

# **North Carolina School for the Deaf**



**2015-2016 Residential Life  
Student Handbook**

**To: All NCSD Students and parents**

**From: Dr. Audrey Garvin, School Director/Principal**

**Re: Policies**

**Effective August 10, 2011**

**As you know North Carolina Department of Public Instruction (NCDPI) now oversees the three deaf and blind residential schools in North Carolina. The policies in this handbook will serve only as a guide until further notice. Once NCDPI policies are written for the residential schools some of these policies may be updated or changed. Notice of the new policies and the location of those policies will be announced once these are established. If you have questions or concerns pertaining to a policy please see your supervisor.**

## **RESIDENTIAL LIFE**

On behalf of the Residential Life staff members at the North Carolina School for the Deaf, may we welcome you to the 2015-2016 school year. Residential Life supports total student development including social, physical, intellectual, communication, and emotional development (SPICE). Total student development includes more than traditional classroom learning. Learning that takes place outside of the classroom is equally important. When one learns to work and play together, it makes for a better life experience.

The information below will serve as a FACT SHEET for the most common and frequently asked questions from parents and students, and will help you understand what to expect and how to prepare for the upcoming school year at NCSD.

Residential Life staff members are the primary providers for the students' health, safety, and welfare during the after-school hours for those students who reside in the Main Building residence hall. Our staff responsibilities include:

- Care and supervision of students
- Contacting parents
- Transporting and preparing for after-school activities
- Preparing for travel home on Fridays or holidays
- Transporting and preparing for arrival to campus
- Advising students of appropriate clothing and manners for different activities
- Providing assistance with homework
- Training and supervision of dormitory chores
- Teaching independent living skills
- Making sure regulations/laws within the school, as well as community expectations are understood and obeyed
- Knowing the whereabouts of each student and ensuring safety at all times
- Providing discipline with care, fairness and dignity
- Being a positive role model
- Teaching and showing respect for others
- Addressing health and fitness needs
- Supervision of communication and technology apparatus

Students spend 16 hours a day in the dormitory. The residential program supports the academic program and expands the student's opportunities to learn. They learn from hands-on experiences, socialization, sports/intramural, and after-school activities. Promoting strategies to help our students develop 'Good Character' is an area of emphasis in the residential program, thus providing the students with greater possibilities for success in school and later in a career.

Your support and involvement is very important to us and to your child's progress in the residential program. The Residential Life staff members are committed to working with you and your student. Should you have any questions or concerns, please feel free to contact the Director of Residential Life at 828-475-0836 (VP/Relay) or the School Director at 828-432-5202 (Voice).

Each residential student and their legal guardian will receive a copy of the student handbook. The handbook will be posted on [www.ncsd.net](http://www.ncsd.net) and will be in the most current version.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

1. Students have the right to express their opinions verbally, in writing, or in their own form of communication. Students have the responsibility to express and publicize their opinions and ideas in a way that does not offend, slander, or libel (harm the reputation of others without proof) other people.
2. Students have the right to publish and distribute leaflets, newspapers, and other printed material under the supervision of the administration. Students have the responsibility to be aware of all rules and regulations related to student behavior and distribution of information.
3. Students have the right to create and express their opinions on issues without jeopardizing (harming) their relationships with the Residential Staff. Students have the responsibility to become informed and knowledgeable about issues and express their opinions in a way that is best for when and where the discussion takes place.
4. Students have the right to expect clear and understandable rules of student conduct to be available to them. Students have the responsibility to know the rules that relate to them and get the help of staff or administrators if the students do not understand.
5. Students have the right to expect the rules of conduct to be enforced without discrimination. Students have the responsibility to observe the rules of conduct that relate to them.
6. Students have the right to due process regarding disciplinary actions.
7. Students have the right to organize and participate in clubs, organizations and extracurricular activities within the school that are organized for proper and lawful purposes. These groups will not keep someone out because of race, religion, nationality, or physical disability. Students have the responsibility to get prior and proper approval from administrators and any other designated residential life personnel before organizing a club, and must satisfy approved criteria for membership in clubs, organizations and activities.
8. Students have the right to privacy of their personal possessions unless there is a reason to believe that the student has or is hiding materials which violate school rules. Students have the responsibility not to carry, have or hide any materials that are against school rules.
9. Students have the right to expect professional and ethical treatment of personal information shared with school personnel. Students have the responsibility to provide staff with correct and current information.
10. Students have the right to expect a safe environment in which to learn and live. Students have the responsibility to help and cooperate with staff in maintaining a safe environment.
11. Students have the right to expect politeness, fairness and respect from members of the staff and other students. Students have the responsibility to be polite, fair, and respect the members of staff and other students.
12. All students have property rights. Students have the responsibility to respect the property rights of others. Students are responsible for their own property as well as school property.
13. Students have the right to clear, understandable statements defining the personal property that may be brought back to school. Students have the responsibility to follow the rules relating to personal property and ask for more information when they don't understand.

**ALONG WITH PRIVILEGES COME RESPONSIBILITIES.  
EVERY NCSD STUDENT IS EXPECTED TO:**

- Follow the NCSD student code of conduct
- Maintain good grades and complete homework
- Participate in dormitory activities
- Participate in completing assigned dormitory chores
- Wake up/Attend meals on time
- Respect oneself and other people
- Respect school property
- Accept staff feedback
- Keep yourself and your area clean
- Model appropriate social interactions
- Be a positive representative of NCSD when in the community

**RULE CHANGES**

If you think a school or residence hall rule is not fair, we strongly encourage you to discuss the following rules in an appropriate manner and listen to other points of view. Here is the right way to try and change it:

Student Life rules – talk to your Resident Life Trainer about the rule

School Wide rules – talk to your designated student body government representative.

1. If the RLT cannot help, you may talk to the Residential Life Coordinator, or your Student Body Government representative
2. Requests for rule changes will be presented to your appropriate authorities and recommendations will be made to the School Director.
3. Please remember that some requests may not be approved. We will try our best to honor each and every request.

**STUDENT INFORMATION**

It is important that parents inform the school of any changes of addresses, telephone numbers or emergency notification immediately. **If your address or telephone number changes it is very important to notify the Principal and the Director of Residential Life immediately.**

## **AD WATCH**

There is a senior administrator on duty seven days per week, 24-hours per day to handle emergencies. You may contact the administrative watch officer anytime by calling the Ad Watch beeper, 828-430-5300 in case of **emergencies** only.

## **STUDENT HEALTH CENTER**

Medications are to be checked in at the Student Health Center. Over the counter medications can only be given after contacting the Student Health Center. If you have questions, please contact the Student Health Center at 828-432-5369.

NCS D has a nurse on duty in the Student Health Center or available through a beeper 24 hours a day. The nurse will assess, give first aid to those with acute illnesses or injury and refer as appropriate to a physician through Telemed services. The nurse will assist with health care planning for students with chronic conditions. The nurse will also be involved with other health screenings and health education programs i.e. the nursing staff will provide classes and counseling on health issues during the Residential Life program.

## **LOSS OF PERSONAL ITEMS**

Every effort is made to teach students to keep up with their belongings (glasses, toys, electronics, etc.). NCS D is not responsible for the loss of personal items, such as toys, glasses, etc. All belongings (especially book bags, clothing, toys suitcases, etc.) should be labeled with the student's name. Students are not permitted to borrow from or loan items to other students.

## **STUDENT BANKING AND SPENDING MONEY**

All students have access to an individual student bank account at NCS D (primarily for spending money). Accounts will be managed by a staff member designated by the Director of Residential Life.

Parents are responsible for underwriting the costs for the following:

- Student spending money.
- Medical and dental bills for health related services, hospitalization and all prescribed medications.
- Parent-arranged transportation of student to and from NCS D when student is being picked up due to illness, discipline, appointments, etc. **NOTE:** Parents are not responsible for transportation on weekend for athletics or school – sponsored trips unless otherwise notified.

- Damage to School property.
- Exam fees, vocational materials and supplies.
- Class and club dues, yearbook, and expenses for graduation when applicable.
- Fees for activities that students want to participate

The School is **NOT** responsible for any money sent directly to students for their immediate use. Parents should notify the NCSD if they wish to limit the amount of their child's weekly allowance. NCSD recommends that students not lend money to any student or staff member. Students are not permitted to carry or have in their possession more spending money than is recommended for their weekly allowance. The only exception to this would be additional money needed for special activities. Academic staff may also submit a request directly to the staff responsible for student banking on a student's behalf, for money.

## **VISITATION POLICIES**

### **Parent visitation**

All parents are welcome to visit the dormitory at NCSD. Prior to arrival, the parent(s) must inform the Residential Life Coordinator of their visit. Parent(s) will be met at the front door of the Main Building and will be supervised by the residential life staff during the visit to ensure safety of all students and staff.

### **STUDENT – STUDENT VISITATION and VISITING OFF-CAMPUS**

The following is required for all students, regardless of age, wanting to be signed off campus with someone other than their parent or legal guardian.

A written letter of permission from the student's parent or legal guardian must be received by the Director of Residential Life office at least three (3) days prior to the visit. The letter must contain:

- The date the visit is to take place
- Name of the student
- Parent/Guardian signature
- Name of the person picking up the student
- A contact number for the parent or guardian.
- NCSD students are not allowed to transport another NCSD student in their own car
- Recent graduates will not be allowed to pick up or drop off current NCSD students

Parental permission via telephone will not be accepted. The request must be in writing with the parents own signature. FAX transmission is acceptable as written permission. The FAX number is: 828.433.4044

Permission for multiple, open-ended visits will not be accepted. Each visit, on different dates, must have permission specific for the dates the visit will occur.

All students being signed out on any Home Going day must be signed out from the Principal's office prior to 1:00 pm or the student will ride their Home-Going bus.

Students may not be signed out at any time by other students or recent graduates of the School.

The School Director, Principal, or Director of Student Life reserve the right to deny the permission based on known circumstances and credible information. If permission is granted, the School will not accept the responsibility for such visits, but will see that the arrangements made by the parents are carried out.

