



## **High School Student and Family Handbook**

**2025-2026**

## Table of Contents

---

|   |    |
|---|----|
| Academics and Arts Offices .....                            | 9  |
| Academics    336-770-3245 .....                             | 9  |
| Student Affairs  336-770-3283.....                          | 9  |
| High School Life  336-770-3281 .....                        | 9  |
| Calendar .....  | 9  |
| Inclement Weather.....                                      | 10 |
| Get Your One Card.....                                      | 10 |
| Access.....   | 10 |
| Places to use your One Card Pickle Dollars.....             | 11 |
| Currencies .....  | 11 |
| Report a Problem.....                                       | 11 |
| Campus Facilities for All Students .....                    | 12 |
| Hanes Student Commons .....                                 | 12 |
| Library .....   | 12 |
| Studio & Practice Spaces .....                              | 13 |
| Connector Building .....                                    | 13 |
| Fitness Center .....  | 13 |
| Mail .....  | 14 |
| Frequently Asked Questions .....                            | 14 |
| Contact .....   | 16 |
| High School Meal Plans.....                                 | 16 |
| Meal Plans for NC Resident High School students.....        | 16 |
| Block Plans for non-NC resident High School Commuters ..... | 16 |
| Using Bonus Bucks for meal supplement.....                  | 17 |
| Treat a guest to a meal .....                               | 17 |
| Dining Locations .....                                      | 17 |
| The Dining Hall .....                                       | 17 |
| Pickle Jar .....  | 18 |
| P.O.D.....  | 18 |
| Library Café .....  | 19 |

|  |    |
|--|----|
| Accommodating Students with Food Allergies .....                               | 19 |
| Student Government .....   | 20 |
| High School Clubs & Organizations .....  | 20 |
| Acceptable Use Policy .....  | 21 |
| University-provided software .....   | 22 |
| Email: .....   | 22 |
| University applications .....  | 23 |
| Connecting to campus networks .....  | 24 |
| Computer recommendations .....   | 24 |
| Medical Services .....   | 25 |
| Counseling Services.....   | 26 |
| Athletic Training Services .....   | 27 |
| Frequently Asked Questions .....   | 27 |
| Student Patient Portal .....   | 28 |
| Your Privacy .....   | 28 |
| Medical Leave Policy.....  | 28 |
| Code of Integrity .....  | 28 |
| Policy Statement on Nondiscrimination.....                                     | 29 |
| Infractions.....   | 30 |
| Defining Major School Rules and General Expectations.....                      | 30 |
| General Expectations.....  | 30 |
| Major School Rules.....  | 31 |
| Student Rights .....   | 32 |
| State Law .....  | 32 |
| Restorative Justice:.....  | 32 |
| Turning 18.....  | 33 |
| Proxy Access, Communication, and Education Records with Parents/Guardians..... | 33 |
| Bulletin Boards and Disseminated Materials .....                               | 34 |
| Sidewalk Chalk and Spray Paint.....  | 34 |
| Appropriate Dress.....   | 34 |
| Animals .....  | 35 |
| Non-motored Transportation:.....   | 35 |
| Sunbathing:.....   | 36 |

## UNCSA HS Handbook

|  |    |
|--|----|
| University-Sponsored Trips and Touring.....            | 36 |
| Hazing + Bullying: .....                               | 36 |
| Consent.....   | 36 |
| Adult Misconduct .....                                 | 38 |
| Support Programs .....                                 | 38 |
| Amnesty.....   | 38 |
| Smoking (Including Vaping and E-Cigarettes).....       | 40 |
| DAILY/WEEKLY SCHEDULE .....                            | 41 |
| Academic Policies .....                                | 41 |
| Graduation Requirements .....                          | 41 |
| Academic Integrity Policy.....                         | 42 |
| Attendance Policy .....                                | 44 |
| General information on class attendance .....          | 44 |
| UNEXCUSED ABSENCES .....                               | 49 |
| High School Academic Integrity Policy .....            | 50 |
| Academic Probation.....                                | 50 |
| Long-Term Absence for Medical Reasons .....            | 50 |
| Non-Resident Status Graduation.....                    | 50 |
| .....  | 51 |
| Advanced Placement (AP) Exam Policy.....               | 51 |
| Learning Resources .....                               | 51 |
| Information for Students.....                          | 51 |
| Resources for Students .....                           | 51 |
| Contact.....   | 52 |
| Accessibility: .....                                   | 52 |
| Steps for Accommodations for High School Program ..... | 53 |
| High School Academic Program Support Positions .....   | 53 |
| UNCSA ALERT .....                                      | 54 |
| Emergency Calls .....                                  | 54 |
| Fire Safety.....                                       | 54 |
| Shelter-in-Place .....                                 | 55 |
| Safe Shelter Locations.....                            | 55 |

|  |    |
|--|----|
| Communication channels for lockdown and/or shelter-in-place .....  | 55 |
| Lockdown.....  | 55 |
| Active Threat.....   | 56 |
| The UNCSA Department of Police and Public Safety teaches A.L.I.C.E. concepts to mentally prepare our campus for violent attacks. Participants in A.L.I.C.E. learn about the actions that everyday people can take to survive a dangerous encounter with a violent intruder.....  | 56 |
| Remember A.L.I.C.E .....   | 56 |
| A.L.I.C.E is a simple acronym for the following basic life saving strategies.....  | 56 |
| • Alert - Notify the people within the danger zone about the life-threatening risk.....  | 56 |
| • Lockdown - Barricade your area and prepare to evacuate or counter if needed.....   | 56 |
| • Inform - Relay continuous, accurate information to responders about the incident .....   | 56 |
| • Counter - Challenges the attacker and regain control. (This is the last resort.).....  | 56 |
| • Evacuate - Remove yourself from the area of the threat as soon as it is safe to do so.....   | 56 |
| At the beginning of the fall semester, Campus Police, in partnership with the High School Academic Program, conducts an “Active Threat” training and drill to better prepare for the unthinkable. Students and Parents receive prior notification of the drill, and students are given the ability to opt out of the drill should participation be deemed too stressful by the student and parent..... | 56 |
| Parking at UNCSA for High School Students.....   | 58 |
| Residence Halls .....  | 58 |
| Residence Halls Amenities .....  | 59 |
| Residential Common Areas .....   | 59 |
| Guidelines for Room Arrangement and Decorating .....   | 60 |
| Room Assignments.....  | 61 |
| Room Inspections .....   | 63 |
| Laundry .....  | 63 |
| Online monitoring of laundry status .....  | 63 |
| Washing Tips .....   | 64 |
| Issues with a washer or dryer?.....  | 64 |
| Security .....   | 64 |
| Keys and Lockouts .....  | 64 |
| Residence Hall Closing Periods.....  | 65 |
| Vehicles.....  | 80 |
| Gaming.....  | 81 |

## UNCSA HS Handbook

|  |    |
|--|----|
| Illness and Medical Confinement .....        | 81 |
| UNCSA High School Medication Policy.....     | 81 |
| Conduct and Housing .....                    | 83 |
| Curfew Checks .....                          | 83 |
| Curfew and Quiet Hours.....                  | 83 |
| Sign-Out Policy.....                         | 84 |
| Guests .....                                 | 85 |
| Intervisitation:.....                        | 85 |
| Sales and Solicitation .....                 | 86 |
| Housekeeping .....                           | 86 |
| Maintenance.....                             | 87 |
| Damage to Student Belongings/Insurance ..... | 87 |
| Housing Refunds .....                        | 90 |

## **Welcome from the Dean of High School Academics and Student Affairs**

Dear UNCSA High School Students and Families,

In this special place, you are immersed in a demanding, yet caring artistic community, one to which you will contribute much and receive much back. Here, the expectations are high: of you, of your fellow students, and of the faculty and staff. Since 1965, this has been a place where artists come together to learn, hone their craft, and become artist-citizens who strive to be their best selves.

We appreciate the confidence you have placed in UNCSA. On behalf of our faculty and staff, we pledge to honor this confidence by offering you an unmatched educational experience in the classroom, on the stage and in the studio, in the residence halls and across campus.

At UNCSA, our commitment to training citizen-artists through rigorous academic and arts programs also requires that we intentionally partner with you (students *and* parents) to develop and build this community. This is work we do not take for granted; indeed, it requires similar thought and rigor and care that all of our work here demands. With extensive programming, we guide students through an exploration of one's identity and the relationship and responsibilities of each of us to this community, ensuring that both the individuals and community are healthy. Our policies and rules proceed from this first priority - the health and safety of the community and each of us within it. In that spirit, we ask that you read the following pages carefully, familiarizing yourself with our policies and expectations. If there are passages about which you have questions, please ask! Call or email us directly, or use one of the scheduled Coffee Talks or campus events for parents to get your answers. We look forward to partnering with each of you to make this another successful year at UNCSA.

With excitement and gratitude,

Martin Ferrell and Laurel Donley

## INTRODUCTION

Life on an arts conservatory campus is both exciting and demanding. At UNCSA, your student will be challenged. We expect students to advocate for themselves, take initiative, try new experiences, and engage with the community. At UNCSA, students are responsible for their experiences. Failures and successes, disappointments and joys, are all part of learning and we can't imagine a more supportive environment for growth.

Our community is based on a set of core values. Some of these values like intellectual curiosity, and creativity are most often demonstrated in the classroom. Others like integrity, awareness of self and others, resilience, and compassion pervade every aspect of life in a school community, and we rely on faculty, staff, and students alike to uphold these essential values. Our lives here are governed by these values that reflect the School's vision and mission and are expressed and supported by the School's rules and policies. These rules and policies are designed to ensure that UNCSA is a community where each member feels included, safe, and respected.

Our disciplinary system is designed to allow students to grow from mistakes made. It seeks to balance the student's obligations to the UNCSA community and the community's responsibility to uphold its own values. The process provides an opportunity for the student to reflect on mistakes made and to better understand their obligations to a broader community. The adults in this community uphold the values of the School, yet see mistakes as a natural part of adolescent development. Helping students to engage in self-reflection is an important component of the discipline process. While our primary relationship is with your student, UNCSA families are an important component of the equation. We see parents as our partners in the growth and development of our students, and as such we communicate with them around not only a student's successes, but also their challenges. We expect parents to give their students room to experience the UNCSA program and assist us in enforcing the standards and expectations of the School.

Our values and expectations apply to all UNCSA students whether they are on or off campus. As a student, if you are present when a school rule is violated, you may be held responsible and may share equally in any disciplinary response.

Every student who has an enrollment contract with the School is expected to behave in accordance with the School's rules and in a manner that reflects the School's values in their activities and their life while they are enrolled. While the School recognizes that parents assume primary responsibility for their students when they leave school grounds to return home, after school, on weekends, and during school vacations, UNCSA reserves the right to pursue issues of student behavior that may compromise the safety of a student or the community, or impugn the reputation of UNCSA. By enrolling at UNCSA, students and parents agree to abide by all the rules and policies, both stated and implied.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise. The rules, policies, and procedures below are intended to apply under normal

circumstances. However, from time to time, there may be situations that require immediate or non-standard responses. This handbook does not limit UNCSA from deviating from normal rules and practices, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, taking into consideration the best interests of the community.

UNCSA believes that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the School's mission. Thus, the School reserves the right not to continue to enroll or to re-enroll a student if the School concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's educational purpose.

Any student who violates any of the following school rules is liable for disciplinary action, including dismissal.

## **Campus Contacts:**

### **Academics and Arts Offices:**

|             |              |
|-------------|--------------|
| Academics   | 336-770-3245 |
| Dance       | 336-770-3209 |
| Drama       | 336-770-3238 |
| Music       | 336-770-3255 |
| Visual Arts | 336-770-3217 |

**Student Affairs**      **336-770-3283**

**High School Life**      **336-770-3281**

---

### **Calendar:**

Please refer to the [three-year academic calendar](#) on the website.

### **High School Academic Daily Schedule\*:**

|                 |                       |
|-----------------|-----------------------|
| 8:00-9:00am     | first academic block  |
| 9:05-10:05am    | second academic block |
| 10:05-10:15am   | morning break         |
| 10:15-11:15am   | third academic block  |
| 11:20am-12:20pm | fourth academic block |
| 12:20-1:30pm    | Lunch                 |
| 1:30-2:30pm     | fifth academic block  |

**2:35-3:35pm                    sixth academic block**

**\*Academic classes do not meet on Wednesdays. Most Wednesdays are Arts Wednesdays and have arts-specific classes. Arts program schedules are all different. Please consult your student's individual arts schedule in [EZ Arts](#).**

#### **Inclement Weather:**

The decision whether to close or delay school will normally be made before 6 a.m. In addition to information sent via the Campus Updates for Key Emergencies System (UNCSA ALERT), UNCSA 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 UNCSA's after-hours voicemail at 336-770-3399. ([Adverse Weather Policy – #101](#)). If campus is closed, High School students are not permitted to walk off campus or sign-out with anyone other than their parents/guardian.

## **Student Life**

#### **One Card:**

The One Card is the only official form of identification at the University of North Carolina School of the Arts. Your One Card acts as your school ID, access card, meal plan card and prepaid flexible spending account for campus purchases & services. The money deposited into the flexible spending account is called *Pickle Dollars*. (Cash cannot be drawn on the account.) It should be carried at all times and must be presented for access to campus facilities, services, campus sponsored events, and more.

#### **Get Your One Card**

All new students obtain their card during the registration process or at all other times in the One Card Office. All new card holders must present a photo ID to receive their One Card.

#### **Access**

- Academic Building Access
- Residential Buildings
- Dining Hall
- Fitness Center
- Rehearsal or practice rooms

### Places to use your One Card Pickle Dollars

- Health Services
- Laundry Machines
- Mail Center
- Student Activities
- Vending Machines
- Meal Plan:
  - Dining Hall
  - Library Café
  - Pickle Jar / Snack Bar
  - P.O.D. Market

### Currencies

#### *Pickle Dollars:*

Pickle Dollars are the most versatile currency you can carry on your One Card. Pickle Dollars are accepted at any location on campus where you can use your One Card for payment like The Dining Hall, Pickle Jar, P.O.D. Market, and Laundry Rooms. You can even pay for that parking ticket you picked up last semester with your Pickle Dollars.

To add funds to your Pickle Dollars account by logging in to your e-account.

#### *Bonus Bucks:*

As a bonus to your tuition-based meal plans (you'll hear us call them "Board Meal Plans") Bonus Bucks can be used at any of the Dining Services managed locations. This includes: The Dining Hall, The Pickle Jar, P.O.D. Market, and the Library Café. Get more details for high school students or college students about bonus bucks or see Meal Plan FAQs.

### Report a Problem:

- Misplaced your One Card? Temporary One Cards can be provided for 24 hours. A freeze is put on your One Card until located. The account freeze prevents fraudulent usage of your One Card access and funds.
- Replacement cards cost \$15.

### *Contact Us*

Email: [onecard@uncsa.edu](mailto:onecard@uncsa.edu)

Phone: 336-770-1429

Office hours: Monday–Friday, 9 a.m.–4 p.m.

Location: Workplace Annex at [2007 Kenan Drive](#) and across from Campus Police building.

## **Campus Facilities for All Students**

### **Hanes Student Commons:**

In the center of the campus, the Hanes Student Commons provides space for students, faculty and staff to eat, socialize, meet, organize activities and so forth. In [Hanes Student Commons](#) you will find the following:

- Dining Hall and the Pickle Jar/Freshens (the UNCSA snack bar)
- Mail Center
- P.O.D. Market
- ATM, located within the Mail Center and available for withdrawal and transfer of funds (accepts PLUS, Cirrus, Discover/NOVUS Cash Network, MasterCard, VISA, and American Express)
- VTS (value transfer machine) located within the Mail Center and used for depositing bills onto One Card)
- Student Health Services
- Counseling Center
- Student organization space (including the College Student Government Association)
- Eisenberg Social Hall
- The Well and TV lounge
- Administrative offices for College Residence Life Programs & Housing
- The Kenan Center for Student Life (Vice Provost, Dean of Student Affairs, Director for Student Conduct & Community Standards, Student Engagement, Transportation, and Clinical Case Manager)

*How to reserve a space 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 Housing Office (336-770-3280).
- Groups wishing to reserve Eisenberg Social Hall or any meeting room in the Commons should complete a request [UNCSA 25 Live](#).

*Rules for Hanes Student Commons:*

- Smoking is strictly prohibited in all areas within the Commons. Additionally, smoking is prohibited within 50 feet area outside of the building and any building on campus.
- All who enter the building must wear shoes and shirts.
- Fliers may only be posted on bulletin boards; no fliers may be posted on doors and windows. (See Appendix C: Poster Policy for Hanes Student Commons).

### **Library**

High school students can reserve 3<sup>rd</sup> floor study room spaces for group or individual study, as well as make appointments to use the Makerspace by going to the library's website: <https://www.uncsa.edu/library>. Spaces that are not reservable for High School use are rooms

4209, 4210, and the Library Auditorium. Public study space is available throughout the library and includes a range of tables, cubicles and other group spaces.

## Studio & Practice Spaces

### *Drama*

For high school drama students, practice and rehearsal spaces can be reserved through the Drama Art Hub online using the 25live online reservation program. There are detailed instructions on our Drama Art Hub for reserving spaces, and we also review this with new students at orientation. Most drama students use the 600's and 700's workplace drama studios, as well as the library self-taping room for regular practice and rehearsal.

## Connector Building

Space in the Connector Building can be reserved by contacting the staff at the Connector Desk at 336-770-3281.

## Fitness Center

Open to all UNCSA community members, the Fitness Center offers a variety of equipment and spaces dedicated to meeting your fitness needs. Our facility is conveniently located next to the Artist Village residence hall and is supervised by a team of dedicated staff. The Fitness Center aims to make personal health and wellness accessible in a positive and nurturing environment.

### Spaces and equipment

- Full size gym with basketball goals, pickle ball, and more
- Aerobic room
- Weight area with free weights, Cybex equipment, and stretching area
- Aerobic machines including treadmills, ellipticals, stationary bicycles, and stair machine
- Locker rooms

### Activities and Services

- Group exercise options available (Information posted on Fitness Center bulletin boards and social media)
- Personal training
- Student-organized sport and game clubs

*Normal Operating Hours*

The Fitness Center is open for normal hours of operation during each school semester (fall and spring). During breaks and summer session, the Fitness Center is open for seasonal hours.

Contact: Fitness Center, 336-770-3286 or visit the website at

<https://www.uncsa.edu/fitness-center/index.aspx>

**Mail**

UNCSA provides a full service mail center located in Hanes Student Commons. The office is responsible for delivering all U.S. mail and inter-departmental mail to students, faculty and staff. The Mail Center offers U.S. Post Office services such as stamp sales, UPS and Federal Express shipping options.

Each student is assigned a mailbox that serves as the student's official campus address. Once assigned, a student's box number remains as long as they are a student here.

**Frequently Asked Questions**

1. How do I address mail to students or employees?

(Student's Name)

(Student's UNCSA Box Number)

1533 South Main Street

Winston-Salem NC 27127-2738

\*Do not include your residence hall or room number as part of the address

2. How will I know I have mail?

For packages, you'll receive an email to your artist.uncsa.edu address. If the email is from:

- no-reply@sendpro360.pitneybowes.com, your package is in the smart lockers in the Mail Center lobby.
- no-reply@assetpanda.com, you need to pickup the package at the Mail Center window Monday-Friday.

Be sure to check your clutter or spam folder if you haven't heard from the Mail Center.

3. When can I pickup my mail? What are your hours?

During the academic year, students have access to their mailboxes or the smart lockers in the Mail Center lobby. The Mail Center window is available from 8:30 a.m.- 5 p.m. Monday-Friday. The Mail Center carries first-class, postcard and international stamps. Purchases are at the Mail Center window.

The Mail Center window is closed on Saturday and Sunday.

Any other adjustments in Mail Center hours will be communicated to campus via a [My SA announcement](#).

4. What is my mailbox number and combination?

New Students: About two weeks before arriving on campus, new students are assigned a UNCSA mailbox. Students are notified by email or can online through the [Student Housing Portal](#). Students will receive the combinations for their mailbox when they check in as a new student. Students are encouraged to put their combination in their cellphone. Combinations are also available in [Student Housing Portal](#)

Note: All students both residential and commuters are assigned a campus mailbox number, which they keep the same mailbox assignment during their whole time as a student at UNCSA.

5. How do I mail a package?

Bring the package to the Mail Center window taped and addressed. The Mail Center staff will give you several options and prices to compare and even make suggestions, if you like.

6. How do I forward my mail?

When graduating or leaving UNCSA, it is the students' responsibility to contact family, friends, businesses, etc. to permanently change their mailing address.

[COMPLETE MAIL FORWARDING FORM](#)

**For Students Who Are Graduating or Leaving UNCSA**

A student's mailbox will close at the end of the spring term. Therefore, the student will need to inform the Mail Center of a forwarding address. Only first-class mail will be forwarded. The Mail Center cannot forward magazines or catalogs. Students who graduate or will not return to UNCSA will have personal first class mail forwarded for one year. Any mail that cannot be forwarded will be returned.

**For Returning Students**

Students who would like their mail forwarded for the summer will need to inform the Mail Center of their temporary address. First class mail will be forwarded to the temporary address over the summer. If students have magazine subscriptions or catalogs, they will need to notify the

company. The Mail Center will not forward or hold magazines/catalogs. Any mail that cannot be forwarded will be returned.

**Contact:**

UNCSA Mail Center

email: [mailcenter@uncsa.edu](mailto:mailcenter@uncsa.edu)

Phone: 336-770-3313

Fax: 336-631-1580

Location: Lower-level of [Hanes Student Commons](#) building

**Performance access**

Being on the UNCSA campus means students have access to the full season of performances, shows and screenings from all five conservatories throughout their time in the high school program. There are many free events on campus, and students receive one complimentary ticket for paid performances.

---

**Dining:**

Dining is a large part of your high school experience. Our four dining locations on campus accept your meal plan so you can *enjoy a freshly prepared meal or to just grab a quick snack on the go.*

You can get up-to-date menus and nutritional information on our website, [uncsa.campusdish.com](http://uncsa.campusdish.com). You can use our nutritional icons and nutrition calculator to pick out the best meal for any diet. The Dining Hall provides iPad kiosks in the serving area. Here you can find calories, ingredient lists, compare menu items based on nutritional content, and easily find vegan and vegetarian options.

**High School Meal Plans**

**Meal Plans for NC Resident High School students**

All residential high school students are required to be on the All Access Meal Plan. All high school commuter students classified as NC residents will automatically be assigned the HS 10 meal plan. Plans are based on a weekly allotment of meals, and you receive your plan's weekly allotment of meals each Sunday of the semester. At the end of the day, Saturday, any unused meals expire and you receive a new allotment of weekly meals.

**Block Plans for non-NC resident High School Commuters**

Students who are not eligible to be on a NC resident meal plan may purchase block meals. The meals may be purchased in blocks of 20, 30 or 50 meals. The more meals you purchase the lower the cost per meal. Student Block Meal plans expire at the end of each academic year. Meals may be used in the dining hall and will be deducted from your balance. The block meals can be purchased from the SODEXO office on the ground floor of the Hanes Student

Commons Room 128 or [Click HERE](#). Pickle Jar, Freshens, Library Cafe, P.O.D. Market

Meal Exchange enables you to use one of your meals toward a purchase at the Pickle Jar, P.O.D. Market, and Library Café. Students receive their seven Meal Exchange swipes each Sunday of the semester. At the end of the day, Saturday, any unused meals expire and students receive a new allotment of seven Meal Exchange swipes. Meal Exchange options vary by location. The P.O.D. Market accepts Meal Exchange for a Grab and Go entrée, side and beverage. Meal Exchange options available at the Pickle Jar include an entrée from a select list, a side and beverage. The Library Café accepts Meal Exchange with options including a muffin/bagel and beverage or a Grab and Go entrée, side, and beverage. Smoothies can also be purchased with Meal Exchange. Only one Meal Exchange can be used per transaction

### **Using Bonus Bucks for meal supplement**

Students who are on either the All Access or 10-meal plans receive Bonus Bucks. Bonus Bucks supplement the weekly meals and can be used for purchases in the Library Café, P.O.D. Market, Pickle Jar or the Dining Hall. High School students receive \$150 a semester. Bonus Bucks left from the fall semester are transferred over into the spring semester. At the end of the spring semester, unused Bonus Bucks are non-refundable and cannot be transferred to the new academic year.

### **Treat a guest to a meal**

Students who are on either the All Access or 10-meal plans receive five guest meals per semester. Guest Meals can be used to treat a friend, visitor, or parent to a delicious meal at the Dining Hall.

## **Dining Locations**

### **The Dining Hall**

- Located on the top level of the Hanes Student Commons

### **Weekdays**

- Breakfast 7:15-10 a.m.
- Light Lunch 10-11 a.m.
- Lunch 11 a.m.-2 p.m.
- Light Dinner 2-4:30 p.m.

- Dinner 4:30-7:30 p.m

### **Saturday & Sunday**

- Breakfast & Lunch 9 a.m.-2 p.m
- Light Dinner 2-4:30 p.m

### **To Go Boxes:**

Students, faculty or staff members who do not have time to sit down in the dining hall to eat a meal may purchase one eco-clam take-out box from the cashier as they enter. These are reusable containers that are environment friendly and will save on the cost of the 200+

containers used daily previously. Individuals who receive a take-out box may not consume any food while in the dining hall.

*How Get Your Own Eco-Clam Take-Out Box*

- Everyone must purchase their first Eco-Clam container to get items To-Go.
- Cash, Checks, Pickle Dollars and Bonus Bucks will be accepted for purchase of the \$5 Eco-Clam container.
- To obtain a clean eco-clam container, you must return a used container or purchase a new one.
- Used containers must be emptied and rinsed before returning for exchange. Containers with leftover food, defaced or damage containers will not be accepted for exchange.
- Container needs to be fully closed when leaving the Dining Hall.
- Only 1 container can be used per meal.
- Students, faculty & staff are responsible for safe keeping of their container between the breaks and summer session.
- When a student is sick, he/she should obtain written verification from a Wellness Center or College Life professional staff member for their designee to present to the cashier on his/her behalf for getting a meal to go.

**Pickle Jar**

The newly renovated Pickle Jar is located on the top level of the Hanes Student Commons and has a wide variety of offerings, including fresh chopped salads, made-to-order grill items, burritos, toasted sandwiches and more.

*Hours*

- Monday-Saturday 11 a.m.-11 p.m.
- Sunday 2-11 p.m.

**P.O.D.**

The P.O.D. Market stands for Provisions On Demand and is located on the First Floor of the Hanes Student Commons. The P.O.D. offers fresh grab and go sandwiches and salads for students on the run, as well as smoothies, and f'real milkshakes. Other convenience items are also available such as snacks, bottled beverages, health and beauty products, and school supplies.

*Hours:*

- Monday-Friday 9 a.m.-10 p.m.
- Saturday 10 a.m.-10 p.m.
- Sunday 5-10 p.m.

### **Library Café**

Located on the lower level of the Library Annex, the Library Café is a great place to grab a snack or drink in between classes or on a study break. This location proudly serves Twin City Hive coffee, pastries, sandwiches, smoothies, wraps, soups, and more.

#### *Hours:*

- Monday-Thursday 8 a.m.–5 p.m.
- Friday 8 a.m.-4 p.m.
- Saturday & Sunday - Closed

### **Accommodating Students with Food Allergies**

Students with special dietary restrictions should notify the UNCSA Dietician for a free consultation and review the “Guide to Managing Food Allergies” booklet, which is located at the entrance of the Dining Hall.

