



Student - Parent Handbook
2018-2019

MISSION STATEMENT

The mission of Asheville School is to prepare its students for college and for life by providing an atmosphere in which all members of a diverse, engaged, and purposefully small school community appreciate and strive for excellence – an atmosphere that nurtures character and fosters the development of mind, body, and spirit.



CORE VALUES

Perseverance
Integrity
Respect
Compassion



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I. The Big Picture

*The background, reasons, and philosophy
behind the nuts and bolts.*

Introduction

Asheville School provides a safe and healthy environment for its students in pursuit of the school's mission. The school's Honor System, Code of Conduct, and disciplinary responses are intended to help students successfully and safely navigate the school's rigorous program. Adequate sleep, healthy habits, good nutrition, consideration for others, organized and orderly habits of work and play, the discipline to sustain effort and meet obligations, and respect for oneself are all facets of successful student life at Asheville School. Disciplinary responses often include appropriate consequences for the violation of community standards, but punishment or "catching" students is not the school's purpose; instead, our school standards and responses to violation of those standards are intended to deter students from poor behavior and to reform poor behavior. Ultimately, the school standards are educational and not punitive. The school hopes to persuade students of the wisdom and importance of its community standards. Some behavior is so destructive to individuals and/or to the sustenance of a healthy community that it simply cannot be tolerated and will result in the strongest possible school disciplinary response. Such behavior includes but is not limited to theft in the dormitory setting, entrance into the dormitory of the opposite sex and/or sexual intimacy in the dormitory setting, the use, possession, or distribution of illegal drugs while school is in session, any sort of flame or fire in a dormitory setting, the possession of a firearm or other deadly weapon, and any misdemeanor or felony violation of the law.

All Asheville School rules flow directly from the Golden Rule; in fact, the Golden Rule might be considered the school's only rule. Everything else is merely an expansion or an explanation of "Do unto others as you would have them do unto you." Put another way, "Love thy neighbor as thyself." A corollary to the Golden Rule is the admonition that "your body is a temple."

As you read section I of this handbook and as you peruse the myriad rules and regulations in section II, please remember that the school cannot possibly anticipate every infraction or situation that will arise. When a situation and the appropriate response is unclear, the school will exercise its best judgment, adhering as nearly as possible to the dictates of the Golden Rule.

Communication

We want very much for you to be able to reach us when necessary. During business hours, you can reach the school at 828-254-6345. After hours and on weekends, you can reach our General Duty Person at 828-712-5536.

For any physical health related matters or to report an absence due to illness, please contact the school nurses, Mary Ann Nix or Kay Schill, at ext. 4058.

An individual can anonymously report any apparent or suspected wrongdoing at Asheville School by visiting the website at www.MySafeSchool.com or calling the MySafeSchool hotline at 1-800-465-1645.

If you have questions of a general nature about your student, please contact your student's advisor who will supply you with the information you need or will obtain that information for you.

Here are some other key faculty members and their contact information:

- School Counselor - Dr. Scott J. Miller (ext. 4040)
- Director of Parent Engagement – Lynn Gilliland (ext. 4075)
- Director of Residential Life – Megan Hodnett (ext. 4068)
- Director of Athletics – Carl Boland (ext. 4044)
- Director of College Counseling – Leah Lambert (ext. 4202)
- Director of the Learning Center – Deavours Hall (ext. 4096)
- 3rd Form Dean – McNair Johnson (ext. 8056?)
- 4th Form Dean – Chapman Davis (ext. 4018)
- 5th Form Dean – Karen Cianciulli (ext. 4030)
- 6th Form Dean – James Pharr (ext. 8085)
- Assistant Head for Student Life – Mary Elizabeth Martin (ext. 4043)
- Assistant Dean of Students/Registrar – Van Kussrow (ext. 4048)
- Academic Dean – Helen Plaehn (ext. 4054)
- Technology Director – Charles Long (ext. 4049)
- Assistant Head of School for Operations – Rob McArthur (ext. 4014)
- Head of School – Arch Montgomery (ext. 4017)
- Associate Head of School – Jay Bonner (ext. 4021)

Please **DO NOT** call your student during evening study hours between 7:30 p.m. and 9:30 p.m. on nights before classes.

Please **DO NOT** call your student after 10:30 p.m. on school nights; he or she should be asleep and can suffer a disciplinary response for being on the phone after hours.

With regard to correspondence and communication between the school and parents/guardians/custodians, the school will follow the parents' directives. Absent consensus and agreement among parent/guardian/custodian, the school will require legal documentation or directive about which adult should or should not be communicated with. The school will not allow parents/guardians/custodians to put the school "in the middle" over struggles between the adults in a student's life.

Academics

While it may seem obvious, it is nonetheless important to be explicit in saying that Asheville School is an academic institution with a strong college preparatory curriculum. Students who work hard and who undertake a serious commitment to academic excellence usually thrive and succeed. Those who do not make such a commitment often languish and even fail. Students who do not want to make such a commitment should not attend Asheville School.

A minimum grade point average is required to remain at the school, and a minimum level of effort is also required. The faculty votes at the end of the year to determine which students will be invited to return. Those who do not meet the minimum standards must depart. (*See Page 19*)

A Learning Center is available to students, and teachers offer extra help, but no person should be unclear about the truth that Asheville School is not a tutoring school, or a therapeutic school, or a special needs school. It offers a rigorous, college preparatory curriculum.

Students are responsible for their own academic program. They should initiate a request for extra help, and they must seek out the Learning Center Coordinator or an Advisor if they are struggling. Parents will receive regular periodic reports about a student's academic performance, but this will not occur on a daily or even weekly basis. Asheville School wants to produce responsible, independent students who are ready to thrive and excel in college, and this cannot occur if teachers or parents hover over students and retard progress toward a student's ability to take responsibility for him or herself.

Spiritual Life & Chapel

Asheville School is a non-denominational school that maintains a Christian tradition complete with a Chapel, a chaplain and three required chapel services a week. Students of every faith and of none attend Asheville School and also attend our required chapel services.

Speakers at our chapel services include students, teachers, alumni, friends of the school, and individuals drawn from a wide variety of faith traditions.

While Asheville School is committed to practicing its tradition, it does not proselytize and it promotes respect for and understanding of other traditions. The school believes that every student, regardless of his or her tradition, should understand and take seriously the spiritual component of human life.

Service

The last clause of Asheville School's Mission Statement embraces the goal of nurturing character and fostering the development of mind, body and spirit. One way the school nurtures character and spirit is through a serious commitment to service. Our program progresses from the Third Form emphasis on stewardship, to the Fourth Form emphasis in outreach. In the Fifth Form, we stress volunteerism and in the Sixth Form leadership. Completion of the service component of our curriculum is a graduation requirement.

Service is a critical part of the school's mission and curriculum. It cannot be avoided or missed for reasons other than an emergency. Service requirements are considered to be part of our school curriculum just as are classes and afternoon activities.

Athletics & Afternoon Activities

Sportsmanship is the lynchpin around which our Athletic Department revolves. Other values such as teamwork, persistence, tenacity, selflessness, self-control, discipline, mental and physical toughness, and resilience are critical to our conception of athletics at Asheville School.

We strive for excellence in the sense that excellence reflects performance at the highest level of a team's or an individual's potential. We aim to be competitive within our conference and at the state level.

Athletic participation is important at Asheville School. All Third Formers and Fourth Formers are required to participate in one interscholastic team activity during the year. All afternoon activity participants are expected to maintain a minimum GPA of 2.0. Failure to do so may jeopardize a student's participation in a competition or performance. Any athlete who has been disciplined for an infraction to the Impaired Substances Policy and/or Tobacco Policy will forfeit eligibility for letters, certificates and all school issued athletic awards within the season of the infraction. The athlete would still be eligible, however, to be considered for other Department of Athletics Awards presented at the Athletic Banquet in May.

Students also flourish in other afternoon activities: Music, Drama, Art, Dance, Equestrian, Technology, and Mountaineering. Students have the opportunity to pursue their interests, learn new skills, and participate in a group undertaking.

Students will not be excused from participation in our afternoon activity program. Students may not miss games, shows, or productions scheduled on Friday or Saturday in order to take a weekend, long or short. Request for exceptions to this weekend policy will be directed to the Office of Student Life.

Honor

The Asheville School Honor Code states simply: “I will not lie, cheat or steal, and I will report any violation of the Honor Code.”

While the words are simple, the philosophy is not. Our school is built upon close relationships and trust. It undermines the very fabric of Asheville School if a student is not trustworthy, and an untrustworthy student may not remain at the school. This having been said, the object of our Honor System is not to catch and punish students; rather, it is to promote honorable behavior, to cultivate an appreciation for the value of honesty and the quality of integrity, and to educate our students about the importance of good character and upright behavior.

A student believed to have violated the Honor Code is asked to meet with either the Faculty Chair of the Honor Council, or the Student Chair of the Honor Council, or both. Together, the student and the Chair will come to a sense of the incident, and often the matter is taken no further. If in the judgment of the Honor Chairs, the matter deserves to be taken before the full Honor Council (6 students and 3 teachers), a time is arranged for the student to explain his or her action to the Council. The Council then recommends to the Head of School that either a violation of the Code has or has not happened and whether a student can remain at the school. A first time violation of the Honor Code, when a student has been forthcoming and honest about his or her actions from the very beginning and is remorseful and repentant, almost always results in the student remaining at the school. The entire process is kept confidential and appears nowhere on the student’s record. A repeat honor offense almost always results in separation from the school. Note also that a student who has stolen from a fellow student or who has shoplifted is very likely to be separated from the school on the first offense.

If, in the judgment of the Head of School, time constraints or other special circumstances require it, the Head of School may choose not to convene the Honor Council and may make a decision himself.

One reason our Honor Code seems to work and why the students support it is that the system is not seen as punitive. The students see it as a system designed to educate those who have made a mistake and to safeguard the trust of the community. Teachers and students like being able to trust one another, and this is the foundation of our Honor System.

Civility

Supreme Court Justice Potter Stewart once wrote that he could not define pornography but he knew it when he saw it. The same could be said for bad behavior or incivility. There are countless ways to be rude, vulgar, or unkind, and no rulebook can cite or define them all.

With regard to behavior, our students are expected to follow the golden rule (do unto others as you would have others do unto you) and to heed the admonition of Henry James to his nieces and nephews that they should follow three rules: “Be Kind. Be Kind. Be Kind.”

Mean spirited, unkind, or vulgar behavior cannot be tolerated in a small community school. In fact, we celebrate our trust in and civility toward one another. Members of this school community are expected to be courteous, friendly and respectful. When we have differences with one another, when there is conflict or disagreement, we are expected to deal with our problem civilly and respectfully. There is no room at Asheville School for name calling, hateful speech, racial epithets, slurs of any kind, or unkind words in general. This is true both in face-to-face contacts and in any one of the multitudinous ways (phone, e-mail, text, electronic, computer etc.) that students communicate in today’s world.