**Please Note:** The School Director or his/her designee may, if circumstances warrant, advise someone in person or by letter that he or she may not enter on school premises without making prior arrangements with school officials. If a person fails to abide by this request, law enforcement will be contacted. Persons who have been convicted of sex-related crimes or who appear on any registry of sex offenders shall not be allowed on school property. Exceptions will be made for a parent or legal guardian to attend parent/teacher conferences or activities involving his/her child or scheduled appointments with school staff; provided however, any such attendance is subject to regulations by the building principal.

When a residential student wants to go to the home of another student, both students are required to submit a Home-going Plan Change form. A Home-Going form is included in the back of the handbook and at [www.ncsd.net](http://www.ncsd.net) and is the only accepted form when giving permission for Home-Going visits.

- Home-Going Plan Change forms are due from students' parents/guardians no later than 8:00 p.m. on Tuesdays.
- Parents/guardians must submit the form via fax (828-433-4044) or in person. Notification of a change in Home-Going plan may not be communicated via e-mail, phone, pager, etc.
- Parents/guardians of both students are fully responsible for making the visiting arrangements.
- Parents/guardians are fully responsible for arranging private transportation for both students.
- Students must be picked up after school or at the designated bus stop on Fridays and dropped off after 5:30 p.m. on Sundays in front of the Main Building.

## **DAY STUDENT INFORMATION**

### **Day Student policy**

Day students are encouraged to participate in NCSD's extracurricular activities Monday through Thursday. However, when they do return to the NCSD campus or to any function off campus that is sponsored by the school, students are required to adhere to all school rules and policies.

Parents of day students who do not stay in the dorm after school regularly must fill out a form and submit to the principal's office by Monday morning of the week that the day student plans to stay. Parents are also responsible for contacting the Residential Life Coordinators at least 24 hours in advance so that the proper arrangements can be made. Parents of student(s) who stay in the dorm on a regular schedule can make pre-arranged plans with the Residential Life Coordinator. Parents must inform the dorm of any changes in the regular schedule. In case of emergencies, the parent must contact the residential life coordinators and/or Residential Life Director at the contact information listed in the student handbook. The dorm may not be able to accommodate the day student(s) on short notice or when a family emergency arises.

If a day student is not picked up after school is over, they must report their assigned residential life group. The only reason for a child not to report to the dormitory may be for scheduled meeting with a teacher, club meeting, athletic events, or special activity.

Day students will be picked up at 8pm at the front of Main Building. Parents of day students who want to be picked up at a different time must make arrangements with the Residential Life Coordinator. Elementary and middle school students will be escorted by residential life staff to the front door when being picked up. High school students may choose to come to the front door on their own after informing staff. Parents may contact the Residential Life Coordinator through pressing the doorbell at the front door, calling, or texting to inform them of their arrival. Parents who communicate directly with their high school child should also notify staff to verify information. High school day student must notify residential life staff when they are leaving and the staff will verify that the student is picked up by the parent. Parents are required to meet their child in the front alcove of Main Building to be picked up

The Director of Residential Life and Residential Life Coordinators retains the right to approve or deny request(s) based on previously planned events or staffing issues. If a day student is involved in or causes behavior problems, the privilege of staying on campus for other than instructional hours may be revoked or denied for a period to be determined by the Director of Residential Life or his/her designee.

## **AFTER – SCHOOL ACTIVITIES**

A variety of activities are available for both residential and day students after school.

- All students are expected to maintain standards for academic achievement and follow all rules.
- Fees for activities are due by the date indicated on the flyer or monthly calendar. All fees must be paid in cash by the due date.
  - Day students may participate in specified after-school activities.
  - Day students may participate in after-school activities if space is available. Residential students have priority for participation in activities with limited space availability.
  - Day students must request 48 hours in advance to participate in activities by contacting the Residential Life Coordinator. Participation is subject to approval. Upon approval,

the Residential Life Coordinator will inform school if the day student is allowed to stay after school for activities.

- Day students must leave campus at the conclusion of an activity unless they obtain permission to participate in scheduled evening activities. Students must wait to be picked up in the area designated by residential staff.
- Day students are required to have permission to stay in the dorm if they are to participate in evening activities. If permission is not granted, day students are required to go home after school and return on campus for the evening activity.

## SEVERE WEATHER

In cases of severe weather (snow, ice, etc.) the official announcement for school closing may be heard over local radio and TV stations. These stations include:

WCIS – Morganton	WMNC – Burke Media	WSVM – Valdese
WBTV – Charlotte	NBC-6 – Charlotte	WSOC-TV-Charlotte
WFMY – Greensboro	WXII-TV – Winston Salem	WLOS – Asheville

If you do not see an announcement for NC School for the Deaf, then our school will be open. If you are unable to arrive at the bus stop or to school due to severe conditions, please call the AD Watch beeper at 828-430-5300.

When all students are home on a pick up day and a school closure decision has been made, NCS D will have send out a message through NCS D RAPID Notification System (former ALERTNOW) by 11:00 am with the school closure decision. Message will be distributed through voice, text, and e-mail.

In most cases of severe weather during the week, while students are at school, the school will remain open. If the decision is made to send students home early, we will call each student's home and give notice to the area television and radio stations. **It is important that we have current phone numbers and emergency contacts on file.**

If Burke County Public Schools are closed or on a delayed schedule and our residential students are at school, the school will operate on a one-hour delay for residential students. Day students will follow the Burke County Public Schools schedule related to weather delays/cancellations.

## TRANSPORTATION

Legal guardians of residential students will be reimbursed at the current IRS mileage rate for two round trips per week to designated bus stops.

Payments shall be based on actual mileage required solely for transporting the designated students to and from the school or bus stop. DPI will utilize MapQuest to determine actual mileage to be reimbursed.

Actual miles between home and school or home and the bus stop will be reimbursed as either actual miles to the home or another destination whichever is less.

Payment shall be made for the **actual number of school days the pupil is transported**. Normally, payment will be made only for school days during the regular school year and during extended school year (ESY) required by the Individualized Education Plan (IEP).

Legal guardians are responsible for signing transportation contracts prior to transporting students to and from bus stops and to and from school. Prior to the initiation of a contract, legal guardians are required to submit the following information to the school's transportation coordinator:

- Valid NC Driver's License
- Current Insurance Coverage Information
- Proof of current state inspection sticker
- Authorization to review driving record

Please note: Reimbursement will be paid only if all information is provided.

Legal guardians are responsible for submitting appropriate reimbursement forms in a timely manner as determined by the school's Transportation Coordinator.

Legal guardians are responsible for notifying the school of any change to transportation arrangements by Wednesday prior to the date of change.

Legal guardians are responsible for meeting the bus at the designated stop and time.

The school is responsible for mileage verification following receipt of the legal guardian's monthly mileage reimbursement form.

The school is responsible for verification of student's attendance following receipt of the legal guardian's mileage reimbursement form.

A legal guardian who refuses a school's transportation arrangement shall not receive reimbursement for other methods of transportation.

## **MINI-BUS REGULATIONS**

Student conduct on the weekly school buses is subject to the following rules:

- Use of tobacco (chewing, dipping, and smoking) is not permitted.
- Students must abstain from kissing, petting, or engaging in any intimate sexual relations.
- Alcoholic beverages are not permitted nor will students be permitted in vehicles after consumption of any such beverages.
- Students must refrain from using profanity, abusive language, and/or any obscene gestures.
- Students are not permitted to stand behind the driver at any time.

- The aisles must be kept clear at all times while the bus is in motion.
- Running is not permitted nor should students be involved in rough physical activity (horseplay), harassment or bullying other students or the driver.
- Students must not tamper with the emergency door, fire extinguisher and/or first aid supplies.
- Students must refrain from willfully damaging or destroying any part of the bus.
- On air-conditioned vehicles, windows must remain closed at all times.
- Students are required to stay on the bus and remain seated with seat belts on at all times until they reach their designated stop. On buses with restrooms, students should ask permission from staff members before going to the restroom.
- Students should not enter or exit using the rear emergency door except in the event of an emergency.
- Students are to be respectful and obedient to all NCS D staff members, bus drivers, and chaperones.
- CDs, MP3, radios, etc. may be used only with earphones.
- Students should not tamper with the safety restraint devices.
- Cell phones, pagers or other devices are given to transportation staff upon entry on Friday and Sunday then returned to the students upon arrival at home or NCS D

These rules are established in an attempt to maintain order and discipline and to ensure the safety of each student while traveling on these buses. Each student has an obligation to abide by these rules. If a student chooses to be disruptive or break any of these rules, he will be subject to disciplinary action, up to and including suspension from riding the bus.

**Parents/guardians must be on time each week to meet the bus/mini-bus at the designated stops. The buses will wait no longer than 15 minutes past Pick-up Drop-off scheduled times before proceeding to the next stop. Delaying others by being late can result in your child not being permitted to ride the mini-bus for a period of time.**

## **AUTOMOBILE REGULATIONS (High School Students)**

**Driving vehicles on campus is a privilege, not a right for students.** Residential and day students must have annual approval by the Director to have a vehicle on campus. Parents/guardians must complete and sign a vehicle permission form and submit to the Principal and Director of Residential Life for their approval before submitting to the Director. Once permission approval is granted, the following rules apply:

- Only students with an operator's license will be permitted to have a motor vehicle on campus
- The motor vehicles of residential students will remain on campus and be used as transportation to and from schools on weekends, holidays, or special home-goings per the Principal and/or Director of Student Life written approval. Keys will be turned in to the RLC/RLD and/or the Principal.

- The motor vehicle of day students will be used only for transportation to and from school and special school activities per the Principal and/or Director of Residential Life approval.
- Under special circumstances, certain students may be permitted to drive their motor vehicles to and from the mainstream program or to and from an off-campus Occupational Course of Study work site with **written** permission from the Principal and with **written** parental consent.
- Under unique circumstances, certain students may request written permission from the Principal or Director of Residential Life to leave campus for reasons other than listed above. Such reasons may include medical appointments, going home due to illness or death in the family, etc.
- Driving off campus to eat a meal, attend an away game, to socialize, go shopping, etc. is not permitted.
- Any student who drives off campus without administrative authorization will immediately have their on-campus driving privileges revoked for the remainder of the school year.
- Residential students will come to the campus, park, and lock the motor vehicle in the designated area and are to depart the school grounds immediately at the end of the school week.
- Day students will come to the campus, park, and lock the motor vehicle in the designated area and are to depart the school grounds immediately at the end of the school day.
- Any student driving at any time in an irresponsible manner will have his/her motor vehicle privileges revoked for the remainder of the school year.
- The school will not be responsible for any damage to a motor vehicle while it is on campus.
- Permission to have a motor vehicle on campus is good for one (1) school year only. The permission must be requested each year.
- A student who permission to have a motor vehicle on campus that has been revoked may submit a written request to have the permission restored at the beginning of the following school year to the Director. The students' behavior, suspensions, grades, maturity, and other factors shall be considered by the Director in determining whether to restore on-campus driving privileges.

