the teacher and student work together to identify appropriate restitution to make amends.

TCS expects its students to behave in a socially acceptable and responsible manner and believes there must exist a climate conducive to learning and respect for oneself, other people, and property for a school to meet student needs satisfactorily. TCS staff will maintain a positive behavior support system to model and encourage constructive methods of correcting and managing student behavior. When possible, TCS will engage and involve resources from the university, public school system, and community resources and organizations to identify and correct root problems of behavior and disruption of the educational process. It is a goal of TCS to have students in school as much as possible and avoid drop-outs, suspensions, and expulsions.

This code of conduct is based on these principles and is provided to students and parents (including legal or custodial guardians) in an effort to ensure a safe and wholesome learning environment for all students. The principal or designee may reduce or increase the penalty when there is a finding of mitigating circumstances, except in cases where law or policy requires suspension. All decisions related to student behavior are guided by the objectives to teach responsibility and respect for cultural and ideological differences and by a commitment to create safe, orderly, and caring schools where learning continuously occurs. Students have the responsibility to comply with school rules, to pursue a prescribed course of study, and to submit to the lawful authority of teachers, staff, school officials, and the law.

While this Policy is intended to provide notice to students and parents of general expectations for behavior and consequences for misconduct, it must be understood that discretion will be used in dealing with a wide range of age and maturity of students. Consideration must also be given to the seriousness of the infraction(s) when determining the consequences' severity. Other inappropriate behavior not covered in this document will be dealt with by the principal and/or designee.

II. Code of Student Conduct

A. Scope and Applicability

Students must abide by all standards as outlined by these guidelines in all of the following circumstances:

- while in any school building or on school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at any school bus stop;
- during any school function, extracurricular activity, or other activity or event;
- when subject to the authority of school personnel; and
- any time or place when the student's behavior has or is reasonably expected to directly and immediately impact the orderly and efficient operation of the school or the safety of individuals in the school environment.

B. Standards of Student Behavior

The following standards of student behavior are intended to mirror, when appropriate, JCPS policy. While students are enrolled in a school run by WCU, students are expected to follow many of the expected behavior norms of its partner, JCPS, and its host, SMHS. Food services and daily transportation will be provided by JCPS and students are expected to follow all rules and regulations of JCPS when utilizing those services.

Every student has the right to learn, and every teacher the right to teach. The following guidelines have been developed to ensure that this situation is present throughout the school.

- Students will show respect and courtesy toward all staff members. Students will also follow any lawful directive from a staff member. Students must give their names when asked by a staff member (including secretary, custodian, teacher aide, bus driver).
- Students will not participate in, encourage, or instigate fighting at any school function. Participants in and instigators of fights will be subject to disciplinary action and may be referred to law enforcement for charges.
- Students will not use or display profanity or vulgar language.
- Students will not abuse or misuse school property or equipment.
- Students will not threaten, coerce, or intimidate, either singly or in groups, any other students or staff members in any manner.
- A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon on school grounds, school transportation, or any school function.
- Unnecessary noise or loud talking in halls, cafeteria, etc., will not be tolerated.
- Students will, at all times, be in assigned places on time and with necessary materials.
- Disruptive behavior will not be tolerated on campus.
- No student will possess, use, sell, or be under the influence of any drugs or alcohol at school, at any school function, or on any school transportation.
- Students shall not possess or use tobacco products, nicotine products, or any type of personal vaporizer (vape pen, e-cig, etc.) at school, on school-affiliated transportation, or as a participant in any school-sponsored activity.
- Students will refrain from inappropriate displays of affection.
- Students will wear appropriate dress as described in the dress code section of the handbook.
- Students may not carry nor have in their possession beepers, walkie-talkies, video cameras, or laser lights. These items may be confiscated by the administration and returned only to

a parent or guardian.

- Phones should not be visible or used during the school day unless authorized by a staff member. Students are encouraged to store their phone in their backpack or locker during school hours.
- Appropriate behavior is expected at school-wide assemblies and all extracurricular activities.

III. Student Behavior Management Plan

The Catamount School manages student behavior based on this Policy, incorporating effective strategies consistent with the principles established herein. School officials will implement research-based behavior management programs that take positive approaches to improving student behaviors in an effort to avoid repeated misbehavior and suspension. Components of the plan for management of student behavior address:

- the process by which student behavior will be addressed;
- the means by which students at risk of repeated disruptive or disorderly conduct are identified, assessed and assisted;
- positive behavioral interventions and possible consequences that will be used; and
- parental involvement strategies that address when parents or guardians will be notified or involved in issues related to their child's behavior.