Students might also want to schedule a meeting with UNCSA Dining Manager & UNCSA Dietician to develop a plan to navigate the campus dining locations. (Individual menu development and specially prepared foods can be provided when the daily offerings do not meet an individual’s dietary needs.)

When dining on campus, students should read the station signage, menus and ingredient information available on the iPads in the Dining Hall and at [uncsa.campusdish.com](http://uncsa.campusdish.com). When in doubt regarding ingredients in a particular food, direct your questions to our Executive Chef or manager on duty

#### *Steps we have taken:*

- Removed all peanut products from the Dining Hall, except for the individually portioned peanut butter cups.
- Substituted flax seeds on the salad bar for sunflower seeds.
- All desserts offered in the Dining Hall are nut-free.
- Gluten-Free products are available upon request.
- Hired a registered dietician to provide free consultations.

---

---

### **Student Activities:**

UNCSA High School students lead busy lives, and for those students looking to maximize what down time they do have, UNCSA Student Engagement and the high school student auxiliary group “Crew” assist with activities and events throughout the year. High School students participate in

Pickles on the Town, beverage breaks mid-day, games nights, off campus excursions, campfires in the backyard, high school only dances, and Prom. High School students also get to take advantage of All Campus activities, which include: All Campus Open Mic with guest artists, craft nights, outdoor movies, and weekend events that include activities like: K-Vegas shopping trips, Ice Skating, Carnival, Renaissance Fair, the Zoo, Spookywoods, and many others.

### **Student Government:**

The UNCSA High School Student Government (S.G.) is a student-led organization that benefits the entire high school student body and is advised by the Assistant Director of High School Life and the High School Activities Coordinator. We are a communication link between the students, faculty, staff, and administration on campus. We actively strive to create a more supportive, professional, and collaborative social environment that benefits all high school students.

### **High School Clubs & Organizations**

If you would like more information about the organizations listed below or on chartering a high school organization here on campus, feel free to come by the Connector Building and speak to the High School Coordinator for Leadership and Belonging or call 336-770-3281.

Clubs may change yearly. Past Clubs have included:

- Anime Club
- Asian Student Union
- Black Student Union
- Dungeons and Dragons Club
- Hispanic Student Union
- Linguistics Club
- Lunar Guidance
- Math Club
- Opera Club
- Paranormal Pickle Society
- Queer Student Union
- Spectrum
- UNCSA Bible Study Club

---

### **Technology:**

Use the Technology Support portal to access self-help guides, learn more about our services and request assistance.

- For guides or basic information, go to our [Knowledge Base](#).

- Need service or have a problem? The Technology Support portal will help you connect with the right IT team.
- Recently submitted a service request? In the Technology Support portal, you can track the progress of your ticket requests any time.

UNCSA Technology Support (Help Desk)

Hours: Monday-Friday, 8 a.m.- 5 p.m.

Phone: 336-770-3300

Location: [Library first floor circulation desk](#)

## **Acceptable Use Policy**

### **I. Purpose**

This regulation sets forth the acceptable use of information resources at the University of North Carolina School of the Arts (UNCSA). Information resources and that data contained in those resources are provided for university-related purposes and access to and use of information resources entails specific expectations and responsibilities for users as outlined in this policy.

### **II. Scope**

This regulation applies to all university information resources, regardless of form or location, and the hardware and software resources used to electronically store, process, or transmit that information. This includes data processed or stored and applications used by the university in hosted environments in which the university does not operate the technology infrastructure. All UNCSA employees, students, and affiliates must adhere to this regulation.

### **III. Compliance**

All UNCSA employees, students, and affiliates must adhere to this policy and related regulations, procedures, rules, standards, technical specifications, and any other guidance produced by the information security program. Failure to do so may result in disciplinary action, up to and including dismissal, suspension or expulsion, or termination of privileges.

All users of university information resources must abide by the following standards of behavior regarding information resources use:

1. Comply with all federal, State of North Carolina, and other applicable laws, regulations, contracts, including university or third party copyright, patents, trademarks, software license agreements.
2. Comply with all university policies, regulations, and rules regarding electronic communications, protection of institutional data, and the operation and use of information resources.
3. Use only those information resources and data that they have been authorized to use, and use them only to the extent authorized and in a manner that is consistent with the missions of the university.

4. Only store university data on information resources, devices, and cloud services provided by the university and in the manner specified by the university.
5. Automatic forwarding of university mail (e.g., from unsca.edu) to an outside third party mail system (e.g., gmail.com, yahoo.com, etc.) is prohibited for any correspondence that contains data classified as level 1 (confidential data), level 2 (sensitive data), or level 3 (controlled data).
6. Do not use information resources, including official university email lists or listservs, to send messages or material that are fraudulent, harassing, threatening as described in Prohibited Discrimination, Harassment, and Related Misconduct Regulation 121, or otherwise in violation of law or university policy.
7. Do not use information resources, including official university email lists or listservs, to engage in political activity, campaign for or against a ballot initiative or candidate running for office, or conduct a political campaign.
8. Refrain from creating the appearance that the university is endorsing, affiliated with, or otherwise supporting any organization, product, service, candidate, or position.
9. Do not send unsolicited mass communications unrelated to university business, activities, or events unless permitted by Email Regulation 502.
10. Do not use information resources for personal commercial purposes or personal financial or other gain, except as permitted by Conflicts of Interest Regulation 603.
11. Refrain from disproportionate uses of information resources that have the likelihood of consuming an unreasonable amount of resources, disrupting the intended use of these resources, or impinging on the access of others.
12. Do not interfere with the intended use or proper functioning of information resources, or gain or seek to gain unauthorized access to any information resources or data contained on university information resources.
13. Do not circumvent or bypass security measures, requirements, or any standard protocols in place to ensure the confidentiality, integrity, and availability of university information resources, data, information technology systems, and networks.
14. Promptly report potential information security incidents to the IT Networking and Information Security Department.

For further information, please visit: <https://www.uncsa.edu/mysa/policy-manual/500-information-technology/508-technology-use.aspx>

### **University-provided software**

Adobe Creative Cloud: If you are a student, you have full access to Adobe® Creative Cloud. Students receive an invitation via their UNCSA email address with instructions on how to access and/or download the apps.

Microsoft's Office 365: All students have access to Microsoft products (Outlook, Word, Excel and more)

### **Email:**

Students and applicants at UNCSA are assigned a campus email, sometimes referred to as your artist email. It is important that you check your UNCSA email to receive important information from faculty, administration and other offices on campus.

- Artist email addresses follow the format of lastname.first initial + middle initial@artist.uncsa.edu. For example, a student named John Robert Doe would have the email address doe.jr@artist.uncsa.edu.

Your initial password:

- For applicants, your initial artist email password was sent to you in an email with subject line containing "your UNCSA Artist email account." Please contact the Office of Admissions if you need this email and password resent to you.
- Please note: It is recommended that you [change your password](#) the first time you log in to your artist email account.

You can access your artist email via Microsoft Outlook several ways:

- On the web: <http://outlook.office365.com>
- Through an app: [Set up Outlook email on your mobile device](#)
- Through a desktop email client [using POP or IMAP settings](#)
- By [forwarding your artist email](#) to another email account

Attachment and Recipient Limits

- Students should not have access to nor use campus distribution lists. Should a student need to send an email to a campus group, they may request assistance from the High School Academic Program Office Manager or the Assistant Director of High School Life.

Using your @artist.uncsa.edu email

The UNCSA email system gives students access to Exchange server functionality and collaboration as well as enhanced support for mobile devices. It is important that you check your UNCSA mail to receive student information. Your teachers, administration and other campus offices will use this account to contact you. You are advised to set up your @artist.uncsa.edu email on your phone and computer.

- [How to set up your artist email on your Android phone.](#)
- [How to set up your @artist.uncsa.edu email on your iPhone.](#)
- [How to check your @artist.uncsa.edu email in Outlook 365 web mail.](#)

## **University applications**

*Canvas:*

Canvas is a learning management system (LMS) that faculty and students use to interact outside of the classroom from computer and mobile devices

*E-Z Arts:*

Access registration, records, class/course schedules and DegreeWorks to ensure you are on-track for graduating. Accept/decline your financial aid package.

*Teams:*

Microsoft Teams works as a central hub for team collaboration, combining chat, video meetings, phone calls, file sharing, and app integration into one platform, organized around "Teams" (groups of people) and "Channels" (topic-focused spaces) to streamline communication and

projects within a single interface, accessible on desktop, web, and mobile

*TouchNet:*

Bills are not mailed. An email is sent to students' UNCSA email address notifying them that bills can be viewed in TouchNet portal.

## Connecting to campus networks

- [Connecting to campus Wi-Fi](#)
- [Connecting gaming devices to AUX Network](#)

## Computer recommendations

If you are considering purchasing a new computer or bringing one from home with you to the University of North Carolina School of the Arts, the Information Technologies department has recommended computer specifications to help optimize your experience with your own technology on campus.

If you are considering purchasing a new computer or bringing one from home with you to the University of North Carolina School of the Arts, the Information Technologies department has recommended computer specifications to help optimize your experience with your own technology on campus.

The School of Filmmaking and the School of Design & Production for Sound Design have specific computer and software requirements. Refer to "What to Pack" in the [Incoming Students section](#).

General Recommended Computer Specifications:

If you are purchasing a new system to bring to school with you, the Information Technologies department recommends these specifications:

- Dual Core Processor
- At least 2GB (gigabytes) of RAM
- DVD-ROM Drive
- Ethernet Patch Cord – Goes from computer's network interface to the wall port in the residence hall room.

For Apple Computers:

- [UNCSA Shop Apple Online](#)

For Printers:

- It is strongly suggested that at least one student per room in a residence hall have a companion printer for shared use.

## **Health Services:**

UNCSA Student Health Services in the Wellness Center provides professional and cost-effective medical care and services that are general and specific to the performing arts – from coughs to physical therapy. Students are usually seen the same day and often within a few minutes for injuries.

Medical services are provided by a team consisting of a Board Certified Family Physician, Nurse Practitioner, Physician Assistant, and certified medical assistant. UNCSA partners with Wake Forest Baptist Health Sports Medicine Physicians.

On-campus weekly clinics are held to evaluate and follow up with students facing injury, providing referrals for imaging, specialist, and other services through Wake Forest Baptist Health Medical Center.

## **Medical Services**

The Health Service staff can provide services that you would find at a medical practice, such as:

- Referrals for specialists, radiology and dental needs
- Physical Therapy services
- Allergy injections
- Immunizations ([consent form](#))
- General medical care for illness and/or injury
- Routine laboratory testing
- Contraception (birth control pills, condoms)
- Sexually transmitted infection (STI) screening
- Physical exams
- Psychiatry services (9 month academic year)
- Nutritional counseling by a Registered Dietitian
- [Health Education Services](#) provides health and wellness presentations, classroom collaboration, health coaching awareness events and campaigns and one-on-one consultations.

Free Health Services include:

- COVID-19 testing, if the Wellness Center medical providers determine student's symptoms warrant testing for COVID-19
- Office evaluation by physician, nurse practitioner, physician assistant, certified medical assistant and/or athletic trainer. Psychiatry services are available on referral from our providers.
- Performing Arts Athletic trainers work with students to prevent injuries and promote injury recovery.
- Self-service over-the-counter medicine for upset stomach, pain, headache, condoms, adhesive bandages, first aid ointment, and cough drops
- On-site pharmacy for certain prescription medications
- Filling and refilling prescriptions
- Arranging for transportation to off-campus medical and dental providers
- Filing of insurance for all students covered by StudentBlue, Blue Cross Blue Shield of NC
- 24/7 nurse-on-call through HealthLink

*Health contact info:*

Emergency

Call Campus Police at "55"

Call 911, if off campus

Appointments (encouraged)

Call (336) 770-3288 to make or cancel an appointment or use the [Patient Portal](#)  
(opens in new tab)

#### **Hours**

Monday-Friday

7:30 a.m. - 5 p.m.

Note: Open 8 a.m.-7 p.m. on Wednesdays.

Closed Friday from 9:15-11 a.m. for staff meeting

#### **Contact**

Phone: (336) 770-3288

Fax: (336) 770-1492

After hours non-emergency

Call HealthLink: 1 (888) 267-3675

#### **Mail**

Student Health Services, UNCSA

1533 S Main Street

Winston-Salem, NC 27127

#### **Location**

[Upper Level of Hanes Student Commons](#)

### **Counseling Services**

Counseling Services, [staffed with licensed counselors](#), is available for individual and group sessions, offers students a confidential and secure environment in which to discuss issues ranging from personal problems to life goals. Full-time counselors help students identify stresses, explore acceptable forms of emotional expression and behavior, and establish healthy mental attitudes to facilitate both personal and professional growth. High School Life Staff also includes a High School Wellness Counselor who provides high school-specific wellness programming and is also available for individual and group counseling.

#### *Contact and Hours*

#### **Hours**

8 a.m.-5 p.m. Monday-Friday

#### **Phone**

336-770-3288

After Hours and Weekend Counseling Support, ProtoCall Services 855-726-1497

*Note:* Students under 18 may not call this number alone. Contact your RHC or a Residence Life staff for support in making this call.

Healthlink 1-888-267-3675

### **Athletic Training Services**

We are well acquainted with the unique demands of conservatory life and dedicated to serving our dynamic population with the same passion each student brings to his or her studies. We work with everyone to determine goals for treatment and to create a plan for a safe and successful return to activity. This process often includes eliciting parental input and support, which can be especially important when students are far from home.

We also collaborate with faculty members when appropriate to ensure a comprehensive approach to injury management and prevention. And, of course, we enjoy working with other healthcare professionals both on campus and out in the community to provide the best care for our students.

The [UNCSA Athletic Training staff](#) is comprised of three licensed athletic trainers, one of whom is also a licensed physical therapist. Athletic trainers (ATs) work collaboratively with physicians to support student-artist health and performance by helping to identify, treat, and prevent injuries and other musculoskeletal conditions. Our athletic trainers are nationally certified by the Board of Certification, Inc. (BOC) and are licensed by the North Carolina Board of Athletic Trainer Examiners (NCBATE).

### **Frequently Asked Questions:**

- How to make an appointment

The Athletic Training staff is available to meet with current students both in the clinic and via telehealth using Zoom for Healthcare. To schedule an in-person visit (including same-day visits for acute injury), please call 336-770-3288. Call for telehealth visits, also, or go to your Student Health Portal to select your provider and time (Select appointment reason "ATTelH").

[\(OPENS IN NEW TAB\)](#)

- Have an injury question?

If you have a quick question or aren't sure whether you need an appointment for your particular physical complaint, you can send any of the licensed athletic trainers a secure message through your Student Health Portal and receive a reply in 1-2 business days. Please call the Health Services desk with any more immediate concerns.

- Virtual exercises for all artists

We have compiled a collection of exercises for all artists, but especially dancers and musicians to prevent injury, strengthen muscles and to target specific issues. Use your UNCSA credentials to access via single-sign-on option.

### **Student Patient Portal:**

Students use the [PATIENT PORTAL](#) to:

- Make medical and athletic training appointments
- Respond to messages from providers
- Enter and upload immunization records
- Upload documents and access medical educational information
- View balance
- Upload scan image of insurance card
- Download forms

### **Your Privacy**

A student's medical condition is held in the strictest confidence. If you are over 18 years of age and in college, we will not discuss your health with your parents or with teachers or staff without your written permission. If you are under 18, we may call your parents about illnesses but will not discuss issues of sexuality, STIs or contraception. Medical information about high school students will be shared with arts schools, general studies and residence life staff only on a "need to know" basis.

### **Medical Leave Policy**

A student who must leave school for medical reasons, either by order of the UNCSA Wellness Center or by choice (with a physician's written recommendation), may remain enrolled in High School Academic Program courses with excused absences for up to a total of twelve (12) consecutive academic class days. Arts Wednesdays will not count against these twelve days. During this time, the student's academic teachers will make reasonable efforts to send home the student's academic coursework and assignments. After missing twelve consecutive academic class days, however, a student on medical leave will be withdrawn from UNCSA and UNCSA will assist the student in the process of transferring to another school by providing documentation of academic work completed while enrolled at UNCSA. A student withdrawn from UNCSA after an extended medical leave will be allowed to re-apply for admission for the next academic semester. Acceptance will be subject to the approval of the UNCSA Wellness Center, the relevant Art School Dean, and the High School Academic Program.

---

## **Student Policies:**

### **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 adhere to the Student Handbook Policies.

- I will adhere to the Academic Integrity Policy.
- I will respect others and show courtesy.

### **Policy Statement on Nondiscrimination**

UNCSA is committed to equality of educational opportunity and does not discriminate against applicants, students or employees in offering access to its educational programs and activities or with respect to employment terms and conditions based on race, color, national origin, religion, sex, age, sexual orientation, gender identity, gender expression, genetic information, disability, veteran status, or political affiliation.

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. Infractions 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. 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. No one document can include every circumstance; therefore, the institution expects students to exercise good judgment and discretion.

In addition, UNCSA encourages character formation and development by asking students, as members of the University community, to uphold the highest standards of personal behavior and responsibility in all settings. The Student Conduct Procedures at UNCSA are designed to address violations of the Student Code of Conduct in a manner that prioritizes student development and education. While Student Conduct Procedures may result in the imposition of outcomes in appropriate cases, the primary objectives of these procedures are to uphold the highest standards of honor, integrity, and personal responsibility; to encourage responsible choices concerning issues such as alcohol use, the treatment of others, and sexual behavior, among others; and to promote student learning, safety, health, and well-being.

The emphasis upon student education and growth as the primary objectives of the Student Conduct Procedures distinguish these campus-based processes from criminal or civil legal proceedings. The Student Conduct Procedures do not result in an adjudication of whether a crime has occurred; such determinations can be made only by the criminal justice system. Consistent with these student learning and development objectives, the Student Conduct Procedures at UNCSA remain non-adversarial; reflect community values, University policies, and Board of Governors standards; and provide for the respect and consideration of all participants.

## **Infractions:**

### **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").

### **Defining Major School Rules and General Expectations**

Major School Rule infractions are the most serious infractions and may result in the outcome of suspension or dismissal. Most are violations of state and/or federal laws. In appropriate cases, interim or emergency suspension may also be imposed.

Community Expectations are comprised of low-risk behaviors. Violating these expectations may result in the status outcome of probation and other educational outcomes

As a member of the UNCSA community, one must always be aware that an individual's actions will affect others in the community. While the philosophy of the School implies an understanding of adolescent development as a process of change that typically involves behaviors that do not meet expectations, decision making that is not fully grounded, and habits of mind or actions that are not always consistent with the needs of oneself or others, this Handbook attempts to make clear the expectations for UNCSA students. In the case that the handbook does not identify a specific behavior or action does not constitute approval, nor is the School limited to the narrow guidelines of the Handbook. Any action deemed to violate the respect, trust, or safety of a community member will be viewed as inappropriate behavior. Subsequently, a student may be subject to disciplinary consequences for some behavior not mentioned in the handbook.

### **General Expectations**

UNCSA students are expected to know, understand, and abide by the letter and spirit of the standards and expectations of UNCSA. Further, it is the responsibility of the student to understand the policies and procedures of UNCSA. In general, it is expected that students value their position in this community and will act accordingly. It is understood that through the course of discovery and maturation, students at UNCSA may exhibit unacceptable behavior. As previously noted, some actions may be considered unacceptable to such a degree that an individual may be required to leave the community without warning. In most cases, however, it is expected that a student will learn from their transgressions. Faculty and staff are committed to helping a student make the changes necessary to avoid further infractions. If a student, however, demonstrates an unwillingness or inability to make the necessary changes to their behavior, an accumulation of minor school infractions may be considered a major violation of school standards, putting the student's status at the school at risk.

The following examples are breaches of expected conduct at UNCSA that may move from minor infractions to a major violation with repeated offenses:

- Visitation violations
- Unexcused absences
- Dress code violations
- Leave infractions or failure to check-in/check-out appropriately

- Use of social media or technology in ways that violate the trust or respect of others
- Disregard for school safety measures such as access to buildings (door propping, key or key card sharing), emergency drill protocols (reporting to drill locations and following instructions)
- Damage to school property
- Gambling
- General disrespect for faculty, staff or the community as a whole

## **Major School Rules**

UNCSA is committed to providing all students with a safe school environment in which all members of the school community are treated with respect. Individuals should feel both safe and respected in the environment in which they live and learn. Thus, the School Recognizes that some actions are unacceptable, as they threaten the safety of the community and/or individuals to such a high degree. As a result, the school has deemed the following to be violations of major school rules. Violations of major school rules may result in the student's dismissal, regardless of disciplinary history or previous warning.

- Dishonesty
  - Academic dishonesty – see “Academic Integrity” for clarification.
  - Personal dishonesty – lying, stealing, duplicating keys or key cards or using passwords without permission.
- Campus Safety
  - Violations of Fire Safety Regulations including, but not limited to tampering with fire detection devices, smoking in a school building, open or smoldering flame, lighting matches, lighters, incense or candles, possession of fireworks.
  - Departure from the residence hall after final check-in or before 7 am without specific permission from a high school life staff member.
  - Departure from campus without proper permissions including misrepresenting the destination or time of return/departure.
  - Unauthorized use of campus buildings or vehicles
  - Inviting non-family guest into residence halls without permission
- Violations of the Drug and Alcohol Policy
  - Distribution of drugs or alcohol
  - Use of drugs or alcohol
- Behaviors that put at risk the health and welfare of oneself or others
  - Harassment, hazing or bullying, including cyberbullying
  - Use or threatened use of a weapon or physical violence
  - Possession of firearms, knives, explosives or any other weaponry
- Blatant and egregious disregard or disrespect of a faculty/staff member
- A demonstrated pattern of unwillingness or inability to abide by school rules may be considered a major violation of school standards.

## **Student Rights**

Students at the University of North Carolina School of the Arts are guaranteed the following rights in the student conduct process:

- To be afforded due process in a fair and timely manner.
- If formally charged, to be represented, at the student's expense, by a licensed attorney or non-attorney advocate except for allegations of academic dishonesty.
- To receive a written notification of charge.
- To be free from unreasonable search and seizure.
- To have a Case Resolution Meeting when charged with a major or minor infraction.
- To receive in writing the disposition of the case.
- To appeal decisions of a Case Resolution Meeting involving major or minor infractions.
- To have a staff advisor assist them throughout the appeal process.
- To waive any of these rights.

## **State 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 court for a violation of law may be subject to university jurisdiction for the same offense. The courts have held that being punished by the courts and by the University for the same violation does not constitute double jeopardy. Student conduct infractions may be subject to adjudication whether they occur on university premises. The Director of Student Conduct or designee shall determine whether an incident off-campus affects University interests and thus falls within the scope of the Student Code of Conduct.

Student misconduct, which jeopardizes the University, the integrity of the University, or any member of the University community (equivalent to a major infraction) will be subject to the Student Code of Conduct. In addition, misconduct on any officially sponsored University activity, no matter what actions are taken by legal authorities outside of the University, will be subject to the Student Code of Conduct.

## **Restorative Justice:**

A Restorative Justice Conference is an alternative dispute resolution process for nonseparable infractions and will only be considered when the student Respondent(s) have taken responsibility for violating the applicable Student Conduct Policies and have an interest in repairing the harm done by their actions. A facilitated dialogue among student respondent(s), involved/impacted parties, complainant(s), and/or UNCSA community members. Trained facilitators guide the process. Each Restorative Justice Conference participant is invited to share their perspective and discuss the impact caused by the student's actions. After discussion of impact, the Restorative Justice Conference participants engage in a collaborative decision-making process to identify appropriate educational outcomes that the student will need to complete in order to resolve the conduct case. The purpose of the agreed-upon outcome(s) is to

help meet the needs of the community, help the student address the impact caused by their actions, and raise the awareness and participation level of all participants.

The Restorative Justice Facilitator plans Restorative Justice Conferences by contacting the student respondent(s), involved/impacted parties, complainant(s), and/or UNCSA community members affected by the case then scheduling the date, time, and place of the Restorative Justice Conference. During the Restorative Justice Conference, the Restorative Justice Facilitator will assist all in attendance as they attempt to repair harm and develop appropriate outcomes for the student respondent(s). In addition, Restorative Justice Officers may hear Cases involving alleged infractions of Student Conduct Policies.

---

### **Turning 18**

As a condition of continued enrollment in the high school program, students and/or parent(s) or guardian(s) agree that when any student turns 18 while the student is enrolled at UNCSA High School, the School shall have the right to communicate with their parent(s) or guardian(s) regarding any matter whatsoever regarding the student including but not limited to, about academics, discipline, medical, mental health, behavior, conduct, social or education matters, or any issue whatsoever that the School wants to communicate with the parent or guardian concerning the activities or best interests of the student or the greater school community. As the student nears their 18th birthday, the student and parent(s) or guardian(s) will receive a reminder about this obligation as well as the overall obligation that the student agrees to abide by the student handbook and allow continued parental/guardian communication. If a student refuses to confirm these conditions of enrollment in writing, the student may be asked to withdraw.

At no time will any student under 18 living residentially be allowed to travel by Rideshare (i.e. Uber, Lyft, etc.) from the residence hall as it creates a safety problem for the university. At 18, rideshare privileges are available between 8am and 10pm daily. A student is limited to a travel radius of ten square miles within Winston-Salem city limits. Additionally, an 18 year old student is limited to four hours to travel away from campus and be back to campus.

### **Proxy Access, Communication, and Education Records with Parents/Guardians**

By enrolling in UNCSA's High School Program, the student agrees to create Proxy Access to UNCSA's Banner Student Information System for the purposes of sharing information (such as grades and attendance), communication (such as student behavioral, student code of conduct, and wellness concerns), and emergency notification. To create Proxy Access for one's Parents and/or Guardians, the student can log into their E-Z Arts Account. No student will be able to attend classes without first granting Proxy Access to all legal Parents and/or Guardians. Students 18 years of age or older are required to create proxy access, unless they provide

documentation that they are not a “dependent student” as defined in section 152 of the Internal Revenue Code.

### **Bulletin Boards and Disseminated Materials**

The University of North Carolina School of the Arts supports the lawful exercise of free speech and dissemination of information to the campus community, provided that the time, place, and manner of the display and dissemination of information and materials does not interfere with UNCSA’s mission, disrupt the operations of the institution, or damage UNCSA facilities.

1. Bulletin boards labeled “General Purpose” are provided at locations on campus. These bulletin boards may be used for commercial purposes, informational purposes, or for solicitation of charitable contributions, and may be used by any person or group, without prior approval.
2. Notices and disseminated materials may not contain unlawful communications of any kind; including threats of violence, obscenity, child pornography, or a violation of UNCSA policies on the prohibition of harassment, sexual misconduct, and discrimination.
3. Bulletin boards not labeled General Purpose are reserved for use by particular offices, and unauthorized postings may be removed immediately by those offices.
4. All notices must be removed when outdated, and all notices will be reviewed for removal at two-week intervals.
5. No notice, advertisement, or materials of any kind may be attached to any wall, door, or other surface, other than bulletin boards, without the approval of the Associate Vice Chancellor for Facilities Management.
6. Display of any notice or other materials on the exterior of any building, exterior door, landscape features (including trees and light posts), or other surfaces not specifically designated as a General Purpose bulletin board is prohibited.
7. An individual or group responsible for damage resulting from a violation of this policy will be charged the costs of repair, and may result in disciplinary action pursuant to University policies.
8. Because UNCSA has a high school population, notices and disseminated materials may not promote or offer for sale any items which cannot be legally purchased or possessed by individuals under the age of 18.

