

HIGH SCHOOL HANDBOOK
2011-2012
UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

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The High School Handbook is one of several publications that students are responsible for reading.

The UNCSA Bulletin and supplemental art school and academic program handbooks or handouts also include student policies and expectations.

In the event of a conflict between this handbook and the actual policy or procedure, the actual policy or procedure controls.

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INTRODUCTION

Welcome from Dean of High School Academic Program

Dear UNCOSA High School Students,

Welcome! I am excited about beginning another school year with the world's most interesting, talented, and dedicated high school students. I am looking forward to seeing familiar faces and learning new ones as we work together to make your academic experience a rewarding one. The University of North Carolina School of the Arts is a very special place. The artistic preparation offered in the programs of Dance, Drama, Music and Visual Arts is unparalleled. The academic studies are rigorous and challenging. Faculty and staff are committed to your training, education, and success. By choosing to enroll at UNCOSA, you have chosen to be a part of an incredible educational experience. I encourage you to take full advantage of that experience. Work hard, study hard, play hard and be sure to ask for help if you need it. Enjoy your time here! I will look forward to meeting you all in the halls of 3rd floor Gray.

Sincerely,

Jill Lane

Math Faculty and Dean of the High School Academic Program

Welcome from the Dean of Students

Dear UNCSCA High School Students,

Welcome to UNCSCA! You are now an official fighting pickle! Congratulations on being accepted or invited to return to UNCSCA. You will soon discover that your decision to attend UNCSCA will prove to be an adventure both artistically and personally. You will make many lifelong friends. The Division of Student Affairs stands ready to assist you in your success at UNCSCA. Through specialized orientation, learning assistance, health and counseling, fitness opportunities, fun programs and events, as well as transportation and recreational activities, you will experience the joy of being a part of the UNCSCA experience.

While at UNCSCA do not hesitate to ask a lot of questions and check-out the numerous organizations and services available to you on campus. Get involved and volunteer when you can. The High School Advisory Committee and Student Leadership Board are two wonderful ways to make a difference. All high school students are encouraged to attend these organizations' open meetings.

Whether you are a residential or commuter student, being an involved UNCSCA student is the key to success. From orchestra concerts to holiday performances of the Nutcracker, to gallery showings, plays and student films, there are over 300 productions and performances a year on campus for your enjoyment. Broaden your horizons and venture out to experience the other four arts disciplines. The venues on campus are the best in this part of the country and usually free of charge. Support your fellow students in every way you can by going to their performances and inviting them to yours.

Good luck on your journey at UNCSCA. My office is located in the Kenan Student Life Center on the lower level of the Hanes Student Commons. Please know that the Division of Student Affairs staff will be steadfast in their commitment to ensure that your needs are met physically, mentally, and socially.

Here's to a Great Year,

Ward T. Caldwell

Dean of Students

CHAPTER I: STUDENT SERVICES

UNCSA provides many services and resources for its students. Please review the following descriptions so that you will know where to turn if and when a need arises.¹

- A. Residence Life Programs & Housing:** The Residence Life Programs & Housing Office cooperates with the campus at large to create a community environment conducive to personal and professional growth. Residence Life staff are available to serve as peer educators, administrators, resource persons, and counselors. Professional maintenance mechanics provide facilities support and maintain rapport with the students.

HIGH SCHOOL LIFE STAFF:

The **Associate Director for High School Residence Life** serves as the primary liaison and advocate for the high school students with the arts and academic programs; develops policy; coordinates and provides all professional team trainings and on-going staff development opportunities; oversees the adjudication process; and directs the summer residential program.

Residence Hall Directors supervise professional and student staff, oversee the general residence hall operations, including all housing assignments for the high school residential program, implement social and educational programs for residential students, and are on call to provide assistance around the clock. The Residence Hall Director works closely with arts schools, academic faculty, and other Student Life staff to ensure effective collaboration on behalf of our high school students.

Residence Hall Coordinators (RHCs) are professional staff members who oversee the high school residence halls; they work to provide support and maintain rapport with students. Residence Hall Coordinators fill the role of surrogate parent, advisor, mentor, disciplinarian, confidant and counselor. By words, actions and examples, the High School Residence Life team encourages and teaches students responsible behavior. There is at least one High School Residence Life staff member in each residence hall every evening. The emergency contact number for the on call staff member is (336) 414-9545.

The High School Events Coordinator is primarily responsible for overseeing and planning social, cultural, educational and recreational programs for all high school students. The Events Coordinator serves as advisor for commuter students and all registered high school student organizations. This person also plans and oversees the summer activities program and recruits, hires, trains and supervises all summer activities staff.

Peer Leaders are students chosen to work as programmers and community builders, providing leadership for both new and returning residential and commuter students. They work with the High School Residence Life team to establish a living and learning environment that is conducive to artistic, academic and personal growth. A Peer Leader is expected to model the highest artistic, academic and community standards.

¹ Note: Free services outlined in this section are available only to students who pay the applicable fees per term; special students do not pay those fees and therefore are not entitled to these services.

THE HIGH SCHOOL RESIDENCE LIFE OFFICE is located in the Connector Building between Moore and Sanford residence halls. Call (336) 770-3281 or Emergency # (336) 414-9545.

B. High School Academic Program Staff: The Dean of the High School Academic Program (who also teaches) coordinates the high school experience in collaboration with the arts programs and high school life. The dean is the primary representative and advocate for high school students and UNC-SA's high school program to upper administration and the Board of Trustees. The Assistant Dean of the High School Academic Program (who also teaches) offers instructional support and curricular guidance within the academic program. The Assistant Dean is the primary liaison for parents, students, and faculty on academic matters from the admissions process through graduation. The Assistant Dean enforces the attendance policy and responds to discipline concerns within an academic class as necessary. The Guidance Counselor assists students in selecting courses, planning schedules, monitoring the college application process, and preparing materials for college applications. The guidance counselor also approves transfer credits. The High School Academic Program Faculty consists of 16 full-time instructors, two of whom also teach in the Undergraduate Academic Program. Of the full and part-time faculty, four hold terminal degrees, 17 hold masters degrees, and one is a masters degree candidate. The High School Academic Program offers courses in the core academic subjects of English, Mathematics, Science, Social Studies, Foreign Language, Health, and Physical Education. Course descriptions and information on academic policies, progress reports, etc. are available at www.uncsa.edu/bulletin.

C. Hanes Student Commons: In the center of the campus, the Hanes Student Commons provides space for students, faculty and staff to eat, socialize, meet, organizes activities and so forth. In Hanes Student Commons you will find the Eisenberg Social Hall; Mail Center; ATM (*withdrawal and transfer only; accepts PLUS, Cirrus, Discover/NOVUS Cash Network, MasterCard, VISA, and American Express*), (VTS) value transfer machine (deposit bills onto One Card); Campus Bookstore; computer lab; Dining Hall; the Pickle Jar; One Card; Student Health Services; Counseling and Testing Services; student organization offices (*including the College Student Government Association*); the Well and TV lounge; and even a piano. Also in the Commons are administrative offices for High School and College Residence Life Programs & Housing, and the Kenan Center for Student Life (*Dean of Students, Student Success, Transportation, Learning Support Specialist, and Clinical Case Manager*) and Auxiliary Services.

How to reserve a space in the Commons: Contact Campus Performance Facilities (336-734-2866) to reserve Eisenberg Social Hall or any meeting room in the Commons.

Planning in advance is encouraged. Groups wishing to reserve space in the seating area by the Pickle Jar for information tables, recruiting, or fundraisers should contact the Student Affairs Office (336-770-3283).

Commons Rules:

1. Smoking is not allowed in the Commons, within fifty (50) feet of any of the entrances, or on the patio of the Pickle Jar seating area or the dining hall balcony.
2. All who enter the building must wear shoes and shirts.

3. Fliers may only be posted on bulletin boards; no fliers may be posted on doors and windows. (See Appendix C: Poster Policy)

D. Transportation Services: UNCSA provides students with free transportation to local stores, entertainment events, and during scheduled break times to Greensboro Piedmont Triad International (PTI) airport.

Local: Transportation services are geared to student needs and interests. Students may utilize the weekly trips to Wal-Mart, Target, grocery stores, Hanes Mall, Kernersville Shopping Center, Thruway Shopping Center, and Wynnsong Cinemas. Free transportation is also offered to all school events at the Stevens Center, and to non-school shows for which tickets are available to students through the School. Occasional transportation is provided to community events such as street concerts, gallery hops, and performances at Salem College, Winston-Salem State University, and Wake Forest University. Students may request transportation to any in-town event or venue of interest to the general student population, and recognized student organizations may request transportation to events and activities related to the stated purpose of the organization. Such requests must be made at least five (5) business days before the event.

Airport: UNCSA provides scheduled shuttles to PTI airport at the end of Fall semester (Winter Break), the start of Spring Semester, Spring Break, and Thanksgiving Break. School transportation does NOT provide shuttles to Raleigh or Charlotte airports. Transportation at other times (*for departures and arrivals between 8 a.m. and 8 p.m. only*) is available on a first-come, first-served basis for \$35 each way, due before departure. For special and shuttle transport, students should make reservations as far in advance as possible but at least **five (5) business days before travel**. To make a reservation, contact the Transportation Scheduling and Billing Coordinator at 336-770-1476.

If you miss the bus: Students who fail to adhere to the posted transportation schedule and therefore miss the bus are responsible for securing and paying for safe transportation back to campus.

E. Auxiliary Services

CAMPUS STORE

<http://www.uncsa.edu/campusstore/>

MAIL CENTER

<http://www.uncsa.edu/postalservices/>

ONECARD

<http://www.uncsa.edu/onecard/>

DINING SERVICES

<http://www.uncsa.edu/diningservices/>

F. The Wellness Center (<http://www.uncsa.edu/studentlife/wellnesscenter.htm>) located on the Commons' upper level, provides counseling and psychological testing, primary health

care, nutrition services, pharmacy and athletic trainer services. Charges apply for laboratory testing, pharmacy services, psychological testing, and other certain procedures. Students may pay using their Pickle Dollars, credit card, check or cash. Students without an appointment are seen on a first-come, first-served basis.

Hours of operation: 8 a.m. to 5 p.m. Monday through Friday; closed during staff meeting (Fridays 9:15 to 11a.m.). **Whenever the Center is closed, a counselor and a medical services provider are on call for emergencies.** Students should contact a High School Life staff member or UNCSCA Police for assistance when the Wellness Center is closed.

G. Counseling & Testing Services: (<http://faculty.uncsa.edu/ncsacounseling>) (in Wellness Center) Three full-time counselors assist students in discovering healthy mental attitudes, emotional expressions, and behaviors that facilitate growth. Options include individual sessions, support groups, educational groups and programs. Areas of experience include personal (*self-esteem, artistic expression, sexual identity, anxiety, and depression*); relationships (*roommates, family, significant other, sexual intimacy, communication skills*); professional (*life planning goals, performance, artistic blocks, building self-confidence*); health (*eating issues, substance abuse, stress management, self-hypnosis, healing arts, etc.*); and learning (*strengthening individual learning potential*). Counseling services are available at no additional charge for students who have paid the wellness fee. Fees apply for Substance Abuse Program (SAP) screening and/or psychoeducational testing. All counseling is confidential to the extent allowable by law; clients should understand the scope of confidentiality and ask the counselor any questions prior to receiving services.

H. Student Health Services: (http://www.uncsa.edu/studentlife/student_health.htm) (in Wellness Center) offers primary health care; women's health care; pharmacy services; surgical, x-ray and dental referrals; routine laboratory testing; allergy injections; immunizations; foot care; nutrition counseling by a registered dietitian; dance-related medicine/orthopedics; athletic trainer evaluations; whirlpool hydrotherapy; ultrasound; electrical stimulation treatment; physical examinations (*complete physicals and gynecological examinations*) at minimum cost; and confidential STD testing.

Health Insurance: All UNCSCA students must have health insurance coverage. Some students obtain coverage by participating in the UNC system's student health insurance plan. Complete information regarding the insurance policy offered by the school may be obtained at www.studentinsurance.com or by calling 1-888-622-6001. Students obtain this insurance by paying the student health service fee and the student health insurance premium. A student wishing to waive UNC plan coverage may do so via the above web address. In such a circumstance, filing insurance claims and covering charges for outside providers, outside emergency services, hospitalization, etc., are the student's responsibility.

Required Health Records: All students must have on file at Student Health Services a physical examination performed within the past six (6) months as well as a health form and current record of immunizations. The Director of Student Health will review all

medical forms and reserves the right to request tuberculosis skin testing or a physical exam if the medical history should indicate a community risk.

Prescription Medications

<http://www.uncsa.edu/studentlife/forms/healthforms/HSMedPolicy.pdf>

High school students must report all prescription medications to Health Services within two working days of arrival on campus. Certain controlled medications such as those prescribed for depression, seizures, and psychotic conditions will be held by Student Health and dispensed on a scheduled basis to students. These include Accutane, all medications for Attention Deficit Disorder, all controlled pain medications (*i.e.*, *Vicodin*, *hydrocodone*), all anti-seizure medications, and all medications for depression or bipolar disorder. Failure to register and turn in medications to Health Services is a CATEGORY B violation. Students arriving on campus when Health Services is closed should take their medication to Campus Police for temporary storage.

International Travel: Students anticipating international travel should contact the Wellness Center for a complete health history form, recommendations for required immunizations, a self-care kit (*first aid supplies*), prescriptions, any letter necessary for specific health documentation, and the latest information about health concerns pertaining to the destination (*including recommendations for food, water and medical care while out of the United States*). Those planning international travel should schedule an appointment with the travel nurse at the earliest possible date, as many immunization protocols must start six (6) months prior to departure.

Transportation to Medical Appointments: Arrangements can be made through Health Services for transportation to medical facilities. There will be a charge for this service and students are strongly encouraged to make transportation arrangements as soon as they are aware of their needs.

Pandemic Protocols: Should pandemic directives become relevant (*such as the case of the H1N1 flu pandemic*); UNCSA will enforce provisions for student confinement and quarantine.