School personnel are expected to identify strategies that involve parents. At a minimum, the plan must provide for inviting parents to conferences whenever there are repeated violations of school policy, school standards, or school rules or whenever there is a severe violation that may result in removing the student from his/her regular educational environment for an extended period. Parents also have the right to inspect or obtain copies of student records.

In general, the Principal will make initial decisions regarding student discipline. The Principal will use a full range of disciplinary responses that do not remove a student from the classroom or school building, unless necessary to provide a safe, orderly environment that is conducive to learning. The decision of the Principal with regard to all discipline other than suspension or expulsion shall be final.

Disciplinary consequences shall be determined in accordance with this Policy. Students with disabilities shall be subject to discipline in accordance with The Catamount School's Discipline of Students with Disabilities Policy.

IV. Confidentiality and Record Retention

The principal will retain all records related to violations of policies, school standards, or rules for that school year. At the end of the school year, all records may be removed except information concerning conduct that posed a significant risk to that student or others' safety or well-being in the school community. Such information will be retained for at least three years depending upon whether the student exhibits any further behavior that poses a significant safety risk. All information regarding violations of TCS policy, which resulted in long-term suspension or

expulsion, is to be maintained in accordance with GS 115C-402.

Information concerning conduct that posed a significant safety risk to the student or others in the school community may be disclosed to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student. In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel (See 34 CFR §99.31(a)(10) and § 99.36). This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

As required by law, the principal will maintain the following data on each student suspended for more than ten days or expelled: race, gender, age, the duration of the suspension, whether an alternative education placement was considered or provided, and whether the student had multiple suspensions. The principal also will maintain records from the board's consideration of 365-day suspensions and expulsions.

V. Administration Responsibilities

- A. The principal has the authority and responsibility to investigate and take appropriate action regarding any behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules that could result in short-term or long-term suspension or expulsion if violated. Parents will be notified of consequences imposed on their child.
- B. The principal shall avoid removing students from the classroom for extended periods of time, including in-school or out-of-school suspension, unless necessary to provide a safe, orderly environment conducive to learning.
- C. The principal is authorized to remove students for prohibited or criminal conduct or other behavior that interferes with a safe, orderly environment. The following actions may be taken:
 - Parent contact/conference
 - Referral to peer or other mediation Isolation or time out
 - Behavior contracts
 - Community Service (work detail)
 - Academic intervention
 - Instruction in conflict resolution and anger management Restitution
 - In-school Suspension (ISS)
 - Out-of-school Suspension (OSS)
 - Suspension from bus privileges
 - Referral to law enforcement or other outside agency
 - Long-term Suspension
 - Alternative placement
 - Expulsion

- D. The principal and TCS staff may also employ restorative discipline practices, which focus on fostering a sense of community within classrooms to prevent conflict, and on reacting to misconduct by encouraging students to accept responsibility and rebuild relationships.
 - A. Corporal punishment shall not be used at TCS. Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling, and slapping.
 - B. Every effort will be made to handle problems in-house, according to established policies and procedures. However, when violations of state or federal law occur or when students or parents refuse to work with the school's established policies, or where the security of persons or property appears to be in jeopardy, the Jackson County Sheriff's Department will be called for assistance.
 - C. Disciplinary procedures for students identified as exceptional children according to North Carolina guidelines will conform to [*Policies Governing Services for Children with Disabilities*](#) as adopted by the NC State BOE. All disabled children and those recognized by Section 504 of the 1973 Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA) will be accorded all rights granted by federal and state law.