## **HOMEWORK**

Teachers assign homework. Homework agendas are provided for each student at the beginning of the school year. Students must list their daily homework in their Homework Agendas for each class. Residential Life Staff will check the Homework Agendas during study hall to ensure each student is doing the required homework and sign off in the Homework Agenda. Each dorm has specific hours for students to study and complete homework assignments. Study Hall is required for all students. Students may require more time than is assigned by the dorm. It is the responsibility of the student to manage his/her time, so that assignments are completed. When a student fails to bring his/her Homework Agenda to the dorm or homework was not recorded the student will be given consequences. Residential Life Staff will work with teachers when homework problems occur.

## COMPUTER LAB

The computer lab is one of the many shining stars in the residential life program. Our center provides Internet access and a place to type homework assignments. The computer lab is open at night for student use in the Crutchfield Media Center. Students must follow all computer usage guidelines.

## DRESS CODE

Students are encouraged to take pride in their physical appearance. In an age of changing styles, students should take pleasure in selecting clothing, which is most complimentary to them. Students are expected to be dressed and groomed within the framework of individual pride, decency, cleanliness, and safety.

ALL students must exhibit proper dress and grooming at all times on the campus of NCSD according to the following guidelines:

1. Students need to be properly dressed and groomed at all times.
2. Students may not borrow, lend, or give clothing to other students.
3. Students are to keep themselves well groomed at all times. These means clean bodies, frequent shampoos, and clean clothing.
4. Students are responsible for keeping themselves and their clothing neat and clean.
5. Students must wear shoes at all times; bare feet are not permitted. Shoes must be securely attached to the feet.
6. Clothing that is disruptive i.e. "SAGGING" is not allowed. Pants must be worn at the waist.
7. Clothing/accessories (i.e. jewelry) bearing obscene or offensive statements and/or pictures advocating or advertising the use of drugs, alcohol, tobacco, weapons, gangs or violence, or of a degrading nature toward others is not permitted. Messages on clothing need to be in good taste.
8. Students are not allowed to wear hats, caps, bandanas, "dew rags" (except for sleeping purposes), or combs.
9. Special costume dress is not permitted unless there is a special time designated.
10. A sports bra is not permitted in public places unless worn under proper clothing.
11. Other unacceptable attire includes, but is not limited to:
  - a. Tank tops with spaghetti straps, net or see-through tops, unless another acceptable garment is worn under them.
  - b. Spandex or skin-tight biker shorts unless another garment is worn over them,
  - c. Bare midriff garments (defined as any garment showing the students midriff when their arms are extended out from the sides and level with their shoulder),
  - d. Any article of clothing that exposes the student's under garments (or the area of the body covered by normal styles of under garments) by see-through, too short, or having holes or tears, etc.
  - e. Shorts, and skirts shorter than finger tip length when arms are extended beside legs,

- f. Sweaters or other tops that are revealing or provocative (low cut and/or tight fitting)
  - g. Altered clothing (cut off jeans or shorts, ragged clothing or jeans with holes)
12. Wearing a jacket to cover or hide unacceptable attire is prohibited.
  13. Visible jewelry related to body piercing is limited to ears. (Jewelry associated with body piercing inside the mouth, on the tongue/lips is considered visible.
  14. Visible tattoos must be covered.
  15. Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing or any other object; or on the body of any student, person, or school property. While inside of respective dorms, students are permitted to dress by their choice as long as it does not fall under list of inappropriate dress referenced above, or cause disruption to their environment.
  16. Hats/visors are allowed outside and as long as it does not include distracting character.
  17. Bandanas are allowed for girls as part of hair accessories. Boys/girls are allowed to wear bandannas, as sweatbands during physical activities not connected with varsity sports.
  18. Hair shall be clean and well combed or brushed. Extreme hairstyles will not be acceptable.
  19. Jogging suits and sweat suits are acceptable.
  20. The school reserves the right to exclude items of apparel or accessories which prove to be harmful, or detrimental to the health, safety, or physical well-being of students, damaging to physical facilities, or disruptive to normal school activities.

## **SIGNING IN AND OUT**

High School students are to sign the daily sign-out register when leaving the dormitory for ANY reason other than attending classes, meals or to be in the immediate area of the dormitory.

- A student must give correct and complete information required on the registers. Failure to do so will result in disciplinary action.
- Students shall not sign other students out of the dormitory at any time.

## **OFF CAMPUS PRIVILEGES**

Students may be allowed to walk off campus depending on their current dormitory level. While off campus, students must remain within the boundaries established by their dorm. Residential students are not to ride in cars or other vehicles with persons other than their parents or school personnel unless written permission is granted by the Director of Student Life and the students' parents/legal guardians. Walking off campus allowed as long as activities not already planned or received permission from staff.

- Blue Level – 2 times off campus a week
- Green Level – 1 time off campus a week

## **CURFEW**

Any Parent and/or Guardian that takes a student off the NCSD campus must have the student back by their scheduled curfew. High School students who go off campus must be back by curfew.

Curfew times are as follows:

7:30 p.m. for Elementary students  
8:00 p.m. for Middle School students  
9:00 p.m. for High School students

Exceptions can be made for school-sponsored activities such as athletic events, parties, field trips, etc. Curfew times may be changed by the Director of Residential Life or Residential Life Coordinators for high school students only.

## LIGHTS OUT

NCSD believes that each and every student should get sufficient rest for school the following day. The following times are for the students to enter and remain in their rooms and lights out will occur thirty minutes after the designated time. The times are as follows:

Lower Elementary:	8:00pm/8:30pm
Upper Elementary:	8:30/9:00pm
Middle School:	9:30/10:00pm
High School:	10:30/11:00pm
18+	11:00/11:30pm
YALE	on their own

## WAKING UP

Staff will be responsible for waking up elementary and middle school students. High School students will be responsible for waking up on their own and getting ready for school and breakfast. Freshmen and incoming new High School students will go through a week orientation where they will learn how to operate the alarm clock. All students are **REQUIRED** to be in the cafeteria for breakfast dressed and ready for school. Cafeteria will open at 7:00 and close at 7:45 for all students.

## CHORES

Residential students will be expected to perform chores while living in the dorm. It is to help them learn responsibility and independent living skills when they leave NCSD upon graduation. Examples of chores are but not limited to:

- Vacuum hallway
- Clean sink in TV room
- Washing own dishes
- Clean microwave
- Clean public bathroom

- Sinks
- Showers
- Commodes
- Mirrors
- Floor
- Dust furniture
- Sweep/mop steps in middle stairways of Main Building (their own floor)
- Vacuum lobby

Each student will be taking turns in performing the above duties and/or any other duties that the staff may add at a later time. Chores will be completed thirty minutes before lights out.

## **BEDROOM CLEANING**

Each residential student will be expected to keep their bedroom clean at all times. They will be expected to:

- Make up bed every morning
- Making sure room and bathroom (if applicable) are clean before leaving for school
- Clothes folded and put away in drawer or closet

If the room is found not clean to the staff's satisfaction; there will be consequences. They are:

- 1<sup>st</sup> time – no privileges until room is clean (which can mean being late to practice, activities, etc.).
- 2<sup>nd</sup> time same week – In Dorm Suspension for one day
- 3<sup>rd</sup> time same week – drop down a level for one week

Once a month residential students will be expected to do a deep cleaning on your room. This will be the same as end of year cleaning.

## **RESTAURANT DELIVERY**

Students enjoy having the opportunity to order food from the local restaurants and having them deliver to the dorm at nights. Students are encouraged to have enough money for the order itself AND are encouraged to leave at least a 15% tip. Students will be allowed to make orders until 8:00 p.m. with the orders being expected to arrive before 9:00 p.m. Students will be required to meet the delivery person at the front door to make payment and take delivery.

## **DATING/SOCIAL**

Students may take dates from within NCSD to parties or dances on campus.

Students are allowed to date within their school age department level.

If groups of four or more students want to date off campus during daylight hours, they must get permission from Director of Residential Life.

Off-campus guests (friends) may come to campus social events (dances, parties, etc.) with Director of Residential Life's prior approval. Inappropriate displays of affection are not

permitted. Breaking of this rule will be handled in the Student Code of Conduct. Repeated incidents will result in possible development of behavior plan.

Students involved in intimate sexual activity will be disciplined as indicated in the Student Code of Conduct. Parents/Legal Guardians and School Resource Officer or campus police will be contacted.

Students are not permitted, under any circumstances, to date staff members, volunteers, interns (i.e., student teachers, observers & assistants, tutors, etc.) or any person who has supervisory responsibilities.

Students attending a school event must remain at the activity through its entirety or leave early with a chaperoned group.

## **SEXUAL CONDUCT POLICY**

All students are prohibited from engaging in any form of sexual contact with other students, staff members, or any other individual(s) on the campus of the North Carolina School for the Deaf or while under the care and custody of the North Carolina School for the Deaf. For the purpose of this policy clarification is needed, the following behavior constitutes sexual contact:

Sexual Touching (i.e., groping, heavy petting) - The act of touching or rubbing in a manner consistent with sexual stimulation or could be reasonably assumed to cause sexual stimulation by one or both of the individuals involved.

Manual Intercourse - Penetration of the sex organs of one person and the hands of another up to and including use of instrumentation.

Oral Sexual Intercourse (i.e., fellatio, cunnilingus) - Sexual contact between the sex organs of one person and the mouth of another.