### **Sidewalk Chalk and Spray Paint:**

During the course of the year, there may be times when students want to use sidewalk chalk for their artwork or to promote an activity. Sidewalk chalk must only be used on sidewalks or permitted chalk boards on campus. As well, 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.

### **Appropriate Dress**

UNCSA expects that the student dress be neat, clean and appropriate for the occasion. Clothing displaying messaging illegal for high school students (i.e. alcohol/drugs), profanity or depicting violence) is not permitted. Shoes are required in all areas of campus except the assigned residence halls. UNCSA faculty and staff reserve the right to request a return to their residence

hall to change if the attire is deemed inappropriate. Because Community Coordinators, Facilities and other approved visitors often have reason to visit the residence halls, students are expected to dress appropriately while in the hall. Students should wear clothing that appropriately covers the body, including a shirt when outside their room. Students are encouraged to bring a robe as bathrooms are communal.

**Animals:**

Generally, all animals on campus must be attended to and leashed, and no animals except approved and documented service/support animals and small fish are allowed in buildings. Additionally, any animal approved and documented with a resident must be spayed or neutered prior to becoming an approved animal for residential high school living with the student. Any animal housed in the high school residence must have cleanliness maintained and all documents for vaccination and safety.

**Non-motored Transportation:**

Policy regarding non-motored transportation including, Skateboarding, In-Line or Roller skating, Bicycling and electric variations of non-motored transportation:

Skateboards/longboards, scooters, in-line/roller skates, bicycles and other modes of non-motored transportation are permitted on open walkways and roads as a means of transportation only, provided that they do not constitute a hazard to pedestrians, disrupt class, or damage University property.

Skateboards/longboards, scooters, in-line/roller skates, bicycles, and other modes of non-motored transportation must be registered with Campus Police. Bicycles should be secured to a bicycle rack for storage purposes. Skateboards/longboards, scooters, in-line/roller skates, and all other modes of non-motored transportation should be kept in the student's room for storage purposes.

The University will not be held accountable for any injuries sustained while using these modes of transportation. It is recommended that students wear appropriate safety equipment and seek medical attention if an injury is sustained.

Violations of this policy include, but are not limited to:

- Jumping or riding downstairs
- Grinding on or otherwise damaging University property
- Riding in buildings
- Riding on landscaping
- Storing improperly
- Creating excessive noise that disrupts the community

Note: If a violation results in damage either to university property or to personal property belonging to an individual, the student will be responsible for covering the cost to repair or replace the property. Three violations of this policy will result in a minor infraction charge.

**Sunbathing:**

Sunbathing is allowed only on the hill area north of the Hanes Student Commons and in the yard behind the High School residence halls.

**University-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 as a member of the larger Winston-Salem community. 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 High School Life and faculty/staff members involved in the trip/tour.

**Hazing + Bullying:**

Hazing means to subject another student to physical and/or emotional injury as part of an initiation, or as a prerequisite to membership, into any organized school group.

Violent or threatening behavior including intimidation or hazing which endangers the health or safety of oneself or another student constitutes a major infraction regardless of whether the threat is delivered in person or via technology (phone, email, online social network, etc.).

Bullying/Cyberbullying means engaging in repeated or aggressive behaviors meant to intimidate, intentionally harm, control, or seek to control another person or persons physically, mentally, or emotionally. Examples include, but are not limited to: spreading rumors, teasing, playing trick/pranks, intentionally embarrassing or frightening another person(s). An isolated incident, unless sufficiently severe, does not constitute a violation.

---

**Consent:**

Consent means informed, freely and actively given, mutually understandable words or actions indicating willingness to participate in a mutually agreed upon activity. Activity that violates North Carolina criminal law is not considered consensual under this policy. (See N.C.G.S. 14- 27.2, 14-27.2A, 14-27.25, 14-27.3(a) 14-27.7A, 14-202.2, 14-27.5, 14-27.5(A)(a)(1), 14-43.13).

- Silence or lack of resistance does not imply consent.
- A previous relationship or prior participation in an activity does not indicate current consent.
- Consent to one activity does not imply consent to other activities.
- Consent may expire after a reasonable time, depending on the circumstances.

- Consent may be withdrawn at any time, as long as the withdrawal is clearly communicated prior to completion of the activity.
- Consent cannot be obtained under coercion or incapacitation
- Consent has not been obtained in situations where someone is forced, threatened, pressured, intimidated, manipulated, or has reasonable fear that he/she or another will be injured if he/she does not submit to or engage in the activity; is unable to give consent or is prevented from resisting due to sleep, involuntary physical restraint, unconsciousness, or the influence of drugs or alcohol

Consent: An affirmative decision to engage in mutually acceptable sexual activity freely given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone.

- A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- An individual is unable to freely give consent when the individual is incapacitated (arising, for example, from the use of alcohol or other drugs or when the individual is passed out, asleep, unconscious, or mentally or physically impaired). An individual is unable to freely give consent when the individual is coerced into sexual activity, such as, for example, through the use of physical force, threat of physical or emotional harm, undue pressure, isolation, or confinement.
- The perspective of a reasonable person will be the basis for determining whether a respondent knew, or reasonably should have known, whether a complainant was able to freely give consent and whether consent was given. Additionally, being intoxicated or incapacitated does not diminish one's responsibility to obtain consent and will not be an excuse for sexual misconduct.
- Consent cannot be obtained by coercion or force. Coercion or force includes conduct, intimidation, and express or implied threats of physical or emotional harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in Sexual Contact. Examples of coercion or force include causing the deliberate incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the Sexual Contact; threatening to harm oneself if the other party does not engage in Sexual Contact; or threatening to disclose an individual's Sexual Orientation, Gender Identity, Gender Expression, or other personal sensitive information if the other party does not engage in the Sexual Contact.

If you are a **UNCSA student** and have a concern or question regarding this Regulation or the procedures for filing a complaint, you can contact either [Title IX](#) at 336-932-3917 or the [Office of Student Conduct](#) at 336-631-1215.

### **Adult Misconduct**

The school does not tolerate sexually inappropriate touching and/or interaction of any kind between adults (faculty, administrators, staff and other employees, as well as volunteers) and students, regardless of age, including all forms of sexual activity and sexual harassment. It is a violation of Academy policy to make sexual advances toward, to engage in sexual conduct with, or to engage in sexual harassment of a student of any age. Romantic relationships and/or sexual interaction between undergraduate/graduate and high school students are prohibited, regardless of age. Violators of this policy will be subject to serious penalties, up to and including termination and being barred from campus.

([Improper Relations Policy – #616](#))

### *Boundaries*

All UNCSA employees and adult volunteers are expected to conduct themselves professionally when interacting with students. Employees receive regular training on maintaining healthy boundaries when interacting with students to support a positive educational environment and the student's healthy development. The school will formally address any instances where an employee or adult volunteer does not maintain healthy boundaries with students. Violations may result in counseling or disciplinary action up to and including termination of employment or volunteer opportunity. Although boundary crossings and violations do not always trigger mandated reporting reports to authorities, the Academy expects any member of the UNCSA community to report suspected boundary violations to the dean of faculty, director of human resources, or the director of student well-being so that they can be addressed with the employee or adult volunteer.

---

## **Alcohol & Other Drugs (AOD)**

### **Support Programs**

Counseling Services offers substance use assessment 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 call 336-770-3288 for counseling or health services. During nights and on weekends, students can contact Student Health Services and/or Counseling Services through a member of the Residence Life Programs & Housing or the UNCSA Police Department. Students may also contact the local chapters of Alcoholics Anonymous or Narcotics Anonymous for additional support and assistance.

### **Amnesty**

In cases of alcohol poisoning and/or drug overdose, UNCSA's main concern is the health and safety of those involved. Students are strongly encouraged to call for medical assistance (911) for themselves or for a peer who is dangerously under the influence. Student's seeking medical

treatment for an alcohol and/or other drug overdose can qualify for conduct amnesty. Conduct amnesty will exempt students from being charged with Student Conduct violations related to Alcohol and/or other drug possession/consumption infractions. This also applies to students seeking help for the students who are under the influence.

The purpose of conduct amnesty is to remove barriers to seeking help for fear of being subject to student conduct consequences. Medical amnesty has been adopted by [statute in North Carolina](#), although UNCSA's amnesty policy is broader in scope.

Amnesty applies to:

- a student who has consumed alcohol or other drugs, and who seeks assistance from a university official or emergency personnel on their own behalf;
- a student who consumed alcohol or other drugs and was the victim of a crime (including but not limited to physical or sexual assault, theft, vandalism) who seeks assistance from a university official or emergency personnel on their own behalf;
- a student who consumed alcohol or other drugs and receives assistance, as a result of another student(s) seeking assistance on their behalf, from a university official or emergency personnel;
- student(s) who consumed alcohol or other drugs and who seek assistance from a university official or emergency personnel on behalf of another student who has consumed alcohol or other drugs, and who remain on the scene to provide support.

Amnesty does not apply to:

- other prohibited conduct including, but not limited to, driving under the influence, acts of harm, harassment, sexual misconduct, vandalism, distribution of controlled substances, etc.;
- students/organizations who do not seek assistance from a university official or emergency personnel.

To ensure you receive amnesty, you must do two things:

1. Provide your name when calling 911.
2. Stay with the victim until help arrives.

A student or organization may be required to meet with a staff member in the Office of Student Conduct or other appropriate personnel and complete any recommended educational assignments. Failure to complete all recommendations may result in revocation of Amnesty benefits. Repeated incidents may prompt the University to revoke an individual's future ability to receive the benefits of Amnesty. Records related to receiving Amnesty assistance will be maintained consistent with the University's records policy.

Note: UNCSA amnesty differs from statutory amnesty for law enforcement agencies. Law enforcement has their own set of [statutory standards](#) and has discretion to cite a student. Amnesty does not prevent Police or other law enforcement from reporting an alleged violation, filing a charge, or taking other action related to the possible criminal prosecution of any UNCSA student.

Note: Students may also receive amnesty from student conduct charges in medical emergencies.

### **Smoking (Including Vaping and E-Cigarettes)**

As overwhelming scientific and medical evidence repeatedly demonstrates, use of tobacco/nicotine products is a significant health hazard, particularly during adolescence. Possession and use of tobacco/nicotine in any form is prohibited at UNCSA. This includes the use or possession of electronic cigarettes and synthetic products. The Student Affairs Office and/or Health Services reserve the right to test any cartridge found in an electronic cigarette.

Violation of the School's smoking policy while enrolled as a student at UNCSA will result in the following consequences:

**First Offense:** An immediate drug screening will occur with subsequent random screenings at the school's discretion. The student will receive two weeks of Full Restriction with one weekend of checks, and the student's parent or guardian will be notified. Students caught using tobacco or nicotine products for the first time may also be required to attend a smoking cessation program. If a serious problem exists, medical intervention may be required. Implicit in these consequences (and those that follow) is that the student is willing to try to stop.

**Second Offense:** An immediate drug screening will occur with subsequent random screenings at the school's discretion. The student will receive two weeks of Full Restriction and work detail, and the student's parent or guardian will be notified. Students caught using tobacco or nicotine a second time must engage in a medical intervention determined by the health professionals, i.e. Health Educator and/or Chief Health and Wellness Officer. Depending on the student's citizenship record, he or she will be issued an Official Warning, placed on probation, or required to appear before the Conduct Council.

**Third Offense:** An immediate drug screening will occur with subsequent random screenings at the school's discretion. Students in this category immediately place their positions at the school in jeopardy and their enrollment contracts for the next year may be withheld. Students will appear before the Conduct Council.

**Note:** Tobacco/Nicotine Offenses do not restart at each academic year; rather, the offenses accumulate throughout the entirety of the student's enrollment at UNCSA.

---

## **ACADEMICS:**

### **Overview:**

The high school program at UNCSA trains young artists for professional careers in the arts with a strong commitment to providing a sound, supporting curriculum of academic studies to ensure the broader education of the artist.

Young artists in grades 9-12 engage in a broad and challenging curriculum, including access to a wide variety of Advanced Placement (AP) courses and a number of topical electives such as Introduction to Film Studies; Poetry and Performance; Women, Gender and Sexuality Studies; Environmental Science; and Biological Research and Experimental Design. The program offers rigorous instruction in the core disciplines of English, mathematics, world languages, science, social studies and wellness.

Here, artists and educators strive to create a more just and compassionate community.

Value is placed on a spirit of free inquiry and mutual respect in the classroom, and a community that provides equal access and support for all students. The High School Academic Program is devoted to developing thoughtful, ethical, compassionate, creative, responsible life-long learners.

---

## **DAILY/WEEKLY SCHEDULE**

### **High School Academic Daily Schedule\*:**

|                 |                       |
|-----------------|-----------------------|
| 8:00-9:00am     | first academic block  |
| 9:05-10:05am    | second academic block |
| 10:05-10:15am   | morning break         |
| 10:15-11:15am   | third academic block  |
| 11:20am-12:20pm | fourth academic block |
| 12:20-1:30pm    | Lunch                 |
| 1:30-2:30pm     | fifth academic block  |
| 2:35-3:35pm     | sixth academic block  |

**\*Academic classes do not meet on Wednesdays. Most Wednesdays are Arts Wednesdays and have arts-specific classes. Arts program schedules are all different. Please consult your student's individual arts schedule in [EZ Arts](#).**

---

## **Academic Policies**

### **Graduation Requirements:**

Students who successfully complete the high school program are awarded the University of North Carolina School of the Arts High School Diploma. Graduation requirements at UNCSA are similar to requirements at traditional public and private high schools.

All 20 required units must be earned in grades 9 through 12; one unit represents study of a subject for a full school year — a minimum of 120 instructional hours. Additionally, the [Citizen Artist graduation requirement](#) is part of the 20 units and is completed through existing coursework.

|  |                 |
|--|-----------------|
| English  | 4 units         |
| Social Studies (U.S. History; Civics and Economics; World History)   | 3 units         |
| Mathematics (including Algebra I – which, if taken before grade 9, does not count as one of the three required units)                    | 3 units         |
| Science (including Biology and a physical science)   | 3 units         |
| Wellness/Physical Education (Dance and Drama students meet the physical education requirement through regularly scheduled arts classes.) | 1 unit          |
| Electives (including arts courses)   | 6 units         |
| <b>TOTAL UNITS</b>   | <b>20 units</b> |
| Although not required for graduation, foreign language study is strongly recommended to meet college admissions requirements.            |                 |

### Academic Integrity Policy

In submitting assignments and projects for courses, students take responsibility for their work as a whole, and imply that, except as properly noted, the ideas, words, material and craftsmanship are their own. In written work, if students cite from a source of information or opinion other than

themselves without giving credit, either within the body of their texts or in properly noted references and without using quotation marks where needed, or otherwise fail to acknowledge the borrowings, they have in fact presented the work, words or ideas of others as if they were their own. Failure to abide by those simple principles of responsible scholarship is dishonest, as is receiving or giving aid on tests, examinations or other assigned work presumed to be independent or original. A student whose work is found to be dishonestly accomplished and submitted for a grade as their own will, at the teacher's discretion, receive no credit (a zero) for that assignment. The teacher may require that the student revise and re-submit the assignment for a grade, but this new grade may not replace the zero received on the earlier attempt. The High School Academic Program may withdraw a student from a course without credit if they repeatedly plagiarize graded work.

### **Alternate Assignment Request Process**

The High School Academic Program reviews and approves the chosen materials within our curricula and trusts and supports the expertise of our instructors. We carefully consider the readings, assignments, and activities in our courses, and strive to provide an educational experience for all learners that lives up to our mission statement: Here, artists and educators strive to create a more just and compassionate community. Part of this commitment is the inclusion of texts that may challenge a particular student's thinking or beliefs. While all of our curricular choices are made with care, we acknowledge that parents or students may find some material too challenging or objectionable. In the spirit of supporting our ongoing partnership with families in the education of their students, the High School Academic Program has a formal process by which a parent or student may request an alternative assignment. For the sake of the integrity of each course curriculum, the limit for such requests is two per year-long academic course. We ask that the parent or student complete the assignment request form (appendix A) and submit the form to the Dean of the High School Academic Program. The Dean will then review the request in collaboration with the department in question in an effort to better understand the rationale for the request and to determine whether an appropriate alternate assignment is warranted. This ad hoc committee will review and decide within four academic days (one week) of the form submission. Since any such alternative assignment will create disruption for the learning of both the class and the individual student in question, we ask that, to the extent possible, the student and family review course materials ahead of time to minimize the disruption. For our part, the High School Academic Program publishes the names of the texts under consideration either in the syllabi or, in the case of shorter or excerpted texts, as part of the upcoming unit plans.

---

#### [Alternate Assignment Request Form](#)

## Attendance Policy

### General information on class attendance

Academic class attendance is a student obligation. UNCSA expects all students to regularly and punctually attend all classes in which they are enrolled. Each academic teacher submits a daily report of attendance, and the official attendance record for each student is kept in the High School Academic Program office.

If a student has an excused absence from a class, the teacher will permit the student to make up the work missed. It is the student's responsibility to arrange for make-up work in consultation with the teacher within two days of the student's return to school if the excused absence was unplanned (e.g., for illness). Make-up work for planned absences that are excused ahead of the event (e.g., for off-campus auditions) should be arranged with teachers at least 24 hours **before** the student leaves campus.

While teachers are available to assist with make-up work for excused absences, they are not expected to do so when an absence is unexcused, except to provide information about the work missed. It is the student's responsibility to know whether an absence is excused; if in doubt, the student should check with the High School Academic Program office. Notices of unexcused absences are sent by email to students' campus email addresses and copied to their parents. However, a student's failure to receive a notice does not relieve the student of personal responsibility regarding all absences.

A student who misses nine (9) or more classes in a course during a single semester, regardless of whether the absences are excused or unexcused, will incur a "one-step" grade reduction penalty per absence (for instance, an A on a student's transcript, regardless of percentage, would be lowered to an A- on the ninth absence from the course). Second semester seniors may miss up to twelve (12) classes in a course during that semester before incurring this penalty. Such grade deductions will be tracked by the Academic Office, with notifications being sent to the parents, student, and teacher at regular intervals as absences accumulate. On the ninth absence (13th for second semester seniors), the student, parents, and teacher will be notified that:

1. the student has crossed the absence threshold and will incur a one-step grade deduction penalty to be assessed by the teacher at the end of the semester;
2. for each subsequent absence, the student will incur an additional one-step grade penalty; and

3. the student may submit a written appeal (email is acceptable) contesting the application of the grade penalty to the Dean of the High School Academic Program with supporting documentation.

**A student who misses 15 or more class meetings in a course during a single semester, regardless of whether the absences are excused or unexcused, will not receive credit for the course that semester.** The Associate Dean of the High School Academic Program will notify a student and the student's parents of a violation of this rule. A student has the right to appeal the loss of credit to the Dean of the High School Academic Program. Appeals should be submitted to the Dean in writing with any relevant documentation. Email is acceptable.

Please note that, while excused tardies and early dismissals do not affect a student's absence total, a student who misses more than 15 minutes of a class period will be considered absent from that class for attendance purposes.

If a teacher is absent, each student in the class is responsible for following the procedures established by the teacher for that day, whether or not a substitute instructor is present.

Class cancellations or delays as a result of inclement weather will be announced by the Office of the Chancellor for the UNCSA campus as a whole and broadcast on local media outlets.

A parent/guardian who picks up a student from UNCSA during the school day must notify the High School Academic Program office (336-770-3245, [stillerk@uncsa.edu](mailto:stillerk@uncsa.edu)). Residential students must also sign out and back in from the High School Residence Life office (in the residence hall connector building).

## **EXCUSED ABSENCES-UNPLANNED (ILLNESS AND EMERGENCIES)**

### **Procedures for Residential Students**

When residential students are too ill to attend class, they must report to the Wellness Center in the Hanes Student Commons Building **prior to** the beginning of the class for which they need to be excused. Students who are too ill to walk to the Wellness Center should immediately notify a residence hall staff member. **Parents or guardians of residential students may not call or write to excuse a student from classes because of illness unless their son or daughter is at home with them at the time the illness occurs (e.g., during a weekend visit home).** A visit to the Wellness Center, however, does not automatically excuse a student from class. Only those students who are reported by the Wellness Center staff as "Confined" to their residence hall room because of illness will be excused from classes. Confined students who "break"

confinement by leaving their dorm room without permission will have their class absences for that day changed from excused to unexcused (see section on unexcused absences below).

### Procedures for Commuter Students

Parents or guardians of commuter students who become ill at home, or who are out of school for any other reason that was not prearranged, must call or e-mail the High School Academic Program office **prior to** their daughter's or son's first academic class to report the absence to Ms. Stiller **each day** that the student is out (336-770-3245, [stillerk@uncsa.edu](mailto:stillerk@uncsa.edu)).

Commuter students who are reported by their parent/guardian as ill in the morning **may not attend arts or academic classes for the rest of the day**. Students who come to campus later in the day after being reported ill by a parent/guardian will have their earlier absences recorded as unexcused.

### EXCUSED ABSENCES – PLANNED

#### Procedures for reporting planned absences

The parents/guardians of students who will miss classes for scheduled commitments (e.g., off-campus medical appointments, auditions, or family events) must notify the High School Academic Program office **in writing at least one (1) week before the anticipated absence**. The notice must include the reason for the absence(s) and the dates and times of the student's departure and return. The notice may be e-mailed to Ms. Kim Stiller ([stillerk@uncsa.edu](mailto:stillerk@uncsa.edu)). The High School Academic Program office will let parents and students know if there are any concerns regarding the requested absence(s), or if further information is necessary. Although scheduled absences are typically excused when families follow the above procedure, the parent/guardian and the student will be notified if the planned absence(s) will not be excused.

#### The student's responsibility in preparing for planned absences

While it is the parent/guardian's responsibility to notify the Academic Program office of a student's upcoming absence, it is the student's responsibility to communicate with the student's academic teachers at least 24 hours prior the student's departure from campus in order to schedule any make-up work and to collect any assignments the student must complete while away. To help ensure that these conversations take place, a student must submit a completed Planned Absence Form with signatures from each of the student's academic teachers to the Academic Office **by noon on the school day prior** to the absence. The failure of a student to communicate with the student's teachers in this way prior to departure will result in the

reclassification of the absences as unexcused. See the section on unexcused class absences below.

If a student misses a class in which there is an assessment scheduled or an assignment due, but attends other classes on the same day, the student is expected to submit the assignment or take the test that day unless the teacher and student work out a different mutually agreed upon time. If such arrangements are not made, the student will incur a 10% grade reduction late penalty per school day until the assignment is submitted or the test taken.

### **Medical appointments**

Students are expected to schedule non-emergency medical treatment, including appointments with the counselors or athletic trainers in the UNCSA Wellness Center, at a time when they do not have a scheduled class. If a class absence is unavoidable, the following procedure must be followed:

- Medical appointments provided by the UNCSA Wellness Center will be documented on a daily report to the High School Academic Program office, but the student is still responsible for notifying the High School Academic Program office **before the day of the appointment** if the student finds that a class absence is unavoidable in making a Wellness Center appointment.
- Students who do not clear their conflicting Wellness Center appointments with the High School Academic Program office will not be excused from class.
- Parents/guardians are responsible for letting the High School Academic Program office know about personally-arranged off-campus medical appointments at least one week in advance if possible. Students must also present a doctor's note upon their return to campus to document all off-campus medical appointments that result in class absences.

### **Personal Reasons**

Absences for personal reasons, such as religious holidays or family events, will be considered on an individual basis upon the presentation of a written request from a parent or guardian. The written request should be submitted to the High School Academic Program office **at least one (1) week prior to the proposed departure date**. Please note: UNC policy allows each student a maximum of two (2) excused absences each academic year for religious observances.

### **Arts-related Absences**

Arts-related absences, including those for activities sponsored by UNCSA, are not automatically excused.

**UNCSA-sponsored activities:** The student's art school will notify the High School Academic Program office in writing at least one (1) week in advance if a student is to be absent from class for UNCSA-sponsored activities. **Students are not automatically excused from academic classes for UNCSA rehearsals, costume fittings, on-campus auditions, private lessons, juries, or other arts activities.** (Note: All art school notifications must come from the arts school dean or the dean's designee.)

- Personally-arranged arts activities: If a student chooses to be absent from class to attend a non-UNCSA-sponsored arts activity such as a concert, competition, or summer program audition, the student must follow the planned excused absence procedures above. Failure to properly notify the High School Academic Program office may result in unexcused absences.

### **College visits and off-campus auditions**

High School seniors who wish to be excused from class to visit colleges or participate in off-campus auditions or interviews should complete the planned excused absence process described above. A written request from a parent/guardian identifying the college or audition location, with the dates and the times of the scheduled departure and return, must be sent to the High School Academic Program office at least one (1) week prior to the student's departure. Seniors are expected to schedule college visits and auditions to avoid being out of academic classes for more than two consecutive class days. Seniors are allowed a maximum of six (6) total absences in one academic year for college visits or auditions. Students in grades 9-11 are allowed a maximum of two (2) total excused absences in one academic year for off-campus auditions (e.g., for summer programs). Should a senior request more than six absences, the student's teachers, the Guidance Counselor, and the Associate Dean of the High School Academic Program will evaluate the request in light of student's performance in class, the number of days already missed, and other considerations, to determine if the absences will be recorded as excused or unexcused. **Please remember that a student who misses 15 or more class meetings in a course during a single semester, for any reason, may not receive credit for the course that semester.**

### **Requests for early departures at holiday breaks and other school breaks**

Students who find it necessary to leave campus before the official end of classes prior to a holiday break or other school break (such as fall or spring break) must have a parent/guardian notify the High School Academic Program office at least one (1) week in advance of the

absence. **However, vacation or general travel plans are NOT acceptable reasons for early departures, and absences for these reasons will be recorded as unexcused. Please pay attention to the academic calendar and plan your travel itineraries accordingly.**

#### **Requests for early departures at the end of the spring semester**

Students who find it necessary to leave campus before the official end of spring semester must follow special clearance procedures (below). Early departure requests must be approved, as missing the last days of the spring semester will mean that a student misses final academic exams. Teachers are not always able to reschedule final exams for individual students, nor are they expected to. **Vacation or general travel plans are NOT acceptable reasons for early departures, and absences for these reasons will be recorded as unexcused. Please pay attention to the academic calendar and plan your travel itineraries accordingly.**

1. The parent or guardian must notify the High School Academic Program office in writing at least two (2) weeks before the first day of final exams, stating the date and reason for the early departure.
2. If the request is approved, the Academic Program office will process the Early Departure form, which will document the student's rescheduled exam times. Students who leave campus without full clearance will receive unexcused absences and potentially receive failing grades on their final exams.

#### **UNEXCUSED ABSENCES**

When a student acquires, during a single semester, a first unexcused absence in a course, the High School Academic Program office will notify the student, the parents, the teacher, the arts school dean, and the High School Residence Life staff via email.

After the first unexcused absence, each subsequent unexcused absence will count twice (in effect, as two absences) toward the total absence threshold of eight (8) for the semester (the threshold for second semester seniors is 12). As noted previously, once a student crosses this threshold, the student will incur the one-step grade deduction penalty for each additional class missed. It is up to the teacher's discretion whether to allow a student to make up work missed from such an absence or to impose a grade penalty on the assignment. Individual teacher guidelines for make-up work will be published in course syllabi.

Please note, too, that an accumulation of three (3) instances of unexcused tardiness to class will result in the recording of one (1) unexcused absence on the next class date following the third unexcused tardiness. Unexcused tardiness to class in excess of 15 minutes counts automatically as one full unexcused absence in that class for that day.