All members of this community should speak, even when speaking in private, as if their words would be published publicly. All members of the community should act as if their actions would be televised.

Diversity

Our mission statement recognizes that Asheville School is “a diverse school community.” A variety of reputable studies have long supported the notion that diversity within an educational community has been “shown to have positive impacts on student retention, overall college satisfaction, college GPA, intellectual self-confidence, and social self-confidence...”*

Our school community has multiple sorts of diversity: race, nationality, gender, religion, socio-economic status, sexual orientation, age, physical ability and geography. Critical to a diverse community is a certain assumption: civility. We will treat one another with respect, courtesy, and civility. We will learn from one another’s differences. While we may harbor in our hearts attitudes which hold another’s beliefs with antipathy, our actions and our words must never fail to be courteous and respectful. Members of our school community are expected to approach others with open minds and open hearts.

*”Who Benefits from Racial Diversity in Higher Education, by Mitchell J. Chang and Alexander W. Austin; <http://www.diversityweb.org/Digest/W97/research.html>

School Jurisdiction

Asheville School rules apply when Asheville School is in session, from the first school event in August to the last school event in May or June, and on all Asheville School sponsored trips and events. The school’s jurisdiction does not extend to Christmas, Thanksgiving, Spring or Summer Vacations, when a student is in the direct care of his or her own parents or legal custodians away from the Asheville area and the dormitories are closed. These are the only exceptions. Prefects and Proctors are held to a higher standard and sign a contract that they will not break any school rules at any time – including the aforementioned breaks.

Rather than applying school rules to the times parents have jurisdiction over their own children, a student discovered to be using impairing substances under those circumstances will be required by the school, as a condition predicate to the student's continuance at the school, to undergo a Chemical Dependency Evaluation by a qualified Chemical Dependency Counselor and will undergo the counseling indicated by the counselor as appropriate. Parents must give consent to the physician's office/counselor's office to release information to our School Counselor. The student will undergo random drug testing for the remainder of his or her tenure at the school. A positive drug test would lead to immediate separation from the school.

The school will exercise its jurisdiction to drug test students or to search students' rooms, lockers or cars either randomly or for reasonable suspicion. Reasonable suspicion will be determined in the discretion and judgment of the Head of School and/or members of his administrative team.

The school does exercise and reserve the right to apply any of its rules and to impose disciplinary measures upon students even during times that the school normally exercises no jurisdiction if a student behaves in a manner that brings discredit to the school. Examples include but are not limited to commission of a misdemeanor or felony or any sort of undignified or unlawful public behavior.

Confidentiality & School Rules

A student may expect confidentiality and the suspension of a disciplinary response to the violation of school rules if seeking advice, counseling, or medical help from the counselor, the Health Center staff, or a doctor for him- or herself or for another student for a condition like tobacco addiction, an alcohol consumption problem, a drug habit (prescription or illegal), cutting, eating disorders, sexual intimacy, or other serious psycho/social/health issues. Confidentiality will not apply and school rules will be enforced if, in the opinion of the school counselor or other medical personnel, the student's motive for seeking help was merely to avoid a disciplinary response to the recent violation of a school rule. In other words, a student may not expect any sort of sanctuary in the immediate aftermath of a rule violation that is likely to be discovered by the school. Moreover, a student cannot expect a school advisor to keep confidential matters involving the violation of school rules or community standards.

A student who does receive confidentiality will be able to count on that confidentiality only for as long as he or she adheres to the treatment and/or counseling that was prescribed by the counselor or medical personnel. Such treatment may include hospitalization, extended counseling at or away from school, and regular drug testing. Failure to adhere precisely to this treatment (including testing positive for drug use) will eliminate confidentiality and cause school rules to apply.

Confidentiality will be broken if a student threatens harm to him or herself or someone else; if there is a report of abuse or neglect of a minor by an adult; or, the counselor or medical personnel receive a court order requiring a release of information.

A student who is in need of immediate emergency medical attention as a result of conduct that violated school rules may seek help from the counselor or from the Health Center staff or from a doctor or hospital and will not suffer a disciplinary response to a violation of school rules.

A student who seeks immediate emergency medical attention for another student who is endangered by conduct that violated school rules may seek help from the counselor or from the Health Center staff or from a doctor or hospital, and neither student will suffer a disciplinary response to a violation of school rules.

No student may claim school rules should not apply in circumstances that are not an immediate medical emergency, and no student can avoid the application of school rules by claiming he intended to seek medical attention or that he was in the process of seeking such help.

Conduct

The Honor Code is separate from our disciplinary system, and the two should not be confused. Our conduct and disciplinary system involves the maintenance of an orderly, civil environment that enhances the academic, athletic, social, and cultural environment of the school.

Petty matters like keeping a clean room, observing proper hygiene, appearing at required events on time, dressing properly, being courteous to others, necessarily must be insisted upon. Failing to follow regulations in these areas can lead to demerits, study halls, work details and restrictions. Failure to conform to these petty matters such that a student's behavior appears uncooperative or demonstrates an unwillingness to conform to the fundamental standards of the community can lead to appearance before the Conduct Council and possible severe punishments including separation from the school.

The Conduct Council consists of 3 faculty members and 3 students. The Assistant Head for Student Life, the Faculty Chair of the Conduct Council, and possibly the student chair of the Conduct Council will investigate an apparent violation of a major school rule and will meet with the student in question to determine the facts. A student who has violated the Conduct Code will be asked to meet with the Faculty Chair and the Student Chair of the Conduct Council. Together, the student and Faculty chair will come to a sense of the violation, and create a plan for further action through the Student Life Office which may also include an appearance before the Conduct Council. Those facts and the student are presented to the Conduct Council. The Council listens to the student, weighs the facts, and questions the student. After careful deliberation, the Council then recommends a punishment to the Head of

School. The Head of School then either accepts or modifies the recommendation of the Conduct Council.

If, in the judgment of the Head of School, time constraints or other special circumstances require it, the Head of School may choose not to convene the Conduct Council and may make a decision himself.

The school disciplinary process is considered an internal matter, and the school reserves the right to interpret, enforce and determine punishment for its rules and violations of these rules independently and without the intervention of parents or other third parties external to the school.

Enrollment in the school presumes acceptance by parents and students of the school's rules, process, procedures, and ultimate judgment about appropriate disciplinary responses.

Sexual Intimacy

While Asheville School recognizes the powerful sexual drives that accompany adolescence, and while Asheville School realizes that popular culture promotes and celebrates casual sexual behavior, sexual intimacy at Asheville School is inappropriate.

Sexually intimate behavior between students in the care of the school is dangerous behavior the consequences of which neither the school nor the minors in its care are prepared to bear.

Students who engage in such behavior can find themselves facing disciplinary action and/or required counseling.

Students who need medical or counseling advice or treatment with regard to sexual matters should go to the Health Center or the school counselor where appropriate action will be taken and confidentiality can be maintained.

Parenting at a Boarding School

Asheville School is proud of its day student population and is delighted to have such a talented group with us from the local area. We are, however, distinctively a small, community boarding school. This means that part of our expectation for students is that they learn to be responsible, self-reliant and self-sufficient.

We, as parents, find it easy to recognize that we are not objective about our children. We simply care too much about them. Consequently, it is important for parents to give their children space to grow and learn at the school without interjecting themselves into areas that are a matter of student responsibility. For example, it is reasonable to communicate with advisors every two weeks or so, but it is not reasonable to e-mail or call an advisor every day and expect an immediate answer.

Also, it is not appropriate for parents to interject themselves into school disciplinary matters. Those are matters between the school and the student. In addition, the school provides to parents regular academic progress reports. The school will not provide daily and weekly updates to parents because we believe this does not promote a student's independence and self-reliance. It does not prepare them for college.

None of us intend to be "helicopter" parents because we know it can retard our children's development. Asheville School is not a therapeutic school or a tutoring school; we are a small college preparatory school. We cannot and are not designed to provide students with regular counseling or daily intervention. Instead, we offer a safe environment in which students can navigate independently their work, their responsibilities, and their relationship with peers and the school.

We urge parents to communicate with us promptly about areas of major concern, and we also suggest strongly that parents allow their children to take responsibility for their own education at Asheville School.

Boarding & Day Status

Asheville School's Board of Trustees set an admission policy that Asheville School will maintain a balance of 80% boarding students and 20% day students with enough flexibility to permit Asheville School's balance to become temporarily 75% boarding and 25% day. The reason for this is relatively simple; the Board wants to maintain Asheville School's identity as a residential, community school. It believes that both day and boarding students benefit from the atmosphere of a close knit community school.

Consequently, applicants for admission to Asheville School apply as boarders or as day students. Having been admitted to the school as a boarder, a student may not become a day student. A boarding student may petition the Head of School for an exception to this policy for the subsequent year by writing a letter to the Head of School by January 1. Such an exception will be granted only if the school is able to maintain the Board Policy, and exceptions will be communicated to students by April 10.

Technology

Technology is useful and welcome when it serves the mission of the school. Our first concern as a school is the health and safety of our students in mind, body, and spirit. The use of technology must be consistent with that concern. Additional concerns originating in our school mission include ensuring that our students are well prepared for college and for life and preserving the sense of a close community so critical to Asheville School's tradition. Technology must not be allowed to interfere with these concerns.

Technology in and of itself is neither good nor bad; it is purely neutral. Its use will be judged at Asheville School on whether it advances or detracts from our mission.

Consequently, the use of technology that promotes student isolation from the community, causes students to develop unhealthy sleep patterns or work habits, endangers students through overuse, addiction or dangerous behaviors will be restricted. The use of technology that promotes good work habits, fosters skills, and enhances the life of the community will be embraced.

Some students may argue that almost any technological advance must be integrated into their lives. The adults in the community reserve the right to disagree and will have the final word on the subject of technology use. Moreover, the school requires that students observe common standards of decency and civility in the use of technology.

No technology service will be added to our offerings absent full understanding of its potential and drawbacks and without careful training in its use.

College Guidance

Asheville School's Mission is, among other things, "To prepare our students for college and for life..." This means that our students will be well prepared to excel in a college or university to which they are qualified to be admitted. It does not mean the Asheville School has some special capacity to gain admission for students of modest ability and accomplishment to a highly selective institution. This distinction is an important one, and no school in the country can claim honestly to have a special ability to gain admittance to selective institutions for unqualified students.

We are proud of the records our students maintain at colleges, and we know that our students do gain admission to highly selective institutions. We are blessed with a talented and energetic student body.