Vaginal Sexual Intercourse - Sexual contact between the penis of one person and the vagina of another individual such that penetration occurs.

Anal Sexual Intercourse - Sexual contact between the sex organs of one person and the anus of another individual such that penetration occurs.

\*Please note that consensual or mutually agreed upon sexual activity is prohibited for students during any school-sponsored activities on or off campus.

### **Disciplinary Procedure**

1<sup>st</sup> infraction: 1-10 day suspension. An on-campus meeting with student and parent following suspension is required. An evaluation of current placement may be held.

2<sup>nd</sup> Infraction: Referral of student back to the home LEA

## **SEXUAL HARASSMENT POLICY**

To ensure that students and parents understand the expectation of students' healthy expressions of affections within the context of relationships while on campus, we are providing definitions of various possible behaviors.

Students shall not direct unwelcome sexual advance, requests for sexual favors, or sexually related comments (orally, in sign, or written), or physical conduct of a sexual nature directly to another student or staff or in conversation with other students or staff.

Inappropriate touching or inappropriate remarks of a sexual nature may constitute sexual harassment and are prohibited. Discussing private body parts of a person with others or directly to that person is inappropriate. Incidents of sexual harassment may lead to in-dorm suspension of up to ten days and notification of the school director. Repeated offenses may lead to out of school suspension or removal from the dorm.

Sexual or obscene comments are offensive even if not directed at any particular person. Offensive comments of this nature made in hallways, written in notes passed around, signed or spoken are inappropriate and will result in disciplinary action.

All students are prohibited from engaging in any form of sexual contact with other students, staff members, or any other individual(s) on the campus of the North Carolina School for the Deaf or while under the care and custody of the North Carolina School for the Deaf.

Individuals who feel they are being harassed are strongly encouraged to inform someone. For students, if you feel you are being harassed please tell your dormitory supervisor, school teacher, or other staff member that you feel comfortable with. For staff members please contact your immediate supervisor. If it is inappropriate to contact your immediate supervisor please contact the School Director. For parents, if you feel that your student is being sexually harassed, please feel free to contact the Director of Residential Life, the School Principal or the School Director to report your concerns. Due to the nature of harassment it might be necessary to contact law enforcement.

Disciplinary action will depend on the severity of action; consequences will follow Level III or IV consequences.

## **ELECTRICIAL EQUIPMENT**

Students may bring any of the following electrical equipment and will be expected to operate such equipment properly, safely, and in accordance with the handbook rules:

personal computers/laptops (no internet access allowed)

radios

video games

hair dryers

electric curlers or rollers

irons that can be turned off automatically

other small personal items

stereos with required headphones

All other electrical equipment is forbidden and will be confiscated. This includes:

hot pots

microwaves  
popcorn poppers  
any other electrical equipment other than those items listed above

Cooking is not permitted at any time in student rooms.

**Note:** Parents or legal guardians may wish to consider purchasing property insurance to cover items brought into the dormitories. Again, NCSD is not responsible for theft or damage to students' personal belongings.

## **LAUNDRY ROOM**

There is a laundry room on each wing on each floor for student use. Students are encouraged to use them to wash their clothes when needed. When using them, students are encouraged to bring their own laundry detergent. Students will not be allowed to start washing clothes after 9:00 p.m. unless in emergencies. Students will be responsible for washing their clothes although staff may be asked to provide guidance in how to do it properly.

## **TELEVISIONS AND VIDEO EQUIPMENT**

There is a television, a VCR, and a DVD player in TV/rec room on each floor of the dorm and in the McCord Building. All televisions are connected to the local cable network and offer expanded cable channels. Televisions are also located in the library, classroom, and administrative buildings. Students may not bring personal televisions to school and/or residential halls. Students who bring personal or rented videotapes or DVDs for use in the residence hall must obtain approval from the Director of Residential Life, Residential Life Trainer *before* viewing.

## **VIDEO GAMES**

Video games will not be played after 10pm each night. Students are required to mark their games for proof of ownership. No games with the rating of "M" (mature) are permitted at any time. Middle and High school students are allowed to have games that show a "T" (teen) rating or lower. Elementary students are allowed to have games that show a "E" (educational) rating only. Any games that are found to violate this policy will be confiscated and parents informed. The games will be sent home on the next home-going weekend. If students allow others to borrow their games, the school assumes no responsibility in games being lost, stolen, or damaged.

## **MOVIES**

No movie with an "R" rating will be permitted to be shown with the exception of being shown for educational purposes. Director of Residential Life has to give approval before the "R" movie is shown. Middle and High school students are only allowed to view movies with PG – 13 rating or lower. Elementary students are allowed to view movies with "G" rating or lower only. Students are allowed to bring movies from home and must be marked to show proof of

ownership. Any movies that are brought from home that are found in violation will be confiscated and sent back at the next home-going including the parents being notified.

## **TELEPHONE/VIDEOPHONE**

The residential program contact numbers are (828) 432-5200 (Front Desk Voice during business hours 8-5pm), (828) 475-0836-VP/Relay (Director of Residential Life). For other numbers, please refer to the phone directory that is at the back of this handbook. Calls to videophone numbers are answered only during dorm hours, Monday through Thursday, 2:30 p.m.-10:30 p.m. All calls received before or after this time are transferred to a voice or videophone answering machine and will be received the next business day.

Videophones are available on each dormitory floor and in strategic places around campus. All outgoing calls should be made from these phones. Students, parents, and legal guardians are encouraged to use videophones or the Video Relay Service. No videophones are permitted in bedrooms. Students may be required to submit their IDs when borrowing the videophones remote. There is a time limit of 20 to 30 minutes per student to use videophones.

No phone calls may be made or received during study hours or after the established hours of the student's level (blue, green, yellow, or red)., Sunday through Thursday, except for emergencies (e.g., medical purposes, death in family). Occasionally the dormitories will be closed to encourage student participation in on-campus activities.

If a parent or legal guardian needs to call the dormitory offices before 2:30 p.m., he or she should call the main line at (828) 432-5200 (Voice). Calls directly to the dormitory offices should be made after 2:30 p.m. during the week.

### **VP hours**

Blue Level – 10:30pm

Green Level – 10pm

Yellow Level – 9:30pm

Red Level – none (except to contact parents with supervision)

## **FOOD/DRINKS**

Students are allowed to have food and drinks only in the lounge areas. Students are not allowed to have food and drink in their bedrooms or in the computer labs at any time. No student is allowed access to the vending machines between midnight and 3pm each day.

## **CAFETERIA**

Students are expected to exhibit good manners and cleanliness in the cafeteria. Students should not cut in front of each other in line. Students are not allowed to throw food or cause someone to spill food. Students are expected to return dirty trays, silverware, glasses and trash to the appropriate places. Any accidents, i.e. spilt drink should be taken care of immediately by the party having or causing the spill. Students are not allowed to bring in outside food or drinks to cafeteria during meal times. Sitting on window sills are not allowed in the cafeteria.

## **RESOLUTION ROOM**

When a student is having issues with his/her behavior, the student will be asked to come to the resolution room in room# to calm down and to discuss with residential life staff. The student will be asked three times to come to the resolution room to have an opportunity to de-escalate their behaviors. If the student refuses to cooperate, the residential life staff may take further action which can include involving law enforcement. The resolution room is videotaped twenty-four (24) hours a day and is being used for the student and staff protection. Each visit to the resolution room will be logged in the notebook with information that includes the time, date, and parties involved. Questions asked and statements made may be written and signed by all involved to ensure all are in agreement. Student who is physically out of control may require staff to call the law enforcement to get involved. Parents will be notified when law enforcement is called to get involved.

## **ATHLETICS**

In an effort to maintain consistency between school, residential, and administration in determining whether a student athlete is eligible to participate in practices and/or games after disciplinary action is given at school and/or dorm. This policy is to promote student growth and learning from their mistakes as they go through life. The following guidelines will be followed with exceptions to be decided on case by case situations:

- If a student athlete receives an in-school suspension of any kind (lunch suspension, in school suspension (ISS), or after school detention (ASD)), he/she will be allowed to participate in practices and games. If the team has to leave for an away game and the student athlete is serving an ISS or ASD, he/she would not be allowed to go with the team.
- If a student athlete receives an in-dorm-suspension (IDS) of one day, he/she will be allowed to practice and participate in home games (coach's decision) with the understanding that he/she will make up time the following day. Make-up time can be served in his/her room or doing additional duties as directed by residential life staff. If there is an away game that day, he/she will not be allowed to travel with the team.
- If a student athlete receives more than two or three days of IDS, he/she will be allowed to practice but not to participate in games with the understanding that he/she will be making up time missed.
- Administration has the right to adjust disciplinary actions given to the student athlete on case by case basis.

- Coaches must be consistent in giving out additional consequences when missing practices or games due to disciplinary action received by the student athlete. Written guidelines will be given out at the beginning of each season to all members of the team explaining what additional consequences can be given for receiving disciplinary action in school and dorm. Athletic Director will keep the guidelines on file for recordkeeping.
- CODE RED will and can be applied when there may be a suspicion of a possible disciplinary action and can prevent a student athlete of being involved in any athletic activity.

## **RELIGIOUS SERVICES**

NCSD does not provide religious education and is not responsible for the students during religious education activities. At this time, the adults assigned by the respective religious education program are responsible for the students. They are responsible to assure that the students go from their respective dormitories to the religious education class/activity and back to their dormitory. Religious education classes/services are available for students after school hours. Students must have written permission from parents/guardians to attend on or off campus services/classes and off campus activities. Students with written permission from their parents may attend church activities in town as indicated on their Religious Information Slips.

Students must sign out and in the dormitory register when attending religious activities in town.

Students may not go anywhere else when they have signed out to go to religious activities.

Religion classes are provided on and off campus. Consistent with participation in other extracurricular activities, students with severe disciplinary problems or emotional turmoil may not attend a specific activity. Parents/Guardians or adult students are allowed to select only one religious organization to attend. Changes to this selection can only be made during the first two weeks of a semester.