- I. **The Learning Support and Disability Services Office:** provides individualized assistance to help develop study and writing skills and provides other learning resources as necessary. Students with a registered physical, psychiatric, or learning disability that affects performance receive priority assistance, but other students may receive assistance through this office as time permits. This office administers all documentation review, accommodation certification and accommodation implementation for college and graduate students. Students requesting accommodations or learning assistance must meet with the Learning Support Coordinator and must provide appropriate documentation. Diagnostic and accommodation records for learning disabilities and attention deficit/hyperactivity disorder (ADHD) must be three years old or less; psychiatric diagnosis documents (*e.g.*, *mood disorders*, *anxiety disorders*, *etc.*) must be renewed every 12 months. For more information concerning documentation requirements, local providers for updated testing, and disability forms, go to <http://faculty.uncsa.edu/ncsacounselinr/disability.html>.

Also, testing is available on campus at a discounted rate through the Department of Counseling and Testing Services.

- J. Campus Police:** (<http://www.uncsa.edu/campuspolice>) provides comprehensive public safety services to the UNCSA community. Its officers are the emergency first response for a crime, suspicious circumstance, medical crisis, intrusion/fire alarm, or similar critical situation on campus. In an emergency call “55” from a UNCSA extension or 336-770-3362 from a cell phone. Once the caller relays the nature of the emergency and the location, UNCSA’s on duty communications officer will dispatch the appropriate medical, fire, and/or police emergency response.

UNCSA’s 14 professionally trained police officers enforce federal, state and local laws and UNCSA rules and regulations on all UNCSA owned and leased property and on public roads passing through or adjacent to campus. They enforce parking regulations and traffic laws on campus, adjoining streets, and in satellite locations by citing vehicles and drivers, towing vehicles, wheel-locking vehicles and monitoring parking lots. Uniformed officers patrol the campus “24/7”; they also provide security inside the residence halls, walking the hallways especially throughout the night time hours. The police department regularly offers guidance on crime prevention, conducts security surveys, provides safety escorts, and performs other public safety functions.

Lost and Found: UNCSA Police collect lost and found items and hold them to be claimed by their owners. You must show ID to claim property. Unclaimed property will be disposed of according to N.C. General Statute 15-12 through 15-16.

The Department has an anonymous tip line (336-770-1414) to receive information, and the Department’s Emergency Management Specialist handles emergency mitigation, planning, response, and recovery. Students should consult the department’s website and handouts the department provides for more information about police services, a map of campus emergency call box locations, and guidelines for action in emergency circumstances (e.g., fire, tornado warning evacuation, armed intruder, suspicious package, etc.). A student who has information about a potentially threatening behavior or situation that raises concern about possible violence should call Campus Police to convey this information IMMEDIATELY.

POLICE EMERGENCY: 336-770-3362 or “55” from a UNCSA land-line phone
Non-Emergency: 336-770-3321 Anonymous tip line: 336-770-1414

- K. Student Accounts/Cashier:** (<http://www.uncsa.edu/studentaccounts>) This office (*located on the Welcome Center’s second floor*) prepares bills for tuition and fees and can answer questions regarding payments and balances due. The Cashier’s window is open from 9 to 11:30 a.m. and 12:30 to 4:00 p.m. weekdays to cash personal checks for faculty, staff and registered students (*limit: \$50 per student per day*).² UNCSA charges a \$25 fee for checks returned for insufficient funds.

Also, students may pick up refund checks at the Student Accounts office. After one week, the office sends a notice to students (*at their UNCSA mail boxes*) who have failed

²Note: summer hours may differ. (The Campus Store will also cash personal checks for faculty and staff and registered students (limit \$50.00 per person per day)).

to pick up their checks. If the check is not picked up by the end of the following week, the office may mail the check to a student's permanent address.

- L. Semans Library:** (<http://library.unca.edu/home>) is a place for study or quiet relaxation. The library offers group and individual instruction, assistance in locating and using information, an archival collection, and access to on-line services and inter-library loans. The library has a security system to protect library materials from theft and loss.

Orientation: Located on the main (*second*) floor are the central circulation desk, general reference desk, computer workstations, computer catalogs, current periodicals, general reference collection, book stacks (*including circulating music books*) and study areas. Reading areas and the Library Director's offices are located on this floor. Moving image viewing facilities are available on the main floor in the Moving Image Collection and Viewing Room.

The third floor houses the music library collection, which includes reference books, periodicals, scores, recorded sound materials, a circulating score collection and music reference collection. The recorded sound collection is kept in closed stacks; request these materials at the music circulation desk. In addition to the music circulation desk, the music library workroom, music librarian's office music reference services, listening stations and study areas are located on the third floor.

The lower stacks, conference room, school archives, storage area and technical processing department are located on the ground floor. Several laptop ports are available in the library.

On-Line Catalog and Circulation System: Students use the One Card to check-out materials. Public terminals and PCs for accessing the on-line catalog system are located on the main floor, in the Moving Image Viewing room and in the music library. These PCs offer access to several on-line indexes and other library catalogs, as well as the Semans Library Catalog. Also, the library catalog, library online resources, online tutorials and several reference guides may be accessed directly from the Library website.

Reference and Information Services: Professional librarians are available to assist students. The Reference and Bibliographic Instruction Librarian at (336) 770- 1479 offers individual or small group instruction sessions. The staff will assist in obtaining needed materials or information from the other libraries if those materials are not available in the Semans Library.

Lending Policy: A One Card is always required for checking out library materials. Students may check-out circulating books including bound music scores and miniature scores for four weeks. Vertical File music (*i.e., unbound scores*) may be checked out for eight weeks. Two subsequent renewals for four weeks each are allowed. Online renewal is available from a link on the Library's website. Materials may also be brought back to the library where they can be renewed. Bringing in at least one part may renew multiple-part music. No phone renewals are allowed.

Sound recordings, moving image materials (*videos or DVDs*), reference materials and periodicals do not circulate. Students may use these materials in the library, but they

cannot check them out. Exceptions are made only with faculty permission using a special permission request form that is available at the library's main circulation desk.

Overdue and Lost Materials: Overdue notices are sent for materials not returned by the due date, and if the material is still not returned, a bill is sent to the student. Replacement charges for the item(s), plus a processing fee are then added to the student's account with the school. If a billed item is returned, the replacement cost for the item will be waived, but the student will still be responsible for the per item processing fee.

Copiers are available. The library has three black and white copiers and one color copier. The library's copiers are part of the school's One Card prepaid flexible spending account system. Students must use their One Card to make copies in the library. Students should plan to deposit an appropriate amount of money into their accounts for this purpose. Costs per copy are posted at each copier. The library also houses a value transfer station where students can add money to their One Card. This machine accepts \$1, \$5, \$10 and \$20 bills. It does not make change, and the library cannot make change for this purpose.

Reserve Materials: Materials that are placed on reserve for specific courses must be requested by course and/or faculty member's name at the main circulation desk, music circulation desk or moving image collection desk. Most reserve materials may not be taken out of the library, although a few are available on overnight loan. "Overnight loan" means that the reserve material may be checked out of the library no more than two hours before closing and is due back the following day no more than one hour after opening. An immediate hold may be placed on a student's library privileges if reserve materials are not returned on time.

SEMANS LIBRARY CONTACT INFORMATION

| | |
|---|--------------------------------|
| Main Circulation Desk (336) 770- 3270 | Reference Desk (336) 770- 1479 |
| Music Library Desk (336) 770- 3267 | Archives (336) 770- 3272 |
| Moving Image Viewing Room (336) 770- 1311 | |

Any loud, distracting, or destructive student will receive at most one warning. If the conduct persists, the student will leave the library. Repeat offenders will be referred for student judicial action for disorderly conduct.

M. The SGA Expression Wall: (*the face of the Haled Street tunnel to Center Stage Apartments*) offers students an opportunity for expression without the risk of being cited for property damage. Students should exercise good judgment, safe practices, and respect for others when expressing themselves artistically in this venue. Subject to constitutional limitations, the UNCSCA administration reserves the right to remove statements or art that are harmful, inappropriate, illegal, or obscene. Students should avoid the area to the east of the tunnel entrance (*over the creek bed*), and no lead-based paint is allowed. All are encouraged to show courtesy and respect to others by allowing new messages to remain for a reasonable period.

N. Daniels Plaza: This attractive space is designed for the enjoyment of the entire UNCSCA community. The benches are a good place to relax and enjoy the water feature.

Everyone should work to keep the Plaza clean. Sunbathing is not allowed, and students should not write on or fasten anything to the trees or structures. Also, please do not put

anything (*or any part of your body!*) in the water; this will prevent damage to the plumbing system and features. Please do not damage the plants.

Anyone seeking to use Daniels Plaza for an event should contact the Campus Performance Facilities Office at (336) 734-2866.

- O. Host Family Program:** The Associates, a volunteer organization affiliated with the Development Office, offers high school students a host family. Most students participating in the Host Family Program are out-of-state or international students; however, if available, Host Families may be assigned to students who are North Carolina residents. Families from the local community host students in their homes, plan outings with them, and provide transportation and other services.
- P. High School Advisory Committee:** The High School Advisory Committee serves as an advocate for high school students, heightens the awareness of concerns of the high school community, makes recommendations, provides a forum for communication with faculty and administration, and promotes educational and social opportunities for the high school community.

CHAPTER II: STUDENT CODE OF CONDUCT

UNCSA embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the North Carolina Constitution. The University has the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Violations of policies; rules or regulations; or federal, state, or local laws may also violate the Student Code of Conduct and result in the imposition of student discipline. No one document can include every circumstance; therefore, the institution expects students to exercise good judgment and discretion. All students, whether residential or commuter, are expected to conduct themselves in a responsible manner, attend their classes, complete assignments on time, abide by the Student Code of Conduct, and respect the rights and freedoms of others.

- A. Conduct Policy Committee Annual Review:** The Conduct Policy Committee (CPC) reviews the high school and college conduct codes at least annually. The CPC's goal is to ensure that the policies and practices are consistent and that sanctions are appropriate for specified behaviors. Students are encouraged to make suggestions concerning the content of the Code. Suggestions should be submitted to the Associate Director of High School Residence Life or to the Chair of the CPC. All suggestions are welcome.
- B. Presumption of Innocence:** Any student charged with an infraction of the Student Code of Conduct shall be presumed innocent until proven responsible by a preponderance of evidence (*"more likely than not"*).
- C. UNCSA Student Code of Integrity:**
- I will honor and respect my artistic and academic community.
 - I will respect the property of others.
 - I will care for the environment and my physical surroundings.
 - I will be truthful to all students, faculty, and staff.
 - I will not cheat or plagiarize in my artistic or academic work.
 - I will respect others and show courtesy.
- D. Student Rights:** Students at the University of North Carolina School of the Arts are guaranteed the following rights in the judicial process:
- To be afforded due process in a fair and timely manner.
 - To receive a written notification of citation.
 - To be free from unreasonable search and seizure.
 - To have a hearing when cited with a Major, Category A, or Category B violation.
 - To receive in writing the disposition of the case.
 - To appeal decisions of a disciplinary hearing involving Major, Category A or Category B violations.
 - To have his/her parents involved in Major or Category A violation hearings as allowed by the UNCSA Disciplinary Process and this policy.

- To have a staff advisor assist them throughout the appeal process.
- To waive any of these rights.

E. Student Self Reporting of Criminal Charges: Upon applying to the University of North Carolina School of the Arts, a student is required to report any criminal convictions on his or her application. “Conviction” means a guilty verdict, guilty plea, prayer for judgment continued, Alford plea, or “no contest” plea. **If a prospective or accepted student is charged with a crime equivalent to a Major Violation of the Code of Conduct or convicted of any crime or misdemeanor prior to or after matriculation at UNCSA, the student is required to self report such action to the Dean of Students within 5 business days of the filing of charges (in the case of a Major Violation) or of the conviction (in the case of other crime).** Failure to do so may result in nullification of acceptance or if enrolled, a violation of the Student Code of Conduct and disciplinary action.

F. The Relationship between the Student Code of Conduct and Violations of State and/or Federal Law: Instances of student misconduct on campus may or may not also constitute offense against the larger community, i.e., the city, the state or the United States. A student who is or has been prosecuted in a civil court for a violation of law may be subject to School jurisdiction for the same offense. The courts have held that being punished by the civil courts and by the School for the same violation does not constitute double jeopardy. Student misconduct which jeopardizes the School, the integrity of the School, or any member of the School community (equivalent to a Major Violation) will be subject to the Student Code of Conduct, as will misconduct on any officially sponsored School activity, no matter what involvement occurs with legal authorities outside of the School. With the exception of the commission of Major Violations as noted above, students under the jurisdiction of their parents or off campus on break are not subject to adjudication under the Student Code of Conduct.

G. Student Code of Conduct, School Sponsored Trips and Touring: The Student Code of Conduct applies to students when they travel and tour, just as it applies when they are on campus or in town. On occasion, the rules or policies are modified for specific touring or trip situations. Such changes are to be established in advance by consultation between the Associate Director of High School Residence Life and faculty/staff members involved in the trip/tour.

H. Hearing and Conference Definitions:

Case Conference: A faculty or staff member with a student concern may call a meeting to discuss the concern with the student present. Recommendations for corrective measures may be made in agreement with the art dean, High School Residence Life, and the High School Academic Program.

Citation Conference: A conference at which a student will meet with a High School Residence Life staff member to further discuss the citation. The student may elect to accept the citation and sanction as initially issued or proceeds to the hearing.

Judicial Conference: A Residence Life staff member conducts this conference with the student issued a citation. The staff member initiating the citation may be present if

needed. A Residence Life staff member will hear the student and determine the sufficiency of the evidence, the sanction, and further action on the citation. At this time, a Residence Life staff member may alter, reduce or drop the citation.

Pre-Suspension Conference: Prior to any suspension, including In-School Suspension, the Associate Director of High School Residence Life will call together all appropriate parties to participate in a discussion of the academic expectations for the time, assigned sanctions, the intent of the sanctions and the family role. A representative from the High School Academic Program, the student's art program, and the student's parents are required to attend this meeting. This pre-suspension conference will be held on campus. In the event it is not feasible for the parent(s) to personally attend, a telephone conference will be set-up to go over the expectations.

Judicial Conference Appeal: The Director of Residence Life Programs and Housing calls and conducts meetings to hear appeals of Category A citations for which the student does not accept responsibility.