Students get themselves into college. We offer advice, guidance, and logistical help. We steward our students through the process, and we offer them as much support as we can. But students must write their own essays, meet their own deadlines, comply with college instructions, and create their own record of accomplishment. The School cannot do that for them.

Asheville School has a superb College Office staff. It stands ready to assist you and answer your questions. Please do not hesitate to contact that office.

II. The Nuts & Bolts

*the details: rules, regulations,
procedures, and routines*

Asheville School's Honor Code

The chief purpose of the Honor Code of the Asheville School is to foster and preserve honor and integrity in the Asheville School community. The Honor Code was adopted by the Students of Asheville School by a majority vote on Thursday, October 29th, 1998. This document was adopted by the Honor Code Committee on Monday, March 1st, 1999.

THE HONOR CODE

I will not lie, cheat, or steal, and I will report any violation of the Honor Code.

THE HONOR PLEDGE

On my honor, I have neither given nor received aid on this work, nor am I aware of any violation of the Honor Code.

THE ROLE OF THE HONOR PLEDGE

By writing the Honor Pledge on all academic work, Asheville School students reaffirm their commitment to uphold the Honor Code.

THE HONOR COUNCIL

The chief mission of the Honor Council is to foster and preserve honor and integrity in the Asheville School community by supporting the Honor Code and by meeting with students who have violated the Honor Code in order to help them gain a better understanding of the importance of honor and integrity in their lives and in the life of the Asheville School community. While the primary purpose of the Honor Council is educational, it can, nevertheless, recommend to the Head of School dismissal of a student who has violated the Honor Code.

The Honor Council shall comprise nine members, six students and three faculty. Two faculty members shall be nominated by the faculty and appointed by the Head of School to three-year terms. The Faculty Chair of the Honor Council shall be a permanent position appointed by the Head of School. The Faculty Chair, in conjunction with the Student Chair, shall organize all meetings of the Honor Council. The Student members of the Honor Council shall be elected by the Student Body.

DEFINITIONS

LYING: Lying is willfully deceiving another person or group.

STEALING: Stealing is taking or attempting to take the property of another without right or permission.

CHEATING: Cheating is giving or receiving unauthorized aid or information in one's academic work. Plagiarism or claiming the work of another as one's own is both cheating and stealing.

ROLES AND DUTIES

Students and Faculty

1. Students and faculty shall observe, support, and enforce The Honor Code.
2. Students and faculty members are obligated to report a suspected Honor Code violation. Any question or doubt should immediately be referred to the Faculty Chair of the Honor Council.
3. Faculty members must be consistent in applying their own policies regarding academic honesty.
4. The role of the faculty member chosen by a student who is to appear before the Honor Council is to provide moral counseling and emotional support.
5. As with any other faculty member, The Assistant Head of School for Student Life is charged with reporting any honor offense. It is understood that the Assistant Head of School for Student Life is, ex officio, more likely to encounter an honor offense than any other faculty member. Therefore, the Assistant Head of School for Student Life shall not be a member of the Honor Council.
6. It is the Head of School who makes the final decision regarding the consequences of an Honor Council finding and recommendation.

The Honor Council

The Honor Council shall have jurisdiction only over violations of the Honor Code.

Honor Council meetings shall take precedence over Conduct Council meetings. If evidence of an Honor Code violation occurs in the course of a disciplinary investigation, the alleged violation shall immediately be referred to the Faculty Chair of Honor Council. After the Honor Council process is completed, the disciplinary investigation may be continued, and the Conduct Council may meet to decide disciplinary consequences. If an individual commits an Honor Code violation during a Conduct Council meeting, the Faculty Chair of the Honor Council shall be informed after the completion of the Conduct Council proceedings and the Honor Council process shall commence.

New members of the Honor Council have an obligation to understand their duties before joining the Honor Council. It shall be the duty of the Faculty Chair of the Honor Council to ensure that those duties be made clear to incoming members of the Council.

The obligation to confidentiality means that a member of the Honor Council may discuss Honor Council proceedings with no one but another member of the Honor Council, an individual directly involved in the Honor Council proceeding being discussed, or the Head of School.

MEMBERSHIP OF THE COUNCIL

1. Each spring, the student body shall elect student members of the Honor Council.
2. Those elected shall serve on the Honor Council for the following academic year.
3. Every returning member of the Fourth, Fifth, and Sixth Forms is eligible to be a member of the Honor Council. Students serve one-year terms, but may be reelected for the following year.
4. There shall be no campaigning for election.
5. A student has the right to be removed from said roster by meeting with the Faculty Chair of the Honor Council.
6. So that students may have the opportunity to remove themselves from the ballot, the Faculty Chair of the Honor Council shall give to the student body two weeks notice before publication of the ballot.
7. The election shall be by secret ballot. Each member of the student body shall mark six choices for the Honor Council on a roster of students eligible for election.
8. For a ballot to be valid, a student may mark up to six candidates.
9. The incumbent Honor Council, under the oversight of the Faculty Chair, shall conduct Honor Council elections.
10. Those who get the six highest number of votes shall comprise the student members of the Honor Council. In the case of a tie vote, there shall be a run-off election held by secret ballot in the same manner as the original election, but the ballot shall contain only the names of those who were tied, and students shall pick only the number of candidates required to complete student representation on the Honor Council.
11. The student members of the Honor Council shall elect the Student Chair of the Honor Council by simple majority vote in a secret ballot. The faculty members of the Honor Council shall vote only to break a tie in the election of the Student Chair.
12. After the election of the following year's Honor Council, the new Honor Council shall attend meetings of the old Honor Council in order to become familiar with the method of proceedings; however, the new Honor Council shall remain silent during proceedings and shall have no vote.

PROCEDURAL GUIDELINES OF THE HONOR COUNCIL

1. An honor violation should be reported to either the Student or Faculty Chair of the Honor Council.
2. Unless the reporting individual dictates otherwise, a student or a faculty member who reports an honor violation shall remain anonymous.

3. The Faculty Chair shall then investigate the report and gather all relevant information about the alleged violation.
4. The Faculty Chair may consult with the Student Chair during the course of the investigation and may enlist the Student Chair or another member of the Honor Council to assist in the investigation.
5. At the end of the investigation the Faculty Chair and the Student Chair shall decide whether or not there is sufficient cause to believe that an honor violation has occurred.
6. If the Student Chair and the Faculty Chair decide that there is not sufficient cause to believe that an honor violation has occurred, the investigation ends and there is no record made of the case.
7. If the Student Chair and the Faculty Chair decide that there is sufficient cause to believe that an honor violation has occurred, the Faculty Chair shall convene the Honor Council at the earliest appropriate time.
8. The Honor Council shall endeavor to meet as discreetly and as privately as possible on a boarding school campus.
9. At the beginning of every Honor Council meeting, every member of the Council shall reaffirm the duty to maintain the confidentiality of all Honor Council proceedings.
10. For a case to be heard, at least five students and two faculty members of the Honor Council must be present.
11. If a simple majority of the convening Honor Council agree with the Student Chair and the Faculty Chair that there is sufficient cause to believe that an Honor Code violation has occurred, the Faculty Chair shall continue the process by calling the student/s before the Council.
12. After presenting the facts about the issue to the student/s accused, the Honor Council shall ask said student/s to account for the behavior in question.
13. In addition to hearing from the student/s accused of an honor violation, the sitting members of the Honor Council shall review the evidence and hear individually from all appropriate parties.
14. During all the proceedings, the advisor, or another faculty member chosen by the student accused, may provide moral counseling and emotional support.
15. After considering the case, the Honor Council shall decide whether or not an Honor Code violation has occurred.
16. If the Honor Council determines that an Honor Code violation has occurred, the Honor Council must then decide what recommendation to make to the Head of School.
17. A simple majority vote of the Honor Council shall determine the decision and the recommendation to the Head of School. The Faculty Chair of the Honor Council or the Faculty Chair's proxy shall convey the Council's recommendation to the Head of School.
18. If the Honor Council finds no violation of the Honor Code, the Faculty Chair so informs the student who was charged, and there shall thereafter be no written or spoken mention of the charge and no record made of the proceedings.

19. If the Honor Council finds that an Honor Code violation has occurred, the Faculty Chair then informs the student charged and explains that the Honor Council shall make a recommendation to the Head of School.
20. The Faculty Chair shall meet with a student who has violated the Honor Code and remains at Asheville School. The purpose of the meeting is to discuss the action which led to the Honor Council meeting and to counsel the student.
21. At the conclusion of the Honor Council process, the Student Chair or the Faculty Chair shall inform the individual who reported the Honor Code violation of both the result of the case and of the importance of confidentiality.
22. The Head of School or the Associate Head of School shall notify the School Community of an Honor Council case and the facts thereof only when the Head of School has decided to dismiss a student for an honor violation.
23. If an educational institution or a potential employer asks whether a student has ever committed a major offense, the school and the student must answer truthfully.
24. If, in the judgment of the Head of School, time constraints or other special circumstances require it, the Head of School may choose not to convene the Honor Council and may make a decision himself.

Academic Life

In order to remain in good academic standing, a student must be on track, through a reasonable and customary schedule, to meet the School's minimum credit requirements by the expected date of graduation. (See Diploma Requirements.)

In addition, a student must be performing at a level consistent with the School's overall expectations of industry and achievement. As such, a student who posts a GPA less than 1.7 for any semester shall be placed on academic probation for the subsequent semester and will receive a letter of warning. A student who posts a GPA less than 1.7 for any two consecutive semesters will put his/her place at the School in jeopardy and will generally be unable to continue in school without special permission of the faculty and/or Head of School. In any case, permission to remain enrolled will be contingent upon the presentation of a plan, judged realistic and acceptable by the School, for remedial coursework during summers and/or other school breaks.

Likewise, a student whose cumulative GPA fails to demonstrate consistent academic progress will be placed on academic probation. Cumulative GPA will be reviewed at the end of each academic year. Students whose cumulative GPA falls below 2.0 put their positions in the School in jeopardy. Continued enrollment in the School shall be at the sole discretion of the faculty and/or Head of School and will be contingent upon the presentation of a plan, judged realistic and acceptable by the School, for remedial coursework during summers and/or other school breaks.

HONORS / AP GRADE REQUIREMENT

Honors and AP courses demand more than pure intellect or stated desire; success in such courses is characterized by certain behaviors that signify engagement in learning. Students enrolled in Honors/AP courses are expected to display enthusiasm for the course material and the learning process, willingness to work independently, and active participation in the learning process, including seeking help when needed and responding to feedback. Students who do not display these behaviors, as well as students who struggle to maintain a B- (80%) average, will be counseled to move to a more appropriate level of the course.