### **C. High School Academic Integrity Policy**

All work, unless cited or credited where appropriate (such as a research project) is to be solely a student's own work. Plagiarism, cheating, or otherwise presenting the work of others without appropriate credit or acknowledgment will result in a penalty for that assignment, to be determined by the teacher. (Penalties can range from a verbal warning in minor instances to an 'F' for that assignment, with a requirement to redo said assignment for no credit.) Additionally, incidents of dishonesty in one's coursework will be documented by the teacher and filed with the Academic Office as part of the student's record, and the student will be required to meet with the appropriate Program Director, Associate Dean, or Dean. Parents or Guardians of the student will be notified of the violation and its attendant consequences. Repeated incidents of dishonesty in one's coursework may result in the student being placed on probation, removal from a class, or dismissal from the High School. Administrative sanctions from the appropriate Program Director, Associate Dean, or appropriate Dean may be appealed in writing to the Provost's Office for review.

### **D. Academic Probation**

Because a high school student's graduation from UNCSA is contingent upon the successful completion of required academic courses, the High School Academic Program may place newly admitted or currently enrolled students on academic probation. The probation policy can be found in the Institutional Policies section of this academic bulletin.

### **E. Long-Term Absence for Medical Reasons**

A student who must leave school for medical reasons, either by order of the UNCSA Wellness Center or by choice (with a physician's written recommendation), may remain enrolled in High School Academic Program courses with excused absences for up to a total of twelve (12) consecutive academic class days. Arts Wednesdays will not count against these twelve days. During this time, the student's academic teachers will make reasonable efforts to send home the student's academic coursework and assignments. After missing twelve consecutive academic class days, however, a student on medical leave will be withdrawn from UNCSA and UNCSA will assist the student in the process of transferring to another school by providing documentation of academic work completed while enrolled at UNCSA. A student withdrawn from UNCSA after an extended medical leave will be allowed to re-apply for admission for the next academic semester. Acceptance will be subject to the approval of the UNCSA Wellness Center, the relevant Art School Dean, and the High School Academic Program.

### **F. Non-Resident Status Graduation**

In rare circumstances, twelfth-grade students who must withdraw from UNCSA during the academic year may receive permission, upon request, to complete their UNCSA high school diploma requirements through an approved correspondence or on-line program and qualify to receive the UNCSA high school diploma. Typically, only seniors who have experienced a catastrophic event (medical or financial) or who have been hired by a professional performing

arts company during the course of their senior year may be given permission to graduate non-residentially. These students must receive permission from their Arts School Dean and from the High School Academic Program, which maintains the UNCSA high school graduation list and monitors a student's progress while on non-resident status. This permission is valid for one twelve-month period from the date of permission, after which the High School Academic Program will permanently remove a non-resident student from the graduation list. High school seniors who have been suspended long-semester from UNCSA for disciplinary reasons are not eligible to graduate from UNCSA on a non-resident status basis and must adhere to the requirements of their suspension for re-applying to and graduating from UNCSA.

---

### **Advanced Placement (AP) Exam Policy**

Students enrolled in an AP course are expected to sit for the national AP exam in May. The national exam serves as the spring semester exam in all AP courses. The High School Academic Program supports this expectation by assuming the cost of all exam fees. Any student who does *not* sit for the national exam must take a separate final exam during the regularly scheduled HSAP exam period.

---

### **Learning Resources:**

#### **Information for Students:**

- Contact Learning Resources at [learningresources@uncsa.edu](mailto:learningresources@uncsa.edu) for accommodations support
- The Director of Learning Resources is currently assisting all UNCSA students with ADA accommodations. We look forward to returning to more comprehensive learning resources support soon, including tools such as time management, study strategies, and organizational skills.

#### **Resources for Students**

Staff in the office of Learning Resources assist students in the academic environment as they seek balance within an intense and exciting educational experience. Students may choose from a variety of workshops and 1:1 instructional techniques that can be applied in the classroom and utilized for both personal and professional endeavors. The following array of resources have been designed to assist with academic success:

- [1:1 Sessions — tailored to meet a student's specific needs](#)
- [Assistive Technology](#)

- [Accessibility Resources](#)
- [Lunch & Learn Workshops for Academic Success](#)
- [Military Student Resources](#)
- [Peer Tutoring](#)
- [University Testing Services](#)

## Contact

Learning Resources  
[learningresources@uncsa.edu](mailto:learningresources@uncsa.edu)  
Phone: 336-726-6963  
Fax: 336-726-6964

## Accessibility:

The University of North Carolina School of the Arts is open and accessible to all qualified students. We foster success through access. We also lead collaborations with students, faculty, staff and the campus community to remove barriers to access and provide inclusion of people with disabilities. Our policy for serving students with disabilities is consistent with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. We provide services and accommodations to all UNCSA students who have current documentation of a disability that substantially limits one or more major life activity, including but not limited to walking, talking, learning, hearing, or seeing.

Accessibility Resources is one of an array of services and supports offered to students under the office of Learning Resources and is provided to students with a documented disability. Students may request disability-related accommodations in the academic or living environment at UNCSA by supporting a request through documentation that meets the university's guidelines. For information on the process for documenting a disability visit [Steps for Accommodations](#).

To speak with a staff member about the process for disclosing, requesting, and receiving disability-related accommodations at UNCSA email [learningresources@uncsa.edu](mailto:learningresources@uncsa.edu).

Additionally, as a student registered with our office, we will assist you in providing information and guidance in disability-related matters as you apply to graduate school or other post-secondary educational programs, internships, and employment, before and after you graduate from UNCSA. Please reach out if we can be of assistance.

If you have difficulty accessing information from the Accessibility Resources web page or any web pages on UNCSA site and would like to be provided with an accessible alternative, email [learningresources@uncsa.edu](mailto:learningresources@uncsa.edu).

*Contact:*

Director of Learning Resources

Office: Teaching and Learning Center, 2nd floor of [Library Annex](#)  
([opens in new tab](#))

Phone: 336-726-6963  
Fax: 336-726-6964  
Email: [learningresources@uncsa.edu](mailto:learningresources@uncsa.edu)

### **Steps for Accommodations for High School Program**

We look forward to helping to make your educational and personal experience at UNCSA worthwhile. The UNCSA [High School Academic Program](#) offers:

1. Accommodations/modifications that specify adjustments to the learning environment.
2. Development of Section 504 Classroom & Instructional Accommodations, or, if necessary, an Individual Education Plan (IEP).

Some students who enroll in UNCSA will bring a 504 Plan or IEP from their previous school. Others may be more newly diagnosed as having a disability.

In order to determine services under Section 504 eligibility, the student must have a disability that substantially limits one or more major life activities. The disability must cause limited access to the regular educational program and does not require specifically designed instruction. To determine eligibility for specifically designed instruction via an Individual Education Plan (IEP), an IEP Team consisting of the student, parent, and designated officials from UNCSA review disability-related evaluation data and ensure there is evidence to support eligibility for special education and related services.

---

### **High School Academic Program Support Positions**

In addition to the learning resources outlined above, the High School Academic Program provides two additional learning support resources for students: the Math and Writing Support Positions. Each role is filled by one of our full-time faculty members and serves as a resource for students (standing office hours for drop-in meetings or by appointment) to assist with general study skills and writing- and math-specific work and serving as faculty liaisons for all 504 and IEP meetings.

---

### **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.

General Campus Safety Precautions:

1. Lock residence hall room door.

2. Report strangers promptly to residence life staff or the UNCSA Police Department (Dial 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 infraction.
4. When going off campus during the daylight, use the Main Street exit by the UNCSA sign.
5. Do not walk off campus at night.
6. Close window blinds when changing clothes.
7. Obtain passes for all campus visitors.
8. Hang up on obscene phone callers.
9. Never prop open a residence hall door. Be sure to lock your door before going to sleep.

### **UNCSA ALERT:**

UNCSA Alert is our emergency notification system that is used for timely campus wide emergency notifications over a wide range of communication channels including phone, emails, text message, and messages to UNCSA's Facebook and Twitter. UNCSA ALERT also offers multiple languages and TTY (Teletypewriter) for those who are hearing and speech impaired. For detailed information see the [Police and Public Safety](#) website.

### **Emergency Calls:**

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, or from a non-campus phone call 336-770-3321. When someone answers, speak slowly and clearly, giving your name, location and message.

---

### **Fire Safety**

In case of fire:

- Manually activate the fire alarm by pulling the nearest pull station.
- Immediately [evacuate the building](#) using stairways, never elevators.
- If possible, close windows and doors behind you as you evacuate.
- Call UNCSA Department of Police & Public Safety at "55" from campus phone, 336-770-3362 from cell phones, or City dispatch at "911."

- If caught in smoke - stay low, cover nose with cloth, and crawl to exit.
- Go to [evacuation area](#) at least 50 feet from building.
- Tell responding emergency personnel immediately if someone is still in the building
- Do not re-enter the building until authorized by emergency personnel.

## **Shelter-in-Place**

Seek immediate [shelter in a safe location](#) away from potential hazards. In the case of:

- [Severe weather](#)
- Hazardous chemical spill

## **Safe Shelter Locations**

In the event of an extreme weather emergency, such as a tornado or hurricane warning you should seek safe shelter immediately. Always remember to stay inside, away from windows and doors. Do not use an interior area with a large expanse of roof. There may be multiple safe areas provided for each building. The decision of which safe shelter area to seek should be based on your location within the building and the estimated length of time before the predicted event.

## **Communication channels for lockdown and/or shelter-in-place:**

- [UNCSA Safety App](#) (Rave Guardian): Use the Chat with Police feature, call Campus Police or 911 to share information pertaining to the emergency.
- [UNCSA ALERT](#) (email, phone, text message, UNCSA [Facebook](#) [\(opens in new tab\)](#))
- [and Twitter](#)
- [\(opens in new tab\)](#)
- accounts, website)
- Classroom alerts
- Emergency outside speakers

## **Lockdown**

Stay where you are, allow no entry into your location. Activate all locking mechanisms.

Procedures to follow when UNCSA is on lockdown:

- Stay where you are, allow no entry into your location.
- Activate all locking mechanisms, including doors and windows.
- Barricade doors with the heaviest objects available (desks, chairs)
- Close blinds
- Turn off lights
- Turn off or silence all electronic devices
- Stay quiet and out of sight
- Stay away from all doors and windows
- Wait for the “all clear” to leave your area

## **Active Shooter**

The UNCSA Department of Police and Public Safety teaches Active Shooter Response Training to mentally prepare our campus for violent attacks. Participants who attend Active Shooter Response Training learn about the actions that everyday people can take to survive a dangerous encounter with a violent intruder. Active Shooter Response training can be conducted in your office/department to evaluate the current security of your space. During the training, participants are taught to utilize each of the principles learned during the lecture so they can understand the benefits of each strategy. Participants are taught the value of teamwork in overcoming a potential attacker. concepts to mentally prepare our campus for violent attacks. Participants in A.L.I.C.E. learn about the actions that everyday people can take to survive a dangerous encounter with a violent intruder.

Contact Clarisse Davis, Emergency Manager at [davisc@uncsa.edu](mailto:davisc@uncsa.edu) or 336-770-3321 for more information about Active Shooter Response Training and to request training.

### **Remember **RUN – HIDE - FIGHT****

During an active shooter incident, there are three actions you can do to protect yourself and others:

- **RUN** – First and foremost, if you can get out, do so.
  - If there is an escape path, attempt to evacuate
  - Evacuate whether others agree to or not
  - Leave your belongings behind
  - Help others escape if possible
  - Prevent others from entering the area
- **HIDE** – If you can't get out safely, you need to find a place to hide. Act quickly and quietly. Try to secure your hiding place the best you can.
  - Lock and/or blockade the door.
  - Silence your cell phone/pager
  - Hide behind large objects
  - Remain very quiet
  - Do not huddle in groups

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

- **FIGHT** – As a last resort, and only if your life is in danger... whether you're alone or working together as a group, fight.
  - Attempt to incapacitate the shooter.
  - Act with physical aggression.
  - Improvise weapons.
  - Commit to your actions.

#### When Law Enforcement Arrives

- Remain calm and follow instructions.
- Put down any items in your hands (i.e. bags, jacket).
- Always keep your hands continually visible.
- Avoid pointing or yelling
- Avoid quick movement toward officers such as holding on to them for safety.
- Know that help for the injured is on its way

First Responders on the scene are well trained and are there to stop the shooter. They are not there to evacuate or tend to the injured.

Information you should provide to a Law Enforcement and Communications Officer:

- Location of the shooter(s)
- Number of shooter(s)
- Physical description of shooter(s)
- Number and type of weapons held by shooter(s)

At the beginning of the fall semester, Campus Police, in partnership with the High School Academic Program, conducts an “Active Shooter Response Protocol” training with faculty to better prepare for the unthinkable. Faculty, in turn, review the Active Shooter Response protocol and reporting resources with students. A fire drill is also conducted to ensure students understand evacuation procedures and designated evacuation areas. and drill to better prepare for the unthinkable. Students and Parents receive prior notification of the drill, and students are given the ability to opt out of the drill should participation be deemed too stressful by the student and parent.

## **Commuter Student Information:**

Where can I hang out between classes?

- Commuter students are welcome to visit the High School Connector building every day during the hours of 8 a.m.–10:30 p.m. Commuter students must sign in as a guest upon

entering the Connector building. To gain entry into the building, the student will swipe their One Card at the Connector front door.

- Commuter students are welcome to participate in all programs and events sponsored by High School Life and have access to check out games from the Connector desk. Commuter students are not allowed to visit the residential areas for college students. The boundary is identified as anything past the Elephants, including The What lounge.

Do I have a curfew?

- Yes, although you do not live in the residence halls, commuter students must leave campus by 10:30 p.m. each night. This is to ensure your safety traveling home and to help enforce the curfew for residential students.

Can I have a car?

- Licensed high school commuter students may purchase a commuter register their vehicle to receive a parking decal. Commuters park in the designated Commuter "C" lots on campus.

Can I participate in programs and events?

- Yes, any program or event sponsored by High School Residence Life or all-campus event is open to every student. Commuters can come to the High School Connector building, sign-in at the Connector desk, and join in on the fun!

Can I be a Student Leader?

- Each academic year, around Spring Break, the High School Life staff will send out applications for student leadership positions. Commuter students can apply to serve as Commuter Peer Leaders or serve on Student Government. The applications for Student Government positions, and the election process, takes place prior to Spring Break each year.

How can I become a residential student?

- It is possible for commuter students to live on campus; however, this is only available on a limited basis. There must be an open space. To inquire about becoming a residential student, please reach call 336-770-3371.

Do I have to have a meal plan?

- High school commuter students may sign up for the 10-meal plan or one of the block plans. High school commuters who are classified as NC residents will automatically be assigned the 10-meal plan.

### **Parking at UNCSA for High School Students:**

All students, faculty, and staff who park on University of North Carolina School of the Arts property must display a valid parking or temporary parking decal, appropriately placed, on the vehicle being parked. This is in effect at all times.

Note: Residential High School students are not allowed to have access to a car on- or off-campus.

1. **Parking Decals:** Commuting high school students may purchase a parking decal by completing the form, (parent signature required if student is under 18, student signature required if over 18). Initial decals, replacement decals, and temporary permits are all issued by the UNCSA Department of Police and Public Safety located at 2010 Kenan Drive on campus. Payment for all decals must be made first at the Cashier's Office in the Welcome Center. All vehicles are required to have the legal minimum NC liability insurance coverage, even if the vehicle is registered in another state. See [Parking Policy](#) for cost of decal.
  - A. **Commuter Student "C"** – The commuter student decal is issued to all students that live off-campus. Parking with this decal is limited to those lots posted as "C" Decal required (Lots B & N). A commuter decal is NOT valid for "RS" lots at any time. Students may ask for an exception to this by contacting the UNCSA Department of Police and Public Safety in advance with a specific one-time request.
  - B. Decals shall be clearly visible and affixed to the exterior of the rear windshield on the passenger side of the vehicle. Motorcycles shall place the decal on the rear fender. Student decal holders who are temporarily driving a different vehicle are required to get a temporary parking permit (at no cost) from the UNCSA Department of Police and Public Safety. You must have a current year decal to get a temporary parking permit.
2. **Parking is extremely limited:** All vehicles must be parked in the designated area or space as indicated by the issued decal. The registered decal holder shall be responsible for any parking violations.

### **Guide to Residential Life:**

#### **Residence Halls**

The University of North Carolina's high school program offers two residence halls with full-time residential staff, key-card access, and strict sign-out policies. [Moore and Sanford Halls](#) are for high school students. All residence halls are wired for access to the campus network. The Connector Building is located between Moore and Sanford halls. The building comprises the Residence Life Staff offices, a study room, arts studio, flexible classroom, large multi-purpose space and kitchen.

Students enjoy the collaboration of living with other artists from different art disciplines. The full-time Residence Life staff can help students as they live away from home. There are rules, but there are also fun times to share with your friends.

Moore and Sanford Halls were built in 1965. Moore Hall contains floors that are all female and all male. High school students are housed separately by floors. Sanford Hall is all female.

### **Residence Halls Amenities:**

- All on-campus housing is fully wired for internet connection via the UNCSA network. Wi-Fi is available in all residential facilities. Students may not set up their own routers or networking devices in the residence halls.
- Internet access is provided by student account and email. To connect a TV or other portable devices in room, the use of the auxiliary network is available. The instructions for auxiliary use [Click HERE](#)
- A sink is provided in every room.
- Loft and Bunk Beds: Beds in double occupancy rooms are prohibited from bunking. Lofting is also NOT permitted. Bed risers exceeding 4" in height are NOT permitted. Only Residence Life staff or an approved contractor may assemble or disassemble bunks and other university furniture.
- Residents are prohibited from stacking any furniture (i.e. desks, dressers, etc.) on top of each other. Only modular furniture intended to be stacked is appropriate.

### **Residential Common Areas**

The Connector Building joins the two residence halls. The Connector Building has social and work spaces that are open to residents, commuter, and invited guests between the hours of 8 a.m.-10 p.m seven days a week. It contains the High School Life offices, a study/meeting room, a TV lounge, a small studio space, a laundry room, vending machines, a common kitchen and The Gallery room, which is a large social room with a TV.

**Connector Building:** The high school residence is a community environment in which all students and staff are jointly responsible for the spaces available for use. In this space, students and staff are required to maintain the spaces together for safety, access, and cleanliness at all times.

Additionally, restrooms within the residence halls are maintained Monday through Friday by custodial staff and jointly by students. It is each student's responsibility to assist in maintaining the residence hall each day by doing the following:

- 1) Not throwing your personal trash into bathroom receptacles
- 2) Taking out the trash during over the weekend when there is no staff to clean and take out trash
- 3) Maintain bathroom spaces by cleaning up accidents and notifying residence hall leaders when assistance is needed for bathroom clean up due to illness or emergencies.

Failure to comply with cleanliness standards in all areas of the dorm will result in a write up as part of a housing policy violation.

*Community Considerations:*

Community policies assist students living in close proximity to other student artists. While most of the policies 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. It is each student's responsibility to maintain the safety of their space and room by locking doors when they leave the building.

It is expected that students will respect these common areas and clean up after themselves. If common areas are found to be in an unacceptable condition, a High School Life team member may close them at any time. Such closure will also result in a loss of space usage. Furnishings and equipment in common areas may not be moved from those areas, including moving things from one common room to another. Moving items or 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 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.

**Guidelines for Room Arrangement and Decorating**

Keep in mind while you arrange and decorate that you are responsible for maintaining the condition of your room. Unwarranted damage or abuse will result in disciplinary action and/or charges for the damages. The following policies must be observed:

- No open flames, candles, incense, items with heating coils, or halogen lamps, are allowed. String lights are allowed but must be UL approved.
- Existing lighting fixtures/wiring must not be changed or modified.
- Tacks, nails, screws, adhesives that damage paint, etc. may not be used.
- Students will be charged for replacement of missing furniture, damage to rooms, etc.
- Bed frames may not be placed on top of other furniture. All furniture must remain in rooms.
- Fabrics or any other materials may not obstruct room pathways, be suspended from ceilings, be attached to or placed inside lighting fixtures, be attached to furniture, etc.
- Nothing can be taped or attached to the interior or exterior door of your residence hall room.

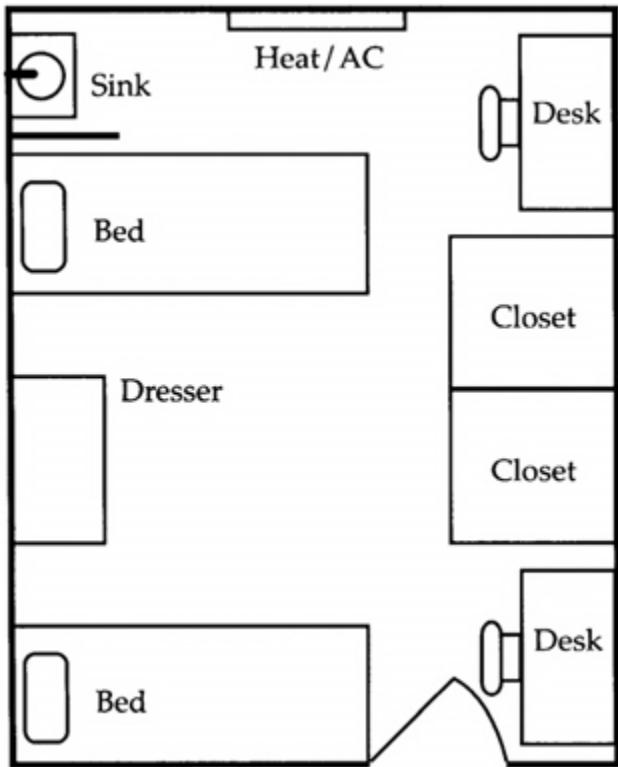
*What can I bring for my room?*

- A small refrigerator
- Microwave (wattage/size requ)
- Electric kettle with auto shut off

*What you cannot have in your room:*

- Cooking Appliances including: toaster/toaster oven, air fryer, hot plate, electric griddle, crock pot, or any similar appliances
- Candles or any open-flame product such as incense

*Floor Plan*



Dimensions:

Rooms: 10' x 12'

Windows: 44" x 48"

*Features*

- Double occupancy rooms
- Utilities include: Ethernet computer connections (for access to the campus network and Internet) and Wifi
- In each room: two twin beds (standard length), two desks, two chairs, two dressers, two built-in closets (40"x 72"x 25") with storage space (25"x 40"x 26"), window blinds, sink and mirror, bookshelves over desks
- Communal showers and toilets

**Room Assignments**

Most residence hall rooms are set up for two people. Room assignments are made without regard to race, color, national origin, religion, sex, age, sexual orientation, gender identity,

gender expression, genetic information, disability, veteran status, or political affiliation and are considered final. Students will not occupy or reside in any space other than their assigned room. Students may not assign or sublet all or any part of their room.

#### *Room Sign Up*

During the spring semester, all returning high school students can fill out a housing application for a residence hall room for the following year. All new students will be allowed to fill out a housing application upon admission. New and returning students will be assigned a residence hall room based on preferences indicated in the housing application. Preferences will be taken into consideration during the assignment process, but are not guaranteed. Final assignments will then be communicated to students during the summer months. Although we try to honor roommate or building preference requests received by June 15, we may not be able to fill all requests.

Room and roommate assignments for the fall semester are mailed one month before classes start.

#### *Room Changes*

UNCSA operates at full occupancy, therefore room changes are not easy to accommodate. If a student experiences a roommate conflict, the Residence Hall Coordinator or Residence Hall Director will work together to resolve any conflicts.

All residents must stay in their assigned rooms, regardless of time of year. If a student experiences a roommate conflict, the Community Coordinator and the Asst Director/Asst Dean will work with the students to resolve any conflicts. 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. Room changes are considered only if:

- All conflict resolution options have been exhausted;
- A suitable space is available and;
- The move is considered a positive step for all parties involved.

Note: No room changes will be made during the first month of Fall term. Also, any unauthorized room changes at any point during the school year will result in a Community Standards Infraction and the immediate moving of the student back into the originally assigned space.

UNCSA reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another. UNCSA will comply with the Americans with Disabilities Act to accommodate eligible students with disabilities who may require housing in appropriately accessible residence halls.

### *Consolidation*

During the course of the year, students may find themselves living in a double room without a roommate. The student may be assigned another roommate, or may be asked to consolidate by moving to another room. Consolidation is done at the discretion of the Assistant Dean for High School Life.

### *Room Check-In and Check-Out*

During check-in, students receive a room key and must complete a Room Inventory via the Housing Portal within 72 hours. For check-out, students and the residence life staff member note any damages and changes to the room on the Room Inventory via the Residence Life Housing Portal. Students will be held responsible for any damages and discrepancies. Students can view the completed Inventory Report via the Housing Portal and dispute any discrepancies, which will provide an estimate of any damage charges that will be billed.

### **Room Inspections**

The High School Life Staff conducts a visual inspection of each room on a bi-weekly basis. Should a student fail inspection, 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:

- Dirt, dust, and/or cobwebs on floor, walls, ceiling, furniture, etc.
- Dirty sink and/or sink area (includes floor under sink and ledge)
- Dirty dishes
- Garbage or litter not placed in appropriate container
- Excessive clothes not in appropriate containers (clean and dirty)
- Unauthorized items, such as pets, medication bottles, incense, candles, etc.
- Damaged and missing furniture
- Presence of intact security window tie
- Tripping and/or fire safety hazards

---

### **Laundry**

All residential high school students are responsible for maintaining clothing and laundry room cleanliness throughout the school year. Laundry facilities for high school are in the Connector Building (6 washers and 6 dryers), 3<sup>rd</sup> floor of Sanford Hall (2 washers and 2 dryers), and 3<sup>rd</sup> floor of Moore Hall (2 washers and 2 dryers). The washers and dryers are operating using a one card with pickles dollars loaded onto the card.

### **Online monitoring of laundry status**

1. Download the Speed Queen® App in the [Apple Store](#)
2. [\(opens in new tab\)](#)

3. or [Google Play](#).
4. Set up your account.
5. Add location by inputting our school code: UNCSOA
6. Find your building to see available machines in any room on campus.

### **Washing Tips**

- Have a full load of clothes each time for best results.
- Use HE (High Efficiency) detergent.

### **Issues with a washer or dryer?**

Laundry services are provided through a partnership with [Caldwell & Gregory](#)

Each laundry room has instruction signs on the proper use of the equipment and how to notify the Caldwell & Gregory.

Keeping the residential laundry room is imperative for everyone to make use of the space and to keep a clean and usable environment. At any time that a student leaves a set of clothing in any of the laundry rooms, the clothing will be removed and held in storage for up to two weeks. If no student claims the clothing, the clothing will be donated to a local charity.

---

### **Security**

High School students enter and exit through the front door of the Connector building. The doors are locked 24 hours a day and have a computerized keyless entry system. This system is designed to keep all non-UNCSA affiliated persons out of the High School residence halls. There is professional residence life staff on site. The Connector Building and Residence Halls are monitored by adults 24 hours per day, 7 days per week, including an overnight security guard.

### **Keys and Lockouts**

Each student receives their room key at check-in and are responsible for keeping the key with them at all times. Room keys may not be duplicated, and a \$75 fine is assessed if a student duplicates one. There is a \$75 charge for changing a lock should a room key be lost. In the event a room key is lost, the student should check with UNCSA Police and a High School Life staff member to see if the key has been turned into the lost and found. If the key is not located, the student should contact a member of the High School Life staff immediately to report the lost key. Once the locksmith changes the lock, the new key can be picked up at the Connector Desk. A High School Life staff member may be able to issue the student a loaner key for their room until the lock is changed so that the room can be secured.