Judicial Hearing: If a student is cited with a Major Violation, he/she may request a judicial hearing before a judicial hearing board. The Judicial Hearing occurs before a 5-member board which has the authority to determine responsibility and make a recommendation for sanction. The board includes: one member from Student Life; one member from the High School Academic Program; one member from any of the Arts Schools other than the cited student's; one at-large member randomly selected from the Judicial Hearing Board pool; and one student representative. **Complete information on the Judicial Hearing Board process may be found in Appendix B.**

Interim or Emergency Suspension: The Chancellor or his designee may remove a student from campus until a judicial conference can be held if (assuming the truth of the charge) emergency suspension is justified by policy. When such an action is taken, an appropriate hearing of the charges against the suspended student shall be held as promptly as possible thereafter. The suspended student will have full notification of the hearing.

I. Judicial Policies, Procedures and Sanctions: The University of North Carolina School of the Arts expects students to respect and abide by the tenets and policies of the Student Code of Conduct. Violations of the code fall into four categories:

- Major Violations
- Category A Violations
- Category B Violations
- Category C Violations

At the time a student appears to be in violation of the Student Code of Conduct, any member of the University of North Carolina School of the Arts community is expected to confront the student regarding the behavior and inform the student that the situation will be reported. The observer is to immediately contact the High School Residence Life Office at 336-770-3281 or the University of North Carolina School of the Arts Police Department at 336-770-3362.

J. Major Violations List and Summary of Process: Major violations are the most serious violations and may result in the sanction of long-term suspension or indefinite suspension. Most are violations of state or federal laws. In appropriate cases, interim or emergency suspension may also be imposed. **Seniors who are found responsible for a Major violation during the last ten days of school will lose the privilege of participating in commencement ceremonies.**

Alcohol or Other Drug Violations (for complete Alcohol and Drug Policy, including sanction information, see Appendix A)

- Illegal manufacture, sale, delivery or possession with intent to manufacture, deal or deliver of any controlled drug (Schedules I-VI) (See Alcohol and Other Drug Policy, Appendix A, for details).
- Possession of any controlled substance identified in Schedule I or II (See Alcohol and Other Drug Policy, Appendix A, for details).
- Second violation of the Alcohol Policy or of the policy on possession of drugs in Schedules III-VI (See Alcohol and Other Drug Policy, Appendix A, for details).
- Positive drug screen test results while in the Substance Abuse Program (SAP) (See Alcohol and Other Drug Policy, Appendix A, for details).
- Possession and/or use of controlled drugs (e.g. Adderall, Ritalin, and Vyvanse) not prescribed to the student.

Other Violations

- Possession of a weapon including guns, knives (not necessary for class use), ammunition, or explosives.
- Sexual Assault or Rape.
- Violent or threatening behavior including stalking, harassment, intimidation, or hazing which endangers the health or safety of oneself or another student. This constitutes a major violation regardless of whether the threat is delivered in person or via electronic means (email, online social network, etc.).
- Forging or altering official school documents including, but not limited to, official transcripts and the Student Handbook.
- The accumulation of two or more Category A violations may constitute a Major Violation at the discretion of the Associate Director of High School Residence Life.
- Harassment, intimidation, threats and coercion. No student shall threaten, coerce, harass or intimidate another person or group based upon the person's or group's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status. This may constitute a Major Violation at the discretion of the Associate Director of High School Residence Life.

- Secretly or surreptitiously using or installing any photographic or video device to capture the image of another in a manner that violates the North Carolina law against secret peeping.
- Sexual harassment: No student shall engage in unlawful harassment. This may constitute a Major Violation at the discretion of the Associate Director of High School Residence Life. “Unlawful harassment” includes conduct that creates a hostile environment based on all of the following criteria. The conduct must:
 - be directed toward a particular person or persons;
 - be based upon the person’s race, color, religion, national origin, gender, sexual orientation, gender-identify, creed, disability, or veteran status;
 - be unwelcome;
 - be severe or pervasive;
 - be objectively offensive; and
 - unreasonably interfere with the target person’s employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the University’s resources and opportunities.

Major Violation Due Process Summary

NOTE: *The following is a summary intended for overview purposes only. Anyone preparing for or involved in the judicial process should consult Appendix B rather than this summary.*

- **Witness of Violation**
 - Residence Life staff member will notify the student of the alleged violation(s) and will issue the student a citation form.
 - A copy of the citation will be given to the student, the Associate Director of High School Residence Life, and a copy will be placed in the student’s file. The student’s parents/guardians will be notified of the Major Violation citation.
 - The Residence Life staff member will schedule a Citation Conference within 1 business day for the student to meet with the Associate Director of High School Residence Life. The conference may be held whenever feasible, but it must be **scheduled** within 1business day.
- **Citation Conference**
 - Campus members may contact the Associate Director of High School Residence Life to report Major Violations. Any one may bring a charge, so long as it is based on factual information.
 - The Associate Director of High School Residence Life will explain, in detail, the adjudication process and student’s rights.

- The student can accept responsibility for the citation and the sanction at the time of the Citation Conference or elect to proceed with a Judicial Hearing.

Judicial Hearing Board Process Summary (for more complete information and to prepare for a hearing, see Appendix B.)

NOTE: Prohibition on Ex Parte Contact: No member of the University Community (or person acquainted with the case, including parents) should have any contact with any member of the Process Review Board, the Judicial Hearing Board, the Judicial Hearing Board pool, the Dean of Students, the Chancellor, or members of the Board of Trustees concerning the case. Any student or employee who so communicates or attempts to so communicate will be subject to discipline for that conduct. Further, if the cited student engages in that behavior or requests, encourages, or otherwise facilitates such communication, that student forfeits his/her right to an appeal.

- A student may have one friend, advisor or parent come with him/her to the hearing. In addition, the cited student may present witnesses on his/her behalf at the hearing.
- The Associate Director of High School Residence Life will request that the citing party or designee be present to present information.
- The Judicial Hearing occurs before a 5-member board which has the authority to determine responsibility and make a recommendation for sanction.
- Any student charged with an infraction of the Student Code of Conduct shall be presumed innocent until proven responsible by a preponderance of evidence (“more likely than not”).
- After hearing testimony, the Judicial Hearing Board will determine whether the student is responsible and make a recommendation for sanction.
- If the student is found to be responsible, the Process Review Board will review the record to ensure that the student received due process.
- Assuming process was followed, the Judicial Hearing Board’s recommendation proceeds to the Dean of Students, who makes the final decision.
- A letter specifying the violation and sanctions will be sent to the student and her/his parents or guardians. A copy of the letter will also be sent to the student’s Arts Dean, Dean of the High School Academic Program, and the Director of Residence Life Programs and Housing. A copy of the letter will be placed in the student’s file.
- A student may appeal the decision to the Chancellor or designee.

Major Violation Sanctions

- **Indefinite Suspension:** This is a permanent separation from UNCSA. The student’s application would not be considered at a future date. However, the

student is not barred from enrolling in another UNC system school at a later date. A student who is suspended indefinitely is not entitled to any refunds and will be banned from the UNCSA campus. Staff will work with the student and family on the process of moving the student out of the residence hall. Typically, students move out of the residential areas within 48 hours.

- **Long-Term Suspension:** Long-term suspension is a suspension for a period of at least one academic year (beyond the conclusion of the current academic year.) The student will be withdrawn from UNCSA and will not receive credit for work completed unless the student completed the term in which he/she was enrolled. There will be no refunds of monies for any fees or tuition when the withdrawal is discipline based. During the time of suspension, the student will be banned from campus. Staff will work with the student and family on the process of moving the student out of the residence hall. Typically, students move out of the residential areas within 48 hours. Students must reapply to UNCSA through the Admissions Office if they wish to return after a long-term suspension. However, there is no institutional commitment to reaccept the student at a later date. Reacceptance will be based on the criteria that each art school uses for admission to the school and students will be in competition with the current applicant pool. Furthermore, due to the sequential nature of some of the UNCSA arts curricula, the student may not be granted an audition for any term prior to the first fall term after his/her suspension has been served.
- **In-School Suspension (7 calendar days):** Students on in-school suspension will be confined in “study hall” on weekdays from 8:00 am-5:00 pm. Students will be released from study hall only to attend academic classes and for a structured 30-minute lunch break. Residential students are otherwise under room confinement; nonresidential students may not be on campus unless attending academic classes. While on suspension, a student cannot attend any school event, including off-campus school sponsored events.

K. Category A Violations: Category A violations are violations that may result in the sanction of in-school suspension (defined above). Some are violations of state or federal law. In appropriate cases, interim or emergency suspension may also be imposed.

Category A Violations

- **Alcohol or Other Drug Violations (for complete Alcohol and Drug Policy, including sanction information, see Appendix A)**
 - Possessing and/or consuming of alcoholic beverages.
 - Supplying alcohol to a person under the age of twenty-one (21).
 - Possessing and/or consuming of Schedule III-VI drugs.
 - Driving while under the influence of illegal drugs.
 - Possessing drug paraphernalia.

- Possessing and/or consuming of “mood altering” substances (such as, Spice, K2, or other forms of synthetic cannabis)
- **Property Violations**
 - Theft or unauthorized possession or use of another’s or the school’s property.
 - Damaging, destroying, defacing, or misusing School property or the property of any member of the School community.
 - Computer hacking, downloading inappropriate material, pirating, spamming, or other violations to the computer use policy.
 - Falsely pulling a fire alarm pull station or tampering with or removing a fire extinguisher from its proper location. Also, any person damaging or emptying a fire extinguisher will be charged the cost of replacing or refilling the extinguisher.
 - Duplicating keys to school facilities, including student room keys.
 - Manufacturing and/or falsification of official ID/debit cards.
 - Possessing an open flame or lighted cigarettes inside any campus facility.
 - Possessing candles, incense, oil lamps, etc., in residential facilities.
 - Possessing toaster ovens, hot plates, halogen lamps, or any other appliance with an open heating element in the residential areas.
 - Tampering with the locks of the doors or window screens to the residence halls, propping open exterior doors, security window ties, etc.
- **Other Violations**
 - Any prank or action, which endangers the health or safety of oneself or any other person, including leaving the residence hall after curfew or propping open a fire door, etc.
 - Leaving residence halls past curfew.
 - Being present on the opposite sexed floor without permission from Residence Life staff.
 - Being in a college residential area past curfew.
 - Hazing (to annoy any student by playing abusive or ridiculous tricks upon, to frighten, scold, beat or harass, or to subject another student to personal indignity.)
 - Failing to comply with any and all emergency evacuation procedures.
 - Failing to comply with federal, state, and municipal laws, including shoplifting or other crimes.
 - Making obscene or harassing phone calls or emails.

- Arriving late for curfew (60 minutes or more).
- Engaging in any illegal activity or depicting of illegal activity or violation of the Student Code of Conduct via the internet, (Including, but not limited to, programs such as Facebook, MySpace, etc.) The Web is public domain in which the student does not enjoy privacy in postings of both words and images.
- Failing to report a conviction of any crime or misdemeanor within 5 days of being charged.
- Spending the night in the college area or other restricted areas.
- Engaging in sexual behavior in public with another individual or inappropriately displaying private body parts.
- Being present during the planning or commission of any Major or Category A violation. (Students who anticipate or observe a Major or Category A violation are expected to immediately remove themselves from association or participation and are encouraged to report the violation.)
- Accumulation of five (5) Category B violations in one year.
- Violating or failing to comply with an active Category A sanction.

Category A Due Process

- **Witness of Violation: Same as for major violation; see above.**
- **Citation Conference: Same as for major violation; see above.**
- **Judicial Conference**
 - A student may have one friend, advisor or parent come with him/her to the judicial conference.
 - The Associate Director of High School Residence Life will request that the citing party be present, but may proceed if this is not possible.
 - The Associate Director of High School Residence Life will review the citation, interview the necessary individuals knowledgeable with the situation and give the cited student a decision at the judicial conference.
 - Any student charged with an infraction of the Student Code of Conduct shall be presumed innocent until proven responsible by a preponderance of evidence (“more likely than not”).
 - A letter specifying the violation and sanctions will be sent to the student and her/his parents or guardians. A copy of the letter will also be sent to the student’s Arts Dean, the Dean of Students, Dean of High School Academic Program, and the Director of Residence Life Programs and

Housing. A copy of the letter will be placed in the student's file. The High School Residence Life staff will monitor sanctions.

- A student may appeal the decision and request a hearing before the Director of Residence Life Programs and Housing.
- If a student elects to appeal the decision, they must submit a written and signed letter of appeal (specifying grounds for the appeal) to the Director of Residence Life Programs and Housing within 48 hours of the judicial conference.

- **Judicial Conference Appeal Hearing**

- If the student continues to maintain his/her innocence after the conclusion of the judicial conference the Director of Residence Life Programs and Housing will hear the appeal in a disciplinary hearing.
- The Director of Residence Life Programs and Housing will arrange a mutually convenient date and time and notify all parties involved of the conference.
- A student may have a parent or friend or advisor accompany him/her.
- The Director of Residence Life Programs and Housing will give the parties at least 5 business days notice of the hearing time and location unless the student waives this right.

The decision of the Director of Residence Life Programs and Housing is **final.

NOTE: For both Major and Category A violations, attorneys may not represent a student or be a part of any citation conference, case conference, judicial conference, student disciplinary hearing, suspension hearing or administrative board hearing.