VI. Disciplinary Measures that May be Used for Violating the Code of Student Conduct

A. Minor Discipline Consequences

Minor classroom offenses do not require automatic office referral. Teachers may use their discretion to implement restorative disciplinary practices and will contact the parent for each minor discipline offense. For minor discipline offenses after the fourth offense, teachers are required to complete a Class 1 Student Referral form, submit the form to the Principal, and contact the parent, in addition to imposing the following disciplinary consequences:

- a. Fifth Offense: Silent lunch for five (5) days.
 - b. Sixth Offense: Silent lunch for five (5) days and loss of village recess.
 - c. Seventh Offense: Silent lunch for one (1) day and loss of all extra activities.
 - d. Eighth Offense: Half day of In-School Suspension (ISS).
 - e. Ninth Offense: Half day of Out of School Suspension (OSS).
 - f. Tenth Offense: Full day of OSS or Reverse Suspension.
- B. Automatic Office Referral Disciplinary Consequences**
- As stated in the general discipline philosophy, focus is placed on building community through democratic classroom and restorative justice practices. While this document is intended to provide notice to students and parents of general expectations for behavior and consequences for misconduct, it must be understood that discretion is used in dealing with a wide range in age and maturity of students, and that consideration must be given to the seriousness of the infraction(s) when determining the severity of the consequences. The principal or designee may reduce or increase the penalty when there is a finding of mitigating circumstances, except in cases where law or policy requires suspension.

Category 1 Offenses	1st Offense	2nd Offense	3rd or more
Inappropriate Bus Behavior	warning, seat assignment and parent contact	one-day bus suspension with parent contact	two day bus suspension with parent contact *4th offense- five day bus suspension with parent contact *5th offense- bus suspension for the remainder of the year
Unauthorized use of cell phones, headphones, audio devices, lasers or any other electronic, magnifying or communicating devices, trading cards, and toys. The school is not responsible for confiscated items.	written or verbal warning	required to store item in locker	confiscate and hold for parent picks up. Required to store item in locker
Category 2 Offenses	1st Offense	2nd Offense	3rd or more
Engaging in inappropriate display of affection	Staff/Student Conference	Staff/Student Conference	one day ISS
Dishonesty - Making false statements (written or verbal)	Staff/Student Conference	Staff/Student Conference	one day ISS
Cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work	Staff/Student Conference, no credit will be given for the work	Staff/Student Conference, no credit will be given for the work	one day ISS, no credit will be given for the work
Plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work	no credit will be given for the work	no credit will be given for the work	one day ISS, no credit will be given for the work
Theft * Also restitution	Staff/Student Conference	one day ISS	one day OSS

Skipping class/in an unauthorized area	Staff/Student Conference	one day ISS	one day ISS
Failure to comply with directions of a school authority	Parent Conference	one day ISS	one day OSS (4 or more occurrences may lead to up to 5 days OSS- at the school's discretion)
Inappropriate use of the Internet	Staff/Student Conference	Parent Conference	one day ISS; may lose device privilege
Horseplay/Rough Play/Inappropriate physical contact	Staff/Student Conference	Staff/Student Conference	one day ISS
Teasing/Name Calling/Bullying/ Inappropriate language	Staff/Student Conference	Parent Conference	one day ISS (4 or more occurrences may lead to up to 5 days OSS- at the school's discretion)
Category 3 Offenses	1st Offense	2nd Offense	3rd or more
Any violations of Cat. Three offense automatically result in parent/student/staff conferences			
Leaving school grounds unauthorized (law enforcement may be notified as appropriate)	One day ISS	Two days ISS	One day OSS
Defiant/disruptive conduct, cursing using vulgar, abusive or demeaning language, choosing deliberately to disrupt class by disruptive actions or provoking others [disorderly conduct by disrupting, disturbing, interfering with the teaching of students or otherwise disrupting or disturbing the peace (This offense if legally charged is a violation of GS 14-33(a), Class 2 Misdemeanor.)]	Two days ISS	One day OSS	Three days OSS (4 or more occurrences may lead to up to 5 days OSS)

<p>Possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene, pornographic, or unlawful</p> <p>immoral, indecent, lewd, or disreputable behavior of an overly sexual nature in the school setting</p>	<p>One day OSS</p>	<p>Two days OSS</p>	<p>Three days OSS</p>
<p>Failing to observe established safety rules, standards and regulations in any school building, school vehicle or on the school grounds at any time, at any school-related activity, including athletic event or at any time when the student is subject to the supervision of school personnel, including school trips.</p> <p>Violations of safety standards such as, but not limited to:</p> <p>~being in restricted or unauthorized areas without permission ~failing to follow school procedures</p> <p>~failing to follow lawful directions of teacher or school authority</p>	<p>One day ISS</p>	<p>One day OSS</p>	<p>Three days OSS</p>
<p>Tobacco Products - Students are prohibited from possessing or using any tobacco product(s), nicotine products or personal vaporizers (e-cigs, vape pens, etc.) regardless of nicotine content, lighters or matches in any school building, school vehicle or on the school grounds at any time, at any school-related activity, including athletic events, at any time when the student is subject to the supervision of school personnel, including school trips.</p>	<p>one day OSS and confiscate product or item</p>	<p>two days OSS and confiscate product or item</p>	<p>three days OSS and confiscate product or item</p>
<p>Theft or Damage to School Property - Students are prohibited from stealing or attempting to steal school or private property, and/or from knowingly being in possession of stolen property. Students are prohibited from damaging or attempting to</p>	<p>restitution and one day OSS</p>	<p>restitution and three days OSS</p>	<p>restitution and five days OSS</p>