A student who locks themselves out of their room or residence hall should contact the High School Life staff. Only the residents assigned to a room will be let into the room. The High School Life staff will unlock a student's room door or swipe them into the building once at no charge. For additional lockouts, a student will be given a residential and community policy infraction. [Review the High School Residential and Community Policies, Infractions and Procedures.](#)

---

### **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 billed to his/her account for a late check-out. An additional \$25 will be billed for every hour that the student remains in the building. For details on Residence Hall opening and closing times related to breaks and the end of school, please refer to the Registrar's Office [academic calendar](#). At the end of the school year, underclassmen must leave campus within 24 hours of their last exam. No high school students should remain on campus after 6 p.m. on the last official day of spring semester.

### **In the event of an emergency (medical, utility, weather, terrorism, etc.)**

UNCSA reserves the right to take all reasonable measures, including converting the residence halls to special purpose facilities without any proportional refunds to a student's housing charge. In such extraordinary circumstances, UNCSA may require all residents to vacate the residence halls on a 24-hour notice. Once the emergency is resolved, residents will be allowed to return upon notice from the University.

---

### **Policies & procedures:**

#### **Community Standards & Principle Residential Rules:**

***Integrity and Honesty*** is expected in all aspects of the high school experience at UNCSA. Community life depends on our ability to trust one another. Campus peers and adults rely on trust in what a student does, says, and/or produces in all aspects of high school life on campus. Dishonesty within campus with adults is a violation of our community values and rules. Failure to adhere to this policy could result in further disciplinary response and action from high school administrators.

#### **Principle Rule #1: Conduct Unbecoming of a UNCSA Student**

**UNCSA** works to promote good citizenship among students and adults. Our standard of conduct supports a community that ensures that all individuals are treated in a fair, respectful, and equitable manner. We strive to make all partners, students, and adults, feel comfortable from the first moment they arrive on our campus. We expect that

everyone will exhibit a sense of responsibility and mature and ethical behavior that enhances the quality of the school and community environment. A respectful individual understands the consequences of their decisions and the actions one takes to help develop a good citizen.

Infraction examples include, but are not limited to:

- Minimal
  - Littering or obstructing the public halls or grounds; failing to keep the premises in a neat, clean, good, and sanitary condition; and failing to keep balconies free of all trash, trash bags, containers, boxes, rubbish, and personal belongings (except lawn furniture maintained in a neat and orderly manner).
  - Throwing, or allowing anyone to throw, objects out of the room windows, down the stair passages, or from balconies.
  - Passing or receiving anything through a residence hall window.
  - Failure to attend community meeting
  - Failing to remain in attendance at performances that run past curfew, unless to return directly to the residence hall.
  - 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 comply with orders or directives of school officials, UNCSA Campus Police, or any other law enforcement officers (may constitute a minor or major infraction at the discretion of the Director for Student Conduct).
  - Violating the guest policy
  - Hosting a guest/visitor who violates UNCSA's Student Code of Conduct or the Residential and Community Policies Agreement.
  - Possessing a personal item that has been deemed a nuisance or safety hazard, about which a prior warning has already been issued.
  - Being locked out of residence hall room three or more times.
  - Being present during the planning or commission of any Residential or Community Standard Infraction in such a way as to condone, support, or encourage that infraction.
  - Failing to comply with an active outcome.
  - Failing to comply with quiet or courtesy hours.
  - Failing to notify and receive approval from High School Life to spend the night in another student's room.
  - Ordering food less than one hour before curfew time.
  - Referral from Student Conduct for being in the presence of an infraction of the student code of conduct
  - Referral from Student Conduct for committing an infraction of the student code of conduct
  - Unapproved sale or advertisement of any product, membership, or service on campus.
  - Common Space (i.e. lounge or kitchen) left unclean

- Leaving personal trash in restroom
  - Disrespectful or disruptive behavior (whether physical, verbal, or by the use of electronic equipment) toward a member of the community or visitor to campus
- Minor
  - Forging, altering, destroying or misusing school documents or records. Infractions include but are not limited to forgery of applications for admission, applications for financial aid, health forms, course changes and course credit, or student identification cards or school specific forms.
  - Using another person's One Card.
  - 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.
  - Misusing a school computer or computer access in violation of rules and regulations set by the Information Technologies department.
  - Violating the Student Self-Reporting of Criminal Charges Policy. This may constitute a major infraction depending on severity.
  - Manufacturing and/or falsification of official ID/debit cards.
  - Failing to comply with any and all emergency evacuation procedures
  - Gambling for money or other items of value including, but not limited to, playing cards or other games of chance or skills.
  - Being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that violation.
  - Engaging in disorderly conduct on University premises or at University-sponsored activities so as to interfere with the activities of others, including (but not limited to) studying, teaching, research, and functioning of the University.
  - Failing to comply with orders or directives of school officials, school Case Resolution Meeting bodies, UNCSA Police, or any other law enforcement officers acting in performance of their duties.
  - Violating or failing to comply with an active conduct outcome.
  - Artificial intelligence technology should be used ethically and responsibly in academics and extracurriculars. This includes (but is not limited to) ensuring proper citation, fairness, avoiding bias, and respecting privacy in all AI-related activities.
  - Accumulation of five (5) or more Minimal infractions within one (1) academic year and/or three (3) within one (1) semester may constitute a minor infraction at the discretion of the Director for Student Conduct.
    - Accumulation of two (2) or more Minimal infractions, after receiving a Minor Infraction from a previous accrual infraction in the same semester, will constitute an additional minor or major infraction.
    - Accumulation tracking restarts each academic year.
- Major
  - Forging or altering official school documents including, but not limited to, official transcripts and the Student Handbook.

- Repeatedly violating the High School Academic Integrity Policy. (See [Appendix D](#) for a full overview of the High School Academic Integrity Policy)
- Accumulating multiple Minor Infractions may constitute a Major Infraction at the discretion of the High School Life.
- Violating conduct probation.

## **Principle School Rule #2:**

### ***Respect for Privacy and Personal Property***

All students and adults are responsible for taking appropriate precautions to ensure the safety of their possessions. Every student should lock their room door for the safety of their items. If needed, students should purchase a lock box for security items such as ID, passports, credit card, and/or jewelry. Students should never keep large amounts of cash in their rooms.

Stealing and/or causing the deliberate destruction or defacement of school or personal property are a violation of this rule. Entering a student's room uninvited, or when the room's inhabitants are not present, is a violation of this rule. UNCSA

Infraction examples include, but are not limited to:

- Minimal:
  - Tacks, nails, screws, adhesives that damage paint, etc. may not be used.
  - Students will be charged for replacement of missing furniture, damage to rooms, etc.
  - Bed frames may not be placed on top of other furniture. All furniture must remain in rooms.
  - Fabrics or any other materials may not obstruct room pathways, be suspended from ceilings, be attached to or placed inside lighting fixtures, be attached to furniture, etc.
  - Nothing can be taped or attached to the interior or exterior door of your residence hall room.
  - Disposing of personal trash in restroom trash cans.
  - Damage to or altering the condition of the residence hall room or apartment (e.g., nails in walls or woodwork, wallpapering, installing draperies and window shades that require hardware fixed to window surfaces, painting except as allowed in the "College Residential Painting Policy," or attaching shelving or cabinets to the walls). Existing lighting fixtures and wiring must not be changed or modified.
  - Removing any furniture provided in the residence hall rooms or apartments. All furniture must remain in the student's room for the entire year.
  - Possessing water-filled furniture.
  - Possessing pets (except fish in 8-gallon or less containers and service animals authorized by Disability Services) in the residence halls or apartments for any length of time. Students will be charged \$25 for each day an unapproved animal is in the room.

- Failure to abide by the Emotional Support Animal (ESA) Policy
- Subleasing any portion of any student housing.
- Displaying any sign, advertisement, or notice outside the premises or canvassing, selling, or soliciting in the apartment community or distributing handbills, circulars, or advertisements.
- Littering or obstructing the public halls or grounds; failing to keep the premises in a neat, clean, good, and sanitary condition; and failing to keep housing free of all trash, trash bags, containers, boxes, rubbish, and personal belongings
- Installing or utilizing exterior clotheslines.
- Failing room or apartment inspection.
- Unauthorized room changes.
- Tampering with the locks of the doors or window screens to the residence halls, propping open exterior doors, etc.
- Failing to vacate residence hall room or apartment by the specific time posted for periodic closings.
- Unauthorized removal of the furniture assigned to a specific room or apartment.
- Unauthorized use of room to conduct the sale of products, to have product demonstrations or sales demonstration parties, advertising room numbers for sales purposes, having a flea market or rummage sale or engaging in door-to-door solicitation in the residence halls.
- Spray painting in any residential facilities area including the stairwells and surrounding grass areas.
- Failing to dispose of personal trash in outside garbage dumpsters.
- Leaving a building via an emergency exit during a non-emergency.
- Failing to clean up common spaces after use.

- Minor
  - Violating the intervisitation policy. It is prohibited for high school students to be present in college residential areas.
  - Theft or unauthorized use/possession of property of any member of the University community or any University property; damaging, destroying, defacing or misusing University property or the property of any member of the University community. Such conduct may constitute a major infraction at the discretion of the Director for Student Conduct.
  - Unauthorized use of any school property and/or unauthorized entry to any school building, room or apartment, and/or unauthorized possession of keys to school buildings. The duplication of a key issued to a student by the school is prohibited.
  - Unauthorized or inappropriate use of facilities (i.e., housing or organizing a gathering, meeting, recreational activity or party in the residential community or in the Hanes Student Commons without appropriate scheduling or clearance).
  - Unauthorized use/possession of property of any member of the University community or any University property including, but not limited to food/dishes/implements from the dining hall or snack bar and books or other materials from the library.
  - Soliciting sales, services, memberships, or gifts on campus without permission.

- Major
  - Violation of Federal, State or local laws.

**Consequences – Minor** (3 Levels)– Conversation, Conversation + parent phone call

Infraction Types: Stealing

Consequences - Major

### **Principle Rule #3:**

Technology Use and Electronic Citizenship

Students are reminded that their digital footprint is public and permanent. Communications in the digital world do not capture tone and often do not provide context for their content. As such, students are expected to ensure that anything they post, author, or distribute is in keeping with our community values. We strongly encourage students to “pause” before they post. The illegal, improper, unkind, or unethical use of technology, including but not limited to computers, mobile devices, as well as all venues on social media, etc., is strictly forbidden. For more information about technology use on campus see link – [Guidelines for Online Programs for Minors](#)

Infraction examples include, but are not limited to:

- Minimal
  - Violating the UNCSA computer policy, including distribution of mass emails to the campus.
  -
- Minor
  - Unauthorized use of personal property (i.e., hacking, downloading inappropriate material, pirating and spamming).
  - Engaging in any illegal activity or depicting illegal activity or violation of the Student Code of Conduct via the internet and social media.
- Major
  - Violation of Federal, State or local laws.

### **Principle Rule #4: Fire Safety**

Students share the responsibility for fire safety around the campus and particularly in the residence halls. The presence of materials capable of starting a fire seriously endangers the lives and property of others. No electrical devices that present a fire risk are allowed in residence rooms (e.g., a hot plate or electric kettle for hot water). It is absolutely forbidden to have open flames or other burning items anywhere on campus, but especially in any campus building. Additionally, our fire safety equipment, i.e., our fire alarms, are particularly sensitive to overcooking (burning popcorn) and not airing the room properly while using a hair dryer. Tampering with fire alarms or other safety equipment is a violation of this rule. In addition, because UNCSA is a smoke-free campus, smoking anywhere on campus is a violation of this rule

Infractions - Minor: Set off the fire alarm intentionally, burning food items in the room,

Infraction examples include, but are not limited to:

- Minimal
  - Possessing open flames, candles, incense, lit cigarette, heating coils, halogen lamps, any combustible materials or any open flame devices (including toaster ovens, hot plates, portable heaters or any other appliance with an open heating element). The only electrical appliances permitted are coffee makers, microwave ovens, small refrigerators (no larger than 4.6 cubic feet), and laundry irons. Students are encouraged to bring ones that have an automatic shut off feature. The total number of appliances plugged in may not exceed the number of outlets in the room. Extension cords must have a UL-approved circuit breaker.
  - Existing lighting fixtures/wiring must not be changed or modified.
  - Placing items capable of burning such as, but not limited to: paper, posters, pictures, tapestries, wreaths, etc. on more than 10 percent of walls within student rooms as per the North Carolina fire code. Use materials that will not cause damage to the wall or paint when hanging posters, etc. (i.e. poster putty, Command™ hooks, etc.) Please note that any damages to paint or walls regardless of which product was used may result in a charge at move-out.
  - Placing items on student room doors or other areas as restricted by North Carolina fire code.
  - Hanging/attaching items or obstructing any sprinkler head or pipe.
  - 3D printers.
  - No items may be in contact with, placed on top of, or directly in front of the HVAC unit.
  - Using or storing any potential fire hazard such as propane, charcoal, or electric grills on apartment balconies or inside rooms.
  - Covering smoke detectors or tampering with, removing, or discharging any fire extinguisher inappropriately.
  - Possessing live Christmas trees.
- Minor
  - Starting or setting a fire in or on school property. Such conduct may constitute a major infraction at the discretion of the Director for Student Conduct.
  - Falsely pulling a fire alarm or tampering with or removing a fire extinguisher from its proper location. Any person damaging or emptying a fire extinguisher will be charged with the cost of replacing or refilling the extinguisher. They may also be subject to other penalties.
  - Tampering with heat sensors, smoke detectors, and/or fire alarm system. Any person disabling a heat sensor or smoke detector may be subject to a \$100 fine and/or other penalties. A repeat infraction may constitute a Major Infraction at the discretion of the Director for Student Conduct.
  -
- Major
  - Violation of Federal, State or local laws.

## Principle Rule #5: Sign Out

To ensure the safety and well-being of our students, no student may leave campus, a school-sponsored event without permission.

Due to campus safety protocols and the distinct developmental needs of our high school students, we kindly remind all community members that high school students are restricted from traveling off-campus with college and graduate students. This policy ensures the well-being and supervision of our high school students while maintaining a structured environment conducive to their academic and personal growth. We appreciate your understanding and cooperation in upholding these guidelines.

Leaving campus without signing out with the proper permissions is not permitted. All boarding students must accurately complete the proper forms, with permissions (refer to the Residential Life section), each time they leave campus. A student is expected to complete her leave request in REACH and obtain permissions in a way that accurately represents her plans for the outing. If a student deliberately misrepresents information in REACH, or in a permission form or email, the student is in violation of this rule. If a student uses a parent/guardian email account to grant herself permission she is in violation of this rule. Students can expect to be restricted to campus and/or receive additional consequences should they leave without permission. In addition, leaving campus in the company of someone with whom you do not have permission to be with is a violation of this rule. No student may leave school during the class day without specific permission of the High School Academics, Assistant Dean High School Life, or Wellness Center. Checking in to the residence halls late or failing to check in and/or sign in or sign out from campus, will result in an initial write up and a warning from either a Community Coordinator or member of the High School Life. Repeated violations may result in further disciplinary action and/or

Minor Infraction: Not making a pass to leave, neglecting to check in immediately upon return, not making a pass within 24 to 48 hours.

Infraction examples include, but are not limited to:

- Minimal
  - Failing to return by time/date indicated on the student pass system without informing High School Life.
  - Failing to comply with curfew policies
  - Failing to comply with curfew check
  - Being present on the opposite sexed floor without permission from Residence Life staff.
  - Failing to leave campus within 24 hours of their last examination. No underclassmen should remain on campus after 6 p.m. on the last official day of spring semester.
  - Walking or biking off campus after sunset.
  - Leaving floor after in-room curfew without receiving approval from a staff member.
  - Failing to comply with intervisitation expectations.

- 
- Minor
  - Failing to comply with sign-out procedures, including failing to sign out, signing out without permission, or being in any place other than that stated on student pass system.
  - Failure to comply with curfew policies, resulting in a safety concern. Infractions include, but are not limited to, sneaking out of a residence hall after curfew. This may constitute a major infraction at the discretion of the Director of Student Conduct (or designee).
- Major
  - Violating the Car Policy.

### **Principle Rule #6: Drugs, Alcohol, and Tobacco**

The possession and/or use of illegal drugs, inhalants, tobacco, alcohol, and/or affiliated paraphernalia as well as medications not specifically prescribed to the student are incompatible with the educational mission of the school. Students who are found in violation of this rule will likely be required to appear before conduct administrator and will be subject to significant consequences. A student who supplies alcohol or drugs to others will likely be subject to more severe disciplinary consequences, including immediate dismissal. This also means that if parents host UNCSA students at their home and alcohol or drugs are being consumed by minors, their child will be considered the supplier of the substance and be subject to disciplinary consequences. The school expects students and their families to respect state and federal laws regarding alcohol, tobacco, and drug use when students are both on and off campus. UNCSA is a smoke-free campus. Students are prohibited from using or possessing tobacco products, including smokeless tobacco, vaping devices and e-cigarettes. Smoking anywhere on campus or while on a school trip or activity is a violation of this rule.

Infraction examples include, but are not limited to:

- Minimal:
  - Displays of alcohol containers/paraphernalia which encourage unsafe drinking habits are not permitted in living spaces. Students who are under 21 are not permitted to have any alcoholic beverage container displays, decorative or otherwise, in their living space, regardless of their purpose.
- Minor
  - Possessing and/or consumption of any item or product found under the smoking policy
  - Being in the presence of what one knows or reasonably should know is alcohol, an illegal drug, 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.
  - Public displaying of open alcoholic beverages or the possession or storage of large beverage containers (i.e., kegs).
  -
- Major

- Illegal possession and/or consumption of any Schedule III - VI controlled substance (marijuana, etc.).
- Possession and/or consumption of any Schedule III - VI prescription drug not prescribed to the student
- Misuse of medically prescribed drugs.
- Misuse of over-the-counter drugs.
- Possession and/or consumption of any “mood altering” substances or any illegal synthetic drug.
- Driving while under the influence of illegal drugs.
- Possession and/or consumption of alcoholic beverages under the age of 21
- Supplying alcohol to a person under the age of 21
- Driving while under the influence of alcohol.
- Falsifying identification in order to obtain alcoholic beverages.
- Having an open alcohol container outside of room or apartment.
- Failing to abide by state law or campus policy regarding the consumption and advertisement of alcoholic beverages.
- Possession of drug paraphernalia
- Possession of alcohol paraphernalia – Underage possession of alcohol paraphernalia on University premises, including but not limited to, beer bongs and funnels, alcohol-without-liquid devices, kegs, and similar alcohol containers.
- Illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance (Schedules I - VI).
- Illegal possession and/or consumption of any controlled substance identified in Schedule I or II.
- Possession and/or consumption of any Schedule I or II prescription drug (e.g. Adderall, Ritalin, and Vyvanse) not prescribed to the student.
- Second or third AOD infraction, while on conduct probation.
- 

### **Principle Rule #7: Personal Safety**

In the interest of personal safety and the associated risks to both the individual and the community, the following situations may be considered violations of school rules:

- Leaving campus without signing out.
- Situations that demonstrate a lack of respect for individual or group safety and welfare, including violating the medication policy.

- Weapons: The possession, storing, or use on campus of a weapon poses an unacceptable risk to the health and safety of all community members and their guests. Possession of weapons (or imitation weapons that would lead an observer to reasonably believe that it is a weapon) is a violation of school rules and state laws.
- Curfew: Students are expected to remain in the residence hall from evening check-in until 7:00 a.m. Students should inform the residence hall staff the night before if they have early morning obligations.

- Sign Out & REACH Compliance: Leaving campus without signing out with the Dean of Students or Academic Office is not permitted. Students can expect to be restricted to campus and/or receive additional consequences should they leave without permission. In addition, leaving campus in the company of someone who you do not have permission to be with is a violation of this rule.
- Campus Boundaries: Only under special circumstances will students be allowed to walk off campus. Students who wish to take advantage of the extensive trails on the school's campus should take a walking/running partner and a cell phone.
- Sexual Behavior: The School recognizes that sexuality is a normal part of human behavior but believes that high school students are not prepared to deal with the possible consequences of intimate sexual activity. Differences in maturity and health and safety issues are important considerations. Personal restraint and respect for others are highly valued at UNCSA, and students are asked to refrain from public displays of intimate affection (such as kissing and beyond). The students are not permitted to have visitors in the residence halls, either family or friend for any reason in an overnight capacity. Friends and family are allowed to visit common areas only.

Infraction examples include, but are not limited to:

- Minimal
  - Creating trip hazards from telephones, TV, computer or other appliance cords. Suspending lights, decorative tapestries, drapes, sheets, bedspreads or any other materials from ceilings, or attaching such objects to furniture or hanging such objects across any pathway into or out of the room or apartment. Any conditions regarded by the staff as fire hazards will be directed for students to correct immediately.
  - Being in another person's room without permission from the resident, or absent the resident, permission from Residence Life staff.
  - Violations of the Policy on Skateboarding, Rollerblading, Bicycling, and Other Modes of Non-motored Transportation.
- Minor
  - Being in a college residential area or other restricted area.
  - Failing to comply with the High School Medication Policy, including but not limited to, failing to register all prescription medication with Health Services.
  - Unauthorized use of another person's One Card.
  - Inappropriate display of affection.
  - Acts of Harm
    - Bullying/Cyberbullying: Engaging in repeated or aggressive behaviors meant to intimidate, intentionally harm, control, or seek to control another person or persons physically, mentally, or emotionally. Examples include, but are not limited to: spreading rumors, teasing, playing trick/pranks, intentionally embarrassing or frightening another person(s). An isolated incident, unless sufficiently severe, does not constitute a violation.
    - Threats Towards a University-Sponsored Activity: Directing threats of violence in order to disrupt a University-sponsored activity
    - Physical Violence: Engaging in any form of violence against another person including but not limited to pushing, shoving, kicking, hitting, or other physical actions.

- Retaliation: Treating or directing another to treat an individual adversely because that individual filed, reported information, or witnessed a complaint or concern. Retaliatory acts are in furtherance of threats, intimidation, sabotage, coercion, or harassment will be addressed separately from the underlying alleged violation(s) of the Code.
- Possession of a weapon (including knives not commonly used for cooking, maintenance, or instruction/ approved by faculty for class use only), or any other possession of weapons prohibited by [NC statute 14-269.2 \(subsection \(d\)\)](#).
- Failing to comply with federal, state, and municipal laws, including shoplifting or other crimes.
- Leaving buildings via emergency exits during non-emergencies.
- Failing to report being charged with a crime equivalent to a major infraction or the conviction of a crime or misdemeanor to the Vice Provost and Dean of Student Affairs within 5 days of the filing of the charge (major infraction) or the conviction (misdemeanor or other crime).
- Major
  - Any Prohibited Harassment Infractions, Including Sexual Misconduct and Discrimination, referenced in Appendix D
  - Possession of a weapon (including knives not commonly used for cooking, maintenance, or instruction/approved by faculty for class use only), ammunition, explosives, or any other possession of weapons prohibited by [NC statute 14-269.2 \(subsection \(b\) and \(b1\)\)](#).
  - The commission or conviction of any criminal act of violence against another.
  - Violent or threatening behavior including intimidation, or hazing which endangers the health or safety of oneself or another student. This constitutes a major infraction regardless of whether the threat is delivered in person or via technology (phone, email, online social network, etc.).
    - Note: Hazing means to subject another student to physical and/or emotional injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.
  - 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.
  - Engaging in conduct that puts the safety of the campus in jeopardy
  - Violating the Student Self-Reporting of Criminal Charges Policy

**Minimum Proposed Outcomes include, but are not limited to:**

|                |  |
|----------------|--|
| <b>Minimal</b> | <ul style="list-style-type: none"> <li>● Restitution of damages</li> <li>● Financial penalty</li> <li>● Housing Probation: an official warning that further violations would constitute grounds for loss of the privilege of living in any University housing or off-campus residency for a specified period of time or until a specific condition or conditions are met.</li> </ul> |
|----------------|--|

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Housing Relocation: loss of the privilege of remaining in current housing and required to relocate to other housing on campus. This may include requiring a student to move from off-campus housing to residential housing on campus.</li> <li>• Apartment Living Suspension: loss of the privilege of registering in the next housing selection process and barred from residing in a University apartment for a specified period of time. A student will not be prevented from living in University housing, but will be restricted to a traditional residence hall.</li> <li>• Housing Suspension: Loss of the privilege of living in any University housing for a specified period of time or until a specific condition or set of conditions are met.</li> <li>• Housing Expulsion: loss of the privilege of living in any University housing at any time. The student's parent(s) /guardian will be notified if they are a dependent.</li> <li>• Working at the SPCA for pet violations</li> <li>• Campus service hours such as: <ul style="list-style-type: none"> <li>○ Taking out the trash in the morning</li> <li>○ Cleaning the residence hall, Connector common areas, or state vehicles</li> <li>○ Cleaning the residence hall bathrooms</li> <li>○ Sweeping the steps and sidewalks</li> <li>○ Picking up trash outside</li> <li>○ Cleaning signs around campus</li> <li>○ Cleaning up in the Dining Hall or Pickle Jar</li> <li>○ Making ice bags</li> <li>○ Planning appropriate programming</li> </ul> </li> </ul> <p>Campus service hours will be supervised and may occur early in the morning, before classes and on the weekends.</p> <ul style="list-style-type: none"> <li>• Early in-building or in-room curfew</li> <li>• Loss of privileges</li> <li>• Work detail</li> <li>• Restitution of damages</li> <li>• Educational task: Activity related to the student's actions, designed to increase the student's understanding of, or appreciation for, the infraction which they committed. Examples of educational tasks are: <ul style="list-style-type: none"> <li>○ Completing campus or community service</li> <li>○ Making written or verbal apologies</li> <li>○ Completing reflection assignments, such as: <ul style="list-style-type: none"> <li>▪ Reading a related article and writing a paper on the topic</li> <li>▪ Speaking with local police (or other resources) and then writing a reflection assignment</li> <li>▪ Watching a video and writing a paper (e.g., "How Fast It Burned")</li> <li>▪ Creating a survey for floor or hall, determining the effect of noise on the floor/hall community, and writing a report of the results</li> <li>▪ Making presentations at floor/area meetings</li> </ul> </li> <li>○ Creating bulletin boards</li> </ul> </li> </ul> |
|--|---|

|              |   |
|--------------|---|
|              | <ul style="list-style-type: none"> <li>○ Preparing fliers, posters, top 10 lists (e.g., top 10 things to use instead of candles)</li> <li>○ Making a 5-minute video that outlines the policy in question and makes it clear to the residents in an entertaining manner</li> <li>○ Coordinating an “alcohol alternative” program, such as a dance</li> <li>○ Working at the SPCA for pet violations</li> <li>● Entering into a behavioral contract</li> <li>● Volunteering at community agencies</li> <li>● Mediation</li> <li>● Case conference</li> </ul>  |
| <b>Minor</b> | <p><b>Status Outcomes:</b></p> <ul style="list-style-type: none"> <li>● Oral Reprimand/Warning: An oral statement of disapproval, with a formal notation in the student’s social discipline file. [11]</li> <li>● Written Reprimand/Warning: Notice that a student has violated school expectations and that future misconduct of any nature will be dealt with more stringently. With the written warning comes a warning status for a designated period.</li> <li>● Conduct Probation: Involves a status of probation during a set period of time which terminates automatically when the imposed period expires. In the event of a further violation while on conduct probation, the University may seek the penalty of suspension.</li> <li>● Fee/Restitution/Remuneration: Payment to the University or to other persons, groups or organizations for damages incurred as a result of misconduct by the student.</li> <li>● Loss of Privileges: Removal of certain student privileges, including, but not limited to, visitation privileges, use of campus facilities, having stereo equipment in the room, and the privilege to live in campus housing (which will be recommended to the Assistant Dean of Student Affairs and Director of Residence Life Programs &amp; Housing).</li> </ul> |

### Educational Outcomes

- Substance Use Assessment or Wellness Meeting
- Drug Screening
- Completing campus or community service
- Making written or verbal apologies
- Completing reflection assignments, such as:
  - Reading a related article and writing a paper on the topic
  - Speaking with local police (or other resources) and then writing a reflection assignment (e.g., “This is what would have happened to me if I had been off campus.”)
  - Watching a video and writing a paper (e.g., “How Fast It Burned”)
  - Creating a survey for floor or hall, determining the effect of noise on the floor/hall community, and writing a report of the results
  - Making presentations at floor/area meetings
- Creating bulletin boards
- Preparing educational fliers or posters
- Making a five minute video that outlines the policy in question
- Coordinating an “alcohol alternative” program, such as a dance
- Entering into a behavioral contract

|              |   |
|--------------|---|
|              | <ul style="list-style-type: none"> <li>• Volunteering at community agencies</li> <li>• Mediation</li> </ul>   |
| <b>Major</b> | <p><b>Status Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Off-Campus Suspension:</b> Off-Campus suspension lasts for a period of seven days. Upon receiving the outcome letter, the student, whether residential or nonresidential, must leave the campus within 72 hours. During the time of off-campus suspension, the student will be banned from campus. In addition, the student cannot attend any school event, including off-campus school sponsored events. If students have any questions regarding their academics during their off-campus suspension, they should contact the High School Academic program.</li> <li>• <b>Suspension:</b> This is a separation that typically lasts 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 semester in which they were enrolled. There will be no refunds of monies for any fees or tuition. 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 suspension. However, there is no institutional commitment to re-accept the student at a later date. Re-acceptance 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 might not be granted an audition for any semester prior to the first Fall Semester after their suspension has been served.</li> <li>• <b>Dismissal:</b> This is a permanent separation from UNCSA. The student's application would not be considered at a future date. However, the student will not be barred from enrolling in a North Carolina public school or the UNC system at a later date. A student who is dismissed 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.</li> </ul> <p><b>Educational Outcomes</b></p> <ul style="list-style-type: none"> <li>• Substance Use Assessment or Wellness Meeting</li> <li>• Drug Screening</li> <li>• Completing campus or community service</li> <li>• Making written or verbal apologies</li> <li>• Completing reflection assignments, such as: <ul style="list-style-type: none"> <li>a. Reading a related article and writing a paper on the topic</li> <li>b. Speaking with local police (or other resources) and then writing a reflection assignment (e.g., "This is what would have happened to me if I had been off campus.")</li> <li>c. Watching a video and writing a paper (e.g., "How Fast It Burned")</li> <li>d. Creating a survey for floor or hall, determining the effect of noise on the</li> </ul> </li> </ul> |

|  |  |
|--|--|
|  | <p>floor/hall community, and writing a report of the results</p> <p>e. Making presentations at floor/area meetings</p> <ul style="list-style-type: none"><li>• Creating bulletin boards</li><li>• Preparing fliers, posters, top 10 lists (e.g., top10 things to use instead of candles)</li><li>• Making a five minute video that outlines the policy in question and makes it clear to the residents in an entertaining manner</li><li>• Coordinating an “alcohol alternative” program, such as a dance</li><li>• Entering into a behavioral contract</li><li>• Volunteering at community agencies</li><li>• Mediation</li></ul> |
|--|--|

#### **SIGN -IN/SIGN – OUT POLICY:**

UNCSA High School Life uses a residential management program called REACH to facilitate the sign-in/sign-out process for all high school students both residential and non-residentially. Each student is required to have the REACH app located on their phone through download from either apple store or google play.