Consequences and Sanctions of Category A Violations

When a student is found responsible for committing a Category A violation, the Associate Director of High School Residence Life will review the student's entire judicial record to determine a sanction package and the student will be given a written letter outlining the sanction package. Sanctions for the Category A offenses vary depending on the severity of the offense, the circumstances, the involved student's record and other relevant factors. Any student who has been found responsible for illegal drugs or alcohol and receives any additional Category A for a different offense could be considered to have committed a Major Violation at the discretion of the Associate Director of High School Residence Life. Students found in violation of a second Category A for the same or different offense within the same academic year receive a more severe penalty. **In addition to AOD sanctions (see Appendix A); the following disciplinary actions may be taken when a student is found responsible for a Category A violation:**

- **Substance Abuse Program (SAP) (see the Alcohol and Other Drug Policy, Appendix A, for details):** A student who is found responsible for an alcohol or drug violation must complete the Substance Abuse Program. This requirement may be in addition to other sanctions or probationary conditions. A student who commits a second drug/alcohol violation is charged with a Major Violation with the potential consequence of a long term suspension.
- **Conduct Probation:** Upon being found responsible for a Category A offense, other than a drug or alcohol offense, the student may be placed on conduct probation for a period ranging from one term or up to the duration of his/her enrollment in the high school program. Failure to adhere to the terms of conduct probation constitutes a violation and can result in additional citations and/or penalties, including an additional Category A citation. The Associate Director of High School Residence Life will investigate all alleged violations of conduct probation and will determine appropriate action. The Associate Director of High School Residence Life sets terms of conduct probation and along with the High School Residence Life staff supervises the student's compliance.
- **Additional Sanctions**
 - Campus or community service
 - Early in-building or in-room curfew
 - Payment to replace damaged property
 - Loss of Beaux Arts or other social function privileges
 - May consist of prescribed penalties assigned to the violation in question: for example, loss of privileges such as inter-visitation, sign out, attendance at performances or workshops, or involvement in counseling.

The sanctions for underclassmen who commit Category A violations during the last three (3) weeks of the academic year will be carried over to the next academic year and will remain on the record until the end of the spring term.

Seniors who commit Category A offenses the last ten days of school may be placed on In-School suspension and lose the right to participate in commencement activities including Senior Breakfast and the Chancellor's Garden Party.

- L. Category B Violations:** Category B violations include rules and regulations that involve safety and supervision of high school students.

Category B Violations

- Hosting a guest/visitor who violates UNCOSA's Student Code of Conduct.
- Failing to comply with orders or directives of school officials, school hearing bodies, campus police, or any other law enforcement officers.

- Intentionally furnishing false information to a member of the faculty, staff, or a student acting in an official capacity either verbally or in writing including falsification by omission of information.
- Failing to register all prescription medications with Health Services.
- Failing to comply with the High School Medication Policy.
- Failing to comply with sign-out procedures including failing to sign out or signing out without permission and being in any place other than that stated on the sign out card.
- Arriving late for curfew (16-59 minutes).
- Loitering or visiting in the college or other restricted areas (but not past curfew).
- Walking or biking off campus after sunset.
- Failing to remain in attendance at performances that run past curfew.
- Unauthorized room changes.
- Passing or receiving anything through a residence hall window.
- Violating the Car Policy.
- Riding a skateboard, rollerblades, roller-skates or scooter on campus.
- Being rude, disrespectful, or exhibiting disruptive behavior to any member or guest of the community.
- Being in another person's room without permission from the resident or High School Residence Life staff.
- Violating the UNCSA computer policy including distribution of mass emails to the campus.
- Leaving buildings via emergency exits during non-emergency.
- Leaving floor after on-floor curfew without receiving approval from a High School Residence Life staff member.
- Possessing and/or using any tobacco products.
- Possessing a personal item that was confiscated (deemed a nuisance or safety hazard)
- Using another person's One Card.
- Being present during the planning or commission of any Category B violation in such a way as to condone, support, or encourage that violation.
- Violating or failing to comply with an active Category B sanction.
- Accumulating 5 Category C's in one academic year.

Category B Due Process

- High School Residence Life staff will issue the Category B citation at the time of or as soon as possible after the alleged violation. If any UNCOSA faculty or staff observes a possible Category B violation, he/she should email an incident report listing factual information to the Associate Director of High School Residence Life. Parents/Guardians will be informed of the citation via a phone call home.
- Once cited, the student must schedule (within one business day) a citation/judicial conference with a Residence Hall Coordinator for High School Life. (Note: The conference must take place within three business days.) The person reporting the incident may also attend the judicial conference, if needed. The Residence Hall Coordinator for High School Life will conduct a judicial conference hearing for all students who elect to have a judicial conference. Students who elect to accept responsibility for the citation they were issued at their citation conference will not participate in a judicial conference. At the conclusion of the conference, final level of responsibility will be determined and an appropriate sanction will be assigned and documented. Parents/Guardians and art deans will be notified of the outcome in writing.
- The case will be filed in the student's judicial file. The Residence Hall Coordinator for High School Life will monitor the completion of any sanctions.
- The decision of the Residence Hall Coordinator for High School Life may be appealed to a High School Residence Life Hall Director. The appeal must be in writing and signed by the student (specifying grounds for the appeal) and given to a High School Residence Life Hall Director within 48 hours of the conference. The Residence Hall Coordinator for High School Life will send the student's file to the High School Residence Life Hall Director for review. The High School Residence Life Hall Director will send a final letter of determination. The High School Residence Life Hall Director will review the student's written appeal "on the record" and will not meet with any of the parties directly.
- The decision of the High School Residence Life Hall Director is **final**.

M. Category C Violations: Category C violations include rules and regulations that involve minor community standards and communal living behavior.

Category C Violations

- Failure to comply with curfew check procedures
- Failing to clean up common spaces after use.
- Failing to comply with quiet or courtesy hours.
- Possessing any empty alcohol bottle (decorative in nature).
- Failing room inspection.
- Inappropriate display of affection.

- Breaking in-room curfew.
- Failing to notify and receive approval from High School Residence Life to spend the night in another student's room. *Fri. and Sat. night only
- Unapproved sale or advertisement of any product, membership, or service on campus.
- Arriving late for curfew (up to 15 minutes).
- Having or keeping pets in the residence halls.
- Ordering food less than one hour before curfew time.
- Removing of furniture from room without permission.
- Failing to immediately sign in upon arrival to campus.
- Failing to comply with inter-visitation expectations.
- Failing to sign out the night before an early departure from campus by 11:00 p.m.
- Failing to return by time/date indicated on sign out card without informing High School Residence Life.
- Violating or failing to comply with an active Category C sanction.

Category C Due Process

- High School Residence Life staff will issue the Category C citation(s) at the time of or as soon as possible after witnessing or discovering the violation. If any UNCUSA faculty or staff observes a possible Category C violation, he/she should email an incident report listing factual information to the Associate Director of High School Residence Life.
- The student will be given a citation describing the offense and a sanction. The student can either accept the citation and sanction or submit an appeal.
- The appeal must be in writing and signed by the student (specifying grounds for the appeal) and given to the High School Residence Life Hall Director within 24 hours of the conference. The student's file will be sent to the High School Residence Life Hall Director for review. The High School Residence Life Hall Director will send a final letter of determination. The High School Residence Life Hall Director will review the student's written appeal "on the record" and will not meet with any of the parties directly.
- The decision of the High School Residence Life Hall Director is **final**.
- The case will be filed in the student's judicial file. A High School Residence Life staff member will monitor the completion of any sanctions.

Possible Sanctions for B and C Violations

Category B and C Violations remain on a student's record for the entire academic year. Five (5) Category C Violations within the same academic year becomes an automatic

Category B Violation and five (5) Category B Violations within the same academic year becomes an automatic Category A Violation. Possible sanctions include, but are not limited to:

- Early in-building or in-room curfew
- Loss of privileges
- Work detail
- Restitution of damages
- Educational task
- Volunteering at community agencies
- Mediation
- Case conference
- Campus service hours such as:
 - Taking out the trash in the morning
 - Cleaning the residence hall, Connector common areas or state vehicles
 - Cleaning the residence hall bathrooms
 - Sweeping the steps and sidewalks
 - Picking up trash outside
 - Cleaning signs around campus
 - Cleaning up in the dining hall or Pickle Jar area
 - Making ice bags
 - Planning appropriate programming
 - Working at a high school or campus-wide event

**Campus service hours will be supervised and may occur early in the morning, before classes, and on the weekends.

CHAPTER III: RESIDENTIAL POLICIES AND PRACTICES

In addition to the Student Code of Conduct rules, residential students should be familiar with the following aspects of residing at UNCSA.

- A. Community Considerations:** For many, attendance here is the student's first experience living in a communal environment. Community rules assist students living in close proximity to other student artists. While most of the rules apply primarily to public areas (*hallways, lounges, stairwells, kitchens, etc.*), students should realize that areas of personal space are interdependent and interwoven. Thus, these rules also apply to individual rooms. **All students should remember that they are responsible for what occurs in their rooms and for items placed in their rooms.**
- B. Common Areas:** Moore and Sanford Halls are the high school residential buildings. Moore has two floors for male residents and one floor for females; Sanford houses only females. On the top floor of each building is a small laundry room. The two residence halls are joined by "The Connector Building." The Connector Building has social and work spaces and is open to residents, commuters and invited guests. It contains the High School Residence Life offices, a study/meeting room, a TV lounge, small studio space, laundry room, vending machines, a common kitchen and a large social room with a TV called The Gallery. It is expected that students will respect these areas and clean up after themselves. If the common areas such as The Gallery or Connector Building rooms are found to be in an unacceptable condition, they may be closed at any time by a High School Residence Life team member. Such closure will result in an early in-building curfew for all students. Furnishings and equipment in common areas may not be moved from those areas or from one room to another. Taking these items to a private room will subject a student to disciplinary action. Students identified as responsible for damages will be charged accordingly. However, when individual(s) responsibility cannot be determined, the residents of a floor or the entire hall will be collectively responsible for the damage(s), and the area may be closed for a few days.
- C. Medical Confinement for Illness:** Student Health Services may confine ill high school students to their residence hall rooms. In some cases, students are sent home to recuperate. *Breaking the rules of confinement will result in an unexcused absence for the day.*
1. The student must give his/her health confinement sheet to the staff member on duty at the Connector desk immediately upon returning to the residence hall from the Wellness Center. The confinement lasts for the period noted on the form.
 2. Confined students and their roommates may not have any guests in their residence hall room during the confinement period.
 3. Confined students may not be allowed to attend academic classes, rehearsals, practice or arts-related classes. Without exception, confinement continues until 8 a.m. the next morning.

4. The confined student must obtain permission from the High School Residence Life staff or Residence Hall Coordinator on duty before leaving the residence hall to go to the dining hall to pick up food for meals. ALL MEALS for confined students are to be “To Go” meals only! The student must check-in with the staff member on duty at the Connector desk upon return and must return within 30 minutes. Students may NOT go to the mailroom or run other errands.
5. Confined students may not leave campus on social trips.
6. Students may go home with parents or guardians if signed out.
7. Parents of habitual violators of the confinement policy (*as well as the parents of students with multiple confinements in a single term*) will be notified by the Wellness Center.

D. Confinement for Other Situations: Room confinement is a sanction for Student Code of Conduct violations and may also be imposed when a resident is in danger of failing a class.

E. Curfew: There are several levels of curfew in the high school residence halls, each with its unique provisions. Outlined below, these curfews apply to all high school residents. For all curfews, the official time is the time on the clock located above the Connector Building’s front desk.

| <i>In Building Curfew Times</i> | | |
|---------------------------------|---------|------------|
| Grade | Weekday | Weekend |
| 9 th | 10 p.m. | 10 p.m. |
| 10 th | 10 p.m. | 10:30 p.m. |
| 11 th | 10 p.m. | 11 p.m. |
| 12 th | 10 p.m. | 11:30 p.m. |

In-Building Curfew: Each student must be in the student’s assigned room between 10 p.m. and 10:15 p.m. Sunday through Thursday nights for curfew check. On Friday and Saturday nights a High School Residence Life staff member will check curfew by walking through the High School Residential buildings and check for each student against a curfew roster. The curfew check will begin shortly after 11:30 p.m. and will continue until all students are accounted for. If a student wishes to check-in for curfew before his/her in-building curfew, he/she may check-in with the Residence Hall Coordinator at the Connector front desk. Those students who check-in early for curfew should be aware that the Residence Hall Coordinator will still have to account for them during the normal curfew check after the building alarm is set.

On-Floor Curfew: (11:00 p.m. Sunday through Thursday; 12:00 a.m. Friday and Saturday) On school nights, during on-floor curfew, students will have one (1) hour to

work with community members that reside on the student's floor to complete class projects, study for exams, collaborate for art purposes, **quietly** socialize with their peers and prepare for sleep.

On weekend nights, students are expected to be on the same-sexed floor that they will be residing on by midnight. If a student is spending the night in another student's room (remember, you must have prior permission by a high school residence life staff member to do so), the student must remain on the floor.

In-Room Curfew: (12 a.m. Sunday through Thursday; no in-room curfew Friday or Saturday) Students may not leave their individual rooms until the next morning at 5 a.m. on school days unless a High School Residence Life staff member grants permission. Students may leave the High School Connector Building after 6 a.m. Students are not permitted in the Connector Building between 12:00 a.m. and 6:00 a.m. without permission from High School Residence Life staff.

- F. Decorating Guidelines:** Keep in mind while you decorate, that you are responsible for maintaining the condition of your room. The following policies must be observed:
1. Tacks, nails, screws, adhesives that damage paint, etc. may not be used.
 2. Students will be charged for replacement of missing furniture, damage to rooms, etc.
 3. Bed frames may not be placed on top of other furniture. All furniture must remain in rooms.
 4. No alcohol containers, open flames, candles, incense, items with heating coils, or halogen lamps are allowed.
 5. Fabrics or any other materials may not obstruct room pathways, be suspended from ceilings, attached to furniture, etc.
 6. Existing lighting fixtures/wiring must not be changed or modified.
 7. NOTHING can be taped or attached to the interior or exterior door of your residence hall room.
- G. Damage to Student Rooms:** Generally, the current occupants are assessed charges for damage to rooms. All residents of room will be assessed damage charges unless one resident claims responsibility for the damages.
- H. Housekeeping:** The Housing Office is responsible for the proper maintenance and appearance of residence hall public areas, such as lounges, halls, bathrooms and stairwells. Staff members sweep, mop and wax the floors, empty the trashcans, clean the bathrooms and stock supplies such as toilet paper. Regular working hours are 6 a.m. to 3:30 p.m. Cleaning services are not provided for resident's rooms. Students are responsible for cleaning their own space and should respect housekeepers and neighbors by cleaning up after themselves.

Students should also remember there is an approximate ratio of eight people to each shower and toilet in the residence halls. Residents should be considerate of others students and take a minute to clean up after using the bath area. Toiletries left in the showers will be thrown away.