ADD/DROP POLICY

A student may drop a course or change sections of a course without penalty until the Fall midterm grade report. After that period, if a student changed sections of a course (ie: moves from AP to Honors), the grades he/she has earned to date will be averaged in to the grades in the new course. If a student drops a course after that point in the term, the drop will be indicated on the student's transcript.

ACADEMIC WARNING

The Head of School, Assistant Head of School for Academics, or full faculty may decide that a student who falls significantly behind in his or her course work or who, through lack of effort and motivation, performs unsatisfactorily over a given period of time, be issued an academic warning. Such warnings specify for students and their parents the areas of difficulty and ways in which these problems may be ameliorated. In December and June the faculty discusses each student who is in academic jeopardy to determine whether or not the student's competence and motivation are sufficient for continued enrollment.

DIPLOMA REQUIREMENTS

To qualify for an Asheville School diploma, students must:

- Earn a total of eighteen (18) credits;
- Pass a minimum of four (4) full-credit courses each year, and all courses enrolled during the Sixth Form year;
- Pass the Senior Demonstration;
- Complete requirements for all projects undertaken;
- Complete Asheville School community service requirements, including school sponsored service opportunities and the 40 hour independent project;
- Fulfill the speech requirement;
- Participate in a school-sponsored overnight camping trip

All students working toward graduation must generally carry five (5) full-credit courses no matter how many credits they have previously accumulated.

ACADEMIC COURSE REQUIREMENTS

Humanities	7.5 credits
Foreign Language	3 credits
Mathematics	3 credits (must complete one year beyond Quantitative Reasoning II/Honors Algebra II)
Science	3 credits of lab sciences (must include Biology, Chemistry, and one of either Physics, AP Chemistry, or AP Biology)
Studio Art I	1/2 credit

SCHOOL-SPONSORED REQUIRED OUTDOOR EXPERIENCE

Asheville School is located in one of the most beautiful parts of our country. Five national forests and parks are within a short driving distance from the campus. The School provides many opportunities for students to enjoy the special natural resources of this area. As a way of introducing new students to these experiences, the School expects that all students take part in a camping trip some time during their first year of enrollment.

SPEECH REQUIREMENT

Confidence and competence in public speaking increase opportunities for creative self-expression. During the 6th form year, the School requires students to address the student body in Chapel or convocation.

SERVICE REQUIREMENT

As Third Formers, students and faculty members engage in on-campus community service. Fourth Form students and faculty members engage in service with off campus groups. After their Third Form year and before the beginning of their Sixth Form year, students commit to 40 hours of community service working on behalf of one organization such as Habitat for Humanity. Upon completing a graduation requirement of sustained volunteerism, students submit a 750-word essay about their experiences for a grade. Successful completion of our service program allows students access to our College Office services.

ATTENDANCE REQUIREMENTS

The nature of our program is such that students must be in attendance in order to benefit from and contribute to our community. If a student misses sixteen days, including required Service Saturdays, (or almost 10% of our class days) for reasons not related directly to school, the student's position in school is put at risk. The School will determine whether it is in the student's and school's best interest for the student to continue, and the student may be required to withdraw. For extended medical or psychiatric leaves of absences, the parents/guardians and the School's Health Center and/or School Counselor will follow a separate protocol. A student who departs prior to the second interim marking period and does not return before the semester's end may not be eligible to complete the academic semester.

GRADES AND EVALUATION

Although grades are an important indicator of a student's mastery of subject material, the School believes that they are but one aspect of a student's academic profile. At Asheville School, effort in each course is also evaluated. In addition, faculty members provide written comments that address a student's performance and achievement. The goal is to provide each student with a comprehensive assessment of his or her progress.

The academic year is divided into two semesters, with grades and comments issued in October, December, March, and June. The School uses both academic (letter) grades and numerical "effort" grades to assess students' progress. Effort is measured on a scale of 1 to 5, with 3 considered average. Letter grades are given on a High Honors (A+) through Failure (F) rating system with (+) and (-) indicators. "D-" is the lowest passing grade.

Although grades of 60 or above are considered passing, in sequential courses such as mathematics and language, we have found that students earning grades below 70 are rarely successful in the next level class. Students earning less than a 70 in a continuing course have a few options. (1) They may repeat the class the following year. (2) They may contract to do sufficient summer work to prepare for the next level. The Mathematics Department will recommend appropriate summer remediation work, and the student may take a math placement test before classes begin the following school year to confirm readiness for the next level.

HONORS

Asheville School determines class rank and academic honors using grade point averages that include weighted factors for honors courses and course loads. A GPA of 3.3 or above merits "honors." "High honors" is awarded to students whose grade point average is 3.7 or above. Students are also awarded "High Effort Honors" by earning effort grades exclusively of 4's and/or 5's.

REQUIRED CONFERENCE PERIOD

All teachers are in their classrooms from 8:00 to 8:30am daily for a Conference Period. This is a time for students to seek out extra help from a particular teacher, or to go over homework from the night before. Students who struggle in a particular subject may be required to see that teacher for a "required" conference period. Likewise, if a student's grades and/or effort are lower than what the student is capable of achieving, the student may be assigned to a Required Conference Period with a particular teacher. The Student Support Committee will determine the students who are to be assigned to a Required Conference Period, and the Committee will also determine when that student shall be released from the requirement. Required Conference period is considered a school appointment, and unexcused absences will be reported to the Student Life Office for a missed school appointment.

COLLEGE ADMISSION PROCESS

The college admission process is a complex decision-making period that the School believes should be as rewarding an experience as possible. The School, through its College Office, provides significant support for students and parents in the college admission process. College visitations should be planned for scheduled school breaks; the Student Life Office, in consultation with the College Office, will decide the appropriateness of an excused absence for such visits, specifically for students making final enrollment decisions. The College Office staff members serve as a resource and provide guidance about the college process to students of every form and their parents, but our programs focus on the Fifth and Sixth form years. Note: College services are available only to 6th Formers who have completed satisfactorily their community service requirements. Please see the College Office's website on www.ashevilleschool.org and the College Office publications for additional relevant information.

Campus Life

COEDUCATIONAL LIFE AND ITS RESPONSIBILITIES

The School firmly believes that a coeducational environment enhances its academic and social goals. The friendships that develop between students are not only wholesome but frequently teach them how to establish future relationships. Our faculty strives to create numerous opportunities for students to share academic, athletic, cultural, and recreational activities together.

When we see students developing intimate relationships, we talk with and counsel them, as any parent would do. As in other human relationships, however, there are limits to acceptable behavior. It is important for students to become well informed about all aspects of sexuality, to make responsible choices, to keep powerful emotions under control, to develop a sense of responsibility toward other persons, and to recognize that all actions have consequences. Some of the serious ramifications of sexual activity, including pregnancy, sexually transmitted disease, and emotional distress, raise formidable obstacles to reaching educational and personal goals.

Our parietal rules dictate that students may not enter the dormitory halls or the rooms of students of the opposite sex. Asheville School believes that sexual intimacy, although a normal and healthy aspect of adult life, unduly complicates adolescence and compromises the School's standards.

Sexual Intimacy among Asheville School students who are under Asheville School's supervision is inappropriate.

For the purposes of Asheville School's rules and responses, sexual intimacy involves actions taken with another individual in pursuit of sexual gratification. Any attempt to be more specific than this definition lends itself to parody, so the definition will remain broad and general. Ultimately, the Head of School with the advice of the Assistant Head of School for Student Life and the

Counselor will reserve the right to decide what specific actions constitute sexual intimacy. The list of actions includes but is not limited to: penetrative sexual intercourse, oral sex, genital to hand contact or genital to genital contact.

The following rules pertain to Asheville School students, and infractions will elicit a disciplinary response:

- Sexual intimacy is unacceptable in a dormitory setting. Students engaging in sexual intimacy in a dorm room will in all likelihood be dismissed from Asheville School.
- Sexual intimacy is unacceptable in public common areas and may result in a strong disciplinary reaction such as suspension.
- Sexual intimacy on campus in a non-public area during free time is unacceptable and will be reported to the Assistant Head of School for Student Life. The Assistant Head of School for Student Life will report the incident to the School Counselor who will take the counseling steps necessary in his or her professional judgment. More than one reported incident of sexual intimacy by a student will have an elevated level of response from the Student Life office.
- Sharing intimate language and/or intimate photos via social media or other means, electronic or otherwise, may be subject to North Carolina and Federal laws.

Note that all of the above cases in which a disciplinary response may be appropriate, there is another level of school response. In situations where sexual intimacy by a student is observed and reported, the parents of the students involved will be notified either through a supervised phone call from the student or a call from the Assistant Head of School for Student Life. Parents will not be informed of the details of a particular incident unless that is necessary in the best judgment of the Assistant Head of School for Student Life, but they will be informed that their child is involved in an inappropriate level of sexual intimacy. The School will strongly urge parents to speak directly to their child about appropriate sexual behavior and will inform parents of the school's disciplinary and/or counseling response.

COUNSELING SUPPORT

Counseling services are offered to all students at different levels of intervention. The School employs a Counselor, a Chaplain, and a Director of the Learning Center to assist in the day-to-day counseling needs of the students. Many students may first approach the School Counselor, Chaplain, teachers, advisors, coaches, student leaders, or other members of the community with whom they feel a particular affinity for help in resolving personal concerns.

If a student desires more intentional support, or if the School determines that professional support is in order, students may pursue a professional counseling relationship with one of several counselors located in the greater Asheville area who are available by referral through the Counselor's Office. All professional counselors subscribe to a policy of confidentiality in their work with students or

faculty members who seek them out for consultation. Confidentiality, however, must yield to safety when threat of harm to the individual, someone else, or the community exists.

HEALTH SERVICES

The Warner Arms Health Center located on the first floor of Anderson Hall is staffed by a nurse around the clock. A nurse, committed to supporting the health, development and well-being of our campus community, is available during office hours and on call for emergent and urgent matters.

The Health Center's standard hours: (Monday through Friday) 7:30am – 8:30am

Service Saturdays are 8:30am – 12:00 pm
5:15pm-7:30 pm

Non-Service Saturdays and Sundays are 10:30am-12:00 pm
5:15pm-7:30 pm

The School Health Center Staff, Counseling Staff and Certified Athletic Trainer Staff collaborate to provide comprehensive health care to Asheville School Students. We are here alongside parents/guardians to provide students with a variety of health options, including advocacy and prevention, health teaching and counseling, illness and injury care, risk assessment and referral.

Asheville School uses SchoolDoc to collect and store student health information. SchoolDoc is a secure and easy-to-use site accessible through invitation once your student's acceptance has been confirmed, with unique username and password.

Student health information needs to be updated through the SchoolDoc portal. Before Asheville School can accept any responsibility for any student, all required health forms and consent forms must have been received and approved by the Health Center staff. For safety and continuity of care, all information is handled confidentially and is only shared with pertinent school faculty and staff on a "need to know" basis. This faculty/staff list may include but is not limited to dorm personnel, advisors, counseling personnel, coaches and Student Life staff.