The REACH app allows students to create passes any time they are planning to leave campus. The two-authentication process includes a completed pass from the student, an approval from the parent through REACH, and a phone call for any person transporting the student who is not on the approved host list.

#### **Minor Infractions include but are not limited to:**

- Violations of safety procedure on/off campus without permission
- Violations of in-building curfew, such as not returning to the building at the designated time

#### **Major Consequences:**

Note: If the alleged infraction is a possible violation of the UNCSA Policy on Prohibited Harassment, including Discrimination see Appendix C and D for more information.

Note 2: All disciplinary correspondence will be sent to the student's UNCSA email account and may be sent to other locations (i.e. school dean, parent/guardian notification) if appropriate.

**Vehicles:**

Students may not, at any time, drive a personal vehicle to campus if they are a residential student. Additionally, students living residentially may not store vehicles off campus when they are checked out from high school residence. Only commuter students are allowed to drive to and from campus by car. If a student with a car wishes to transport a student living residentially, all parents are contacted to obtain necessary permissions and the student living residentially must create a pass via the REACH system.

**Gaming:**

UNCSA allows students to connect some gaming consoles and smart devices to the wireless Auxiliary (AUX) Network. By registering a device, each student can connect their smart or gaming devices to the AUX Network. Laptops and desktops should continue to access wireless via the Student Network due to security issues.

**Devices to Register:**

Devices that would benefit from using the AUX Network are Smart TVs, Apple TV, Amazon Fire, Roku, game consoles (Xbox, Wii, PlayStation), Kindle, Blu-Ray players, etc. This service is offered as a convenience to residential students; UNCSA Technology Support does not provide support for gaming consoles and smart devices.

- Not all gaming consoles are capable of connecting to UNCSA's networks.
- Some smart devices or game features may not work well on the wireless network due to the differences between home and enterprise networks.

**Illness and Medical Confinement:**

Residential students who are too ill to attend class must report to the Wellness Center before class begins. If a student is too ill to walk to the Wellness Center, then that student should immediately notify a High School Life staff member or Campus Police. High School staff can be reached by calling the High School Primary phone. A visit to the Wellness Center does not automatically excuse a student from class. Also, parents or guardians of residential students may not call or write to excuse a student from classes because of illness unless their son or daughter is at home with them at the time the illness occurs (e.g., during a weekend visit home).

When a UNCSA high school student requires urgent care in a hospital emergency department or the Vice Provost and Dean of Student Affairs (or his/her designee) determines that the comfort and consultation of a parent/guardian is in the best interest of the student, it is the policy of the Division of Student Affairs that the parent/guardian of any high school student under these circumstances be notified immediately. Furthermore, it is the expectation of UNCSA, that the parent/guardian make immediate arrangements to come to campus or the hospital emergency department to connect with their student and that this be done as soon as possible (i.e. 120 miles: 2 hours; 360: 6 hours, etc.)

**UNCSA High School Medication Policy**

It is the policy of the University of North Carolina School of the Arts that residential high school students check their prescription medications in with Health Services. Only a 30-day supply of approved Over-The-Counter medications are allowed in High School Residential rooms. OTC

medications are also provided from the High School Residential front office upon request. For more information about the full High School Medication Policy go to the following site for all forms.

High School Medication Policy (Go to Health Services near the bottom and click medication policy)  
– <https://www.uncsa.edu/parents-families/high-school-parents/high-school-parent-resources.aspx>

Health Services will maintain all medications that are necessary for student health. The purpose of this policy is to:

- Assist the student with compliance and reordering medications
- Prevent and control loss and theft of medications
- Prevent abuse of medications
- Document medication compliance

The medications that must be checked in with Health Services are:

- Medications used to treat depression, anxiety, mood or bipolar disorders
- Medications used to treat Attention Deficit Disorder
- Seizure medications
- Controlled medications containing hydrocodone or other powerful pain relievers

It is required that high school students who live on campus have the necessary maturity and organizational skills to take their own medication on a daily basis per the daily med-pick up process in the residential connector building.

#### **Policy for Dispensing High School Medications:**

Residential High School Students presents to High School Connector each morning for medication pick up each day. Medication pick-up occurs:

Monday – Friday from 7am to 9am

Saturday – Sunday from 9am to 11am

It is the responsibility of each student taking medication to pick up medication at the appropriate time and location. Parents must check in with Health Services anytime there is a need for change or update to prescribed medication needs.

Health Services staff members do not remind students to take medication, nor do staff members accept responsibility for failure of a student to pick-up medications. Health Services is not responsible for a student's medication once a student has received their medication and leaves Health Services. If a high school student has not picked up their medication for 3 consecutive days, a parent will be contacted. Please make sure we have correct phone and email contact information for this purpose.

\*At the end of each semester and on school breaks when students leave campus, necessary medication will be released to high school students unless Health Services is notified by a parent not to release additional and/or remaining medication. Please note that Health Services is prohibited by law from mailing drugs through the U.S. Postal Service.

Remaining medication that is not picked up at the end of the academic year by 2 weeks post

commencement, will be disposed of.

## Conduct and Housing

- End of the Year Student Conduct Infractions  
A high school student who violates Student Code of Conduct, or whose case is pending, following their last day of classes (as documented by your arts school) or intensive arts (as documented in the academic calendar) will lose residential privileges up to, and including removal from the residence halls.
- Residential Removal: For conduct related residential removal, if a parent/guardian of a residential high school student refuses to pick up their child or make appropriate arrangements in a reasonable time frame as determined by the University, the student may lose future residential privilege.

## Courtesy & Quiet Hours

There is a 24-hour Courtesy Hours policy that ensures excessive or irritating noise is not allowed at any time in the residence halls. If someone asks you to be quiet, please comply.

During quiet hours, the noise level should not extend outside your room. Quiet Hours are:

- Weekdays from 10 p.m. – 8 a.m.
- Weekends from 10 p.m. – 11 a.m.

## Curfew Checks

The Residence Life staff will check to ensure all students are accounted for immediately after 11pm for the beginning of student's time to be in their residential room.

## Curfew and Quiet Hours:

All High School students are expected to follow the curfew expectations. Curfew extension are rare and must be requested by the high school life administrator. Faculty members can provide Residence Life staff with names/dates/times of curfew extension requests but the request will only be approved under special circumstances.

### *In-Building Curfew:*

Students are required to be inside the High School Connector building every night by 10:30 pm. Additionally, parents are not allowed to pick up students after curfew unless they have planned with high school life staff ahead of time. Last minute pick-ups create a disturbance for staff and students.

### *In-Room Curfew:*

Students are required to be in their assigned room at 11:00pm and ready for curfew checks. Curfew checks will take place during this time. Curfew checks consist of professional staff checking every room to ensure the student's presence. Students may not have friends stay overnight in rooms. Students must be in their own room for curfew checks. Students are asked

to remain in their assigned rooms from 11pm until 7 a.m. the next morning. There shall be no door propping or moving between rooms after curfew checks are done.

*Quiet Hours and Courtesy Hours:*

During quiet hours (weekdays 10 p.m.- 10 a.m.; weekends 11 p.m.-11 a.m.), no noise may reach beyond the individual rooms. Also, the high school community has a 24-hour courtesy policy. Residents should not create unreasonable, excessively loud, irritating, or disturbing noise in the residence halls at any time. Arts practice (for instance, playing of music, vocalizing, dancing, or juggling) is allowed in the residence common spaces from noon-9 p.m. every day, but should be kept at levels that will not interfere with study or sleep. Common areas should not be used for music practice, unless a student uses the Gallery piano.

---

### **Sign-Out Policy**

#### **Sign-in & Sign-out**

Students are required to sign out anytime they leave campus and must be specific about where they will be going. Students are required to sign in upon their return. Students must have parental permission to leave campus overnight.

All residential High School students are required to request a pass and receive approval from a Parent approval and a High School Life staff member via the REACH system every time they leave campus. This includes official school trips. **ALL PERSONS PICKING UP STUDENTS MUST SHOW ID AT THE CONNECTOR DESK.**

If at any time a member of the High School Life staff has concerns about the validity of the permission or feels that the place where the student is going is inappropriate, they can override the permission. The legal parent or guardian will be notified via the student pass system that a pass is not approved and the reason why.

Students must request to leave, receive appropriate permission from their parents/guardian, and receive approval from High School Life staff to leave campus. Sign outs occur at the Connector Desk and students must go to the desk to receive final approval.

Students who change destination, companion/drivers, mode of travel, or time/day of return are responsible for telephoning the Connector Desk and reporting this change.

**High School Commuter Drivers:** Only Senior commuter students can pick up residential students by car for non-school sponsored events). These outings can be no more than 3 to 5 hours in length. All students must return to the residence hall by 10:30pm.

## UNCSA HS Handbook

Additionally, **ONLY** Junior and Senior residential high schoolers can leave with a senior commuter driver. All rules for check out apply to Senior commuters for checking out a residential student.

*Special Procedures and Considerations for Certain Types of Sign-Outs*

**Overnight Sign-Outs**

- If someone other than the student's legal parent/guardian will be transporting the student for an overnight trip a pass request must be submitted via the REACH system and parents must approve the request at least 48 hours before departure.
- Students must sign out for overnight trips before in-building curfew.
- Students must sign back in after an overnight stay once they return to campus.
- All drivers picking up a student, including the student's legal parent/guardian must display a valid driver's license/legal picture ID to sign out the student.
- All high school students must be staying at a residence in which an adult will be present during the entire visit.
- No student is allowed to spend the night in the UNCSA college residence halls, Bailey Street apartments or Center Stage apartments.

**Sign-Outs to Visit Off-Campus Residences (Not Overnight)**

- No student is allowed to visit an off-campus residence until they have received permission from their parent/guardian and high school res life staff via REACH. If permission is granted, students may only visit during the day.
- An adult must be present when the UNCSA high school student visits the residence of a non-parent/guardian and staff must verify by a phone call to the hosting parent/guardian.

---

**Guests**

Anyone who is not living residentially in the high school buildings is considered a guest to the residence. Therefore, all guests – including parents and relatives – must check in and provide ID at the connector desk anytime they enter the building. Staff at the desk must be able to verify a visitor who is going to be in the hall. Any guest visiting the building that is not a parent or guardian is limited to visiting in the connector lounge and meeting spaces ONLY. Guests must provide identification and a phone number of contact upon entering the building for a visit.

Any guest visiting is not permitted to stay overnight as UNCSA has not received enough background on individuals not directly related to the residence halls. Additionally, any non-residential high school student at UNCSA is welcome to visit the residential common spaces but not allowed to stay overnight for any reason. For the protection of the students, UNCSA reserves the right to check any visitor's ID and ask questions about the nature of the visit. Finally, any non-UNCSA high school student visiting a friend without a parent/guardian and plans to "hang out", may not do so in the high school residence connector building.

**Intervisitation:**

Students of the opposite sex are not allowed to visit each other's residence halls. On occasion, special time periods may be designated to allow students the privilege to participate in an

intervisitation event when students of the opposite sex are allowed to visit each other's residence halls during specific supervised times. If an intervisitation time is announced, students would be expected to comply with all guidelines outlined for participation in an intervisitation. Expectations will be clearly outlined and posted at the Connector Desk. All participating students must sign-in at the Connector Desk. Periodic rounds will be conducted by staff during intervisitation.

### **Sales and Solicitation**

Students may not sell products, have product demonstrations or sales/demonstration parties, or host rummage sales in their rooms. In addition, students may not advertise their room numbers for sales purposes. Door-to-door and any other type solicitation by residents, students or guests is prohibited.

Residents are not permitted to run private businesses from their campus residence. The use of University facilities and/or property for commercial activities by individuals or non-University organizations is prohibited, and no commercial business or activity may be conducted in or from any residential facility.

### **Housekeeping**

Residence Life is responsible for the proper housekeeping and appearance of residence hall public areas, such as lounges, halls, bathrooms, and stairwells. Staff members sweep, mop, and wax the floors, empty the trash cans, clean the bathrooms, and stock supplies such as toilet paper. Regular working hours are 6 a.m.-3:00 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 in the residence halls 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 other students and take a minute to clean up after using the bath area. Items left in the showers, hallways, or laundry rooms will be thrown away.

#### **Bathroom Use Expectations:**

All residential high school students are responsible for maintaining the bathroom as they make use of it. The general bathroom areas are cleaned Monday through Friday by our custodial staff. Maintenance of the bathroom beyond the cleaning is the responsibility of each individual student. **STUDENTS ARE PROHIBITED FROM THROWING PERSONAL TRASH (i.e., food trash, takeout food, trash from room trash can, trash bag from the room trashcan) IN THE BATHROOM TRASH RECEPTACLES AT ANY TIME.** If a student is found in violation of this

policy, the student is required to complete any outcomes assigned by the following weekend to account for the infraction.

## **Maintenance**

Students who encounter maintenance needs should submit a maintenance request via the [Housing Portal](#) (for non-emergency requests) or notify the Residence Life Programs Office to request repairs. During the workday (Monday-Friday between 8 a.m.-5 p.m.), students can report maintenance issues to the Residence Life Programs, Hanes Student Commons, Room 334, or by calling 336-770-3280. In the evening or on weekends, emergency maintenance issues need to be reported to the staff person on duty at the Connector Building Desk or by calling the UNCSA Police Department. Maintenance workers will knock before entering student's rooms. When a maintenance representative arrives, they 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. Students may check on the status of the repair, and/or any delays due to the need for additional parts or labor by accessing their maintenance request on the Housing Portal. A High School Life 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 or apartments. Unwarranted damage or abuse will result in disciplinary action and/or charges for the damages.

---

## **Damage to Student Belongings/Insurance**

The University is not responsible for damages or loss of student belongings that are due to any event that is outside of the regular use of the buildings. This includes the expulsion of fire extinguishers, fires, floods, theft, and/or acts of vandalism. Students are encouraged to make sure that their belongings are covered under their parent/guardians' homeowner/rental insurance or they purchase their own rental insurance or special coverage for their belongings.

---

**Pest Control:** Residential living areas are regularly inspected and treated if necessary. Students who are allergic to certain chemicals should contact the Residence Life Programs Office. Residents can help control pests by adhering to sanitation guidelines, which include storing all food in closed airtight containers and regularly cleaning living areas. Report pest

problems by submitting a maintenance request via the Housing Portal or contacting the Residence Life Programs Office.

---

## FAQs for Families

1. *My student is boarding for the first time! What are can students have in their dorm rooms?*

Boarding students are provided with a bed frame and mattress, a desk and chair, and a wardrobe with drawers. We ask students not to add any other furniture to their rooms as space is limited and cluttered floors can become a safety hazard.

For storing and preparing food, they are allowed to bring their own small refrigerator, 1 small microwave, and an electric kettle (with auto shot off). They may *not* have other cooking appliances including: toaster/toaster oven, air fryer, hot plate, electric griddle, crock pot, or any similar appliances.

Student are not permitted to use candles or any open-flame product such as incense in the residence halls.

2. *Will my student have access to laundry facilities in their residence hall?*

Yes! Laundry facilities are located at the Connector Building, Moore Hall 2nd floor, and Sanford Hall 2nd floor. The washers and dryers can be started with a student One Card or with quarters and machines can be monitored online.

3. *One Card? What's that?*

The One Card is the only official form of identification at the University of North Carolina School of the Arts. Your One Card acts as your school ID, access card, meal plan card and prepaid flexible spending account for campus purchases & services. The money deposited into the flexible spending account is called *Pickle Dollars*. (Cash cannot be drawn on the account.) It should be carried at all times and must be presented for access to campus facilities, services, campus sponsored events, and more.

All new students obtain their card during the registration process or at all other times in the One Card Office. All new card holders must present a photo ID to receive their One Card.

4. *What is the Connector Building?*

The Connector Building joins the two residence halls. The Connector Building has social and work spaces that are open to residents, commuter, and invited guests between the hours of 8 a.m.-10 p.m. during the week and 8 a.m.-11:30 p.m. on the weekends. It contains the High

School Life offices, a study/meeting room, a TV lounge, a small studio space, a laundry room, vending machines, a common kitchen and The Gallery room, which is a large social room with a TV.

*5. My child wants to change rooms. Who do I talk to about that?*

Being away from home can be a major adjustment for students, and learning to independently advocate for themselves is an important part of the experience. If your child wishes to change rooms, they need to follow the procedures outlined in this Student and Family Handbook.

Please note, UNCSA operates at full occupancy, therefore room changes are not easy to accommodate. If a student experiences a roommate conflict, the Residence Hall Coordinator or Residence Hall Leadership will work together to resolve any conflicts.

Room changes are considered only if:

- All conflict resolution options have been exhausted;
- A suitable space is available and;
- The move is considered a positive step for all parties involved.

Note: No room changes will be made during the first two weeks of Fall term. Also, unauthorized room changes will result in a Community Standards Infraction and the immediate moving of the student back into the originally assigned space.

*6. My student sounds like they are struggling and need support, what should I tell them to do?*

Depending on the nature of your child's concerns, they may turn to any of the support services on campus. For residential students, the closest supportive adult is going to be a member of the residence hall staff. Contact information for those adults is located in the Student and Family Handbook, at the start of the "Guide for Residential Life" section.

Your child may want to connect directly with a counselor. There is a counselor assigned specifically to the high school, who can be reached at NUMBER. They can also call the counseling center to meet with one of the other counselors on campus: 336-770-3288 (After Hours and Weekend Counseling Support, Uwill Services 855-726-1497 Healthlink 1-888-267-3675)

*7. What is the process for receiving a housing refund?*

### **Housing Refunds**

Room rates will be adjusted as follows for any changes in the housing assignment:

- Through 1st week: 90%
- Through 2nd week: 80%
- Through 3rd week: 60%
- Through 4th week: 40%

- After 4th week: 0%

Students who receive a disciplinary suspension will not receive a refund, regardless of the date of departure.

## **Appendix A: Programs & Policies Addressing Alcohol & Other Drugs (AOD)**

### **Drug and/or Alcohol Resource Team (DART)**

UNCSA's Drug and Alcohol Resource Team (DART) is a resource for students who request help with substance abuse problems. Any student, who identifies himself or herself as having a problem with either alcohol, tobacco, or any drug, may request assistance and support to refrain from further use of these substances. DART is entirely voluntary and highly confidential.

The goal of the program is to remove barriers from students seeking assistance. Students in DART are evaluated, drug tested, and referred to appropriate treatment. Treatment resources may include a combination of on campus 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 DART are confidential.

#### **Goals of the DART Program:**

- To assist in identifying University of North Carolina School of the Arts students with drug and alcohol abuse issues
- To encourage students to seek medical and psychological assistance for their abuse issues, and to assist in providing treatment
- To assure that students who enter into a therapeutic contract, comply, and continue with that contract
- To provide ongoing support for a student's sobriety so they may continue to study and perform to the best of their ability

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 behavior.

#### **Entrance into the DART Program**

A student may refer themselves into the program by contacting the Wellness Center. The student will be asked to make an initial medical evaluation appointment with the Medical Director of Health Services, and submit to a drug and/or alcohol test.

- Students, faculty or staff members who are aware of a student with substance abuse issues may refer a student into the program.
- Students, faculty, or staff may consult with a Counselor in the Wellness Center or UNCSA's Case Manager as to the most effective approach to encourage students to seek help.

#### **Confidentiality**

Dart records and results of drug testing of any student who has signed the DART Agreement will be retained by the Wellness Center and held confidential. Parents of students over the age of 18 are not notified. Parental notification of minor students may occur if the student's safety is considered to be in danger. If at any time it is felt the student is not making a "good effort" toward self- rehabilitation the student may be removed from the program.

## Support Programs

Counseling Services offers substance use assessment 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 call [336-770-3288](tel:336-770-3288) for counseling or health services. During nights and on weekends, students can contact Student Health Services and/or Counseling Services through a member of the Residence Life Programs & Housing or the UNCSA Police Department. Students may also contact the local chapters of Alcoholics Anonymous or Narcotics Anonymous for additional support and assistance.

## Alcohol and/or Other Drug (AOD) Policy

### *Relevant Laws*

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

Alcohol:

- 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.
- It is unlawful for any person to:
  - c. sell, give, or provide alcoholic beverages to an underage person;
  - d. aid or assist an underage person in the purchase, attempted purchase, possession, or consumption of alcoholic beverages;

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 the [North Carolina Controlled Substances Act \(opens in new tab\)](#).

- **Schedule I and II Controlled Substances** include, but are not limited to, such drugs as heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone, and Ritalin.

- **Schedule III - VI Controlled Substances** include, but are not limited to, such drugs as marijuana, pentobarbital, and codeine.

### **Possession and/or Consumption of Alcohol and/or Other Drugs**

For purposes of UNCSA's Alcohol and/or Other Drug (AOD) Policy and student conduct proceedings, "possession and/or consumption" means:

- ownership, control, or temporary custody of alcohol, an illegal substance, or possession and/or use of controlled drugs not prescribed to the student;
- a positive alcohol level or drug screen result; or
- being in the presence of what one knows or reasonably should know is alcohol, an illegal drug, 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 AOD policy infraction but who is not actively involved is first encouraged to ask the involved student(s) to stop the behavior. If such an approach is not practical or is unsuccessful, the student must then leave the situation and/or seek assistance from a university staff member (for example, a College 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 infraction.

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

### **Alcohol Testing**

If two UNCSA staff members believe an underage student has consumed alcohol, or if a student 21+ is noticeably impaired on campus or at a UNCSA sponsored event, a UNCSA staff member will test the student's alcohol level. The following procedures will be followed:

- If the alcohol test is above 0.0, the student will be referred to Student Conduct for appropriate adjudication.
  - e. If the result is above 0.8 and below 0.12, the student will be monitored by the Residence Life Programs & Housing staff until their test is 0.08 or below.
  - f. If the level is 0.12 or above, or if the student's behaviors create concern, the student will be sent to the emergency room by ambulance or other emergency transport or will be examined and cleared by a medical professional. Costs for this are the responsibility of the student.
- If the alcohol level test is 0.0, the student will be medically evaluated by either UNCSA Health Services or a local hospital emergency room in response to the behaviors exhibited that prompted the alcohol level test. All costs are the responsibility of the student.

**Note:** A test resulting in an alcohol level of 0.0 does not absolve a student who also possesses alcohol.

- A refusal or an inability to be tested will be documented and taken into consideration during adjudication and may be treated as an admission of guilt.

## **Drug Testing**

For the purposes of the AOD and student conduct policies, a student who is in the presence of illegal drugs is considered to be in possession of the drugs. No drug test will be given. If a student wishes to exonerate himself or herself that student may submit to drug testing at their own expense at an off campus location. The drug test must be complete within five days of the incident.

### *Alcohol and Other Drug Amnesty*

In cases of an alcohol poisoning and/or drug overdose, UNCSA's main concern is the health and safety of those involved. Students are strongly encouraged to call for medical assistance (911) for themselves or for a peer who is dangerously under the influence. Student's seeking medical treatment for an alcohol and/or other drug overdose can qualify for conduct amnesty. Conduct amnesty will exempt students from being charged with Student Conduct violations related to Alcohol and/or other drug possession/consumption infractions. This also applies to students seeking help for the students who are under the influence.

The purpose of conduct amnesty is to remove barriers to seeking help for fear of being subject to student conduct consequences. Medical amnesty has been adopted by [statute in North Carolina](#), although UNCSA's amnesty policy is broader in scope.

Amnesty applies to:

- a student who has consumed alcohol or other drugs, and who seeks assistance from a University official or emergency personnel on their own behalf;
- a student who consumed alcohol or other drugs and was the victim of a crime (including but not limited to physical or sexual assault, theft, vandalism) who seeks assistance from a University official or emergency personnel on their own behalf;
- a student who consumed alcohol or other drugs and receives assistance, as a result of another student(s) seeking assistance on their behalf, from a University official or emergency personnel;
- student(s) who consumed alcohol or other drugs and who seek assistance from a University official or emergency personnel on behalf of another student who has consumed alcohol or other drugs, and who remain on the scene to provide support.