- I. Keys and Lockout:** You receive your room key at check-in and are responsible for keeping it with you at all times. You may not duplicate the key; you will be fined \$50 if you do so. You will be charged \$50 for changing the lock should you lose your key.

Should you lose your key, check with UNCSA Police and a High School Residence Life staff member to see if the key has been turned into lost and found. If the key is not located, please contact a member of the High School Residence Life staff immediately to report the lost key. Once the locksmith changes the lock, your new key can be picked up in the High School Residence Life Office. The High School Life Residence Hall Director may be able to issue you a loaner key for your room until the lock is changed so you can secure your room.

A student who locks himself/herself out of his/her room or residence hall should contact the High School Residence Life staff. Only the residents assigned to a room will be let into the room. The High School Residence Life staff will unlock a student's room door or swipe them into the building once at no charge. For additional lockouts, students will be charged \$5.00. The amount will increase \$5.00 with each additional lockout.

- J. Maintenance:** The Housing Office is responsible for maintenance services. Students who encounter deficiencies in their room, bathroom, laundry rooms or any other area in the residence halls should submit a maintenance request by utilizing the online maintenance website (<http://www.empu1se.com/mpu1se/infonet/logon.aspx>) or contact the Housing Office to request repairs.

Maintenance workers will knock before entering student's rooms. When a maintenance representative arrives, he/she should have school identification and a work order describing the job to be done. Students may ask to see these credentials before permitting the individual into their living spaces. Upon exiting the student's room, maintenance workers will leave notification of room entry and status of work performed. A housing staff member will follow up with the resident on the status of the repair, and/or any delays due to the need for additional parts or labor. Students are expected to take reasonable care of the facilities and furnishings in their residence halls. Unwarranted damage or abuse will result in disciplinary action and/or charges for the damages.

- K. Quiet Hours and Courtesy Hours:** During quiet hours (*weekdays 9 p.m. to 9 a.m.; weekends 11 p.m. to 11 a.m.*), no noise may reach beyond the individual rooms. Also, the high school community has a 24-hour courtesy policy. This means that residents should not create unreasonable, excessively loud, irritating or disturbing noise in the residence halls at anytime. Arts practice (*i.e., playing of music, vocalizing, dancing, juggling etc.*) is allowed in the residence halls from noon to 8 p.m. every day, but should be kept at levels that will not interfere with study or sleep.

- L. Room Assignments:** Most residence hall rooms are set up for two (2) people. On occasion, rooms may be converted to house additional students, *i.e.*, a double room may be converted to house three (3) students. UNCSA generally operates at full occupancy, so room changes are not easy to accommodate. If a student experiences a roommate conflict, the Residence Hall Coordinator or Residence Hall Director for those students will work together to resolve any conflicts.

M. Room Changes: Room changes are granted only in rare cases and may happen only after every effort has been made to resolve the situation through respectful communication, compromise and mediation. Students should work with residence life staff to resolve these matters. No room changes will be made during the first two weeks of Fall term. Changing rooms is considered only if: 1) all conflict resolution options have been exhausted; 2) a suitable space is available and; 3) the move is considered a positive step for all parties involved. Unauthorized room changes will result in a Category B citation as well as a \$25 fee and the individuals must immediately move back into their assigned space.

N. Room Inspections: The High School Residence Life Staff will conduct a visual inspection of each room on a bi-weekly basis. Should a student fail inspection, the student will receive a Category C and another room inspection will be held within 24 hours to verify that all unsatisfactory conditions have been corrected. The following conditions are checked during room inspection:

- Dust and/or cobwebs on floor, walls, ceiling, furniture, etc.; dirty floor; unmade beds
- Dirty sink and/or sink area (*includes floor under sink and ledge*); dirty dishes
- Clothes not in appropriate containers (*clean and dirty*)
- Unauthorized items, such as pets, medication bottles, incense, candles, etc.
- Damage and missing furniture
- Garbage or litter not placed in appropriate container

O. Sign-Out Policy:

ALL RESIDENTIAL HIGH SCHOOL STUDENTS ARE REQUIRED TO SIGN OUT AND HAVE THEIR CARD INITIALED BY A HIGH SCHOOL RESIDENCE LIFE STAFF MEMBER EVERY TIME THEY LEAVE CAMPUS (this includes official school trips). Students signing out before 8 a.m. on school days or before noon on Saturdays and Sundays must sign out the night before their early morning departure.

All student sign-out cards are on the racks in the Connector Building. Students who change destination, companion/drivers, mode of travel, or time/day of return are responsible for telephoning the staff member on duty and reporting this change.

Sign-out information should be complete, and a High School Residence Life staff member must initial the card each time. Students must personally hand their sign-out card to the staff member on duty and receive verbal confirmation that they are approved to leave campus.

If at any time a member of the High School Residence Life staff has concerns about the validity of the permission or feels that the place where the student is going is inappropriate, he/she can override the permission. The legal parent or guardian will be called to notify them of this development.

Types of Sign-Outs

Overnight

A completed Overnight Travel Permission Form must be submitted when anyone other than the student's parents/legal guardian (*i.e. carpooling, or taking other modes of transportation*) transports the student for any overnight trip. The completed form is due in the HSRL office 48 hours before departure. This can be faxed to (336)631-1555, scanned and emailed to hsrl@uncsa.edu, or mailed by the parent, or the parent can drop it off at the office. Forms are NOT accepted from students.

- Students must sign out for overnight trips before 9 p.m.
- A student's legal parent/ guardian may sign his/her child out by displaying a valid driver's license/legal picture ID during scheduled office hours.
- All Overnight Travel Permission Forms received will be verified by a staff member via a telephone call to the parent/guardian or via personal, face-to-face conversation.
- All high school students must be staying at a residence in which a parent/guardian is residing and will be present during the entire visit.
- No student is allowed to spend the night in the UNCSA college residence halls, Bailey Street Apartments, Center Stage or in student apartments off campus.
- Students must sign out and have their sign out card initialed by a High School Residence Life staff member. Students must also receive verbal confirmation each time they leave campus.

Visitation to Off-Campus Residences

- No student is allowed to visit an off-campus residence until he/she has received parent/guardian permission.
- Parents/guardians of an off-campus student must be present when the UNCSA student visits the residence.
- High school students may not visit off-campus college student apartments, even with parent/guardian permission.

P. Spray Paint and Sidewalk Chalk: During the course of the year, there may be times when students want to use spray paint or sidewalk chalk for their art work or to promote an activity. In order not to damage the facilities, spray paint should only be used on the grass. This will keep the paint from permanently defacing the sidewalks, stairwells and other structures.

Sidewalk chalk should only be used on sidewalks and not on the walls or on any brick area.

Q. Vehicles: Residential high school students are not allowed to have vehicles at UNCSA or to have access to a vehicle in the local community. The fine for violating this policy is \$500.00.

R. Guests for Residential Students: Visitors and guests of members of the UNCSA community must obey UNCSA policies and regulations, and the host is responsible for the visitor's behavior. That means that the host may be punished if the visitor breaks UNCSA rules. Parents and guardians may be on the halls after checking in at the

Connector desk but must leave by curfew when building is alarmed. All other visitors or relatives must receive special permission from the High School Residence Life staff to visit the halls. For the protection of our students we reserve the right to check any visitor's ID.

S. Overnight Visitors: Students may have same-sex guests spend the night in their rooms on Friday and Saturday nights. These guests must be between 13 and 19 and may not be college students.

- Residential high school students who wish to have a guest stay overnight must receive permission twenty-four (24) hours in advance from the High School Residence Life Staff. When the guest arrives, she/he must obtain a visitor pass from the office of High School Residence Life (Connector Building front desk).
- Students are limited to one (1) overnight guest, who must be signed in by 9 p.m.
- Overnight guests cannot stay longer than 54 hours (*Friday noon until Sunday evening*).
- Overnight guests must remain with their host at all times.
- If a student wants to spend the night in another high school resident's room (*must be of the same gender*), they must receive staff permission at the Connector desk.
- The parent/guardian of the guest will be contacted by a High School Residence Life team member for permission.

T. Intervisitation: Intervisitation (a student visiting with a member of the opposite sex) is not allowed in the private areas of the high school residence halls.

U. Room Entry, Confiscation, and Plain-View Seizure: Under normal, non-emergency situations authorized UNCSEA personnel may unlock and/or enter a resident student's room:

- during previously announced routine inspections for health and safety;
- to perform preventive or corrective maintenance;
- during a state-required inspection;
- to take corrective measures such as turning off an alarm or loud stereo when the occupant of the room cannot be located;
- to ascertain during a fire drill that everyone has left the building;
- to investigate alleged Code of Conduct or other policy violations;
- to conduct curfew checks; or
- when the occupant has given permission.

In case of emergency such as a fire hazard or problem involving the immediate safety of the occupants, a room may be entered and searched.

Entry and Search for Policy Violations: If reasonable suspicion exists to believe that a residential student or visitor is violating a school policy or rule, a campus room that may contain relevant evidence may be searched either with the resident's consent **or** with a campus room search warrant and the permission of the Director of Residence Life Programs or Dean of Students. High School Residence Life staff members will enter after knocking and announcing their presence. If reasonably available, the resident may

be present, but if time is of the essence and the resident(s) cannot be located, the search will occur in the resident's absence. The resident(s) will receive a list of items seized.

Health and Safety Inspections occur once a month and at the end of Intensive Arts. Occupants must correct any noted problems within 24 hours to avoid disciplinary action. Students should consult staff if they have questions about the inspection criteria. Should any violations be observed during these inspections, the student(s) assigned to the room in question may be cited, billed, or directed to correct any situation noted by the Housing Office.

Inspections during school breaks occur to check for safety hazards and to assess the overall condition of the facilities.

Confiscating Personal Property: High School Residence Life staff may temporarily confiscate items that create a nuisance or safety hazard. (*Examples include stereos, synthesizers, amplifiers, drums, guitars, candles, incense, water guns, skateboards, rollerblades and scooters.*) All such items are stored safely until the owner can take them home. The student may receive a Category B citation for possessing the confiscated article.

Plain View Seizure: If an employee of UNCSA sees prohibited, illegal or stolen property in plain view in a student's room, car, mailbox, desk, open book bag, case, locker, etc. the employee will secure the area or location and notify the High School Residence Life On-call staff member or UNCSA Police. Authorities will initiate an investigation and make citations as appropriate.

V. Residence Hall Closing Periods: Any student who has not vacated the halls within 24 hours of their last exam or by the designated closing date and time, whichever comes first, will have \$25.00 billed to his/her account for a late check-out. An additional \$25.00 will be billed for every hour that the student remains in the building.

| Event | Check-out Time | Date | Check-in Time | Date |
|--------------|----------------|-----------------------------------|---------------|--------------|
| Winter Break | Noon | Dec. 18, 2011 | Noon | Jan. 8, 2012 |
| Spring Break | Noon | Mar 3, 2012 | Noon | Mar 11, 2012 |
| End of Year | 6 p.m. | May 17, 2012 All Underclassmen | | |
| End of Year | 4 p.m. | May 19, 2012 (Seniors Only) | | |

Please note that at the end of the school year, underclassmen must leave campus within 24 hours of their last exam. No underclassmen should remain on campus after 6:00 p.m. on Thursday, May 17, 2012.

W. Room Check-in and Check-out: During check-in, students receive a room key and a Room Condition Report (RCR) to complete within 24 hours. For check-out, students and the residence life staff member note any damages and changes to the room on the RCR

form. You will be required to turn in your room key. Students will be held responsible for any damages and discrepancies. Students will receive a copy of the RCR, which will provide an estimate of any damage charges that will be billed. Any appeal of the damage charge(s) must be received in writing to the Housing Office within two (2) months of the date of your bill.

- X. Sunbathing:** Allowed only on the hill area north of the Hanes Student Commons and beyond the Elephants.

CHAPTER IV: COMMUTER STUDENTS

- A. Campus rules apply:** UNCSA regulations apply to commuter students while those students are on the campus.
- B. Advisor; Peer leaders:** A Residence Hall Coordinator for High School Residence Life will serve as the advisor for commuter students and commuter student Peer Leaders will represent the interests of commuter students. Commuter students have full use of all recreational facilities and the Connector Building.
- C. Meals:** All middle school and high school commuter students classified as residents of the State of North Carolina are given a 10 meal plan automatically on their One Card. Should a student need additional meals (*up to 19 per week*) they may request them from the Director of Auxiliary Services.
- D. Campus Mail:** Commuter students have mailboxes in the Mail Center.
- E. Presence on campus:** Commuter students must leave campus by 11 p.m., unless they are attending a university sponsored event that runs later.
- F. Vehicles and parking:** (see <http://www.uncsa.edu/forms/campuspolice/TrafficParking.pdf>) Any licensed high school commuter student may park on campus in the appropriate designated areas but must obtain a UNCSA parking permit. Students should read all parking regulations at the above website. Violations may result in revocation of parking privileges. Commuter students are not to leave campus intermittently during the day. Exceptions are allowed if the student must leave for a medical appointment; the commuter student must provide a note to the Wellness Center from the physician or parent BEFORE leaving for the appointment. Also, commuter students may not transport a residential student unless the residential student has parental permission and has complied with sign out procedures.
- G. Telephone messages:** The student's arts school office or high school academics office handle emergency messages for commuter students.
- H. Overnight stays:** A middle school and high school commuter student may spend the night in the high school residence hall on weekends and on special occasions during the week (*icy roads, for example*) with written permission from his/her parent or guardian AND permission from the High School Residence Life staff member on duty during the stay. The following conditions apply:
1. Permission must be obtained at least 24 hours in advance unless the request for overnight stay is due to an emergency. The on-duty Residence Hall Coordinator may grant permission in emergency situations. The student should present the written permission from the parent or guardian to the Residence Hall Coordinator.
 2. While the student is in the hall, he/she will be under the same rules and regulations as his/her host/hostess.
 3. The host student must be of the same sex.

4. The guest may only stay a maximum of 54 hours (*Friday noon until Sunday evening*) unless the Associate Director for High School Residence Life or a Residence Hall Director makes an exception.
5. If the student violates the Student Code of Conduct or any residential guideline, he/she will be cited and required to leave the hall immediately. If necessary, the student's legal parent or guardian will be called to come get the student.