## **U.S. POSTAL SERVICE**

Regular postal services are available. Mail is placed in a designated area in the Main Building. Mail on the NCSD campus is provided for students through the Residence Program staff. Packages received may be picked up in the Residence Life office. Outgoing mail should be deposited in the designated location in the Main Building. Mail should be addressed as follows:

(Name of Student)

North Carolina School for the Deaf  
517 W. Fleming Drive  
Morganton, NC 28655

## **NON-SMOKING REGULATION**

Regulations have been developed to ensure that NCSD complies with Title X of Public Law 103-227, "Goals 2000: Educate America Act." Civil penalties for failure to comply are specifically described in Part C-Environmental Tobacco Smoke. Since these penalties are of a serious nature

and could threaten federal funding of our school, all employees should follow this regulation precisely as written.

1. Students are prohibited from using or possessing any tobacco products or tobacco paraphernalia such as lighters or matches at any time on NCSD premises, including state vehicles, or while participating in NCSD-sponsored events.
2. No NCSD employee, student or visitor shall be permitted, under any circumstances, to use tobacco products on NCSD grounds, nor in any state vehicle, nor indoor facility owned, leased or contracted by NCSD.

For purposes of this regulation, “tobacco product” is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

References: OES Student Code of Conduct, July 2003  
NCSD Policies and Procedures, November 1, 1998  
Legal Ref.: G.S. 115C-47, P.L. 103-227

It is illegal for anyone under the age of 18 to buy, attempt to buy, to receive or to use false or misleading proof of age identification to buy tobacco products. If convicted, the minor is guilty of a Class 2 Misdemeanor. The law prohibits any person to send, assist, aid or abet a person less than 18 years of age to purchase, attempt to purchase, to receive tobacco products. This crime is considered a Class 2 Misdemeanor.

**\*\*Note\*\*:** A Class 2 Misdemeanor is a criminal offense punishable by up to 30 days of community services and up to a \$1,000 fine.

## **WEAPONS AND DRUGS ON CAMPUS**

North Carolina School for the Deaf is both a state agency and a public school program for Deaf and Hard of Hearing students. The state has enacted specific legislation which requires school administrators to involve local authorities when a student is found to be in possession of certain kinds of weapons/perceived weapons and/or drugs. NCSD will follow these laws and procedures under **all** circumstances.

Should one of the NCSD students become involved in any issue that requires reporting, the appropriate administrative or supervisory personnel will contact the Broughton Police Department. While we attempt to provide a safe environment and the best possible supervision, we recognize that there may be times when students will test limits. It will be the policy of the North Carolina School for the Deaf to report and prosecute to the maximum extent possible an incident that is against the law in North Carolina. In most instances, parents will be contacted immediately. However, should a situation exist where the law enforcement authorities are immediately involved, contact may be made after action has been taken.

**PAGER / CELLPHONE**

**North Carolina School for the Deaf  
CELL PHONE AND ELECTRONIC DEVICES CONTRACT**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Model/Type: \_\_\_\_\_ Serial #: \_\_\_\_\_

Email Address: \_\_\_\_\_

I, \_\_\_\_\_, agree to follow the rules listed in this contract. In return, I may use my cell phone/electronic device on the NCSD campus. I understand using an individual wireless communication device on the NCSD campus is a privilege, and I agree that if I break these rules I will lose the privilege of using a personal device on campus and NCSD staff may take possession of my phone according to the Code of Conduct. When a student is suspended from phone privileges, he//she will not be allowed to bring another phone from home until the privileges are reinstated. If another phone is brought from home while privileges are suspended, the phone will be confiscated and parents notified.

1. I understand NCSD is not responsible for lost, stolen, or damaged cell phones or electronic devices.
2. I will complete training on wireless communication before using my wireless device on campus.
3. I understand cell phones and electronic devices are not permitted during school hours (7:55 a.m. – 3:15 p.m.) and while at work sites.
4. I understand that a locker will be provided as an option for use of locking up cell phones or electronic devices, with parental permission, providing my own personal lock for the lockers.
5. I am not permitted to loan my cell phone/electronic device to another person, and other students are not allowed to borrow or use my device.
6. I will demonstrate appropriate behavior when using my cell phone or electronic device. I will not use my cell phone or electronic device to send messages that might harm or hurt another person. I will **not** send messages that: harass or bully another person, spread gossip about another person, or messages that include inappropriate photos (nudity, sex or violence).
7. I understand all students have the right to a safe, secure and orderly school environment. If I receive a threatening message of any type, I will report it immediately to a school administrator or residential life staff. I will not delete any inappropriate messages or pictures until it is shown to a staff member as part of the investigation.
8. I will not take photos of another person without their permission, and I will not post another person's picture on any Internet site, including staff.
9. If I receive a Level 3 or Level 4 behavior incident report, I may lose my cell phone or electronic device privileges.
10. If I lose my cell phone privileges, I may use the school phone system to communicate with my parents as deemed appropriate by school staff.
11. I understand that my cell phone or electronic device may be monitored or have information retrieved from the device if there is reasonable suspicion of unsafe, hazardous or illegal activity.

12. NCSD will not be held responsible for inappropriate use of cell phones or electronic devices, however NCSD will follow through with consequences as appropriate based on the Code of Conduct or legal requirements.

_____ Student Signature	_____ Parent Signature
_____ Date	_____ Date

**CELL PHONE GUIDELINES & PROCEDURES**

For further clarification, this is provided as supplemental information to the *Cell Phone and Electronic Device Contract* and the *Code of Conduct*.

- Cell phones/electronic devices are not permitted:
  - \* During school hours (7:55 a.m. - 3:15 p.m.)
  - \* While at work sites
  - \* During events, trainings, educational activities
  - \* in the library
  - \* during tutoring/study time
- Cell phones/electronic devices used inappropriately or at inappropriate times will be confiscated as follows:

**SCHOOL DAY**

- **1<sup>st</sup> offense – 1 week restriction**
  - phone will be taken by staff and turned into the principal’s office to be secured in a locked space
  - phone will remain in a locked area for 5 school days
  - phone will be sent home on the bus on Friday and given to student’s parent/guardian
- **2<sup>nd</sup> Offense – 1 month restriction**
  - phone will be taken by staff and kept in the principal’s office until Friday
  - phone will be given to the bus driver on Friday with a letter to the parent/guardian
  - the cell phone is not permitted anywhere on campus for one month
- **3<sup>rd</sup> Offense – 3 months restriction**
  - phone will be taken by staff and kept in the principal’s office until Friday
  - phone will be given to the bus driver on Friday with a letter to the parent/guardian
  - the cell phone is not permitted on campus for the duration of the 3 months

**RESIDENTIAL DAY**

- **1<sup>st</sup> offense – 1 week restriction**
  - phone will be taken by staff and turned into the Residential Life Coordinator’s office to be secured
  - phone will remain in a locked area for 5 school days
  - phone will be sent home on the bus on Friday and given to student’s parent/guardian
- **2<sup>nd</sup> Offense – 1 month restriction**
  - phone will be taken by staff and kept in the Residential Life Coordinator’s office until Friday
  - phone will be given to the bus driver on Friday with a letter to the parent/guardian
  - the cell phone is not permitted anywhere on campus for one month
- **3<sup>rd</sup> Offense – 3 months restriction**

- phone will be taken by staff and kept in the Residential Life Coordinator's office until Friday
- phone will be given to the bus driver on Friday with a letter to the parent/guardian
- the cell phone is not permitted on campus for the duration of the 3 months

### **BUS/TRANSPORTATION**

- Inappropriate use of a cell phone will result in consequences as determined by the Code of Conduct
- All Friday and Sunday IRs are to be turned into the principal's or Residential Life Director's office by Monday morning

### **LIFE SKILLS DEVELOPMENT**

Emphasis each year in the Residential Life Program will be on helping students to learn life skills that will help them to become successful, independent adults.

When appropriate, individual behavior plans are developed to assist the student to maximize their school and residential life experience. This will assure a safe healthy environment for each student as well as staff.

### **YOUNG ADULTS LEARN TO EARN PROGRAM (Y.A.L.E.) RULES**

The purpose of the Young Adult Learn to Earn (YALE) program is to foster independent living and employment skills in students enabling them to be self-advocating, self-supporting, and contributing members of a competitive global economy.

To be admitted and remain in the YALE program, the student must:

- Be 18 years of age
- Working either in an internship or paid job
- Taking 2 – 4 YALE classes each semester
  - Must take personal finance the first semester
- Be a senior or 12+ student
- Satisfy independent living checklist
- Successfully completing YALE classes
- Having no more than two (2) Level 2 IRs in 9 weeks
- Having no level 3 or 4 IRs in a 9 week period

Residents are to follow all federal, state, local, and NCSD rules, as well as the rules below.

Establish housekeeping schedule to include the following duties but not limited to:

- Empty trash daily

- Each Bathroom cleaned once a week
  - Kitchen cleaned daily (clean counters, sweep floor, etc.)
  - Common areas cleaned once a week
  - Checking to make sure lights, water, etc. are turned off before leaving house.
- House will be inspected randomly once every week and “problem” areas will be addressed immediately.

### **Visitors**

Visitors will not be allowed at the house until it is determined by NCSd staff the residents are ready to receive them.

Visitors are only allowed at the house from 5 – 9 p.m. on Tuesdays and Thursdays.

Visitors are required to go through background checks before being allowed to visit. Once cleared, the resident is required to notify the RLC that the visitor has arrived by signing them in and providing a picture that will be submitted electronically.

Visitors cannot eat food that is solely provided by the school or other residents.

### **House Rules**

Residents will be able to create their own house rules otherwise not governed by federal, state, local, or NCSd laws and policies. Residents of each house will discuss and agree on the set rules. Once established, the rules will be posted throughout the house.

Must be in house by 10pm unless involved with activity sponsored by NCSd or given prior approval by school.

Twenty-four hours’ notice must be given when wanting to go off-campus for activity (i.e. Wal-mart). A travel request form must be submitted to house RLT and RLC for signatures.

No bed-time curfew

Residents will be allowed to participate in a planned dorm activity once a week and must inform dorm staff twenty-four hours prior. Residents will not be allowed to socialize in the dorm or at McCord if they are not participating in an approved planned activity.

Residents are required to inform staff verbally (in text, via App, or in person) if leaving house and must sign out in log book. Sign-in with staff and log book is required upon return to house.