HEALTH CENTER PROCEDURES

Routine and preventative health checks are very important and we encourage parents for continuity of care to schedule these appointments while students are at home over the summer and school breaks.

Day Students: If a day student becomes ill or injured while at school, the school nurse or trainer may call a parent/guardian for student pick up from school. Appropriate care will be provided in the interim. If the illness or injury requires emergency response, appropriate actions will be taken and the parent/guardian will be notified as soon as possible.

Boarding Students: If a boarding student becomes ill or is injured while at school, the school nurse or trainer will make the necessary arrangements to see a local provider if needed. The School provider visits Monday afternoon and Friday morning as needed. The provider is on call 24/7 for our nursing staff to contact with questions and concerns. Students are encouraged to come to the Health Center as early in the day as possible in order to obtain care if a referral to an outside provider is necessary. If the illness or injury requires emergency response, appropriate actions will be taken and the parent/guardian will be notified as soon as possible.

In addition to the standard office hours, the nurses can be reached by cell phone at all times. Students are advised to contact General Duty and they will then contact the Health Center nurse on duty. If a resident is ill and needs to be isolated and observed for extended medical care the student will remain in the Health Center overnight under the care of the nurse. Admission for overnight stay in the Health Center is at the discretion of the Health Center staff.

If a student has an illness or injury that results in limited or restricted participation in sports or PE, a written note from the diagnosing provider is required to specify the necessary accommodations. Likewise, medical clearance is also necessary in order for the student to be allowed to participate, practice, or play in an activity/game.

Scheduling Appointments: If your student has appointments with a local provider please try to schedule appointments during our Medical Appointment Driving Pool Hours whenever possible. Our driving pool hours are T-Th 7:30-9:00 am and M-Th 2:30-4:00 pm. During these hours, staff and faculty will be able to provide safe, secure and appropriate transportation for our students. Prior to scheduling appointments, please contact the Health Center at 828 210-6107 if you have any questions.

Medication Policy: Asheville School does not permit students to keep medication or herbal remedies in their possession without the knowledge and consent of the Health Center. All medications, prescriptions, over the counter (OTC) and homeopathic therapies must be turned into the School Nurse for review and approval. Approval of medication is at the discretion of the school provider. The Health Center can authorize students to keep some or all of their medication in the dorm if appropriate. All medication must be presented in the original container with the correct instructions on the label and the instructions must be intact and legible in English or with translation attached. Day students may not keep OTC or prescription medications in day lockers or backpacks. Day Students will have access to the Health Center during regular school hours.

1. Over the Counter Medication (OTC): Tylenol, Advil, DayQuil, etc., must be identified, labeled and approved by the School Nurse. Once approved, these medications, with parental consent form signed, may be kept in the dorm and self-administer by the student as directed on an as needed basis. Under no circumstances may students share these medications with other students.

2. Prescription Medication: All prescription medications must be presented in the original container with the correct instructions on the label, intact and legible in English or with translation attached. A medication authorization form must also be completed by parent and provider. If the dosage instructions change at any time after the label is printed a new physician's orders MUST be submitted to the School Nurse before the change in administration/distribution of the medication can be made. The provider may FAX the order to 828 210-6104

Students who take daily prescription medications will do so in the Health Center. It is the responsibility of the student to allow time to obtain medication, take prescribed medication and be in class on time.

Prescription medications for weekend or off campus trips will be kept by designated and trained staff during the duration of the school trip. Prescription medications for long weekends and breaks will be signed out by the parent when present on campus, or by the student, with email to parent about the student having received their medication for the break. PSA packages medications for scheduled breaks and will be distributed on the day they leave campus.

Diverting, giving or selling of medication is strictly prohibited (See Big Ten rules).

3. Emergency Medication: After appropriate verification and documentation, the Health Center may approve for student to self -carry emergency medication for asthma, diabetes or sever allergies.

Inhalers for asthma may be kept with the student on his or her person at all times. Our athletic trainer recommends a second inhaler for students that participate in sports.

Epinephrine auto injectors (EPI-Pens) for SEVERE allergies may be kept on his or her own person at all times with the completion of an EAP (Emergency Action Plan). Several secure locations including the health center, athletic complex and cafeteria will house stock EPI-Pens.

Diabetic management medication and equipment may be kept with the student provided that the Health Center and faculty agree that the student along with family will be responsible for his or her own medication and an EAP is completed.

4. Supplements- Herbal and Homeopathic Remedies: All herbal oils, liquids drops etc., must be identified, labeled and approved by the School Nurse. Once approved, these medications, with parental consent form signed, may be kept in the dorm and self-administer by the student as directed on an as needed basis. Under no circumstances may students share these medications with other students.

Violations of the Medication Policy are a serious offense and will be referred to the Student Life Office.

Prescription Medications: Asheville School uses PSA Pharmacy (828 686-3804) located in Swannanoa and the OPUS Unit Dose System. PSA is contracted through Asheville School to distribute controlled daily medications: stimulants, antidepressants, pain medications, etc. Students taking controlled daily medications each have an individual drawer with a clear container/cassette with his or her name, medication and directions. Each cassette contains a two week supply set up by PSA pharmacy. PSA restocks these cassettes every two weeks, communicates with the doctors for new prescriptions, along with filing insurance. Medication distribution follows the 6 Rights of Medication Administration (Right individual, medication, dose, time, route and documentation.) If your child takes prescription medication, please do not mail medication directly to your child, instead send to Asheville School Health Center. If your student returns from break with medication, please instruct them to turn in medication to the Health Center upon return to school.

Health Insurance: All students, domestic and international are required to have medical insurance that has a claims office within the United States. No student is allowed on campus without documentation of health coverage. There is no option to waiver. Insurance coverage must remain effective throughout the entire time a student attends Asheville School. If the student's coverage changes during the school year, a copy of the new insurance card must be submitted to the Health Center or updated in SchoolDoc.

Immunization Requirements: Immunization records are required by the State of North Carolina for school registration. For exemptions contact the Buncombe County Health Department for exemption forms for health (NC Statue G. S. 130 A-158) and religious reasons (G.S. 130-157). If exemptions meet BCHD requirements: a record of immunizations student has had must be obtained. In addition the student without vaccination to the disease being present on campus—must leave school until the last child has had the last case of the disease.

Annual Flu vaccination is encouraged and will be made available through on campus Flu Clinic in the fall. Parent/Guardian consent is required through SchoolDoc.

Annual Physical: All Asheville School Students are required to have an annual physical completed on or after March 1- August 1 (must be done prior to returning to campus each year) by a licensed health care provider. The results must be verified and documented on the Asheville School Health form and loaded into the SchoolDoc system. All health and physical forms must be completed to the satisfaction of the school nurse prior to a student be admitted to the dorms and participating in any school activity including preseason athletics.

Consent to Treat: A parent and or legal guardian must provide authorization for medical treatment annually. The consent form must be on file in order to receive prompt and appropriate care and treatment if the need arises. This step is completed electronically through SchoolDoc. There is no option to waive.

Emergency Action Plans: Emergency Action Plans are required for students with asthma, diabetes, seizure disorders and severe allergies requiring emergency intervention/treatment. These plans assist the Health Center in communicating health needs to appropriate faculty and staff in the event that your child requires emergency intervention/treatment on and off campus. These plans highlight the specific and individual needs and treatments you would like us to follow. Please note, deviation from the provided plan may be necessary under the then extenuating circumstances.

FACULTY ADVISOR

Each student has a faculty advisor who is concerned about the student in all facets of school life. Advisors offer guidance on a range of personal and academic matters, including college planning and summer job opportunities. When grades are sent home, faculty advisors meet with students to discuss their progress at the end of each term and write reports to parents as well. Should a student be required to appear before the Conduct Council, the Student Life Office would inform the appropriate advisor, who accompanies the student during the Council's meeting and supports the student through the process. If an advisor is unavailable, the student may select another faculty member to attend. Similarly, an advisor is a great support to students who are involved in an Honor violation.

We encourage students to draw upon the experience of our faculty when they need advice or support. The type of response a student receives when she or he approaches a faculty member with a particular issue or concern is determined in part by the nature of the disclosure and the School's ethical obligation to provide for the health, safety, and well-being of the community.

If an adult treats a student in a way that is inappropriate, whether that impropriety is a romantic or sexual suggestion or overture or whether it is some other form of impropriety, the student must report that behavior to the student's Advisor or to the School Counselor. If the impropriety was conducted by the Advisor or the Counselor, the incident is to be reported to the Assistant Head of School for Student Life, the Associate Head of School, or the Head of School.

If a student has reason to believe an adult has behaved improperly toward another student or if a student has observed an adult treating another student improperly, the observing student must report the matter immediately in the same way as if it were happening to him/herself.

Call 1-800-465-1645 or visit www.MySafeSchool.com to report a school concern confidentially. All members of the school community are encouraged to use the MySafeSchool reporting system if confidentiality is important.

THE PREFECT-PROCTOR SYSTEM

Student Prefects assume a major responsibility in the life of our school by helping to maintain the quality of life for both boarding and day students. Modeling an attitude of mutual trust, openness, fairness, empathy, and cooperation, prefects and proctors share with faculty members specific management duties in dormitories and other campus facilities, as well as general supervisory and leadership responsibility on the campus at large and they serve as members of the Conduct Council. Prefects and proctors have the authority to recommend and/or impose certain consequences to ensure accountability from the students in their charge. In the same vein, they have the moral and ethical duty to lead by example, adhering to the guidelines and principles that govern community life.

All rising Sixth Form students are eligible for consideration in the prefect selection process that begins each spring. The Head of School appoints students after balloting by faculty, hall parents, current prefects, and the general student body. Leadership skills and training are emphasized throughout their tenure.

The position of Prefect represents the highest form of student leadership for Sixth Formers at Asheville School. Because the number of prefectships is limited, and recognizing that our student body is enriched with many students who demonstrate outstanding leadership qualities, the School has established a number of proctorships to which deserving Fifth and Sixth Form students may be appointed by the Head of School.

Proctors assist in the various offices on campus, Skinner Library, Tyrer Student Center, Sharp Dining Hall, and the common rooms. Proctors may also be responsible for dormitory coverage.

A prefect or proctor who violates any major school rule will be removed from his or her position. Failure to live up to the expectations of the position may result in the position being suspended or removed.

THE STUDENT COUNCIL

Members of the Student Council are elected by their peers in the fall and spring of each year. The Student Council represents student opinion to the Administration and Faculty, and Administration and Faculty opinion to the student body. The Student Council safeguards the worthwhile traditions of the School, represents the students on public occasions, and in every way possible promotes school spirit and the welfare of Asheville School and its students.