Abuse of this overnight policy may result in the denial of future overnight visits in the high school halls.

Commuter students must sign-in at the Connector desk by 9 p.m. for overnight stays.

- I. Visitation in Connector Building and Residence Halls:** The Connector Building is open to commuter students and other visitors between the hours of 8 a.m. and 10 p.m. Commuting students must sign in with the High School Residence Life staff member on duty at the Connector desk. Opposite sex visitation in high school is allowed in the common areas of the Connector Building. Commuter students who violate the visitation policy will be banned from the high school residential complex.

CHAPTER V: OTHER POLICIES OF INTEREST TO HIGH SCHOOL STUDENTS

This chapter does NOT cover all policies students need to know. UNCOSA policies that apply campus-wide are included or referenced in the UNCOSA policy manual, <http://policy.uncsa.edu/> . Some policies affecting students only are also included in that manual. Other policies of interest to students are included in this handbook. While the following chapter contains brief summaries of some policies, students should read and familiarize themselves with the actual policy documents, as all students are responsible for complying with the policies. Students are encouraged to review the policy manual's table of contents to aid them in locating and indentifying policies of importance to students and their individual situations.

A. 18 Years or Older High School Student Statement of Understanding

UNCOSA has a compelling interest in maintaining communication with parents of all high school students, regardless of age. High school students who have reached the age of 18 are required, as a condition of enrollment, to abide by rules and regulations pertaining to permissions, processes of communication and parental involvement. Therefore, all high school students who are or will be turning 18 during the course of the academic year must sign the following agreement:

“I understand that, during my matriculation in the high school program at the University of North Carolina School of the Arts, the fact that I have had my eighteenth birthday does not make me independent of my parents. When it comes to all routine transactions in which UNCOSA officials would normally involve a minor child's parents, I understand, agree and consent that my parents may receive this information and may be contacted by UNCOSA officials for these purposes. I understand, agree and consent that UNCOSA will communicate directly with my parents for all matters pertaining to matriculation at UNCOSA.

This wavier will not affect my protections as they pertain to medical and mental health confidentiality except when it is deemed necessary for the health or safety of others or myself. Upon request, the staff at the University of North Carolina School of the Arts will inform me of all contacts they have with my parents on my behalf regarding a specific issue.”

- B. Privacy of Student Records: Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records. Read the details at <http://www.uncsa.edu/bulletin/2011/ferpa.pdf>.
- C. Inclement Weather:** The decision of whether to close or delay school will normally be made before 6 a.m. In addition to CUKES notification, UNCOSA will also contact the following television and radio stations: WXII (Channel 12/Cable 11); WFMY (Channel 2/Cable 9); FOX8 (Channel 8/ Cable 10); WFDD (88.5 FM); WTQR (104.1 FM); and WSJS (600 AM). Current closing information is also available by calling the UNCOSA's after-hours answering machine at (336) 770-3399.
- D. Information and Technology Policies:** Connection to the UNCOSA network constitutes acceptance of the terms of these policies.

- E. Animals on Campus:** Generally summarized, all animals on campus must be attended and leashed, and no animals, except service animals and small fish, are allowed in buildings.
- F. Student Commons Poster Policy:** See Appendix C.
- G. Policy for the Prevention of Bias-Related Harassment and Procedures for Investigations of Alleged Violations:** Generally, this policy sets forth UNCOSA's prohibitions on harassment based on age, race, ethnicity, gender, national origin, religion, disability, or sexual orientation, and this policy also sets forth reporting and investigation requirements.
- H. Facilities Use Policy:** Students desiring to reserve campus facilities should consult this policy in the policy manual.
- I. Smoking Policy:** No regularly enrolled high school student, regardless of age, will be allowed to smoke or possess tobacco products (*including cigarettes, cigars, smokeless tobacco, herb cigarettes, clove cigarettes, pipes, chewing tobacco, pipe tobacco, cigarette rolling papers or similar items*). High school students are subject to this policy both on and off campus during the duration of their attendance at UNCOSA. Students need not be using any tobacco/smoking products; possession alone violates the policy. Report violations of this policy to High School Residence Life, providing the violator's and reporting party's names and the date, time, and location of the violation.
- Also, no one may smoke in any campus building or University-owned vehicle or within fifty (50) feet of any building entrance or HVAC intake vent.
- J. Solicitation Policy:** Consult this policy, the Code of Conduct, and the facilities use policy before attempting any solicitation activities on campus.
- K. Improper Relations Between Faculty and Students:** This policy protects students and prohibits relationships between faculty and students in certain contexts. Note, too, that state law prohibits sexual relationships between high school students and education personnel.
- L. Drug Education:** In compliance with federal law, UNCOSA has programs concerning drug abuse education and prevention.
- M. Lockers:** Lockers are provided for students' convenience but remain UNCOSA property. UNCOSA reserves the right to inspect lockers at anytime, without notice, without student consent and without a search warrant. To reserve a locker, follow procedures established by the appropriate arts school or high school academic office. Each student may have only one locker, and all lockers must be cleaned out by May 21, 2012. UNCOSA will remove and discard any locks and contents remaining after this date.
- N. Visitor Policy:** Visitors are welcome in public areas (*performance spaces, dining hall, snack bar, bookstore, library, etc.*) Visitors to the campus who are not attending a public event or who do not have specific business with a member of the School staff or faculty are subject to the following guidelines:

1. The visitor should go to the Welcome Center, UNCOSA's main reception area for visitors. On weekends and holidays, the visitor should go to the UNCOSA Police Department.
2. Guests of high school students must register at the High School Residence Life Office located in the Connector Building. The visitor completes a UNCOSA Visitor Registration Form, and the resident hosting the visitor must be present and sign the form. The visitor must retain a copy of the form during the visit.
3. Except in extenuating circumstances (*e.g., icy roads*) permission must be granted from the Associate Director for High School Residence Life or Residence Hall Directors, high school students may not have overnight guests during the week (*Sunday through Thursday*).
4. Visitors must comply with all policies and regulations applicable to residential students. The host student is responsible for the guest's actions.

CHAPTER VI: SAFETY AND SECURITY ON CAMPUS

- A. Campus Safety:** Students at UNCSA have historically enjoyed a safe and secure campus. This is due in part to the responsible and wise decisions students make as they move about the campus.

Emergency: If you have an emergency, pick up the receiver of any campus telephone and dial 55 or from a non-campus phone, call (336)770-3362. If at a blue call box, push the button and release to reach the police department. When someone answers, push the button and hold it while you speak slowly and clearly, giving your name, location and emergency information. **REMEMBER** to wait for a response after you press the button.

Non-Emergency: If you have a non-emergency, dial 3321 from any campus telephone. When someone answers, speak slowly and clearly, giving your name, location and message.

General Campus Safety Precautions:

1. Lock residence hall room or apartment doors.
 2. Report strangers promptly to residence life staff or campus police (“55” from any telephone on campus).
 3. Walk with someone at night and stay in well-lit areas. Going alone to and from the residence halls late at night is not safe, and leaving the residence hall after curfew is a serious violation.
 4. Do not walk off campus at night.
 5. Close window blinds when changing clothes. Obtain passes for all campus visitors; proper ID is required. Hang up on obscene phone callers. **NEVER** prop open residence hall or apartment doors. Be sure to lock your doors before going to sleep. When going off campus during the daylight, use the Main Street exit by the UNCSA sign.
- B. Fires:** Here is the simple rule: GET OUT OF THE BUILDING AND DO NOT RETURN FOR ANY REASON! If you discover a fire, activate the nearest fire alarm pull station and get out of the building. If you are trapped in your residence hall room, block the draft beneath the door with rags, cushions, clothing or similar articles. Open drapery or curtains and/or raise blinds and turn on room lights. This may alert someone outside that you are trapped in the room. Be sure to block the draft under the door before opening or breaking a window. Each residence hall has fire alarm pull stations, smoke detectors, and fire extinguishers on every floor. **A student who tampers with or abuses any fire protection device will pay to replace the device and will face judicial and, if applicable, criminal charges.**

Participation in fire drills is not optional. Fire drills will occur at least once a term to ensure that residents can perform proper evacuation procedures quickly and safely. Students who remain in the building during a drill will be cited judicially. When the alarm sounds, students should: a) close room windows; b) wet a towel for use as protection against smoke, heat or flame if necessary; c) leave with appropriate clothing

and shoes; d) close the room door; e) WALK, NOT RUN to the nearest stairwell; and f) exit to the assigned location (*at least 200 feet away from the building*). Students who are in the lounge when an alarm sounds should exit the building through the nearest door.

Where to go during a fire alarm: Residents of *Sanford Hall* are to immediately go to the Sanford Mini Parking Lot and gather by individual residence hall floors in sequential room order. Residents of *Moore Hall* are to immediately go to Daniels Plaza and gather by individual residence hall floors in sequential room order. High School Residence Life staff will check those assembled to determine if students may be trapped in the building.

C. Tornado Preparedness: See <http://www.uncsa.edu/campuspolice/tornado.htm>.

D. Sexual Assault: A victim of a sexual assault will be informed of various avenues including: reporting the crime and pressing charges in the court system, having a medical examination, filing an internal judicial action (*if the assailant was another student*), changing room or class assignments, utilizing community resources, and obtaining professional counseling.

The Dean of Students may place an accused student on immediate emergency suspension pending the disciplinary hearing if the student is believed to pose a threat or danger to the campus community. The complete policy may be found in the UNCSA Campus Safety and Security Handbook.

E. Missing Student Notification Policy: If there is concern that a student may be missing, the concerned person should notify High School Residence Life staff. For more information concerning UNCSA's procedures when a student is believed to be missing, please see the UNCSA Campus Safety and Security Handbook and the UNCSA Policy Manual.

F. Room Entry: UNCSA Police may conduct a search of a student's room based on valid consent, a search warrant, or exigent circumstances. Should an officer discover evidence during any room search that meets the standard of criminal activity, the evidence may be presented to a magistrate for formal charges. However, in lesser cases, a referral will be made for campus judicial action in lieu of criminal charges.

G. Bicycles: Bicycles should be registered with the UNCSA Police and locked to the bike racks provided on campus. Neither mopeds nor bicycles may be chained or kept in halls, stairwells, storage rooms or lounges. Bicycles placed in improper areas are subject to confiscation by the School.

Appendix A: DART: The Drug and Alcohol Resource team

DART is a resource for students who voluntarily request help with a substance abuse problem(s). Any student who thinks he/she has a problem with alcohol, tobacco or any drug may request assistance to refrain from further use of these substances. Parents, fellow students, faculty or staff members who are aware of students with substance abuse issues are encouraged to refer students to the program. The DART program is entirely voluntary and participation is completely confidential, within the limits of the law.

The goal of the program is to remove barriers for those students seeking assistance. Students in the DART program are evaluated, drug tested and referred to appropriate treatment, which may include a combination of counseling, therapy, outpatient or inpatient care. The program includes supportive counseling, referrals to appropriate resources, and unscheduled drug testing at no cost to the student. Results of the drug testing in the DART Program are confidential. To obtain information about entering the program a student needs to contact the Director of Health Services or, if she is unavailable, the Case Manager from the Department of Counseling.

Only the Director of Health Services and the involved student will know the results of drug testing. The records of any student who has entered into the DART Program will be retained by Student Health Services separately from the medical records and held confidential. DART records will be released only with explicit written permission from the student. Parents of students in the DART program will not be notified of the student's participation or drug test results.

UNCSA does not condone or tolerate alcohol and/or drug abuse. In no way should the DART Program be seen as a venue for excusing substance abuse or as a way for University of North Carolina School of the Arts students to escape consequences for their behaviors. If a student in the DART program is cited judicially for conduct involving illegal drugs, alcohol, or tobacco, he/she will not be immune from student judicial proceedings by virtue of participation in DART.

Support Programs

Counseling & Testing Services offers substance abuse evaluation and referrals to other resources. Student Health Services offers assistance in treatment and referrals. Professional confidentiality applies to all clients. Weekdays, students can visit the Wellness Center on the upper level of the Hanes Student Commons or can call (336) 770-3288 for counseling or health services. During nights and on weekends, students can contact Student Health Services and/or Counseling and Testing Services through a member of the Residence Life Programs & Housing or UNCSA Police Departments. Students may also contact the local chapters of Alcoholics Anonymous (<http://www.saa.ow/html/menu/contact.html>) or Narcotics Anonymous (<http://www.tcana.com>) for additional support and assistance.

Relevant Laws

Alcohol:

1. It is unlawful for any person under 21 years of age to:

- a. purchase, attempt to purchase, possess or consume any alcoholic beverage;
 - b. falsify a license or other ID in order to obtain alcoholic beverages.
2. It is unlawful for any person to:
- a. sell, give or provide alcoholic beverages to an underage person;
 - b. aid or assist an underage person in the purchase, attempted purchase, possession or consumption of alcoholic beverages;
 - c. permit the use of his/her driver's license or any other ID by an underage person to purchase or attempt to purchase alcoholic beverages.
3. On UNCOSA's campus and within Winston-Salem's city limits, it is unlawful for any person to consume any malt beverage or wine, fortified or unfortified, in any public place, upon any public street, or upon the private business premises of another without permission of the owner or person entitled to possession of such premises.

Illegal Drugs

North Carolina law makes it a crime to possess, with or without the intent to sell, deliver, or manufacture drugs that collectively are designated as "controlled substances." The law classifies these drugs in six categories, or "Schedules." For a complete list, see <http://www.ucn.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter90/Article5.html>.

1. **Schedule I and II Controlled Substances** include, but are not limited to, such drugs as heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine and Ritalin.
2. **Schedule III-VI Controlled Substances** include, but are not limited to, such drugs as marijuana, pentobarbital and codeine.

Any member of the school community who violates this law is subject to both criminal prosecution and UNCOSA disciplinary proceedings. It is not "double jeopardy" for both the School and civil authorities to take action against a person for the same specified conduct.

Possession of Illegal Substances and Testing Impaired Students

Possession

For purposes of UNCOSA's illegal drug policy and judicial proceedings, "possession" means:

1. ownership, control, or temporary custody of an illegal substance or possession and/or use of controlled drugs not prescribed to the student;
2. a positive drug screen result ; or
3. being in the presence of what one knows or reasonably should know are illegal drugs or paraphernalia. For example, those in a room where a controlled or prohibited substance is present are presumed to be in possession of the substance absent compelling evidence to the contrary.