damage any school property or private property at any time when JCPS BOE policies and TCS policies are applicable.			
Category 4 Offenses	1st Offense	2nd Offense	3rd offense
Playing abusive or dangerous tricks, or otherwise subjecting a student to personal indignity	three days OSS	five days OSS	ten days OSS
Students striking one another	one day OSS	three days OSS	five days OSS
An attack by a student on an employee, adult volunteer, or another student which does not result in serious injury but which is intended to cause or reasonably could cause serious injury	five days OSS -up to expulsion		
An attack by a student upon another person whereby the victim suffers obvious severe or aggravated bodily injury such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, significant bruising or pain, or the victim requires hospitalization or treatment at a hospital emergency room as a result of an attack	ten days OSS -up to expulsion		
Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any illegal substance, or any alcoholic beverage, malt beverage or fortified wine; or other intoxicating liquor; narcotic drugs; hallucinogenic drugs; amphetamines; barbiturates; marijuana or any other controlled substance; 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.	Minimum five days OSS -law enforcement notified -up to expulsion		

<p>Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs.</p>			
<p>Harassment (Including non-Title IX Sexual Harassment) - Students are prohibited from engaging in or encouraging any form of harassment against students, employees or any other individuals on school grounds or at school-related functions. Harassment is unwanted, unwelcomed and uninvited behavior (profane or vulgar language intended to abuse, threaten, or harass another person) that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. The principal or principal's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. Title IX sexual harassment is covered under TCS's Title IX Policy.</p>	<p>investigation/three days OSS</p>	<p>investigation/five days OSS</p>	<p>investigation/ten days OSS</p>
<p>Accessing or possession of pornography in any form and on any device.</p>	<p>Three - Ten Days OSS, up to suspension or expulsion & Law Enforcement Contacted</p>	<p>Three - Ten Days OSS, up to suspension or expulsion & Law Enforcement Contacted</p>	<p>Three - Ten Days OSS, up to suspension or expulsion & Law Enforcement Contacted</p>
<p>Breaking and entering into school buildings or buses or severe damage to school property</p>	<p>10 days OSS -Law Enforcement contacted -restitution -up to expulsion</p>		
<p>Category 5 Offenses</p>			
<p>Threats:</p>	<p>10-day suspension.</p>		

<p>Any student who communicates a bomb threat, communicates a threat that endangers the lives of students and/or staff or perpetrates a hoax.</p>	<p>A mental health assessment will be required before an alternative placement is considered. Law enforcement will be contacted and charges will be filed.</p>
<p>Weapons and Weapon-Like Items: Students are prohibited from possessing, handling, or transmitting any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon on any school property, including vehicles. Weapons include but are not limited to all of the following:</p> <p>Any firearm or destructive device, including a gun, pistol or rifle; explosives, including a bomb, grenade, or mine; knife, including a pocket knife, bowie knife, switchblade, dirk or dagger; slingshot or slung shot; leaded cane; blackjack; metal knuckles; BB gun; air rifle or air pistol; stun gun or other electric shock weapon; icepick; any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.</p> <p>This behavior is in violation of <i>GS 14-269.2(d), Misdemeanor Possession of Weapon on Educational Property, a Class 1 Misdemeanor</i></p>	<p>Short to Long-Term Suspension - If the suspension is beyond ten days, the principal will determine the length of the suspension based upon a documented review of the student's culpability, dangerousness, and the harm caused by the student.</p> <p>***Any student who brings a firearm or powerful explosive onto school property shall be suspended on a 365- day suspension unless the director recommends and approves a modification</p>

Adopted: August 24, 2023