CLUBS

There are a variety of clubs...If a student would like to start a new club, the student must seek approval of the club through Student Council. If you would like to start a club, please see your class representative for more information.

DRESS CODE

Our goal is to maintain criteria for dress and grooming that fosters pride in self and respect for School standards and helps our students to find their places here at Asheville School based on their accomplishments rather than on their outward appearance. Students are expected to dress in clean neat clothes that fit well and are in good repair, modest in style, and appropriate for the occasion. An unkempt appearance and/or extremes of dress or appearance are not acceptable at Asheville School.

Members of the faculty and administration reserve the right to request students to comply with the guidelines or change specific articles of clothing if they believe that the students' dress and/or appearance is not in compliance with the spirit of the dress code.

DETAILS FOR ALL DRESS:

- All clothing worn during the academic day must be clean, in good taste and good condition, and not excessively revealing. Students are expected to enter Sharp Dining Hall, Mitchell Hall, and Skinner Library well groomed. All athletes are expected to have showered and/or changed clothes after practice prior to entering the Dining Hall.
- Clothing or accessories with printed statements or symbols referring to drugs or alcohol, or containing racist, sexist, sexual, insensitive or divisive remarks may never be worn.
- Undergarments (sports bras, bra straps, boxer shorts, etc.) should never be visible.
- Boys may not wear earrings at any time. Other forms of body piercing are prohibited.
- Girls may wear earrings only in their ears. Other forms of body piercing are prohibited
- Students may not have any visible tattoos.
- Any radical hairstyle is prohibited. Hair must remain within a slight variation of the person's natural color.
- For boys, hair must be combed and neat. Hair should fall above chin level when hanging freely and must stay out of face.

The School has two categories to its dress code: **Classroom Dress** and **Spirit Dress**.

Classroom Dress is worn on all class days from 8:00 am through the end of the academic day, at Sunday services, and at community seated meals. Clothing for students should be appropriate for a typical special occasion. Classroom Dress does not include any athletic wear, hats, hoodies, rompers, jumpers, overalls, or clothing made from denim.

Classroom Dress for Girls:

Classroom Dress for girls includes:

- Dress shoes, skirt, dress blouse or button-down shirt, blazer or
- Dress shoes, dress pants, dress blouse or button-down shirt, blazer or
- Dress with a cardigan sweater or blazer.
- **Shirts:** Only dress, collared, button-down shirts or dress blouses with long or short sleeves are acceptable. Button down shirts must be tucked in at all times. Button down shirts and blouses must be a loose and professional fit and do not include tee-shirts or shirts primarily made of lycra, corduroy, denim, spandex, leather, flannel or fleece. No spaghetti straps and no visible undergarments.
- **Pants:** Pants must be neat and properly fitting. Dress pants do not include blue jeans, joggers, hip-huggers, spandex, leggings or cargo pants. Pants must be worn at the waist and with a belt when there are loops in the original design.
- **Skirts:** Skirts must be a dress skirt fit. Denim skirts and/or skirts that are skin tight are not allowed. Skirts must be no shorter than 3” above the knee.
- **Blazers:** Blazers or sport coats must be of a professional style and worn, not carried, with pants or skirts. Sweaters or outer wear jackets may not be worn in place of a blazer or sport coat.
- **Sweaters:** Turtleneck sweaters may be worn with dress pants or a dress skirt in addition to a blazer. Cardigan sweaters may also be worn with dresses. Pullover sweaters must be worn with a collared blouse underneath. Sweaters do not replace blazers.
- **Shoes:** Shoes must be a conservative dress shoe or dress boot. No cowboy boots, athletic style shoes with/without any athletic logo, Vans, Uggs boots, work style boots, slippers or open toed Birkenstocks. During inclement weather, appropriate cold/wet weather shoes may be worn. Laces must be tied.

- **Dresses:** Dresses must be a conservative and professional fit. It is preferred that dresses have a defined waist (either empire or normal); however, shift dresses are allowed only if they are the appropriate length. Dress length must be no shorter than 3” above the knee. Dresses may not be strapless or have spaghetti straps. Dresses that are sleeveless must have straps that are at least 2” wide. T-shirt dresses (made of jersey fabric and t-shirt style top) are not considered classroom dress. Finally, undergarments should never be visible when wearing dresses.

Classroom Dress for Boys:

Classroom Dress for boys includes dress shoes, dress socks, pants, belt, button-down shirt, tie and blazer.

Shirts: Only dress, collared, button-down shirts with long or short sleeves are acceptable. Button down shirts must be tucked in at all times and must be buttoned all the way to and including the neck button when wearing a tie. Button down shirts must be a loose and professional fit and do not include shirts primarily made of corduroy, denim, or flannel.

Ties: Ties must be properly tied at the neck. Bowties are acceptable.

Pants: Pants must be neat and properly fitting. Dress pants do not include blue jeans, joggers, hip-huggers, spandex, or cargo pants. Pants must be worn at the waist and with a belt.

Blazers: Blazers or sport coats must be of a professional style and worn, not carried. Sweaters or outer wear jackets may not be worn in place of a blazer or sport coat.

Sweaters: Crew neck sweaters, quarter zip sweaters or sweater vests may be worn with a collared shirt underneath. Neckties must be showing. All sweaters must be made of knit sweater material. Sweaters do not replace blazers.

Shoes: Shoes must be a conservative dress shoe or dress boot. No cowboy boots, athletic style shoes with/without any athletic logo, Vans, Uggs boots, work style boots, slippers or open toed Birkenstocks. During inclement weather, appropriate cold/wet weather shoes may be worn. Laces must be tied and dress socks must be worn.

Spirit Dress is worn on White Fridays and Service Saturdays unless otherwise specified by the Student Life Office.

Spirit Dress for all students includes: an official Asheville School T-shirt or sweatshirt on top with jeans, khaki pants, khaki joggers, or dress shorts on the bottom. Jeans, khaki pants, khaki joggers, and/or shorts may not be torn or frayed. Shorts must be 2” above the knee or longer. No athletic bottoms are allowed. We wear Spirit Dress to show our school spirit; therefore, your AS spirit top must be worn on top of other layers. Feel free to wear appropriate outerwear when you are walking outside buildings or doing outdoor service projects.



Dress Code illustrations by our own art instructor, Casey Arbor

Consequences for Dress Code Violations

- The consequence for a dress code violation is 3 demerits or the tardy minutes accrued for missing part of a required school appointment in order to change. These demerits may be waived if the student recites the applicable section of the handbook to a member of the Student Life Office. This option may be exercised twice a semester.
- The consequences for hair violations include restriction to campus and a visit to a school-chosen barber.

CELLULAR PHONES

Cell phones are allowed on the Asheville school campus. Each cell phone must be registered with the Student Life Office. The school does use cell phones as a means of communication with students, and it is therefore imperative that the school has an up-to-date number on file for the student. Each office in Mitchell Hall is equipped with a phone, and all faculty members have phones available for emergencies. The intent of this policy is to allow maximum flexibility for students to contact their parents while still upholding the integrity of our School's mission, and our commitment to community life.

- Cell phones may not be carried around campus unless a student is leaving to enjoy a town privilege or go to an off-campus appointment.
- Cell phones may be used around campus only with the permission of a faculty member.
- Cell phones may be used behind the Receptionists Desk in Mitchell Hall after the school day and on weekends for the purpose of arranging transportation.

Boarding students may use their cell phones....

- ...in their dormitory rooms during the academic day.
- ...when they are enjoying a town privilege or have specific permission.

Day Students may use their cell phones...

- ...in their parked cars in their assigned parking space during times when there is not a school appointment or obligation. At no time may a driver use a cell phone while driving.
- ...concealed within their lockers to check messages and send quick texts to parents, etc., for transportation or other necessary communications. The phones must be set on SILENT and may not be used outside the Day Hall.
- ...with permission of a boarding student in that boarding student's room.

TECHNOLOGY EXPECTATIONS

Each student has a unique UserName and password for accessing network resources on campus. That information is private and confidential; no student should ever allow someone else to use his or her UserName and password, nor should any student log-in to the network using a UserName other than his or her own. Students are expected to check their Asheville School e-mail at least once a day.

The school has a 1-to-1 Apple laptop program. All new families will receive a form to sign prior to Opening Day in order for the student to retrieve his/her new MacBook Air laptop.

While we have a 1:1 laptop initiative, we also have computer workstations available on campus. Those machines are for academic use. Network resources that are secure and restricted are off limits and should not be accessed.

Students and parents should reference the separate AS Technology Policies Handbook on the website prior to arriving on campus. Families will have the opportunity to review the Technology handbook in August.

Life as a Boarding Student

Life as a resident student at Asheville School promises both challenges and rewards. Students learn to balance personal wishes and rights with those of others, thus discovering how to get along with a diverse group of people in order to create a united and enthusiastic community. Each resident student contributes to the morale of his or her hall by managing cooperatively and promptly the details of school routine, through a habitually polite manner toward everyone, and by becoming actively and constructively involved in the life of our school.

Although the School aims to respect its students' rights to make individual, value-based choices about reading/viewing material, the School must maintain certain standards of propriety and decency consistent with its mission. Consequently,

material which violates the rights and dignity of others, including obscene/pornographic posters, magazines and videos and hate material—including racist, sexist, anti-Semitic and misogynistic material—may not be displayed in student rooms. Decorations referring to alcohol, drugs, or tobacco are also prohibited.

No flag or banner of any kind may be used as a window covering, nor may students leave personal items on outdoor windowsills.

Hall parents, their families, and the prefects and proctors who supervise each floor of the dormitory will help students create a positive spirit for their halls. Students should seek the advice of these leaders when questions about this Handbook arise.

At the beginning of the school year, all students should commit to memory the General Duty number for the school (828-712-5536). This number is on the student ID cards and in the parent notebook. This phone is monitored from 4:00 p.m. to 7:30 a.m. daily and around the clock on weekends. It is the sole means of contacting the duty person during evening/weekend hours.

The School provides each room with a twin bed, a chest of drawers, a desk, a desk chair, and bookshelves. Students may wish to bring their own reading lamps and comfortable chairs; however, furniture supplied by the School should not be removed from or exchanged between rooms. Pictures, posters, and other decorations may be hung from the molding in each room or attached to the walls using only adhesive putty. Nails, tape, and other fasteners mar walls and thus are prohibited. No weight-lifting equipment or apparatus is permitted in the building without the permission of the Dorm Dean. The School reserves the right to assess and charge for damages.