Note: A student in the presence of an Alcohol or Other Drug (AOD) policy violation and who is not actively involved, has three choices: (1) leave the situation; (2) ask the student(s) to stop the behavior and/or take it out of the room; or (3) seek assistance from a university staff member (*for example, a Residence Life staff member or UNCSA Police*). A student who does not do any of the above may be found to be in possession of or held responsible for the policy violation.

Note: A parent or guardian of a student under age 21 will be contacted in incidents involving alcohol or illegal drugs.

Drug Testing

A student who is in the presence of illegal drugs possesses the drugs for purposes of the AOD and judicial policies. No drug test will be given. If a student wishes to exonerate him/her self that student may submit to drug testing at his/her own expense as specified by the Judicial Coordinator.

Alcohol Testing

If two UNCSA staff members believe a student is intoxicated, the following procedures will be followed:

1. UNCSA staff members will test the student's alcohol level. If the alcohol level test is negative, the student will submit to a urinalysis drug screen with the appropriate chain of custody protocol. Testing costs are the responsibility of the student. Negative results for either test do not absolve a student who also possesses alcohol or drugs.
2. If the student is under the age of 21 and the alcohol test is above 0.0, the student will receive a citation.
3. If the results are below 0.12, the student will be monitored by High School Residence Life staff until they test 0.08.
4. If levels are 0.12 or above, or if the student's behaviors create concern, students will be sent to the emergency room by ambulance. Costs for this are the responsibility of the student.
5. A refusal to be tested will be treated as an admission of guilt.

Violations & Sanctions

Alcohol

| Violation | Sanctions |
|---|--|
| <p>Possession and / or consumption (<i>including aroma on breath</i>) of alcoholic beverages if under the age of twenty-one (21)</p> <p>Drunk and disruptive behavior</p> <p>Driving under the influence of alcoholic beverages</p> | <p>1st Offense: In-School Suspension for 7 calendar days; completion of Substance Abuse Program at student's cost; other sanctions as assigned</p> <p>2nd Offense: Suspension from enrollment for a period of at least one academic year beyond the conclusion of the current academic year.</p> <p>3rd Offense:(assuming student has reapplied and reenrolled following long-term suspension): Indefinite Suspension</p> |
| <p>Supplying an alcoholic beverage to a person under the age of twenty-one (21)</p> | <p>1st Offense: In-School Suspension for 7 calendar days; other sanctions as assigned</p> <p>2nd Offense: Long-term suspension from enrollment for a period of at least one academic year beyond the conclusion of the current academic year.</p> <p>3rd Offense: (assuming student has reapplied and reenrolled following long-term suspension): Indefinite Suspension</p> |
| <p><i>Violations of alcoholic beverage control laws may also result in criminal penalties such as fines, loss of drivers license/driving privileges or a jail sentence. A violation may also result in being subject to civil liability such as being sued and required to pay for damages. North Carolina law and the University of North Carolina School of the Arts are strict on this matter.</i></p> | |

Illegal Drugs

| Violation | Sanctions |
|---|--|
| Illegal manufacture, sale, delivery or possession with intent to manufacture, deal or delivery of any Schedule I or II controlled substance (<i>cocaine, heroin, etc.</i>) | Indefinite Suspension |
| Illegal manufacture, sale, delivery or possession with intent to manufacture, deal or delivery of any Schedules III – VI controlled substance (<i>marijuana, etc.</i>) | Indefinite Suspension |
| Illegal possession of any Schedule I or II controlled substance (<i>cocaine, heroin, etc.</i>). Possession and/or use of certain prescription drugs not prescribed to the student. | 1 st Offense: Long-term suspension from enrollment for a period of at least one academic year beyond the conclusion of the current academic year. 2 nd Offense (assuming student has reapplied and reenrolled following long-term suspension): Indefinite Suspension |
| Illegal possession of any Schedules III - VI controlled substance (<i>marijuana, etc.</i>) Driving while under the influence of illegal drugs Possession of Drug Paraphernalia Possession and/or use of certain prescription drugs not prescribed to the student | 1 st Offense: In-School Suspension for 7 calendar days; completion of the Substance Abuse Program; other sanctions as assigned 2 nd Offense: Long-term suspension from enrollment for a period of at least one academic year beyond the conclusion of the current academic year. 3 rd Offense: (assuming student has reapplied and reenrolled following long-term suspension): Indefinite Suspension |

To return after a drug-related suspension, the following conditions must be met:

1. The student must obtain a drug abuse assessment from a certified drug abuse counselor within two (2) weeks of the beginning of the suspension. Assessment costs will be the responsibility of the student.
2. The student must submit to drug screens as required by the certified substance abuse counselor during the time of suspension with a minimum of one (1) urine drug screen every four (4) weeks or hair analysis every 90 days.
3. Prior to reapplication, the student must demonstrate through professional documentation from a certified substance abuse counselor that he/she has been drug-free since the initial drug screen (*see #2 above*).

4. If the student is readmitted, he/she will be on probation with specific requirements or conditions for the remainder of their enrollment.

Drug Probation

A student who commits any drug violation while on probation will, at minimum, be suspended for the remainder of the probationary period. Other probationary expectations will be set and monitored by the Associate Director for High School Residence Life and may include community service, reflection papers, loss of certain privileges or additional expectations.

Substance Abuse Program (SAP)

A student who is found responsible for a drug violation must complete the Substance Abuse Program. This requirement may be in addition to other sanctions or probationary conditions as determined by the Associate Director for High School Residence Life.

The steps for compliance in this program are as follows:

1. The student must pay and submit to a first hair follicle drug screen if this step has not already taken place.
2. The student is required to have a substance abuse assessment. The student may elect either an off-campus or on-campus assessment provider. Off-campus referrals are available upon request. For the student's convenience, the Counseling & Testing Center can provide a substance abuse assessment at the student's expense. The student must schedule an appointment within 7 working days of entry into the Substance Abuse Program and make an appointment to meet with the assessment counselor within two weeks. The student must bring a copy of the assessment consent form to the Counseling & Testing Center for the assessment appointment. **Failure to make the appointment by the stated time or a missed appointment will result in an additional late fee. This fee is charged separately for EACH cancellation and must be paid prior to the assessment. Substance Abuse Program fees cannot be appealed or waived.**
3. The student will submit to scheduled hair follicle drug screenings at the student's expense as specified by the Associate Director of High School Life.
4. A positive hair follicle drug screen will constitute a Major Violation with the potential consequence of long-term or indefinite suspension.
5. The student must complete the Substance Abuse Program within 30 working days of the final decision letter. Failure to complete the Substance Abuse Program within the 30 day deadline will constitute a Major Violation with the potential consequence of long-term suspension.

Appendix B: UNCSA Disciplinary Process for Major Violations

Definitions

1. “Judicial Hearing Board” means the body which hears testimony, reviews evidence, and issues a recommendation of responsibility and sanction when a student contests a charge. The Judicial Hearing Board is composed of five (5) voting members selected by the Process Review Board from a pool of trained individuals (the “judicial hearing board pool”). The five voting members will include:
 1. One member from Student Affairs;
 2. One member from Academics;
 3. One member from any of the Arts Schools other than the cited student’s
 4. One at-large member randomly selected from the Judicial Hearing Board pool of faculty and staff; and
 5. One student representative selected by the Process Review Board who does not attend the same arts school as the cited student. If a student member is unavailable to serve, the fifth voting member will be selected at large from the judicial hearing board pool.

The pool from which the above board members are selected will include:

1. Four Student Affairs staff representatives;
 2. Four High School and College Academics faculty and staff representatives;
 3. Two faculty members from each of the Arts schools (Dance, Drama, Film, Music, Design and Production); and
 4. Student representatives selected by the Process Review Board.
2. “Judicial Coordinator” means the individual responsible for investigating incidents, determining what charges to issue, and handling administrative matters to ensure effective and efficient functioning of the judicial hearing process. If the cited student is in college, the College Life Judicial Coordinator serves in this capacity. If the cited student is in high school, the Associate Director for High School Life serves in this capacity.
3. “Final Administrative Decision” means the Dean of Students’ formal decision of responsibility and sanctions based on the findings and recommendations from the Judicial Hearing Board or resulting from the student’s plea of “responsible”. The decision is effective immediately upon issuance and remains in effect pending the outcome of any subsequent appeal process, if any.
4. “Process Review Board” means the administrative body that reviews judicial hearings to ensure compliance with due process and sufficiency of evidence and selects student representatives to serve on the Judicial Hearing Board. The Process Review Board is composed of three voting members and one advisor:
 1. Chair of the Conduct Policy Committee;
 2. Associate Academic Officer; and
 3. Director of Residence Life Programs & Housing

**General Counsel will serve in a non-voting advisory capacity.

Disciplinary Correspondence: All disciplinary correspondence will be sent to the student's campus post office box and UNCSA email account and may be sent to other locations if appropriate.

Preliminary Investigation

1. Charges may be brought by students, university officials, faculty members or staff members. The charge must be in writing and must include factual information supporting the allegation. Anonymous charges will not be accepted.
2. The Judicial Coordinator will oversee all investigations and determine whether there is sufficient evidence to pursue a charge. This determination shall be made within thirty calendar days after the initiation of the charge. Upon making this determination, the Judicial Coordinator will:
 - a. Dismiss the charge because the facts are insufficient to support a finding of responsible; or
 - b. Issue a written summons, which includes the specific charges, possible sanctions, and a brief recitation of the allegations supporting the charge. If expulsion is a possible sanction, the summons will inform the student that that expulsion precludes matriculation at any UNC constituent institution. The summons will inform the student of the following options for resolution of the disciplinary charges:
 - i. Plead "responsible" to the charge(s), accept the sanction determined by the Judicial Coordinator or designee, and provide a signed written acceptance to that effect to the Judicial Coordinator or designee. In the case of a waiver of hearing and acceptance of the sanction, the Process Review Board must determine that this action is voluntary by reviewing the signed acceptance and, if necessary, interviewing the cited student and the Judicial Coordinator or designee to determine that the charge and sanction have factual support. The Process Review Board will forward the judicial file to the Dean of Students. The Dean of Students will send UNCSA's judicial decision letter to the student.
 - ii. Plead "not responsible" and request a judicial hearing. The Judicial Coordinator or designee shall provide the accused student a written notice of time, place, and format of the hearing. This notice of the hearing may be sent via student email and campus mail, art school student box, local U.S. mail, or hand-delivered to the student.

Prior to the Hearing

NOTE: Prohibition on *Ex Parte* Contact: No member of the University Community (or person acquainted with the case, including parents) should have any contact with any member of the Process Review Board, the Judicial Hearing Board, the Judicial Hearing Board pool, the Dean of Students, the Chancellor, or members of the Board of Trustees concerning the case. Any student or employee who so communicates or attempts to so communicate will be subject to discipline for that conduct. Further, if the cited student engages in that behavior or requests, encourages, or otherwise facilitates such communication, that student forfeits his/her right to an appeal.

The cited student:

1. May arrange for witnesses to appear on his/her behalf. The cited student shall notify the Judicial Coordinator at least 72 hours in advance of the scheduled hearing of the names of any additional witnesses for his/her presentation of the case and provide a written explanation of why the witness is relevant to the proceeding. Aside from character witnesses, as noted below, only witnesses that have information or evidence pertinent to the investigation may be called and questioned in the hearing. The student is responsible for the attendance of his/her witnesses. Witnesses called to a hearing during scheduled class time must have their absence waived in writing prior to the appearance. Witnesses must formally request this absence, in writing, from the appropriate instructor(s).
2. May present testimony (*either live or in written form*) from no more than three character witnesses. Written statements must not exceed five hundred words and must be submitted to the Judicial Coordinator no less than 72 hours prior to the hearing. Names of character witnesses appearing at the hearing must be included in the list of witnesses furnished at least 72 hours before the hearing.
3. May ask a friend/advisor to assist in preparing and presenting his/her case. The cited student may select a current UNCSA student, staff or faculty member to serve as friend/advisor. This advisor may prepare the student's case and present it to the hearing board or support the case presented by the student. Anyone reporting directly to the Chancellor, Chief Academic Officer or Chief Operating Officer may not serve as friend/advisor.
4. Has the right to review all written information, documents, exhibits, and a list of witnesses who may testify against him/her/her at least 24 hours before the hearing.
5. Will be informed by the Judicial Coordinator of the Judicial Hearing Board's membership no less than one week prior to the hearing. The student may request a substitute for anyone he/she believes to be biased. To support such a request, the student must provide a written statement which details the basis for the student's belief of bias sufficiently to enable the Judicial Coordinator to make a determination. The Judicial Coordinator will determine whether the substitution should be granted within five (5) days of the request. If the Judicial Coordinator determines that a substitution is unnecessary, the Coordinator will give the student a written explanation of the basis for that decision.
6. **Will keep the membership of the Judicial Hearing Board confidential and will not disclose that membership to his/her witnesses or other members of the campus community. A student who violates this provision forfeits his/her right to a hearing and shall be held responsible for the alleged violation.**

The reporting party:

1. Shall notify the Judicial Coordinator at least 72 hours in advance of the scheduled board meeting of the names of any additional witnesses for his/her presentation of the case. The reporting party is responsible for the attendance of his/her witnesses.

The Judicial Hearing Board Members:

1. Have the opportunity to review the written materials pertinent to the case at least 24 hours in advance of the hearing. More time for review may be granted on a case-by-case basis at the discretion of the Judicial Coordinator.
2. Must self-recuse if he/she has a conflict with, bias about, or an interest in the case. If a Board member fails to recuse himself/herself, the Judicial Coordinator shall make the recusal decision in writing to the Process Review Board.
3. Must promptly report to the Process Review Committee any pre-hearing contact by the reporting party, the cited student, parents, or any members of the UNCSEA community concerning the matter which is the subject of the hearing. The Process Review Board will consider this information and determine whether the Judicial Hearing Board member should be recused and replaced.