Amnesty does not apply to:

- other prohibited conduct including, but not limited to, driving under the influence, acts of harm, harassment, sexual misconduct, vandalism, distribution of controlled substances, etc.;
- students/organizations who do not seek assistance from a University official or emergency personnel.

To ensure you receive amnesty, you must do two things:

- Provide your name when calling 911.
- Stay with the victim until help arrives.

A student or organization may be required to meet with a staff member in the Office of Student Conduct or other appropriate personnel and complete any recommended educational assignments. Failure to complete all recommendations may result in revocation of Amnesty benefits. Repeated incidents may prompt the University to revoke an individual's future ability to receive the benefits of Amnesty

Records related to receiving Amnesty assistance will be maintained consistent with the University's records policy.

*Note:* UNCSA amnesty differs from statutory amnesty for law enforcement agencies. Law enforcement has their own set of statutory standards and has discretion to cite a student. Amnesty does not prevent Police or other law enforcement from reporting an alleged violation, filing a charge, or taking other action related to the possible criminal prosecution of any UNCSA student.

*Note:* Students may also receive amnesty from student conduct charges in medical emergencies.

*Major Infraction and Minimum Proposed Outcome(s)*

**First Infraction of any portion of the Alcohol and/or Other Drug Policy**

| <b>Infraction (Low Risk, Single Adjudicator)</b>  | <b>Minimum Proposed Outcome(s)</b>   |
|---|--|
| <ul style="list-style-type: none"><li>● Possession and / or consumption of alcoholic beverages if under the age of 21.</li><li>● Illegal possession and/or consumption of any Schedule III - VI controlled substance (marijuana, etc.).</li><li>● Possession and/or consumption and/or use of any Schedule III - VI</li></ul> | Off-campus suspension for seven calendar days; Substance Use Assessment (at student's expense); Drug Screening (at student's expense); conduct probation for two semesters beyond the current semester; Parental notification; other outcomes as assigned. |

prescription drug not prescribed to the student.

- Possession of drug paraphernalia, including, but not limited to, pipes, grinders, scales, bongs, blow tubes, and roach holders.
- Possession of alcohol paraphernalia, including but not limited to, beer bongs and funnels, alcohol-without-liquid devices, kegs, and similar alcohol containers.
- Supplying an alcoholic beverage to a person under the age of 21.
- Misuse of medically prescribed drugs.
- Misuse of over-the-counter drugs.

**Infraction (High Risk, Case Resolution Board Adjudication)**

- Illegal possession and/or consumption of any Schedule I or II controlled substance (cocaine, heroin, etc.).
- Possession and/or consumption and/or use of any Schedule I or II prescription drug not prescribed to the student.
- Driving while under the influence of illegal drugs.
- Driving while under the influence of alcoholic beverages.
- Illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any Schedule I or II controlled substance (cocaine, heroin, etc.).
- Illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any Schedule III – VI controlled substance (marijuana, etc.).

**Minimum Proposed Outcome(s)**

Suspension for a period of at least one academic year beyond the conclusion of the current academic year; conduct probation for three semesters beyond the suspension; Parental notification.

Dismissal.

Parental notification.

**Second Infraction of any portion of the Alcohol and/or Other Drug Policy**

| <b>Infraction (High Risk, Case Resolution Board Adjudication)</b>  | <b>Minimum Proposed Outcome(s)</b>  |
|--|---|
| <ul style="list-style-type: none"> <li>● Possession and / or consumption of alcoholic beverages if under the age of 21.</li> <li>● Illegal possession and/or consumption of any Schedule III - VI controlled substance (marijuana, etc.).</li> <li>● Possession and/or consumption and/or use of any Schedule III - VI prescription drug not prescribed to the student.</li> </ul> |   |
| <ul style="list-style-type: none"> <li>● Possession of drug paraphernalia.</li> <li>● Supplying an alcoholic beverage to a person under the age of 21.</li> <li>● Illegal possession and/or consumption of any Schedule I or II controlled substance (cocaine, heroin, etc.).</li> </ul>   | Suspension for a period of at least one academic year beyond the conclusion of the current academic year; conduct probation for three semesters beyond the suspension; Parental notification. |
| <ul style="list-style-type: none"> <li>● Possession and/or consumption and/or use of any Schedule I or II prescription drug not prescribed to the student.</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>● Driving while under the influence of illegal drugs.</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>● Driving under the influence of alcoholic beverages</li> </ul>   | Dismissal.  |
| <ul style="list-style-type: none"> <li>● Illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any Schedule I or II controlled substance (cocaine, heroin, etc.).</li> </ul>  | Parental notification.  |
| <ul style="list-style-type: none"> <li>● Illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any Schedule III – VI controlled substance (marijuana, etc.).</li> </ul>   |   |

### Third Infraction of the Alcohol and/or Other Drug Policy

| <b>Infraction (High Risk, Case Resolution Board Adjudication)</b> | <b>Minimum Proposed Outcome(s)</b> |
|---|------------------------------------|
|---|------------------------------------|

- Possession and/or consumption of alcoholic beverages if under the age of 21.
- Illegal possession and/or consumption of any Schedule III - VI controlled substance (marijuana, etc.).
- Possession and/or consumption and/or use of any Schedule III - VI prescription drug not prescribed to the student.
- Possession of drug paraphernalia.
- Supplying an alcoholic beverage to a person under the age of 21.
- Illegal possession and/or consumption of any Schedule I or II controlled substance (cocaine, heroin, etc.).
- Possession and/or consumption and/or use of any Schedule I or II prescription drug not prescribed to the student.
- Driving while under the influence of illegal drugs.
- Driving under the influence of alcoholic beverages
- Illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any Schedule I or II controlled substance (cocaine, heroin, etc.).
- Illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any Schedule III – VI controlled substance (marijuana, etc.).

Dismissal.

Parental notification.

*Note:* Infractions of alcoholic beverage control laws may also result in criminal penalties such as fines, loss of driver's license/driving privileges, and/or a jail sentence. An infraction 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.

**Note:** If a suspended student wishes to be considered for re-acceptance, the following conditions must be met:

- The student must obtain a drug use assessment from a certified drug abuse counselor within two weeks of the beginning of the suspension. Assessment costs are the responsibility of the student.
- During the time of suspension, the student must submit to drug screens as required by the certified substance abuse counselor, but with a minimum of one urine drug screen every four weeks.
- Prior to reapplication, the student must demonstrate through professional documentation from a certified substance abuse counselor that they have been drug-free since the initial drug screen (see above).

### **Case Resolution Procedure for High Risk, Case Resolution Board AOD Infractions**

See Appendix C: UNCSA Student Conduct Process for Alleged Major Infractions of the Student Code of Conduct

### **Case Resolution Procedure for First Offense, Low Risk, Single Adjudicator AOD Infractions**

#### **Preliminary Investigation:**

- A member of the UNCSA community prepares an incident report or a UNCSA police report, as appropriate, which includes factual information supporting the allegation. A member of High School Residence Life will contact the student's parent(s) or legal guardian(s) when necessary. [1] [SEP]
- The Director for Student Conduct (or designee) reviews the report and determines whether a charge will be pursued. The Director for Student Conduct (or designee) may seek guidance, as appropriate, to determine the appropriate charge(s). The Director for Student Conduct (or designee) will contact the student's parent(s) or legal guardian(s) when necessary and keep the parent(s) or guardian(s) informed of the Student Conduct process. [1] [SEP]
- The Director for Student Conduct (or designee) may conduct an additional investigation, including but not limited to interviewing witnesses and collecting evidence. The Director for Student Conduct (or designee) will review the Respondent's student conduct record for patterns and to determine the severity of the charge. [1] [SEP]
- Within 30 calendar days, or within a reasonable amount of time, the Director for Student Conduct (or designee) will notify the student of the charge via a hearing letter (see below) if a charge is to be pursued. [1] [SEP]

### **Case Resolution Meeting Process:**

- The Director for Student Conduct (or designee) will send the Respondent a Case Resolution Meeting letter, which outlines the charge(s) and proposed outcomes, describes the incident, and provides a date (at least three (3) calendar days out) and location of the Case Resolution Meeting.
- The Respondent may contact the Director for Student Conduct (or designee) by a specified date (at least three days prior to the scheduled Case Resolution Meeting) regarding a schedule conflict or to request removal of the Director for Student Conduct (or designee) from the case due to bias. The Director for Student Conduct (or designee) will work with the Respondent to address scheduling conflicts. The Assistant Dean of Student Affairs and Director of Residence Life Programs & Housing will review any request to remove the Case Resolution Officer for bias and, if necessary, will appoint another member of the Student Affairs staff to hear the case. The Respondent will be informed of the decision regarding the request for removal before the Case Resolution Meeting takes place. The Case Resolution Officer should recuse himself or herself if there is a conflict or bias on their part concerning a particular case.

### **During the Case Resolution Meeting, the Respondent has three choices:**

- Single Adjudicator Full Case Resolution Meeting: The respondent may choose to go forward with the Case Resolution Meeting and shall have the opportunity to present their evidence and defense through witness testimony and written documents. A respondent may request this form of resolution if they would like your entire case heard from start to finish because they disagree with both the charge(s) and the outcome(s), or because there is a significant question of fact.
- Single Adjudicator Outcome-Only Case Resolution Meeting: The respondent may choose to go forward with an Outcome-Only Case Resolution Meeting. In this case the respondent accepts responsibility for the charges but not the proposed outcomes and shall have an opportunity to recommend alternative outcomes. A respondent may request this form of resolution if they accept responsibility and propose alternative outcomes.
- Accept Responsibility and Outcomes: The respondent may waive their right to a Case Resolution Meeting and accept responsibility and the proposed outcomes. Such waivers must be in writing, signed by the Respondent, and witnessed by the Case Resolution Officer.
- **Resolution in the Absence of the Respondent:** If the Respondent fails to schedule or attend their case resolution meeting the case may be resolved in their absence. If the case is resolved in absentia, the Respondent shall have waived their right to a hearing and a written resolution will be emailed to the Respondent. The Director of Student Conduct (or designee) may place a hold on the Respondent's account until such time as they confirm receipt of the written decision.
- **Case Resolution Meeting Outcome:**

- If the Respondent waives their right to a Case Resolution Meeting and accepts the proposed outcomes or if the Respondent is found to be responsible by the preponderance of the evidence standard, the Case Resolution Officer will provide a summary of the findings and outcomes in the form of a letter. The letter will be sent to the Respondent within 10 calendar days of the date the decision is made.
- The Case Resolution Officer will notify the High School Life team and/or appropriate University offices of the final decision. The Dean of High School Academic Program, the appropriate Art Dean, and/or the appropriate Art Administrative Council (HSAC) Representative for High School will be notified of the outcome, unless deemed unnecessary by the Director for Student Conduct. The Respondent's parent(s) or legal guardian(s) will be notified of the charge and the finding of responsibility. The Wellness Center will be informed if the Respondent is being referred for an assessment.
- In each case there must be sufficient evidence to support the decision and the outcome. These Case Resolution Meetings are conducted as closed meetings.
- **Overdue Outcomes:** If the Respondent fails to complete assigned outcomes, the Office of Student Conduct may place a hold on the Respondent's account until they complete all assigned outcomes.
- **Appeal After Case Resolution Meeting :** A Respondent who disagrees with the Case Resolution Meeting outcome may appeal to the Assistant Dean of Student Affairs and Director of Residence Life Programs & Housing. The Respondent does so by filing an Appeal Request (available from the Director for Student Conduct (or designee)) within three calendar days of notification of the decision. Possible grounds for appeal are:
  - The evidence is not sufficient to support the finding of "responsible."
  - There was procedural error sufficient to have altered the outcome of the Case Resolution Meeting.
  - There is new evidence that was not available to be considered at the time of the Case Resolution Meeting.

The written appeal is submitted to the Director for Student Conduct (or designee) who will then forward the appeal and the entire record to the Assistant Dean of Student Affairs and Director of Residence Life Programs & Housing. They have five calendar days to respond. If the Respondent feels the Director would not be neutral, the Respondent may ask the Director to recuse himself or herself. If the Director recuses himself or herself either upon Respondent request or because of prior involvement in the case that might prejudice the outcome, they will appoint another Division of Student Affairs staff member to decide the appeal. Any decision concerning recusal (and the reason for the decision) shall be included in the file. The Respondent will receive a final decision within 10 calendar days. The appeal decision is final.

## AOD Specific Outcomes

- **Substance Use Assessment (SUA)**
  - A student who is found responsible for an Alcohol and/or Other Drug violation must complete a Substance Use Assessment (SUA) at their own expense or

have a meeting with a wellness educator. This requirement may be in addition to other outcomes or probationary conditions as determined by the Director for Student Conduct. The student may elect either an off-campus or on-campus assessment provider. The UNCSA Wellness Center can provide an on-campus SUA.

- The steps to complete the on-campus SUA are as follows:
  - Within five business days of receiving the final decision letter, the student must schedule the SUA appointment with the UNCSA Wellness Center.
  - The student will attend their first appointment.
  - The student will submit proof of completion of the SUA to the Director of Student Conduct (or designee) by the deadline noted on the final decision letter.
- The steps to complete an off-campus SUA are as follows:
  - Within five business days of receiving the final decision letter, the student must notify the Director of Student Conduct (or designee) of their decision to use an off-campus provider.
  - Within five business days of receiving the final decision letter, the student must schedule an appointment with the off-campus provider.
  - The student will comply with the rules and regulations set by the approved off-campus provider. In addition, the student must complete all requirements set by the approved off-campus provider.
  - The student will submit proof of completion of the SUA to the Director of Student Conduct (or designee) by the deadline noted on the final decision letter.

*Note:* Missed SUA appointments will result in a late fee. Substance Use Assessment fees cannot be appealed or waived.

*Note:* Failure to complete the SUA within the specified time frame will constitute a major infraction with the potential consequence of suspension.

- **Drug Screening/Testing**

- A student who is found responsible for a drug violation may be assigned to complete a urine drug screen at their own expense, no less than 30 days from receiving the final decision letter. This requirement may be in addition to other outcomes or probationary conditions as determined by the Director of Student Conduct (or designee). The steps to complete the urine drug screen are as follows:
  - The student must schedule their drug screening for the week listed on the final decision letter. The lab must be able to send test results via fax, mail, or email directly to the Director of Student Conduct (or designee).
  - The Director of Student Conduct (or designee) will notify the student of the outcome of the drug screen within five business days of receiving the results.

*Note:* Failure to follow steps for compliance may result in further outcomes. In addition, a positive drug screening may constitute a Major Infraction with the potential consequence of suspension, dismissal or expulsion. If suspended, the student will have to provide proof of successful completion of a substance use assessment which includes drug testing. A letter is needed from a Licensed Clinical Addiction Specialist or equivalent verifying completion of the program.

## **Appendix B: UNCSA Student Conduct Process for Alleged Minor Infractions of the Student Code of Conduct**

### **Definitions**

See definitions in [Chapter VI](#).

### **Investigation**

Preliminary Investigations for Minor Infractions:

- A member of the UNCSA community prepares an incident report or a UNCSA police report, as appropriate, which includes factual information supporting the allegation. A member of High School Residence Life will contact the student's parent(s) or legal guardian(s) when necessary. [1] [SEP]
- The Director for Student Conduct (or designee) reviews the report and determines whether a charge will be pursued. The Director for Student Conduct (or designee) may seek guidance, as appropriate, to determine the appropriate charge(s). The Director for Student Conduct (or designee) will contact the student's parent(s) or legal guardian(s) when necessary and keep the parent(s) or guardian(s) informed of the Student Conduct process. [1] [SEP]
- The Director for Student Conduct (or designee) may conduct additional investigation, including but not limited to interviewing witnesses and collecting evidence. The Director for Student Conduct (or designee) will review the Respondent's student conduct record for patterns and to determine the severity of the charge. [1] [SEP]
- Within 30 calendar days, or within a reasonable amount of time, the Director for Student Conduct (or designee) will notify the student of the charge via a hearing letter (see below) if a charge is to be pursued. [1] [SEP]

### **The Case Resolution Meeting, Outcome, and Appeal Processes and Procedures**

#### **Case Resolution Meeting Process for Minor Infractions:**

- The Director for Student Conduct (or designee) will send the Respondent a Case Resolution Meeting letter, which outlines the charge(s) and proposed outcomes, describes the incident, and provides a date (at least three (3) calendar days out) and location of the Case Resolution Meeting.
- The Respondent may contact the Director for Student Conduct (or designee) by a specified date (at least three days prior to the scheduled Case Resolution Meeting) regarding a schedule conflict or to request removal of the Director for Student Conduct (or designee) from the case due to bias. The Director for Student Conduct (or designee) will work with the Respondent to address scheduling conflicts. The Assistant Dean of Student Affairs and Director of Residence Life Programs & Housing will review any request to remove the Case Resolution Officer for bias and, if necessary, will appoint

another member of the Student Affairs staff to hear the case. The Respondent will be informed of the decision regarding the request for removal before the Case Resolution Meeting takes place. The Case Resolution Officer should recuse himself or herself if there is a conflict or bias on their part concerning a particular case.

- During the Case Resolution Meeting, the Respondent has four choices:
  - a. Full Case Resolution Meeting: The respondent may choose to go forward with the Case Resolution Meeting and shall have the opportunity to present their evidence and defense through witness testimony and written documents. A respondent may request this form of resolution if they would like your entire case heard from start to finish because they disagree with both the charge(s) and the outcome(s), or because there is a significant question of fact.
  - b. Outcome-Only Case Resolution Meeting: The respondent may choose to go forward with an Outcome-Only Case Resolution Meeting. In this case the respondent accepts responsibility for the charges but not the proposed outcomes and shall have an opportunity to recommend alternative outcomes. A respondent may request this form of resolution if they accept responsibility and propose alternative outcomes. A student who accepts responsibility and chooses an outcome-only Case Resolution Meeting can appeal the outcomes but cannot appeal their acceptance of responsibility.
  - c. Accept Responsibility and Outcomes: The respondent may waive their right to a Case Resolution Meeting and accept responsibility and the proposed outcomes. Such waivers must be in writing, signed by the Respondent, and witnessed by the Case Resolution Officer.
  - d. Restorative Justice: The respondent may waive their right to a Case Resolution Meeting and choose to have a restorative Justice meeting. Such waivers must be in writing, signed by the respondent, and witnessed by the Case Resolution Officer.

**Resolution in the Absence of the Respondent:** If the Respondent fails to schedule or attend their case resolution meeting the case may be resolved in their absence. If the case is resolved in absentia, the Respondent shall have waived their right to a hearing and a written resolution will be emailed to the Respondent. The Director of Student Conduct may place a hold on the Respondent's account until such time as they confirm receipt of the written decision.

#### **Case Resolution Meeting Outcome:**

- If the Respondent waives their right to a Case Resolution Meeting and accepts the proposed outcomes or if after Case Resolution Meeting the evidence the Respondent is found to be responsible by a preponderance of the evidence, the Case Resolution Officer will provide a summary of the findings and outcomes in the form of a letter. The letter will be sent to the Respondent within 10 calendar days of the date the decision is made.
- The Case Resolution Officer will notify the High School Life team and/or appropriate University offices of the final decision. The Dean of the High School Academic Program,

the appropriate Art Dean, and/or the appropriate Art Administrative Council (HSAC) Representative for High School will be notified of the outcome, unless deemed unnecessary by the Director for Student Conduct. The Respondent's parent(s) or legal guardian(s) will be notified of the charge and the finding of responsibility. Counseling and Testing Services will be informed if the Respondent is being referred for an assessment.

- In each case there must be sufficient evidence to support the decision and the outcome. These Case Resolution Meetings are conducted as closed meetings.

**Outcome Deferral:** At the discretion of the Director (or designee), the imposition of an outcome normally will be deferred until after a decision on a first-level appeal, but may be imposed immediately after the Case Resolution Meeting if:

- The Respondent has committed an additional violation of the Code or has violated the terms of a previous outcome(s).
- The Respondent's actions were threatening, harmful, or dangerous to others or the University community;
- The Respondent caused significant property damage;
- The Respondent impacted the stability and continuance of normal University functions; or
- The Respondent directly and substantially impeded the lawful activities of others.

**Overdue Outcomes:** If the Respondent fails to complete assigned outcomes, the Office of Student Conduct may place a hold on the Respondent's account until they complete all assigned outcomes.

**Appeal After Case Resolution Meeting - Minor Infractions:** A Respondent who disagrees with the Case Resolution Meeting outcome may appeal to the Dean of Student Affairs. The Respondent does so by filing an Appeal Request (available from the Director for Student Conduct (or designee)) within three calendar days of notification of the decision. Possible grounds for appeal are:

- The evidence is not sufficient to support the finding of "responsible."
- There was procedural error sufficient to have altered the outcome of the Case Resolution Meeting.
- There is new evidence that was not available to be considered at the time of the Case Resolution Meeting.

**Note:** A student who accepts responsibility and chooses an outcome-only Case Resolution Meeting can appeal the outcomes but cannot appeal their acceptance of responsibility.

The written appeal is submitted to the Director for Student Conduct (or designee) who will then forward the appeal and the entire record to the Assistant Dean of Student Affairs and Director of Residence Life Programs & Housing. They have five calendar days to respond. If the Respondent feels the Director would not be neutral, the Respondent may ask the Director to

recuse himself or herself. If the Director recuses himself or herself either upon Respondent request or because of prior involvement in the case that might prejudice the outcome, they will appoint another Division of Student Affairs staff member to decide the appeal.

The Director shall decide appeals based upon the student's written appeal and the Record on Appeal. The decision may:

- Affirm the determinations on responsibility and the outcomes(s) (if applicable);
- Affirm the determination on responsibility and reduce but not eliminate the outcome(s); or
- Reverse the determination on responsibility and/or remand the case to the same or a new Case Resolution Meeting.

Any decision concerning recusal (and the reason for the decision) shall be included in the file. The Respondent will receive a final decision within five calendar days. For minor offenses, this appeal decision is final.

### **The Restorative Justice Conference Process**

Once the case is referred to a Restorative Justice Conference for resolution, the Case Resolution Officer will initiate contact with the student to schedule a one-on-one consultation. Within this consultation, the Respondent is expected to share their perspective of the incident or conflict, their take on what impact might have occurred, and ways in which they believe they can address the impact. The one-on-one consultation also provides an opportunity for the Respondent to gain more clarity about the process.

### **Student Eligibility for Participation in a Restorative Justice Conference:**

- For a Respondent to be eligible to participate in the Restorative Justice Conference process, the Respondent must:
  - a. take active responsibility for their actions,
  - b. exhibit a desire to learn about and address the impact of their actions, and
  - c. to move forward positively from the incident by addressing a community need.
- For the Restorative Justice Conference process to be successful, it is important that eligible Respondents come prepared to accept responsibility for their actions and to listen to those impacted by their actions (if applicable).
- If a student chooses a Restorative Justice process and accepts responsibility, the proposed status outcomes will apply. The Restorative Justice participants will determine appropriate educational outcomes.

### **Benefits of Restorative Justice:**

- Empowers participants and allows for individuals to be heard
- Promotes focus on impact of actions, rather than the act of rule-breaking

- Supports sharing of information
- Encourages collaborative decision-making
- increases participation satisfaction
- Remains confidential

### **Implementing a Restorative Justice Conference:**

There are two phases to the Restorative Justice Conference process: The Restorative Justice Conference and the implementation follow-up of agreed-upon outcomes.

- Once the Respondent decides to move forward with a Restorative Justice Conference to resolve their conduct case, the Director for Student Conduct or the College Life Area Coordinator for Student Conduct will forward the case to a Case Resolution Officer charged with leading the Restorative Justice Conference. Status outcomes will be determined by the Case Resolution Officer. Educational outcomes will be determined by the Restorative Justice Conference Participants.
- The Case Resolution Officer will work to bring the appropriate stakeholders together for a Restorative Justice Conference. The Restorative Justice Conference is a structured discussion with distinct stages:
  - i. Each Restorative Justice Conference participant tells their story, describing the incident and the impact it may have had on them. The student respondent gets to speak first in this stage.
  - ii. After everyone has shared their perspective, participants are asked to identify the impact of the incident (e.g., any harms that may have occurred)
  - iii. After the impact is identified, the Case Resolution Officer engages the Restorative Justice Conference participants in a collaborative decision-making process whereby participants:
    - i. offer suggestions of possible ways for the student to address the impact caused by their actions,
    - ii. assess the merits of each suggestion, and
    - iii. the Case Resolution Officer and the Respondent agree upon a set of specific educational outcomes that the Respondent will take in order to best address the impact

*Note:* The outcomes, as agreed upon within any Restorative Justice Conference, are unique to that particular group, and should be chosen because they help the student repair the specific harms identified, meet an identified community need, rebuild the community's trust in them, and gain more understanding of the ripple effects of their actions.

2. Once the Case Resolution Officer and the Respondent have decided upon a number of active and educational outcomes for the student respondent to complete, the Case Resolution Officer will help with follow-up to provide support and ensure completion of the outcomes. The Case Resolution Officer will have the final decision regarding appropriate outcomes.

*Note:* Temporary status outcomes may be placed on the student. These status outcomes may be lifted once the student completes their educational outcomes.

## **Appendix C: UNCSA Student Conduct Process for Alleged Major Infractions of the Student Code of Conduct**

The following procedures shall be applicable for Major Charge(s) adjudicated under the Student Code of Conduct. Please note exceptions for case involving Title IX and alleged Sexual Misconduct. Anyone preparing for or involved in the student conduct process for violations of the Title IX Policy should also consult [Appendix D](#) and [Policy 121](#).

Major Infractions with proposed separable outcomes of deferred suspension and/or ten (10) or fewer consecutive days of suspension shall be adjudicated by a single adjudicator (the Director for Student Conduct or designee) in lieu of a Case Resolution Board. The respondent may also waive their right to a Case Resolution Board and opt for a single adjudicator in cases involving Major infractions.

### **Definitions**

See definitions in [Chapter VI](#).

### **Investigation**

**Note:** In cases involving Title IX allegations (e.g. allegations of sexual harassment, sexual misconduct, or other sex/gender-based discrimination), the Title IX Coordinator coordinates the investigation. Consult Policy Appendix D or Policy 121 for further information.

Allegations may be brought by students, university officials, faculty members, or staff members acting as the Complainant or Reporting Party. The allegation must be in writing and must include factual information supporting the infraction.