Fire and safety regulations prohibit the use of certain electrical appliances and flammable material in the rooms. Students may use an electric blanket, fan, razor, hair dryer, curling iron, clock, radio, computer or stereo equipment. Matches, lighters, candles, incense, closet lights, toasters, halogen lights, coffeepots, Keurigs, Christmas-type lights, fireworks (and anything else of an explosive nature), hot plates, irons, sunlamps, soldering irons, air conditioners, refrigerators, blenders, electric ice chests or other types of electrical appliances may not be kept in dormitory rooms. When in doubt, ask. Students should never attach multiple plugs to outlets or adapt the room's circuitry in any way or hang anything from sprinkler heads or pipes. Health laws prohibit the keeping of live animals in residence halls.

Motorized scooters, mopeds, bicycles, hover boards, etc. are not permitted on campus. Non-motorized scooters and bicycles are welcome outside the buildings.

In addition to the school-issued laptop, students may bring one computer monitor up to 30" in size. Television sets, projectors, and external gaming devices are not allowed in student rooms. There is a television set in the common room of each residence hall which may be used during free time but not during the academic day. Common room television sets are not to be used for any type of computer games without permission of the Dormitory Dean.

ROOM INSPECTIONS

Students are expected to keep rooms clean and orderly, to make their beds every morning, and to hang up all clothes. Rooms are inspected several times a week and are expected to be kept clean throughout the day. Consequences for multiple failed room inspections will be determined by the Dorm Dean. Damage to rooms or other areas of a hall should be reported to hall parents at once; failure to do so may be considered a disciplinary offense. If the damage is the result of a student's negligence, a bill for repairs will be sent home. The School will also determine whether a disciplinary action is an appropriate response to certain damage reports. In addition to room cleanliness, boarding students will also contribute to the overall cleanliness to the dormitory by serving on a "Clean Team" one school night per week.

ROOM SECURITY AND PRIVACY

Unauthorized persons should not enter a student's room in his/her absence, nor should any student enter another person's room without explicit permission. "Borrowing" from another student without expressed consent is akin to stealing and, as such, is prohibited. All students should keep their rooms locked when unattended; passports and other small valuables should be stored in the school safe. Each student must display respect for the privacy of another student's room at all times. No student may enter the room of another student unless the occupant is present. No student may give permission for another student to enter the room if the occupant is not physically present in the room. Therefore, the sharing of combinations to dormitory rooms is forbidden. This rule exists for the protection of students and their personal property. Students who violate this rule put themselves in a position where others might suspect them of an honor offense. Students may request to have personal combination locks changed. The first student requested change will result in a fee of \$20, and subsequent changes will result in a fee of \$35 for each request.

ROOM SEARCHES

Although the School recognizes a student's right to privacy, the Director of Residential Life, Assistant Head of School for Student Life, Associate Head of School, or Head of School may determine that a room search is necessary. The search may be carried out without the student being present.

LEAVING CAMPUS

As would be the case with one's own family, students are asked to account for their whereabouts because the School takes seriously its responsibility for their safety and well-being.

- **Students must sign out in the Student Life Office prior to leaving campus for anything other than a regular school activity. Students leaving campus must go with at least one other student.**
- Students may not leave campus before 7:00 am nor during the academic day without special permission.
- During the week, students who are excused from their afternoon activity by their sponsor (i.e. a "town day") may sign out in the Student Life Office at the end of the academic day to go across the street, otherwise known as ATS, (**on foot only**) and must return to campus before Study Hall.

- **Fifth and Sixth Form day students** may not drive any students during the week except for senior town nights and advisee lunches. Fourth Formers who obtain valid licenses may drive to and from school only. Fourth Formers may not drive boarding students at any time. **Day students desiring to transport boarding students in their cars must have written parental permission on file. Boarding students must have parental riding permission on file.**
- Students may walk ATS (on foot only) after the afternoon activity period provided they have signed out in the Student Life Office and they are accompanied by another student or a faculty member. Students must return to campus before Study Hall.
- Sixth Formers with good academic and citizenship records may take one “town night” per week. A “town” privilege allows students to travel and visit only within Buncombe County. Town nights begin after the last afternoon commitment and end at 10 p.m. Sixth Formers request a town night by initialing a town night register in the Student Life Office by 3 p.m. of the day they are requesting the privilege. Students must call the General Duty Phone when they depart campus for their Town Night and then check in with the faculty members on duty in their dorms immediately upon their return to campus.
- **A student may visit the home of another student only when one of that student’s parents is present.**

GUESTS

Guests are always welcome at games and other special events, but should otherwise be discouraged from visiting during the school week. Guests may not enter the living quarters of a member of the opposite sex for any reason. All guests must be introduced to an adult on duty each time the guest visits and guests may not spend the night.

ACADEMIC EVENING ROUTINE

3rd Formers

- Report to the CCC at 7:30 pm. Students on Honors or High Honors will be given the choice between studying in their room or in the CCC at each marking period.
- 3rd Formers studying in their room must have the door open during study hall, with their phone either on the floor outside of the room or in the technology cabinet. Students are expected to be sitting at the desk, in a chair, or on the floor. Study hall is a time for individual study only.
- From 9:30-10:00 pm, 3rd Formers are getting ready for bed and must be on their own hall.
- 3rd Formers turn-in all technology (laptops, cell phones, iPads, etc.) at 10:00 pm. Note: turning-in a fake phone is an Honor Council offense.
- Lights out for 3rd Formers is at 10:05 pm. They make the final check with the individual on duty at this time.
- Students must stay in their own room until the dorm is unlocked at 6:15 am.

4th Formers

- 4th Formers make check at their dorm door at 7:30 pm, and these students study in their own rooms. The door must remain open for the entirety of study hall, and the student's cell phone must be either on the floor outside of the room or in the technology cabinet. Students are expected to be sitting at the desk, in a chair, or on the floor. Study hall is a time for individual study only.
- From 9:30-10:00 pm, 4th Formers have freedom of their own dorm. They may receive food deliveries during this time.
- From 10:00-10:30 pm, 4th Formers are getting ready for bed and must be on their own hall.
- 4th Formers turn-in all technology (laptops, cell phones, iPads, etc.) at 10:30 pm. Note: turning-in a fake phone is an Honor Council offense.
- Lights out for 4th Formers is at 10:30 pm. They make the final check with the individual on duty at this time.
- Students must stay in their own room until the dorm is unlocked at 6:15 am.

5th Formers

- 5th Formers make check at their dorm door at 7:30 pm, and these students study in their own rooms. Students are expected to be sitting at the desk, in a chair, or on the floor. Study hall is a time for individual study only. Students are encouraged to keep their phone in the hall or technology cabinet during study hall
- 5th Formers who have earned the privilege may sign out with their duty person to study in the library during study hall. They must return to their dorm at the conclusion of study hall.
- From 9:30-10:00 pm, 5th Formers have freedom of their own dorm. They may receive food deliveries during this time.
- From 10:00-10:30 pm, 5th Formers are getting ready for bed and must be on their own hall.
- Lights out for 5th Formers is at 10:30 pm. They make the final check with the individual on duty at this time.
- Students must stay in their own room until the dorm is unlocked at 6:15 am.

6th Formers

- 6th Formers make check at their dorm door at 7:30 pm, and these students have freedom of their own dorm during study hall. Study conditions must be observed throughout study hall.
- Prefects have freedom of campus during study hall and therefore do not make the 7:30 check.
- 6th Formers who have earned the privilege may sign out with their duty person to study in the library during study hall. They must return to their dorm at the conclusion of study hall.
- From 9:30-10:30 pm, 6th Formers have freedom of their own dorm. They may receive food deliveries during this time.
- At 10:30 pm, 6th Formers must be at their dorm door to make the final check with the individual on duty. They may take a shower and finish getting ready for bed until 11 pm.
- After 11 pm, 6th Formers must stay in their own room until the dorm is unlocked at 6:15 am.

WEEKEND EVENING ROUTINE

Weekends begin at 5:30PM on Fridays (for Non-Academic Weekends) and Saturdays. Between 5:30 and 6:30pm, each Residential Student must sign-in with the Hall Parent on duty. This sign-in/sign-out procedure occurs in Sharp Dining Hall unless otherwise announced. At this dinner check, each residential student informs the Hall Parent if he/she plans to remain on campus for the evening or if he/she plans to leave the campus. No student is permitted to leave campus without signing out in person with the adult on duty.

After 6:30PM, the Hall Parent on duty may be found either in the Common Room or walking around the residence hall. If, after this initial check-in time, a student decides to leave campus, he/she must find the proper Hall Parent prior to leaving campus in order to sign out at that time.

Upon returning to campus and before going anywhere else to hang out, each residential student must sign-in with his/her Hall Parent on duty. This is to be done at the time of return, whenever this may be.

Whether or not a student leaves campus, the following are final weekend curfews for our students:

Third Formers – 10:00PM

Fourth Formers – 10:30PM

Fifth and Sixth Formers – 11:00pm

For the 10:00 and 10:30 curfews, each residential Third and Fourth Former must make a visual and verbal check with the Hall Parent on duty in the appropriate Common Room. Once the student has signed in, he/she is not permitted to leave the residence hall. Following the 10:00 and 10:30 Checks, these students have Freedom of the Residence Hall, but not Freedom of Campus. There are exceptions to this policy (i.e. dances), and such circumstances and procedures will be reviewed with the students on such weekends.

All Fifth and Sixth Form residential students are due back on hall no later than 11:00pm. This check is to be conducted at the student's door. All Third and Fourth Formers make this door-check as well. Once a face-to-face, verbal check has been made between each residential student and the Hall Parent on duty, Underformers have Lights Out.

Students are not permitted to be in rooms of other students after this final check and Lights Out. Once a student has made the visual check-in with the Hall Parent, the student is to remain in his/her own room for the night. We do not allow students to spend the night on other floors or in other buildings. To help ensure that students are making checks where and when they need to, the building will be locked and alarmed by floor as the Hall Parent makes this 11:00pm check.

There is at least one Hall Parent on duty every night of the week responsible for the students and the building in the event of an emergency.

WEEKEND LEAVE INFORMATION

Students may request permission to attend a special event, or leave campus overnight Saturday or for the weekend. Students wishing to visit prospective colleges are advised to do so during regularly scheduled recesses or vacations. There are certain weekends each month designated as “Closed” weekends. During a Closed Weekend, students are not allowed to spend the night off campus.

Occasionally we operate under a “Closed Campus” designation. Under a Closed Campus designation, students are not allowed to leave campus at any time. Closed Weekends generally include Christ School, Spirit Weekends, and Prom weekends, as well as the weekends immediately prior to examinations, the weekends on either side of a school break and at the beginning of school. It is the responsibility of the Student Life Office to grant weekend permissions.

Students facing disciplinary consequences on the weekend will not be granted permission to take an off campus weekend without permission of the Student Life Office.

The number of weekend leaves that a student may take are limited each semester to preserve our sense of community. Parents and students should not request a leave in excess of the allotted number prescribed for a given semester unless there is a family emergency.