Resident will be registered for Connect5 which will inform them via text messages of important NCSd information that may affect their schedules (late school start, weather warnings, etc.)

If incident reports are filed against the resident, consequences will be determined on case by case which can include up to expulsion from the house. Residents will follow student handbook rules with exceptions outlined in the Y.A.L.E section.

If resident is expelled from the house, he/she must return to the dorm immediately. Resident will not be allowed to return to the house for at least nine weeks. Resident may return to the dorm for a few weeks and then transition to the apartments. Relocation of residents will be at the discretion of the school administrators. At the end of nine weeks, the student may apply for re-admittance into the program that has to be approved by school administrators.

Food bought personally by residents must be identified clearly and cannot be shared until given permission by the resident.

Residents will be responsible for cooking their breakfast and supper daily except for Sunday nights when they arrive from home. They will have the opportunity to ask RLT for assistance if needed. Residents will be responsible for picking up food supplies from the cafeteria on a pre-determined schedule. Residents may be allowed to eat in the cafeteria with one week notice. They are responsible for notifying the cafeteria their plans to eat in the cafeteria.

Residents will be responsible for their own transportation including to and from school. Residents are also responsible for meeting at a specific location determined by staff to participate in off-campus activities. School may provide bicycles to assist in transportation. Residents may be transported by bus to and from school in extreme weather conditions (heavy rain, cold, etc.).

Residents are allowed to share their personal things with each other however the residents assume full responsibility for their decisions.

If a dispute occurs between two or more residents, it is recommended that they resolve it among themselves and can ask staff for assistance if needed. If the dispute cannot be resolved in a reasonable manner then a mediation team meeting can be called by the residents involved.

Mediation team will involve the school principal, residential life director, and a Y.A.L.E. staff member. Residents will be able to present their case to the team and the team will be responsible for providing guidance in what solutions may be available to help resolve the dispute. Residents will be responsible for setting up the time and place for meeting.

### **Wake – up**

The first week, the house RLT will assist in training residents in how to operate the alarm clock(s). During the first week, the RLT will assist the residents in waking up in the mornings. Second week, the RLT will allow the residents to wake up independently and

only to wake them up after ten minutes past the scheduled wake-up time. The weeks after that, the residents will be responsible for waking up on their own. The third shift RLT will be on-site until the shift normally ends at 8 a.m. except for special situations (i.e. school delay) and a school staff arrives to take over.

The consequences for not waking up in time to arrive to class or meet the bus on time will be:

1st time - fined one-third (1/3) of their paycheck

2nd time - fined two-thirds (2/3) of their paycheck

3rd time - fined the full paycheck and be moved back to the apartments immediately.

### **Supervision**

Residential Life staff will remain at the house mostly during the first few weeks of school and then gradually start to allow residents more independence based on their abilities to do so. After being fully independent, residents will be checked on randomly at least three times during after school hours either in person or by videophone. Third shift staff will be in the house full time during the night.

### **Emergency procedures**

Residents will be trained on emergency procedures during the first week they are in the house. In an event of minor emergency (i.e. fire alarm in the house), the resident will be responsible for contacting the house RLT immediately through text, videophone, etc. for assistance. Broughton Police may be contacted in major emergency situations (i.e. fire, strange person, etc.). Emergency procedures will be posted in the houses for the residents to follow.

### **Communication procedures**

Residential life staff will train residents on how to communicate requests and needs with their staff during the first week of school. Residents will contact the house RLT first for non-emergency issues (i.e. cooking, homework, etc.) before contacting the residential life coordinator and/or Residential Life Director. Contact numbers and procedures will be posted in the houses for easy access.

### **Work**

Residents are required to have a job with or without pay in order to live in the house. If the resident refuses to work, he/she will not be allowed to stay in the house. If the resident refuses to go to work for reasons that are not acceptable, he/she will be removed from the house immediately and sent back to the dorm for at least nine weeks. The resident can apply to return to the house after nine weeks and is subject to approval by school administrators.

The residential life staff may determine to move the resident to the apartments before the nine week period ends in preparation of possibly going back to the house.

**Weekends**

In the event that NCSD is open on weekends (i.e. homecoming), YALE students will not be allowed to stay in the house(s) at any time. If the student wishes to stay on campus on the weekend, he/she must stay in the dorm for the weekend and follow dorm rules until the house(s) open again for normal operations.

**YALE Apartments**

YALE apartments are designed for students who will either be in assisted living situations upon graduation or are not yet ready for independent living in the houses.

All students in the apartments will follow the same rules as explained for those living in the houses with the following exceptions:

- All apartment residents will be following blue level rules.
- Residents will be allowed to visit the houses.
- Residents must be on their wing by 10pm.

**North Carolina School for the Deaf  
 Young Adult Learn to Earn (YALE)  
 CELL PHONE AND ELECTRONIC DEVICES CONTRACT**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Model/Type: \_\_\_\_\_ Serial #: \_\_\_\_\_

Email Address: \_\_\_\_\_

I, \_\_\_\_\_, agree to follow the rules listed in this contract.

In return, I may use my cell phone/electronic device on the NCSD campus. I understand using an individual wireless communication device on the NCSD campus is a privilege, and I agree that if I break these rules I will lose the privilege of using a personal device on campus and NCSD staff may take possession of my phone according to the Code of Conduct.

- 13. I understand NCSD is not responsible for lost, stolen, or damaged cell phones or electronic devices.
- 14. I will complete training on wireless communication before using my wireless device on campus.
- 15. I understand cell phones and electronic devices are not permitted during school hours (7:55 a.m. – 3:15 p.m.) but if you plan to go to work then you can bring your phone with you to contact the dorm staff to be picked up

earlier or later than the expected time. It is not for you to chat with friends during working hours. You must leave your phone at high school office during school hours.

16. I understand that a locker will be provided as an option for use of locking up cell phones or electronic devices, with parental permission, providing my own personal lock for the lockers.
17. I am not permitted to loan my cell phone/electronic device to another person, and other students are not allowed to borrow or use my device.
18. I will demonstrate appropriate behavior when using my cell phone or electronic device. I will not use my cell phone or electronic device to send messages that might harm or hurt another person. I will **not** send messages that: harass or bully another person, spread gossip about another person, or messages that include inappropriate photos (nudity, sex or violence).
19. I understand all students have the right to a safe, secure and orderly school environment. If I receive a threatening message of any type, I will report it immediately to a school administrator or residential life staff. I will not delete any inappropriate messages or pictures until it is shown to a staff member as part of the investigation.
20. I will not take photos of another person without their permission, and I will not post another person's picture on any Internet site, including staff.
21. If I was caught once, twice or third time, I may lose my cell phone or electronic device privileges for a period of time depending how many times I was caught using it at inappropriate time.
22. If I lose my cell phone privileges, I may use the school phone system to communicate with my parents as deemed appropriate by school staff.
23. I understand that my cell phone or electronic device may be monitored or have information retrieved from the device if there is reasonable suspicion of unsafe, hazardous or illegal activity.
24. NCSD will not be held responsible for inappropriate use of cell phones or electronic devices, however NCSD will follow through with consequences as appropriate based on the Code of Conduct or legal requirements.

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Student Signature

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Parent Signature

## **RESIDENTIAL LIFE DISCIPLINARY EXPECTATIONS**

NCSD recognizes its responsibility to provide each student equal opportunity to receive an education and to provide an atmosphere that is conducive to learning. NCSD protects student rights guaranteed by North Carolina Statute and the Constitution of the United States. This section presents policies on the proper conduct and behavior of students at NCSD. This applies to students of all ages, before, during and after school hours, at school, in the dormitory, in any school building, and on any school premises; in any school owned vehicle used to transport students to and from school or school activities, off school property, at any school-sponsored, or school approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

Any violation which is considered illegal by the state of North Carolina will require immediate contact with the police. Violations are grouped together according to the severity of the behavior. Students and staff members have the right to feel safe in the school environment. It must be understood that if a situation arises that is not covered in school disciplinary policies; discipline decisions will occur at the discretion of the Director of Residential Life, Principal, and/or School Director.

The student has the right of Due Process regarding an incident. During questioning, as at all other times, complete honesty is expected. Students who are not honest are not meeting NCSD behavior expectations; this will be taken into account when discipline procedures are determined. Refusal to accept assigned disciplinary measures will result in the violation being reclassified as a more serious violation. Students wishing to appeal must make an appointment with their Residential Life Coordinator. If the student wishes to appeal further an appointment with the Director of Residential Life is next. The student may then request an appointment with the School Director. Appeals must be in written or dictated format.

All staff receives training biannually on behavior support and appropriate conduct. The training includes through definitions of reporting and the procedures of alleged violations and investigatory protocols and procedures.

## **CORPORAL PUNISHMENT**

**Effective Date:** October 17, 2003

**Original Effective Date:** October 17, 2003

### **Purpose:**

To prohibit the use of corporal punishment.

### **Policy:**

The Office of Education Services prohibits the use of corporal punishment to discipline any student. No employee, volunteer or any individual who is charged with the care and custody of any student enrolled in or participating in a program sponsored by the Department of Health and Human Services shall use corporal punishment.

Corporal punishment is defined as all forms of physical punishment including, but not limited to, spanking, paddling, or slapping.

School personnel trained in Nonviolent Crisis Intervention (NCI) techniques may intervene to control behavior or to remove a person from the scene in those situations when necessary. All school staff that has direct student contact is trained annually on (NCI) and must follow all protocols and procedures if using. NCI is to be used as a measure of last resort, for the following purposes:

1. To quell a disturbance threatening injury to others;
2. To obtain possession of weapons or other dangerous objects on the person, or within control of the student;
3. For self-defense;
4. For protection of persons or property; or

5. To maintain order on school property, in the classroom, or at a school-related activity on or off property

## **HIGH SCHOOL LEVEL SYSTEM PROGRAM**

NCSD residential program will be using the level system program to reward and reinforce behaviors for our high school students. Middle and elementary students will not be under this program. The purpose is to allow the students to develop accountability for their own actions and be rewarded accordingly. There are three levels and they are: green, yellow, and red. Students can be demoted or promoted a level each week. Students can be demoted immediately based on consequences of actions.