At the Judicial Hearing

Individuals Permitted or Required to attend the Judicial Hearing

1. The Judicial Hearing Board as defined above.
2. The cited student. The cited student is expected to appear at the hearing at the scheduled time. If the cited student should fail to appear without reasonable cause, the board reserves the right to proceed with the presentation of the evidence and find the student either “responsible” or “not responsible” “in absentia”.
3. A friend/advisor to the cited student as noted above.
4. The student’s parents. At the request of the student, the student’s parents may be present at the hearing, but may not directly participate in the proceedings.
5. The reporting party or representative. If reasonably possible, the reporting party will attend the hearing. If unable to attend, the reporting party will designate someone to attend on his/her behalf. The reporting party must present sufficient witness and/or documentary evidence to establish the violation. The cited student must be given an opportunity through direct examination to question this evidence.
6. Witnesses called by the cited student, reporting party, or Judicial Hearing Board. Called witnesses may remain in attendance only during the time of their testimony.
7. Attorneys may not represent a student or be present during any judicial action conference, case conference, judicial conference, disciplinary hearing board; pre-hearing, appeal, suspension hearing or administrative hearing. If the offense charged is also the subject of pending criminal charges, the institution must allow an attorney/advisor to accompany the student to the hearing. The attorney may not participate. The attorney may confer with the student during the hearing so long as the attorney does not address the hearing official or committee, other parties or witnesses and does not delay or disrupt the proceeding.

Judicial Hearing Process and Procedures

1. All Judicial Hearing Board meetings are closed.
2. The hearing will be held no sooner than ten (10) days after the student elects to have a hearing unless the student agrees to an earlier hearing date.

3. All members of the board, the cited student, and the reporting party or designee will be notified by the Judicial Coordinator at least five (5) days in advance of the place, date and
4. The proceedings will be recorded by UNCSA. The recording will remain the property of UNCSA.
5. The Judicial Coordinator calls the meeting to order and conducts the meeting. The Judicial Coordinator serves as a reporter and will operate recording equipment to preserve the actual testimony.
6. During the hearing, the student shall have the opportunity to present evidence and defenses through relevant witness testimony and documentary evidence that does not otherwise infringe on the rights of other students.
7. The board reserves the right to call anyone to the hearing that may aid in its determination of responsibility.
8. All persons who give information to the board are required to report facts honestly. Knowingly giving false information to the board constitutes an infraction of the Student Code of Conduct.
9. At the conclusion of the presentation of the evidence, all voting Judicial Hearing Board members will deliberate in private. General Counsel, if requested by a majority of the Judicial Hearing Board members, may be present for the deliberations to provide advice on policy matters, but shall not participate in the decision. No one else, including the judicial coordinator and the cited student, may attend. The deliberations will not be recorded.
10. During its deliberations, the Judicial Hearing Board will determine, by majority vote, whether the reporting party has shown, by a preponderance of the evidence (*“more likely than not”*), that the cited student is responsible for the offense charged. This determination will be based solely on the evidence presented at the hearing. The Board will prepare its written decision, including a summary of the facts, a rationale for the decision reached, and a recommendation of sanctions, if any, from the range published in the Code of Conduct. This document shall be prepared within five (5) days of the hearing’s conclusion.

Following the Judicial Hearing: Subsequent Proceedings:

1. If the student is found “not responsible” for a Major Violation, the Judicial Hearing Board may work with the parties and witnesses as it deems appropriate to determine if any further action or recommendation (*such as mediation or institution of lesser charges*) should be taken.
2. If the Board determines that the student is “responsible”, the board will submit the written recommendation of responsibility and sanction to the Process Review Board within five (5) calendar days. This recommendation will briefly summarize the evidence upon which the decision is based. The board may recommend a sanction greater than the sanction stated in the summons.
3. The Process Review Board will review the record to ensure that the evidence supports the findings, the cited student was given due process, and that the procedures set forth by the UNC Board of Governor’s ***Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings*** were followed. Depending on the outcome of that review, the Process Review Board may:

- 1) remand it for a new hearing (*or other appropriate proceedings*) before the Judicial Hearing Board; or
- 2) forward the recommendation to the Dean of Students for the Final Administrative Decision.

The Board will make its decision within ten (10) days of receiving the information from the Judicial Hearing Board.

4. The Dean of Students will make all Final Administrative Decisions in cases involving suspension and expulsion within ten (10) calendar days after receiving the recommendation from below. Any modification of the Judicial Hearing Board's decision may not be arbitrary or capricious; reasons for any deviation in findings or sanctions must be documented. The student will be notified, in writing, of the Final Administrative Decision, the evidence supporting the decision and of the right to appeal within ten (10) calendar days of the decision.
5. If the final decision is suspension or expulsion, separation from UNCSCA is effective immediately. The student will leave campus and is banned from any school property. If the sanction is expulsion, the sanction applies to all UNC constituent institutions and the student's name is entered into the UNC Suspension and Expulsion database.

Appeals Process

1. In cases involving suspension of ten (10) days or less, the decision of the Dean of Students shall be final. No further appeal is available.
2. In cases involving long term suspension or expulsion, the student will be informed of the right to request review by the Chancellor. The student must submit a written request through the Process Review Board within five (5) calendar days after notification of the Final Administrative Decision. The request must allege either:
 - a. A violation of due process; and/or
 - b. A material deviation from the substantive or procedural standards adopted by the Board of Governors.

Additionally, the request must cite facts and evidence in the record to support the alleged grounds of appeal noted above.

The Chancellor will review the record and make a determination and notify the student within ten (10) days of the request for appeal. The student does not have the right to appear before the Chancellor.

3. The student may request a further appeal to the UNCSCA Board of Trustees via its Committee on Educational Planning and Policies/Student Life. The student must submit a written request for appeal to the Secretary of the Board of Trustees within five (5) calendar days after notification of the Chancellor's decision. The request must allege either:
 - a. A violation of due process; or
 - b. A material deviation from the substantive or procedural standards adopted by the Board of Governors.

The review may not be scheduled until the next regularly scheduled committee meeting or later, depending on the committee's availability. The appeal shall be "on the record" and the student will not attend the review.

The Board of Trustees will forward its written decision to the student within ten (10) days of the decision. If the decision is to uphold an expulsion, the letter shall include

instructions informing the former student that he/she may request that the UNCOSA Board of Trustees forward the record to the UNC Board of Governors for one final appeal. If the Board of Trustees determines that the sanction should be reduced, the Dean of Students shall be informed and the entry in the UNC Suspension and Expulsion database will be amended accordingly. The student will be informed of the decision in writing.

4. A former student may apply for reenrollment at UNCOSA or to any other UNC constituent institution once the prescribed long-term suspension has been served. Reapplication is not a guarantee that the student will be allowed to return to UNCOSA. In cases involving expulsion, the student may request a final appeal to UNC Board of Governors, which will be conducted in accordance with that Board's policies and procedures. The review will be "on the record" and the student will not be permitted to attend the review.

Notes on Special Cases

1. Pursuant to the Campus Security Act, in cases of alleged sexual assault, the accuser and the accused are entitled to have the same opportunities to have others present during a disciplinary proceeding.
2. Pursuant to FERPA, victims of violent crimes must be notified of the results of the disciplinary proceeding of the alleged assailant. "Results" means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed.
3. When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.
4. Charges against multiple students involved in the same incident may be heard in a single case only if each student defendant consents in writing to the Judicial Coordinator to such a proceeding.

Appendix C: Poster Policy For Hanes Student Commons

The Division of Student Affairs supports the needs of individuals and groups to promote events, services and merchandise to the campus community, provided the time, place, and manner of the promotions does not contradict the mission of the institution, does not endanger persons or property, does not interfere with campus operations, and does not damage physical facilities of UNCSA. This policy defines restrictions that pertain to materials posted in or around Hanes Student Commons. The term poster is used herein to describe any type of flier, banner or placard that is used for promotional purposes, regardless of its construction or size.

Location of Posters

1. The Hanes Student Commons Administrator (*or his/her designee*), located in the Kenan Student Life Center, is responsible for designating approved posting locations in the Hanes Student Commons.
2. General purpose bulletin boards are provided at several locations. These bulletin boards may be used for commercial purposes, informational purposes, or for solicitation of charitable contributions. They may be used by any person or group whether affiliated or non-affiliated, without prior approval. Such bulletin boards bear the title “General Purpose.” All notices will be removed at approximately two-week intervals. Bulletin boards not marked “General Purpose” are reserved for the use by particular offices; unauthorized postings may be removed immediately by those offices.
3. The only exceptions to the General Purpose boards are materials pertaining to political speech. Advertisements advocating political activities, candidates and positions postings are reserved to two boards designated “Political Speech” that are located on the mid level of the Hanes Student Commons. Political postings are for two weeks or until a related time and date has passed, whichever comes first.
4. No notice, advertisement, or document of any kind should be attached to any wall, door or other surface other than bulletin boards provided for such purposes. Damage to walls or other surfaces resulting from violation of this policy will require that the individual responsible pay the cost of repair, and may subject that individual to criminal penalties under applicable law and to disciplinary action pursuant to university policy.
5. Outdoor areas: Posters may not be attached to outdoor fixtures and structures other than those specifically designed for that purpose. Fliers may not be attached to utility poles, light poles, directional signs, fences, benches, trees or sidewalks.
6. Works of Art: Under no circumstance may any poster be attached to a work of art, whether indoor or outdoor. This includes paintings, murals and sculptures.
7. For safety reasons, no posters may be attached to exterior doors of any building.

Removal of Posters

Posters placed in unauthorized locations will be removed and discarded by a designated staff member within that administrative unity, or by housekeeping or grounds keeping staff during their normal course of work in that area. The Hanes Student Commons Building Monitor will

sweep the building daily for out of date, expired and improperly hung posters and will remove postings that do not follow this policy.

Content of Posters

1. In keeping with the Mission of UNCSCA, and recognizing that it serves students of middle school age as well as high school and college, UNCSCA will exercise its authority and obligation to restrict the content of materials posted on the campus as follows: Posters may not promote or condone any activity, service or merchandise that is illegal, incites violence, or causes disruption.
2. Posters may not offer for sale any items which cannot be legally purchased or possessed by individuals under the age of 18.
3. Posters may not denigrate, threaten, or abuse any individual or group of individuals on the basis of race, ethnicity, national origin, gender, religion, age, physical or mental ability, or sexual orientation.
4. Posters may not be obscene, based on standards adopted by the Student Press Law Center: *“The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to prurient interest in sex; and the material depicts or describes, in a patently offensive way, sexual conduct; and the material, taken as a whole, lacks serious literary, artistic, political or scientific value.*
5. Posters may not promote the use of tobacco, illegal drugs or alcohol. Phrases which commonly refer to alcohol (*“BYOB, keg, brew,” etc.*) or to specific drugs are not to be used on fliers.
6. All posters must clearly note the group, business or organization responsible for the posting with full name and accurate contact information. The posting date must be designated on the poster. Posters will be removed immediately that do not have the full information described above. Individuals needing assistance with this may come to the Kenan Student Life Center during working hours for assistance or see the building manager in the evenings or on weekends at the center outside the Pickle Jar.
7. Political Speech Postings Electronically by student groups may be done so by sending the posting via email attachment or message to the Dean of Students. The posting will be placed on a webpage for political activities with a link off the student life page for students. All school emails and the Every Friday Email may not be used for such announcements.

Adopted 2008

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

University of North Carolina School of the Arts states that it will provide equal employment opportunities for all persons regardless of race, color, national origin, creed, religion, sex, age, sexual orientation*, disabling condition, or political affiliation, except where religion, sex, or age are bona fide job related employment requirements. This is in keeping with Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246, as amended, the Rehabilitation Act of 1973, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1968 as amended, the Civil Rights Restoration Act of 1988, NC G.S. 1126-16 as amended, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991, and other applicable federal and state EEO and anti-discrimination laws or statutes.

In furtherance of this policy University of North Carolina School of the Arts prohibits retaliatory action of any kind taken by any employee of University of North Carolina School of the Arts against any other employee or applicant for employment because that person filed a complaint or charge of employment discrimination, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

To ensure that equal employment opportunity exists throughout the university, a results oriented equal employment opportunity program will be implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to employment opportunities for all qualified individuals that may exist in any of our programs. All selection, hiring, and promotion decision will be based on valid requirements that are job related and consistent with performance of the essential functions of the job.

This program shall ensure greater utilization of all persons by identifying the underutilized groups in the workforce and making special efforts to increase their participation in recruitment, selection, training and development, and upward mobility programs and any other term, condition, or privilege employment. When necessary, University of North Carolina School of the Arts will provide reasonable accommodations for applicants and/or employees with disabilities when doing so will enable them to successfully perform the essential job functions of the job or benefit from training. UNCSA is also committed to preventing any harassment based on race, color, national origin, religion, creed, sex, age, sexual orientation* or disabling condition including sexual harassment.

Program objectives and timetables shall be established to reduce and eliminate the underutilization of all groups through the equal employment opportunity plan and program. Responsibility for the development of this plan and program is assigned to the Equal Employment Opportunity Officer, the Director of Human Resources, who reports to the Chief Operating Officer. However, responsibility for the implementation of the EEO compliance program will be shared by all managers and supervisors.

The equal employment opportunity program will be evaluated and monitored continuously. Periodic reports on the progress of this program will be presented to the Chancellor by the EEO Officer.

University of North Carolina School of the Arts is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources.

*University of North Carolina School of the Arts recognizes that the category of sexual orientation is not a protected category under federal or state laws. By extending protection to this category as an internal policy matter it is not the intention of the University to create any rights that either may be pursued or enforced off-campus, that extend to the employee benefits package made available by the State of North Carolina or other off-campus entities, or that interfere with the University's relationships with outside organizations, including the federal government, the military or private employers. Grievances concerning discrimination based upon sexual orientation may only be processed by the internal grievance procedures of the University of North Carolina School of the Arts.

Adopted this 1st day of March, 2010.

UNCSA is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, ethnicity, creed, national origin, religion, gender, age, disability or sexual orientation.

If there is a conflict of policy between this and other campus publications, the policies in the UNCSA Bulletin will take precedence.

This handbook contains the most accurate information available at the time of publication and may be amended from time to time by UNCSA. Our website www.uncsa.edu will have the most current policies, including updates, changes and corrections.