The Director for Student Conduct (or designee) will oversee investigations, not including Title IX allegations, and determine whether there is sufficient evidence to pursue a charge. This determination shall be made within 45 calendar days (or within a reasonable amount of time) after the initiation of the allegation. Upon making this determination, the Director for Student Conduct (or designee) will:

- Dismiss the allegation because the facts are insufficient to support a finding of responsible; or pursue a charge. In cases involving Title IX adjudication The Title IX Coordinator will forward their Investigation Report and recommendation to the Director of Student Conduct.
- If pursuing a charge, the Director for Student Conduct (or designee) will issue a written summons, which includes the specific charge, possible outcomes, and a brief recitation of the allegations supporting the charge. If dismissal is a possible outcome, the summons will inform the student that dismissal precludes matriculation at any UNC constituent institution. The summons will inform the Respondent of the following options for resolution of the disciplinary charge:

- **Accept Responsibility:** Plead responsible to the charge, accept the outcome determined by the Director for Student Conduct (or designee), and provide a signed written acceptance to that effect to the Director for Student Conduct (or designee). In the case of a waiver of Case Resolution Meeting and acceptance of the outcome(s), the Director for Student Conduct (or designee) will forward the student conduct file to the Vice Provost and Dean of Student Affairs. The Vice Provost and Dean of Student Affairs must determine that this action is voluntary by reviewing the signed acceptance and, if necessary, interviewing the Respondent and the Director for Student Conduct (or designee) to determine that the charge and outcome have factual support. The Vice Provost and Dean of Student Affairs will send UNCSA's student conduct decision letter to the student.
- **Accept Responsibility but not the Outcome(s):** The respondent may choose to go forward with an Outcome-Only Case Resolution Meeting. In this case the respondent accepts responsibility for the charge(s) but not the proposed outcome(s) and shall have an opportunity to recommend alternative outcomes. The Director for Student Conduct (or designee) shall provide the Respondent and Complainant (if applicable), a written notice of time, place, and format of the Case Resolution Meeting. This notice of the Case Resolution Meeting will be sent to the student's UNCSA email account; other delivery methods may be utilized if appropriate. A student who accepts responsibility and chooses an outcome-only Case Resolution Meeting can appeal the outcomes but cannot appeal their acceptance of responsibility.
- **Deny Responsibility:** Plead "not responsible" and request a Case Resolution Meeting. The respondent shall have the opportunity to present their evidence and defense through witness testimony and written documents. A respondent may request this form of resolution if they would like your entire case heard from start to finish because they disagree with both the charge(s) and the outcome(s), or because there is a significant question of fact. The Director for Student Conduct (or designee) shall provide the Respondent and Complainant (if applicable), a written notice of time, place, and format of the Case Resolution Meeting. This notice of the Case Resolution Meeting will be sent to the student's UNCSA email account; other delivery methods may be utilized if appropriate.

**Major Cases and Interim Suspension:** A high school student charged with a major infraction may be placed on interim suspension. This interim suspension is not proof of the student's responsibility for the misconduct.

The parent or guardian will be notified and arrangements will be made as quickly as possible to remove the student from campus for up to three academic days. After a three-day period, the Vice Provost and Dean of Students will continue to monitor the case to see if continued separation is warranted.

Separated students cannot return to campus except for scheduled student conduct meetings, cannot attend UNCSA sanctioned events on or off campus, and lose all UNCSA privileges.

**In Major Cases Involving Complainants (if applicable):**

- If the Respondent accepts responsibility for a violation(s) which involves a Complainant, including Title IX case, the Director of Student Conduct will request a meeting with the Complainant to discuss the proposed resolution and to determine whether the Complainant accepts the resolution. The Director of Student Conduct (or designee) will provide the Complainant with a summary outlining the proposed determinations on responsibility and outcomes(s) and the rationale related only to those Sexual Misconduct violation(s). The Complainant has three days to respond to an offer of a resolution.
- A Complainant who accepts a resolution must voluntarily accept the determinations on responsibility and outcomes(s) accepted by the Respondent and waives his/her right to a Case Resolution Meeting. The resolution must be in writing and signed by the Complainant and the Director of Student Conduct. The signed resolution may not be appealed.
- If both the Respondent and the Complainant accept the resolution, the case is resolved with a waiver of a Major Case Resolution Meeting and no further right of appeal.
- In Title IX cases, the Respondent and Complainant will receive concurrent notification in writing summarizing findings of fact and the conclusion that the Respondent violated the Title IX Policy. The written resolution must contain the determinations on responsibility and outcomes(s) (if applicable), and the rationales upon which the determinations are based.
- If the Director of Student Conduct (or designee) does not offer a resolution or either the Respondent or Complainant does not accept a offer, the case shall be referred to a Major Case Resolution Meeting.
- If the Respondent accepts an offered Mutual Resolution and the Complainant has been notified and fails to respond within seven days of an initial request from for a meeting, the case may be resolved in the Complainant's absence.

**Prior to the Case Resolution Meeting**

*Note: Prohibition on Ex Parte Contact:* No member of the University Community (or person acquainted with the case, including parent(s) or legal guardian(s)) should initiate any contact with any member of the Case Resolution Board, the Case Resolution Board pool, the Vice Provost and Dean of Student Affairs, 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 Respondent engages in that behavior or requests, encourages, or otherwise facilitates such communication, that student forfeits their right to an appeal.

**The Respondent:**

- May arrange for witnesses to appear on their behalf. The Respondent shall notify the Director for Student Conduct (or designee) at least 72 hours in advance (excluding weekends, holidays, and university closure) of the scheduled Case Resolution Meeting of the names of any witnesses for their 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 Case Resolution Meeting. The student is responsible for the attendance of their witnesses. Witnesses called to a Case Resolution Meeting 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). In Title IX cases, all witnesses with any relevant information and all relevant evidence must be brought to the attention of the Investigator during the investigation. Absent extraordinary circumstances, no witnesses who were not interviewed by the Investigator may participate in the Case Resolution Meeting, and no evidence that was not brought to the attention of the Title IX Investigator may be presented.

- May present testimony (either live or in written form) from no more than three character witnesses. Written statements must not exceed 500 words and must be submitted to the Director for Student Conduct (or designee) at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting. Names of character witnesses appearing at the Case Resolution Meeting must be included in the list of witnesses furnished at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting.
- May submit evidence in the form of written information, documents, and exhibits to be included in the Case Resolution Meeting file. Written information, documents, and exhibits must be submitted to the Director for Student Conduct (or designee) at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting. Any evidence that is not submitted at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting will not be added to the Case Resolution Meeting file. The Case Resolution Board or Director for Student Conduct will determine whether or not to accept any evidence brought forth during the Case Resolution Meeting that was not included in the Case Resolution Meeting file prior to the Case Resolution Meeting. In Title IX cases, no evidence that was not brought to the attention of the Title IX Investigator may be presented.
- May ask an Attorney or Non-Attorney Advocate to assist in preparing and presenting their case. The Attorney or Non-Attorney Advocate may prepare the Respondent's case and present it to the Case Resolution Board or Director for Student Conduct and support the case presented by the Respondent. Anyone reporting directly to the Chancellor, Provost or Vice Chancellor for Finance and Administration may not serve as an Attorney or Non-Attorney Advocate.
- Has the right to review the student conduct file including all written information, documents, exhibits, and a list of witnesses who may testify against them at least 24 hours before the Case Resolution Meeting. If the Respondent fails to review the student conduct file 24 hours before the Case Resolution Meeting then the Respondent waives their right to view the student conduct file prior to the Case Resolution Meeting.
- If applicable, will be informed by the Director for Student Conduct (or designee) of the Case Resolution Board's membership no less than one week prior to the Case

Resolution Meeting. The student may request a substitute for anyone they believe to be biased. To support such a request, the student must provide a written statement that details the basis for the student's belief of bias sufficient to enable the Director for Student Conduct (or designee) to make a determination. The Director for Student Conduct (or designee) will determine whether the substitution should be granted within five calendar days of the request. If the Director for Student Conduct (or designee) determines that a substitution is unnecessary, the Coordinator will give the student a written explanation of the basis for that decision.

- If applicable, will keep the membership of the Case Resolution Board confidential and will not disclose that membership to their witnesses or other members of the campus community.

#### **The Complainant or Reporting Party (if applicable):**

- May arrange for witnesses to appear on their behalf. The Complainant or Reporting Party shall notify the Director for Student Conduct (or designee) at least 72 hours in advance (excluding weekends, holidays, and university closure) of the scheduled Case Resolution Meeting of the names of any additional witnesses for their 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 Case Resolution Meeting. The Complainant or Reporting Party is responsible for the attendance of their witnesses. Witnesses called to a Case Resolution Meeting 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). In Title IX cases, all witnesses with any relevant information and all relevant evidence must be brought to the attention of the Investigator during the investigation. Absent extraordinary circumstances, no witnesses who were not interviewed by the Investigator may participate in the Case Resolution Meeting, and no evidence that was not brought to the attention of the Title IX Investigator may be presented.
- May present testimony (either live or in written form) from no more than three character witnesses. Written statements must not exceed 500 words and must be submitted to the Director for Student Conduct (or designee) at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting. Names of character witnesses appearing at the Case Resolution Meeting must be included in the list of witnesses furnished at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting.
- May submit evidence in the form of written information, documents, and exhibits to be included in the Case Resolution Meeting file. Written information, documents, and exhibits must be submitted to the Director for Student Conduct (or designee) at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting. Any evidence that is not submitted at least 72 hours in advance (excluding weekends, holidays, and university closure) of the Case Resolution Meeting will not be added to the Case Resolution Meeting file. The Case Resolution Board or

Director for Student Conduct will determine whether or not to accept any evidence brought forth during the Case Resolution Meeting that was not included in the Case Resolution Meeting file prior to the Case Resolution Meeting. In Title IX cases, no evidence that was not brought to the attention of the Title IX Investigator may be presented.

- May ask an Attorney or Non-Attorney Advocate to assist in preparing and presenting their case. The Attorney or Non-Attorney Advocate may prepare the Complainant or Reporting Party's case and present it to the Case Resolution Board or Director for Student Conduct and support the case presented by the Complainant or Reporting Party. Anyone reporting directly to the Chancellor, Chief Academic Officer or Vice Chancellor for Finance and Administration may not serve as an Attorney or Non-Attorney Advocate.
- Has the right to review the student conduct file including all written information, documents, exhibits, and a list of witnesses who may testify against them at least 24 hours before the Case Resolution Meeting. If the Complainant or Reporting Party fails to review the student conduct file 24 hours before the Case Resolution Meeting then the Complainant waives their right to view the student conduct file prior to the Case Resolution Meeting.
- If applicable, will be informed by the Director for Student Conduct (or designee) of the Case Resolution Board's membership no less than one week prior to the Case Resolution Meeting. The Complainant or Reporting Party may request a substitute for anyone they believe to be biased. To support such a request, the Complainant or Reporting Party must provide a written statement which details the basis for the Complainant or Reporting Party's belief of bias sufficiently to enable the Director for Student Conduct (or designee) to make a determination. The Director for Student Conduct (or designee) will determine whether the substitution should be granted within five days of the request. If the Director for Student Conduct (or designee) determines that a substitution is unnecessary, the Coordinator will give the student a written explanation of the basis for that decision.
- If applicable, will keep the membership of the Case Resolution Board confidential and will not disclose that membership to their witnesses or other members of the campus community.

#### **The Director for Student Conduct (or designee):**

The Director for Student Conduct (or designee) shall identify the names of any witnesses at least 72 hours in advance of the scheduled board meeting. The Director for Student Conduct (or designee) is responsible for the attendance of the witnesses they call.

**Special Accommodations:** Upon timely request to the Director of Student Conduct (or designee) by the Respondent, the Complainant, or any witness, UNCSA may be able to provide special accommodations for alternate testimony means (e.g., room divider or video conference). Such accommodations are at the discretion of the Director of Student Conduct or designee, in

consultation with the Title IX Coordinator. When possible, the Respondent and Complainant will be notified in writing in advance of the Hearing of any special accommodations granted.

**The Case Resolution Board Members:**

- Have the opportunity to review the written materials pertinent to the case at least 24 hours in advance of the Case Resolution Meeting. More time for review may be granted on a case-by-case basis at the discretion of the Director for Student Conduct (or designee).
- Must recuse himself or herself if they have a conflict with, bias about, or an interest in the case. If a Board member fails to recuse himself or herself, the Director for Student Conduct (or designee) shall make the final determination regarding a conflict of interest and will provide a written decision to the Vice Provost and Dean of Student Affairs.
- Must promptly report to the Director for Student Conduct (or designee) any Pre-Case Resolution Meeting contact by the Complainant or Reporting Party, the Respondent, parent(s) or legal guardian(s), or any members of the UNCSA community concerning the matter that is the subject of the Case Resolution Meeting. The Director for Student Conduct (or designee) will consider this information and determine whether the Case Resolution Board member should be removed from the Case Resolution Board and replaced.

**At the Case Resolution Meeting**

**Individuals Permitted or Required to attend the Case resolution meeting:**

- The Case Resolution Board, as defined above.
- The Respondent. The Respondent is expected to appear at the Case Resolution Meeting at the scheduled time. If the Respondent 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."
- A licensed attorney or non-attorney advocate to the Respondent, as noted above.
- The Respondent's parent(s) or legal guardian(s). At the request of the Respondent, the Respondent's parent(s) or legal guardian(s) may be present at the Case Resolution Meeting but may not directly participate in the proceedings unless they are the Respondent's designated Attorney or Non-Attorney Advocate.
- The Complainant or Reporting Party or representative. The Complainant or Reporting Party must present sufficient witness and/or documentary evidence to establish the infraction. If reasonably possible, the Complainant or Reporting Party will attend the Case Resolution Meeting to provide a statement and/or answer questions asked by the Case Resolution Board members.
- The Complainant or Reporting Party's parent(s) or legal guardian(s). At the request of the Complainant or Reporting Party, the Complainant or Reporting Party's parent(s) or legal guardian(s) may be present at the Case Resolution Meeting but may not directly participate in the proceedings unless they are the Complainant or Reporting Party's designated Attorney or Non-Attorney Advocate.

- Witnesses called by the Respondent, Director for Student Conduct (or designee), or Case Resolution Board. Called witnesses may remain in attendance only during the time of their testimony.

### **Case Resolution Meeting Process and Procedures:**

- All proceedings of the Case Resolution Meeting are closed.
- The Case Resolution Meeting will be held no sooner than five (5) business days after the student elects to have a Case Resolution Meeting unless the student agrees to an earlier Case Resolution Meeting date.
- All members of the Board, the Respondent, and the Complainant or Reporting Party will be notified by the Director for Student Conduct (or designee) at least three (3) business days in advance of the place, date, and time for the Case Resolution Meeting.
- The proceedings will be recorded by UNCSA. The recording will remain the property of UNCSA.
- The Director for Student Conduct (or designee) will operate recording equipment to preserve the actual testimony.
- The Director for Student Conduct (or designee) will call the meeting to order and the Case Resolution Board conducts all the following proceedings.
- During the Case Resolution Meeting, Director for Student Conduct (or designee) presents the file and its contents.
- The Respondent and the Complainant or Reporting Party 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.
- The Respondent and the Complainant or Reporting Party may submit questions to the Case Resolution Board to be asked of the witnesses or Complainant(s) testifying before the panel. However, the Respondent and the Complainant or Reporting Party will not be permitted to ask questions directly of one another. If the Respondent has a question for a witness during the Case Resolution Meeting, they must present the question to the Chair of the Conduct Board or the Director of Student Conduct (or representative), who may then ask the question or a rephrased question in their discretion on behalf of the Respondent. In cases involving Complainants: The Respondent and the Complainant will not be allowed to directly question each other or any witnesses under any circumstances. If the Respondent or the Complainant has a question for each other or a witness during the Case Resolution Meeting, they must present the question to the Chair of the Conduct Board or the Director of Student Conduct (or representative), who may then ask the question, consider whether the question is permissible, disallow the question, or a rephrased question in their discretion on behalf of either the Respondent or the Complainant.
- The Board reserves the right to call anyone to the Case Resolution Meeting that may aid in its determination of responsibility.
- Issues regarding admission of evidence or testimony, including relevancy and the reliability of evidence and testimony will be determined by the Case Resolution Board during the Case Resolution Meeting. Formal rules of evidence do not apply. The Case

Resolution Board will determine the admissibility of any information. The Respondent's prior conduct record is not to be considered in the Case Resolution Meeting unless and until the Respondent is found responsible for a violation(s) of the Code.

- 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 or expectations of employment at the University.
- At the conclusion of the presentation of the evidence, all voting Case Resolution Board members will deliberate in private. General Counsel, if requested by the Case Resolution 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 Director of Student Conduct (or designee), Complainant (or designee), and the Respondent (or designee), may attend. The deliberations will not be recorded.
- After recommending a finding and before the outcome phase, the Case Resolution Board will review the Respondent's conduct record. The conduct record will be considered in determining a recommendation of an appropriate outcome(s).
- During its deliberations, the Case Resolution Board will determine by majority vote whether, based on a preponderance of the evidence ("more likely than not"), the Respondent is responsible for the offense charged. This determination will be based solely on the evidence presented at the Case Resolution Meeting. The Board will prepare its written decision, including a summary of the facts, a rationale for the decision reached, and a recommendation of outcomes, if any, from the range published in the Code of Conduct. The Case Resolution Board may recommend the outcome as stated in the summons or propose a different outcome(s). This document shall be prepared within five (5) calendar days of the Case Resolution Meeting's conclusion.

## **Following the Case Resolution Meeting**

### **Subsequent Proceedings:**

- If the Respondent is found "not responsible" for a Major Infraction, the Case Resolution 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.
- If the Case Resolution Board determines that the Respondent is responsible, it will submit the written recommendation of responsibility and outcome to the Vice Provost and Dean of Student Affairs (or designee) within five (5) calendar days. This recommendation will briefly summarize the evidence upon which the decision is based.
- The Vice Provost and Dean of Student Affairs (or designee) will review the record to ensure that the evidence supports the findings, the Respondent 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. The Vice Provost and Dean of Student Affairs may:

- a. remand it for a new Case Resolution Meeting (or other appropriate proceedings) before the Case Resolution Board if necessary; or
- b. proceed to make their Final Administrative Decision.

4. The Vice Provost and Dean of Student Affairs (or designee) will make all Final Administrative Decisions in cases heard by a Case Resolution Board within 15 calendar days after receiving the recommendation from the Case Resolution Board. Any modification of the Case Resolution Board's decision may not be arbitrary or capricious; reasons for any deviation in findings or outcomes must be documented. The Respondent will be notified, in writing, of the Final Administrative Decision, the evidence supporting the decision, and of the right to appeal the decision. A copy of the letter will also be sent to the members of the Case Resolution Board, the student's Arts Dean, the Dean of Liberal Arts (for a college student), the Dean of the High School Academic Program (for a high school student), the appropriate Art Administrative Council (HSAC) Representative for High School, and the Assistant Dean of Student Affairs and Director of Residence Life Programs & Housing.

5. If the final decision is suspension or dismissal, separation from UNCSA is effective immediately. The student will leave campus and is banned from any school property. If the outcome is dismissal, the outcome applies to all UNC constituent institutions. In cases of suspension or dismissal, the student's name is entered into the UNC Suspension and Expulsion database.

**Outcome Deferral:** At the discretion of the Director (or designee), the imposition of an outcome normally will be deferred until after a decision on a first-level appeal, but may be imposed immediately after the Case Resolution Meeting if:

- The Respondent has committed an additional violation of the Code or has violated the terms of a previous outcome(s).
- The Respondent's actions were threatening, harmful, or dangerous to others or the University community;
- The Respondent caused significant property damage;
- The Respondent impacted the stability and continuance of normal University functions; or
- The Respondent directly and substantially impeded the lawful activities of others.

**Concurrent Notification:** Concurrent with the Final administrative decision notification to the Respondent, The Vice Provost and Dean of Students will notify the Complainant student in writing, summarizing the Board's findings of fact, Board rationale, and the conclusion that the Respondent violated the Title IX, and outcome(s) if applicable. The resolution letter will also specify appeal rights and procedures, when appropriate. The Complainant will be notified of any change of the result before it becomes final and the result when it becomes final (i.e. after the conclusion of the appeals process).

**Appeals Process:**

## Appeal to Chancellor

- The student will be informed of the right to appeal to the Chancellor. The student must submit a written request through the Director for Student Conduct within five 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.
- UNC Board of Governors Policy 700.4.1 establishes the standards for procedural and substantive due process in student conduct procedures:
  - a. Procedural: The procedural standards require notice and an opportunity for a hearing. The formality of these provisions will vary depending on the seriousness of the offense.
  - b. Substantive: Substantive standards require that the decision reached be neither arbitrary nor capricious. Generally, this means that there is some evidence to support the decision reached.
- Additionally, the request must cite facts and evidence in the record to support the alleged grounds of appeal noted above.
- *Note:* A student who accepts responsibility and chooses an outcome-only Case Resolution Meeting can appeal the outcomes but cannot appeal their acceptance of responsibility.
- The Chancellor shall decide appeals based upon the student's written appeal and the Record on Appeal. The decision may:
  - a. Affirm the determinations on responsibility and the outcomes(s) (if applicable);
  - b. Affirm the determination on responsibility and reduce but not eliminate the outcome(s); or
  - c. Reverse the determination on responsibility and/or remand the case to the same or a new Case Resolution Meeting.
- The Chancellor will review the record, affirm or reverse the decision, and notify the student within 15 calendar days of receiving the request for appeal. The student does not have the right to appear before the Chancellor.

## Appeal to the Board of Trustees

In cases involving suspension or dismissal, the student may request a further appeal to the UNCSA Board of Trustees via its Committee on Academic and Student Affairs. The student must submit a written request for appeal to the Assistant Secretary to the Board of Trustees within five calendar days after notification of the Chancellor's decision. The request must allege either:

- A violation of due process; and/or
- A material deviation from the substantive or procedural standards adopted by the Board of Governors.

The review might not be scheduled until the next regularly scheduled committee meeting or later, depending on the committee's availability. The Board of Trustees will affirm or reverse the Chancellor's decision. 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 10 calendar days of the decision. If the Board of Trustees determines that the outcome should be reduced, the Vice Provost and Dean of Student Affairs 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.

**Reapplication Process:**

A former student may apply for re-enrollment at UNCSA or to any other UNC constituent institution once the prescribed suspension has been served. Reapplication is not a guarantee that the student will be allowed to return to UNCSA.

**Notes on Special Cases:**

- 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.
- 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 infraction charged or committed, the essential findings supporting the conclusion that the infraction was committed, the outcome if any is imposed, the duration of the outcome, and the date the outcome was imposed.
- 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. Any student needing accommodation may contact the [Office of Learning Resources](#).
- 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 Director for Student Conduct (or designee) to such a proceeding.

**Appendix D: Title IX/Sexual Harassment/Sexual Assault Policy and Procedures**

**UNCSA Title IX Policy and Procedure:**

- [UNCSA Prohibited Discrimination, Harassment, and Related Misconduct Regulation 121](#)
- [UNCSA Interim Title IX Regulation](#)
- [UNCSA Major Infraction Case Resolution Procedure: Student Handbook, Appendix C](#)

### **Appendix E: High School Academic Integrity Policy**

In submitting assignments and projects for courses, students take responsibility for their work as a whole, and imply that, except as properly noted, the ideas, words, material and craftsmanship are their own. In written work, if students cite from a source of information or opinion other than themselves without giving credit, either within the body of their texts or in properly noted references and without using quotation marks where needed, or otherwise fail to acknowledge the borrowings, they have in fact presented the work, words or ideas of others as if they were their own. Failure to abide by those simple principles of responsible scholarship is dishonest, as is receiving or giving aid on tests, examinations or other assigned work presumed to be independent or original. A student whose work is found to be dishonestly accomplished and submitted for a grade as their own will, at the teacher's discretion, receive no credit (a zero) for that assignment. The teacher may require that the student revise and re-submit the assignment for a grade, but this new grade may not replace the zero received on the earlier attempt. The High School Academic Program may withdraw a student from a course without credit if they repeatedly plagiarize graded work.

### **Appendix F: Bulletin Boards and Disseminated Materials**

The University of North Carolina School of the Arts supports the lawful exercise of free speech and dissemination of information to the campus community, provided that the time, place, and manner of the display and dissemination of information and materials does not interfere with UNCSA's mission, disrupt the operations of the institution, or damage UNCSA facilities.

1. Bulletin boards labeled "General Purpose" are provided at locations on campus. These bulletin boards may be used for commercial purposes, informational purposes, or for solicitation of charitable contributions, and may be used by any person or group, without prior approval.
2. Notices and disseminated materials may not contain unlawful communications of any kind; including threats of violence, obscenity, child pornography, or a violation of UNCSA policies on the prohibition of harassment, sexual misconduct, and discrimination.
3. Bulletin boards not labeled General Purpose are reserved for use by particular offices, and unauthorized postings may be removed immediately by those offices.
4. All notices must be removed when outdated, and all notices will be reviewed for removal at two-week intervals.
5. No notice, advertisement, or materials of any kind may be attached to any wall, door, or other surface, other than bulletin boards, without the approval of the Associate Vice Chancellor for Facilities Management.
6. Display of any notice or other materials on the exterior of any building, exterior door, landscape features (including trees and light posts), or other surfaces not specifically designated as a General Purpose bulletin board is prohibited.
7. An individual or group responsible for damage resulting from a violation of this policy will be charged the costs of repair, and may result in disciplinary action pursuant to University policies.
8. Because UNCSA has a high school population, notices and disseminated materials may not promote or offer for sale any items which cannot be legally purchased or possessed by individuals under the age of 18.

## **Appendix H: Violations of Community Health Standards**

The Office of Student Conduct and Community Standards contributes to the educational mission of the University and to support a safe environment conducive to learning excellence. In collaboration with the University Health Services, the Office expects all students to demonstrate equal care for the UNCSA community by adhering to the Community Health Standards. Note: Community Health Standards are in effect during declared health emergencies only.

### **Violation reported to the Office of Community Standards**

- Individuals may report violations utilizing the [Community Health Standards report form](#)
- Violations include, but are not limited to: Not wearing a face covering in accordance with the UNCSA face-covering guidance, mass gatherings over the established capacity, violation of quarantine or isolation, failure to maintain hygienic standards, bunking beds, failure to willingly report exposure and positive case, failure to participate in required surveillance testing, providing false or forged documents, and other violations of [Community Health Standards](#) or policies outlined in the UNCSA Student Handbook. The Community Health Standards apply to the entire UNCSA community.

### **Notification sent to UNCSA student**

The student is contacted via e-mail and/or phone to discuss reported behavior.

### **Minor Case Resolution Meeting**

Students alleged to be in violation of the Community Health Standards will be charged with a Minor or Major Infraction depending on the severity level of the case and will meet with a Case Resolution Officer to discuss reported behavior.

### **Responsible Finding of Violation\***

In most cases, students found responsible as a result of a Minor Case Resolution Hearing are subject to sanctions depending on the severity and level of the case including:

- Oral Reprimand
- Written Reprimand
- Conduct Probation
- Other sanctions in addition to the above status outcomes include Remuneration, Loss of Privileges, and Educational Outcomes.

**\*For Students Charged with Multiple Student Conduct Minor Infractions or a Major Infraction**

Accumulating multiple minor infractions or **engaging in conduct that puts the safety of the campus in jeopardy** may constitute a major infraction. Sanctions for students found responsible as a result of a Major Case Resolution include expulsion, suspension, and educational outcomes.

**Role of UNCSA Police: Compliance and Refusals of Directives of UNCSA Officials**

- Students who comply will be documented and their compliance will be noted (i.e. forgetting and returning to room to retrieve face mask, etc.).
- Students who refuse to comply will be instructed to leave campus or return to a private residence. Refusing to leave campus or return to a private residence will result in a citation for trespassing and escort from the area. Students refusing escort are subject to arrest and charge of 2nd Degree Trespassing.

### **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, religion, sex, age, sexual orientation, gender identity, gender expression, genetic information, disability, veteran status, 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 decisions 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 of 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, sex, age, sexual orientation, gender identity, gender expression, genetic information, disability, veteran status, or political affiliation, 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 Associate Vice Chancellor and Chief Human Resources Officer, 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.

Handbook adopted this 10th day of August 2015

**POLICY STATEMENT ON NONDISCRIMINATION**

UNCSA is committed to equality of educational opportunity and does not discriminate against applicants, students or employees in offering access to its educational programs and activities or with respect to employment terms and conditions based on race, color, national origin, religion, sex, age, sexual orientation, gender identity, gender expression, genetic information, disability, veteran status, or political affiliation.

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](http://www.uncsa.edu) will have the most current policies, including updates, changes and corrections.