Blue Level: 18+ and YALE students

- Bedtime 11pm (18+ students only)
- Can socialize with High school students 7 – 9pm nightly (18+ students only)
- Must be in house/wing by 9pm each night unless participating in school sponsored activity or work
- Phones and electronic devices turned off at 11:30pm (18+ students only). Devices can be charged at desk.
- Bear's Lair/Videophone ends at 10:30pm
- Must sign in/out when arriving on floor or going somewhere
- Must order food by 9pm (18+ students only)
- No Incident Reports
- Responsible for waking up in the morning independently – can ask staff for help
- Be in cafeteria by 7:30 a.m. depending on supervision and other factors. Students can be required to come to cafeteria earlier if necessary for mainly safety purposes.
- Be involved in community service assigned by school and/or dorm
- Grades must be 3.0 or above.
- Follow NCSD rules related to behavior, computer, etc.
- Role Model to other students
- Share in duties assigned by staff
- Study Hour on your own
- Read daily for 30 minutes

Green Level:

- Must maintain a total 85 grade average
- Can go to breakfast at 7:10 a.m. independently and go to supper independently
- Pagers turned off at 11:00 p.m. and do not have to be turned in

- Go off campus in groups of 3 or more (gender based) without staff with parental permission. Must sign out indicating where going and signing in upon return. Staff must be informed.
- Must be at dorm by 8pm but subject to change depending on season, weather, etc.
- Study hall must be done before 9pm and can be done on your own time.
- Allowed to go to any NCSD location after signing out and informing staff as long as staff is already present at the location the student is going to.
- Girls can shower in the mornings before 6:00 a.m. and boys before 6:30 a.m.
- Can visit other floors until 10 p.m.
- Must be in dorm ten minutes after school is dismissed unless involved with school/athletic related activity. Student responsible to inform staff
- Student responsible for waking herself/himself up in the morning – can ask for help from staff.

Yellow Level:

- Maintain an 80 average
- Can go to breakfast at 7:15 a.m. independently or with staff
- Pagers turned in at 10:00 p.m.
- Can go off campus with staff if staff is willing to do so or with at least two students from green level.
- Dorm curfew at 7:30 but subject to change depending on season, weather, etc.
- Must have study hall at scheduled time established by staff.
- Escorted to NCSD locations with NCSD staff
- Student responsible for waking themselves up in the morning
- Must shower at nights
- Can visit other floors for thirty minutes before supper and thirty minutes after supper and before 9:30 p.m.

Red Level:

- Escorted to meals by staff
- No off-campus privileges including field trips or planned off-campus activities except for academic or athletic related activities
- Pagers turned in at 9:30 p.m.
- Study hall at scheduled times
- Escorted by staff to NCSD locations at all times
- Not allowed to visit other floors or socialize in lobby
- Must shower at night

There are several ways you can be demoted a level or two. They are:

- Level II consequences: demoted one level immediately
- Level III and IV consequences: automatically demoted to Red Level
- Level I consequences: can be demoted if repeatedly warned

- Not following handbook rules
- Not doing chores
- Not maintaining grades for the assigned level student is at the end of two week period
- Student in Green Level will be demoted if staff wakes the student up four times in two weeks. Yellow Level student will be demoted to Red Level if staff wakes up the student six times in a two week period.

There are several ways to be promoted a level. Students can be promoted at the end of a one week period. They are:

- No incident reports
- No in dorm suspensions
- Following the handbook rules

## **DISCIPLINE CONSIDERATIONS**

1. **Parents are encouraged to carefully read and discuss with their child the school Code of Conduct and related School Discipline Policy. A review of these rules may be beneficial in reducing incidents of student misconduct during the school year.**
2. NCS D recognizes its responsibility to provide each student an equal opportunity to receive an education in an atmosphere which is conducive to learning and which protects student rights guaranteed by North Carolina and the Constitution of the United States.
3. The rules dictated by the State of North Carolina and the North Carolina School for the Deaf will be administered fairly and firmly by the school administration.
4. Students will learn skills that enable them to interact appropriately with peers and adults while they are in their academic and residential setting.
5. Students and staff members have the right to feel safe in the school and residential life environment. An offended student or staff member may choose to take legal action against the offending student. This is considered to be a separate issue from the behavior code. (In other words, it is possible for a student to experience the consequence specified in the handbook as well as experiencing legal action from the injured party).
6. It must be understood should a situation arise which is not covered in this document, disciplinary decisions will be at the discretion of the Behavior Program Technicians, Residential Life Coordinator, Director of Residential Life and School Director.

## **GENERAL DISCIPLINE INFORMATION**

The following are some general rules. Discipline may include but is not limited to in-dorm suspension (IDS).

1. The following items are specifically not allowed on campus: firearms of any kind, knives, all motorized vehicles unless approved by the Principal or Director of Residential Life, skateboards, in-line skates, sexually explicit material and fireworks.
2. Students are not to forge or sign another person's name to an excuse or any paper or document.
3. Any use of materials likely to result in a fire or damage to school property is prohibited unless specifically authorized by school officials.

4. Students shall not give a staff member false information.
5. Students shall not possess any literature or illustrations that are considered to be obscene.
6. Students shall not misuse state property.
7. In any situation where there is property damage, the student is responsible to make restitution for damages incurred.
8. Students shall not intentionally activate a false fire alarm. Students may be held responsible for fees or fines associated with intentional activation of false fire alarms.

## **Level Behaviors and Consequences**

Recommended disciplinary options are provided as a guide. It should be noted that disciplinary options are not provided for the first infraction, second infraction, third infraction, etc. The unique nature of our students demands that the consequences match the developmental level of the student committing the infraction. The critical factor is that the first infraction calls for a mild response with each succeeding infraction calling for an increasingly progressive disciplinary response. Each response should be designed to communicate to the student that his/her behavior is unacceptable and that he/she is being given an opportunity to practice the correct behavior. Examples of Levels are provided as a guide and are not meant to be inclusive. They are listed as representative behaviors for that level.

Discipline can be assigned by the residential life staff with the support of Residential Life Coordinators and the Director of Residential Life. Levels of discipline will rely on the behaviors of the students involved. Descriptions of possible behaviors and consequences are outlined below.

Definitions of commonly used consequences are:

**In-Room Suspension (IRS)**—this restriction will be administered by Student Life staff members. The student must stay in his or her room/specific isolated area in the dormitory for a specific number of days. The student may not go up to the lobby or use a computer without a staff member's permission. The student may do his or her homework, clean his or her room, read, and/or write letters. Videophone use is not permitted. This restriction will also apply during investigation of incidents.

**In-Dormitory Suspension (IDS)**—this restriction will be administered by Student Life staff members. The student must stay in his or her dormitory for a specific number of days. All requests to go off campus will be denied. The student may do his or her homework, clean his or her room, read, write letters, use a computer to work on school-related assignments, and/or watch television. This restriction will also apply during investigation of incidents.

### **Level I – Mild**

This level consists of typical and normal childhood, adolescent, and young adult behaviors that do not disrupt the learning process significantly. These behaviors are to be handled by the residential life staff utilizing common sense. Experienced staff, administrators, school counselors, psychologist, and social worker are available for consultation for common sense strategies for Level I misbehaviors.

Examples of Level I include, but are not limited to, the following behaviors:

- Communicating out of turn
- Not waiting in line
- Not completing homework
- Initial refusal to accept consequences
- Inappropriate language not harmful to others
- Innocent silliness
- Inappropriate body language or facial expression not rising to level of obscenity
- Inattention

**Disciplinary options:**

- Discuss with the student privately
- Document in log book\*
- Early bed-time
- Not allowed to participate in activity (i.e. McCord, field trip, etc.)
- Stay in room for a short period of time (depending on age of student)
- Humor
- Give choices
- Compliment students who display appropriate behaviors
- If student refuses to cooperate then can move up to Level II consequences

**Level II – Moderate**

This level includes the disturbance/disruption of student's success in the learning process. This behavior requires the residential staff member to repeat what has been taught or demonstrated.

**Examples of Level II include, but are not limited to, the following behaviors:**

- Non-compliance with staff members' request
- Disrespect of peers, staff and oneself
- Disrespect for property of the school and property of others
- Stealing (less than \$25.00 in cash or property value)
- Non-compliance to consequences
- Teasing, name-calling, hurtful statements, ethnic or racial slurs
- Obscene language or gestures
- Public display of affection
- Dress code violation
- Repeated incidents of Level I misbehaviors
- Cheating
- Gambling

**Disciplinary Options**

- Report to Residential Life Coordinator and Dean of Student\*
- Document in log book\*
- Cannot participate in activities that day or the next day depending on situation
- Sit with staff at meals, separately from students (preferably not in cafeteria)
- Early bedtime for one or more nights
- No access to pagers, videophone, and TTY for a total of four hours unless to contact parents with supervision
- Demoted one level
- Parent contact
- Repeated misbehaviors, refer to Level III options

### **Level III – Severe**

This level of behavior constitutes an increase in the intensity and frequency of Level II behaviors and should be considered serious or chronic. This level focuses on the disruption of the residential program. Staff shall complete an incident report and give to immediate supervisor as soon as possible.

**This level requires immediate attention and direct referrals to the Residential Life Coordinator and/or Director of Residential Life**

**Examples of Level III include but are not limited to the following behaviors:**

- Harassment (mental, physical, sexual, etc.) and abuse
- Stealing (\$25-\$100 in cash or property value)
- Physically aggressive behavior/fighting
- Inappropriate touching
- Malicious lying for purposes of slander
- Use and/or possession of tobacco or tobacco products
- Consistent reporting of Level III behaviors

### **Disciplinary options:**

- Incident Report\*
- Demoted to lowest level immediately\*
- IDS or IRS for 1 to 3 days
- Referral to counselor
- No pagers, videophone, or TTY anytime unless to contact parents with supervision

### **Level IV – Dangerous/Illegal**

**This level of behavior demands the immediate attention of Director of Residential Life and the School Director. This behavior may result in the removal of the student from school grounds because the behavior has placed other students and staff members at great risk of**

**physical or emotional harm. Contact will be made to area community agencies to aid in investigation of the behavior.**

**Examples of Level IV behaviors are as follows:**

- Use, possession, sale, distribution, or exchange of illegal or prescription drugs or alcohol
- Arson
- False fire alarms or bomb threats
- Physical force – sexual
  - Rape
  - Sexual offense
  - Sexual assault
- Use, possession, sale, distribution, or exchange of firearms or dangerous weapons – any tool or instrument capable of inflicting bodily harm
- Destruction of school or personal property
- Stealing (more than \$100)
- Unauthorized absence from campus
- Forced entry and/or unauthorized use of campus facilities or property
- Assisting/allowing unauthorized person to enter building/facilities
- Inciting others to violence and disruptions
- Consistent reporting of Level III behaviors

### **Disciplinary Options**

- Incident Report\*
- Out of School Suspension 1-10 days
- IRS 3 days
- Expelled from NCSD
- No pagers, videophone, TTY unless to contact parents with supervision

\*Required action of staff to document

### **CLARIFICATION AND EXPLANATION OF TERMS**

- 1) Arson – starting fires to damage property.
- 2) Assault – causing or attempting to damage property, physical or bodily injury to students or staff.
- 3) Battery – physically hurting another person on purpose.
- 4) Cheating or lying – being dishonest.
- 5) Coercion – threatening someone to get them to do something.
- 6) Confidentiality – not disclosing (or telling) information of a personal nature.
- 7) Confiscate – to seize (take) private property.
- 8) Contraband – items prohibited by law.
- 9) Defacement – to mar or spoil the appearance of.

- 10) Disrespectful or disobedient – being rude or refusing to cooperate with faculty or staff.
- 11) Extortion or blackmail – getting money or information from another person by threatening to hurt them.
- 12) Forgery – signing another person’s name or changing things like checks, passes, and homework.
- 13) Gambling - the activity or practice of playing at a game of chance for money or other stakes.
- 14) Harassment – to bother or annoy in a tormenting manner through intimidation, repeated verbal attacks, physically aggressive behavior, inappropriate touching, and/or frequent teasing to the point of severe discomfort.
- 15) Horseplay – playing too rough at the wrong time or wrong place.
- 16) Immediate family – spouse, parents, guardians, children, brother, sister, and grandparents. Also included are the step, half and in-law relationships.
- 17) Incite – do something to make something negative happen. “Inciting civil disorder” is doing something to cause others to participate.
- 18) Indecent exposure – showing off private body parts.
- 19) In-Dorm Suspension (IDS) – disciplinary action in which the student is restricted to the dorm. Activities outside the dormitory are suspended. Meal(s) will be brought to the student in the dorm.
- 20) Leaving designated area – going to another place without permission.
- 21) Parent – parent is the parent(s), guardian(s), or individual(s) standing “in loco parentis” of a student.
- 22) Plagiarism – to copy or pass off another’s writings or ideas as your own.
- 23) Possession (Drugs & Alcohol) – use of, sale, or attempted sale, or distribution of any form.
- 24) Possession (Weapons) - use of, possession of, a weapon of any description.
- 25) Rape – forced sex with another person.
- 26) Reasonable grounds (suspicion) – suspecting a student of involvement in an activity for which a search of the student could turn up evidence that the student has violated or is violating the policy and/or rules of the North Carolina School for the Deaf or state or federal law.
- 27) Restitution – the replacement of, or payment for, property taken, damaged, or destroyed.
- 28) Search and seizure – students’ automobiles, lockers, rooms, personal effects (purses, book bag, etc.) may be searched whenever a school official has reasonable grounds to believe that the student has violated or is violating the policy and/or rules of NCS D or the NC state law. If the search yields evidence that a student has violated any school policy or state law, such evidence shall be seized by school officials and turned over to the proper authorities for ultimate disposition. A student’s failure to permit searches and seizures will be considered grounds for disciplinary actions.
- 29) Sexual conduct – any kind of inappropriate sexual advances/behavior (on or off campus).
- 30) Theft – stealing from another person.
- 31) Trespassing – going into buildings or rooms without permission.
- 32) Truancy – cutting classes or leaving campus without permission.

- 33) Under the jurisdiction (supervision) of the school – includes all classroom, residential life, athletic, and student activities which are directed, or approved by the school personnel during the scheduled school year. This includes time on buses and walking to and from school. The program outlined in this handbook will effect any time a student is under the jurisdiction of the school.
- 34) Vandalism – damaging state property or the property of others. Maintaining the building, equipment and the surroundings in a clean and orderly condition is the responsibility of every student. A student found defacing or destroying school property will be subject to disciplinary action.



**This program is for all students staying or visiting in dorm at NCSD.**

**Residential Life Phone Directory**  
**All the numbers are for Voice unless otherwise noted**

**Scott Skelton**  
**Director of Residential Life**  
**828.475.0836 (VP) FAX 828.432.5355**

**Amy Causby**  
**Elementary, Middle & High School Boys**  
**Residential Life Coordinator**  
**828.432.5380 / 828.475.0838 (VP)**

**Angela Dellinger**  
**3<sup>rd</sup> Shift Residential Life Coordinator**  
**828.432.5382 / 828.432.0851 (VP)**

**Cora Oliveira**  
**Elementary, Middle & High School Girls**  
**Residential Life Coordinator**  
**828.432.5381 / 828.475.0828 (VP)**

2 <sup>nd</sup> floor East (MS Girls).....	828.475.3004 (VP)
2 <sup>nd</sup> floor East – Front.....	828.432.5419
2 <sup>nd</sup> floor East – Back.....	828.432.5418
2 <sup>nd</sup> floor West (Elem Boys).....	828.475.0504 (VP)
2 <sup>nd</sup> floor West (Front).....	828.432.5317
2 <sup>nd</sup> floor West (Back).....	828.432.5416
3 <sup>rd</sup> floor East (HS Girls).....	828.475.3005 (VP)
3 <sup>rd</sup> floor East (Front).....	828.432.5420
3 <sup>rd</sup> floor East (Back).....	828.432.5422
3 <sup>rd</sup> floor West (HS Girls).....	828.475.0830 (VP)
3 <sup>rd</sup> floor West (Front).....	828.432.5424
3 <sup>rd</sup> floor West (Back).....	828.432.5426
4 <sup>th</sup> floor East (HS Boys)	828.475.3006 (VP)
4 <sup>th</sup> floor East (Front)	828.432.5421
4 <sup>th</sup> floor East (Back)	828.432.5423
4 <sup>th</sup> floor West (HS Boys)	828.475.0850 (VP)
4 <sup>th</sup> floor West (Front)	828.432.5425
4 <sup>th</sup> floor West (Back)	828.432.5427

Parents can use the videophone number to call direct from the relay center to talk with your child or contact the Director of Residential Life or Coordinators.

**PERMISSION FORM FOR STUDENT – STUDENT VISITATION**

I am the Parent or Legal Guardian of \_\_\_\_\_ . I give my permission for my child to go home with \_\_\_\_\_ , on \_\_\_\_\_ (Student’s name) mo./day/year

**SIGNATURE OF PARENT/ LEGAL GUARDIAN**

\_\_\_\_\_

**DATE** \_\_\_\_\_

I am the Parent/Legal Guardian of \_\_\_\_\_ . I give my permission for \_\_\_\_\_ to come home with my child on, (Date) \_\_\_\_\_. In addition , I accept responsibility of making sure students will be transported from NCSD on Friday afternoon by 1:00PM and returning no sooner than 5:30PM Sunday evening. I further understand this transportation is to be provided in my personal vehicle.

**SIGNATURE OF PARENT/LEGAL GUARDIAN**

\_\_\_\_\_

**HIGH SCHOOL STUDENT OFF CAMPUS PERMISSION FORM**

I am the Parent or Legal Guardian of \_\_\_\_\_ . I give my permission for this student to walk off campus with other students. Students who are on green or yellow levels will earn the privilege of going off campus independently. The groups will consist of 3 or more students and possibly gender mixed. There is a possibility these outings will not be supervised by Residential Life Staff; however, students will have to sign out giving destination and estimated time to arrive back in dorm. Students have a curfew and must be back by established time frame. Dean of Students, Scott Skelton, will make the final decision on the boundaries of how far students can travel to and groups of students leaving campus.

Parent or Legal Guardian Signature

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Date

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Please return this form to the Director of Residential Life or designee upon return to NCSD.

# REQUEST FOR DAY STUDENTS TO STAY IN DORM

I, \_\_\_\_\_ am requesting that my child \_\_\_\_\_ be \_\_\_\_\_ Parent's  
Name Child's Name

allowed to stay in the dorm as outlined below.

**Please check those that apply:**

**Afternoons/Evenings** Hour(s) \_\_\_\_\_ until \_\_\_\_\_

- Days of the week \_\_\_\_\_
- Home Athletic Events \_\_\_\_\_
- Special Events – Date \_\_\_\_\_

**Overnight** Date: \_\_\_\_\_

Athletics     All games     Only Away Games     Special Events     Other

**In Case of Emergency:**

Home telephone number: \_\_\_\_\_

Emergency contact number \_\_\_\_\_

Emergency contact number \_\_\_\_\_

I agree that my child will be required to abide by all dorm rules and have the same responsibilities as the other dorm students while in the dorm. I realize that inappropriate behavior can cause my child to be suspended from staying in the dorm. I agree to pick up my child by **8:00 p.m.** unless prior arrangements have been made. Overnight stays are subject to approval depending on staff coverage of residential students.

I understand that if there are changes in my request or a future request is needed, I must contact the dorm coordinator 48 hours in advance.

- Scott Skelton – Director of Residential Life 828.475.0965 (VP)
- Amy Causby – Residential Life Coordinator (boys) 828.432.5380; 828.475.0838 (VP)
- Cora Oliveira – Residential Life Coordinator (girls) 828.432.5381; 828.475.0828 (VP)
- Angela Dellinger – 3<sup>rd</sup> Shift Residential Life Coordinator 828.432-5362; 828.475.0851 (VP)

\_\_\_\_\_  
Parent's Signature

I, \_\_\_\_\_ agree to abide by all rules responsibilities while I am in the dorm.  
Student's Signature