Short Weekend

For a Short Weekend, the student may leave after Saturday academic, athletic, service, and/or other obligations have been fulfilled and should return by 6:00 pm Sunday in order to attend seated dinner and Vespers.

When there is a non-service Saturday, a short weekend begins on Friday after the student’s last commitment (e.g., an athletic contest or practice), whichever is later, and the student should return by 11:00 am Sunday in order to attend Chapel and seated lunch. **If the student has a team commitment on Saturday, he or she is expected to be present.**

Long Weekend

For a Long Weekend, the student may leave on Friday after the student’s last commitment and should return by 6:00 pm Sunday in order to attend seated dinner and Vespers. On weekends when we have morning Chapel Services, the students should return to campus by 6:00 pm. They should check in with the general duty person as soon as they return to campus. If the student is requesting a Long Weekend, the student must have permission from each teacher whose class will be missed and from the afternoon activities sponsor.

Saturday Overnight

A Saturday Overnight is granted for visits with out of town parents who are staying in the Asheville area. Overnights begin on Saturday after all academic,

athletic, and other obligations have been fulfilled and end with Sunday Chapel Service or Vespers, whichever comes first. Overnights do not count against allotted weekend privileges. However, the Assistant Head of School for Student Life sets limits on the frequency that students may take overnights. When there is a non-academic Saturday, an overnight begins at 6:45 p.m. or after the student's last commitment (e.g. an athletic contest), whichever is later. The overnight ends with either Chapel or Vespers (6:45 p.m.).

REMINDER: The purpose of a non-academic Saturday is to vary the routine and to offer students additional opportunities for school-sponsored (on-campus and off-campus) activities. **We urge students to participate in these activities and we trust that parents will encourage students to participate.**

Conditions for Receiving a Weekend Privilege

1. Students have two short weekends plus one long weekend per semester OR two long weekends.
2. Weekends are not cumulative, cannot be used to extend any other leave, and cannot be carried forward to the following semester.
3. Requests for taking weekends with college students, minors, or recently dismissed students will be denied. (Individual requests for visits with siblings may be considered.)
4. Students facing disciplinary consequences on the weekend will not be granted permission to take an off campus weekend.
5. While on an approved weekend leave or overnight leave, the student may not be on the Asheville School campus and may not serve as a taxi service for boarding students.
6. Students must submit a request form each time they plan on taking a weekend leave or an overnight by noon on Thursday. A Student Request Form showing the type of leave desired, dates, and pertinent information must be completed and submitted to the Student Life Office no later than noon on Thursday. In addition to the student form, we must also have parental permission for each leave. If spending the weekend with someone other than one's own parents, we require a permission form from both the student's parents and the host parents. If spending the weekend with one's own parents, we do not require a separate permission from the parents. Please note that any falsification of the weekend leave information will be considered a violation of our Honor Code.
7. As soon as the student returns to the campus, whatever the time, the weekend leave is over and the student is responsible for keeping all school appointments.

VACATIONS AND TRAVEL ARRANGEMENTS

Each year the School publishes a general calendar including dates of vacations. Students and parents are expected to note these dates and to consider them carefully when making travel plans. Because students must adhere to established departure and return schedules, it is advisable to make airline reservations well in advance - **this is especially important for international students.** Requests for early departure and late returns will not be entertained except under the most extreme circumstances. Also, if airline, bus, or train schedules do not match up with the School's calendar, students should plan to depart late and return early. The strength and integrity of our programs depend in no small part on our beginning and ending as a community. The Head of School's Administrative Assistant will assist students in travel and ticketing arrangements with local travel agencies, but the School cannot assume responsibility for schedule changes or errors when they occur.

The dormitories and dining hall are closed during major school breaks. Students must vacate dorms by and not return until the dates and times listed on the official school calendar. In circumstances where students travel arrangements do not match with the opening and closing of the dorms, the student must initiate help in finding lodging with a day student or nearby boarding family.

If a student encounters unexpected delays or other difficulties in returning to school at the expected time, he or she should call the main school number (828)254-6345 or the After Hours Cell Phone (828-712-5536) as promptly as possible. Failure to do so will likely result in an unexcused absence and appropriate disciplinary action, such as loss of subsequent weekend privileges.

Note: Before leaving for vacation, all boarding students must complete a Departure Slip indicating travel arrangements and vacation destination, as well as having all permissions in place. Students traveling internationally are required to leave copies of their itineraries with the School along with information on how they and their parents may be contacted.

Ride Share Policy

Organizations, such as Uber and Lyft, require their users to be 18 years or older. Asheville School honors and respects that policy. Consequently, no Asheville School student may use a ride share organization unless he or she is 18 years of age or accompanied by an individual 18 years or over.

Life as a Day Student

As a day student, much more time throughout the week is spent on campus than it would be at a day school. Day students are expected to observe the procedures and regulations governing resident students.

At the beginning of the school year, all students should commit to memory the General Duty phone number for the school. This number is on the student id cards and is in the parent notebook. This phone is monitored from 4 p.m. to 8 a.m. daily, and around the clock on weekends. It is the sole means of contacting the duty person at the school during evening and weekend hours.

The Academic Day begins at 8:00 am Monday through Friday with Conference Period. Service Saturdays begin at 9:00 am with a required convocation. All day students are expected to remain on campus throughout the entire academic day, and may leave only for medical appointments that have been cleared with the school nurse. Day students may leave campus after their last school commitment. Day students must depart campus by 7:30 pm on weeknights, unless staying for a school required event or have permission from the Student Life Office. Day students must depart campus by 11:00 pm on non-academic weekends.

If a day student is ill, the parent or guardian should call the school nurse between 7:00 a.m. and 8:00 a.m. For an absence other than illness, the parent or guardian should call the Student Life Office. Consequences for unexcused absences could include receiving no credit for work missed, making up the work, and being subject to appropriate disciplinary action. **If a day student misses school he/she is not allowed on campus until the next academic day.**

Because Asheville School is predominantly a boarding school, classes will meet regardless of inclement weather. The School expects day students to attend classes if at all possible, but the final decision on the advisability of driving to school rests with the parents. If inclement weather is forecast, with permission from the School, day students may spend the night in a dormitory.

Day students who have reason to remain on campus for an evening or Saturday afternoon commitment are welcome to attend the evening meal

Day students who are on campus after the regular academic day and afternoon activity period should make their presence known by checking in with the adult on duty. Typically, all day students must depart campus by 7:30 p.m. on weeknights and Sundays unless they have obtained permission from the Student Life Office to stay beyond 7:30pm. In that event, the day students must be in the library studying until their parents collect them.

Day students may spend the night on dorm on non-academic nights only with permission from the Director of Residential Life, the Assistant Head of School for Student Life, or the person serving general duty. On weekends, Day Students must depart campus no later than the check-in times for boarding students (10:00pm for 3rd Formers, 10:30pm for 4th Formers, and 11:00 p.m. for 5th and 6th Formers). Day students may request to spend the night on the weekends three times per semester at no extra charge.

LOCKERS

Each day student is assigned a locker. Books and personal belongings must be stored in these lockers and not in other areas of the building. Day students are accorded the right to privacy, however, when necessary, lockers or cars may be searched by appropriate School officials. At Holiday Break in December and at the end of the school year, Day student lockers must be cleaned and inspected prior to the student departing campus for the break.

STUDENT AUTOMOBILES

The rules of safety, common sense, and courtesy apply when students drive on or off campus. The speed limit on the campus is 15 m.p.h. **Since the use of a car on campus is a privilege, any violation of driving rules—speeding, parking, or violation of any student regulations while using the car—will result in the revocation of the student’s campus driving permission.**

1. A boarding student may not keep or store an automobile in the Asheville area. He or she also may not operate an automobile except when accompanied by his or her parents or with the expressed approval of the Assistant Head of School for Student Life, Associate Head, or Head of School. **Boarding Students may not drive other AS students at any time.**
2. Day students may drive to and from school for classes, activities, medical appointments, and special events. Cars must be registered with the School, at which time parking spaces will be assigned.
3. Fifth and Sixth Form day students may not drive any students during the week except for senior town nights (see #4) and advisee lunches (see #4). Fourth Formers who obtain valid licenses may drive to and from school only. Fourth Formers may not drive boarding students at any time.
4. **Day students desiring to transport any students in their cars on the weekends, for advisee lunches, and/or for senior town nights must have written parental permission on file. Boarding students must have parental riding permission on file.**
5. Day students are to arrive on campus early enough to drive directly to their parking spaces **where automobiles must remain until the students depart campus.**
6. **When on campus for any event, students must park in their assigned spaces.**

The consequences for violating any of the driving rules are:

1st Offense: Loss of driving privilege for 3 days

2nd Offense: Loss of driving privilege for 7 days

3rd Offense: Loss of driving privilege for the remainder of the semester

4th Offense: Loss of driving privilege for the remainder of the Academic year.

Expectations of Students

When students enroll in Asheville School, they and their parents agree to support the spirit and the intent of all school rules and regulations. This understanding is part of the Enrollment Agreement that parents sign. Parents delegate to the School the responsibility for and authority over students while enrolled. In return, the School agrees to do all in its power to care for the students' well-being in a healthy, safe, and wholesome environment.

We expect students to display good manners, use proper language, be polite, and observe the most basic rules of common courtesy. This expectation includes everything from being attentive to speakers on our campus to sending thank you notes when appropriate to not chewing gum, eating or drinking at inappropriate times. Students greet each other and faculty members when they meet on campus or in town. Students should offer assistance to visitors on campus.

Students are expected to carry out the requests of the faculty and staff. If a student willfully refuses a reasonable request of a faculty member, he or she will be considered in direct disobedience and may be required to appear before the Conduct Council.

THE SCHOOL'S JURISDICTION AND OFF-CAMPUS ACTIVITIES

With respect to adherence to school rules, students should expect to be held accountable for any violation of the School's code of conduct when participating in activities under any of the following circumstances:

- During a school-sponsored trip, event, or whenever school is in session. School is considered to be "in session" during all short breaks and when the dorms remain open, but not during the Thanksgiving break, Christmas holiday, Spring Break, or Summer vacation when the dorms are closed;
- When traveling to and from campus for an authorized leave or vacation;
- When off-campus on "town" privileges.

Any students who assist another student in violation of school rules should also expect a disciplinary response from the School. Furthermore, any action taken by an Asheville School student which in any way jeopardizes the institution or its reputation is also liable for an official school response.

Boarding students are encouraged to become involved in the Asheville community, to enjoy the hospitality of the parents of day students, and to share good times with day student friends off campus. The following guidelines will help manage such outings.

- If a boarding student is attending any off-campus activity, that student must obey the law, continue to abide by all school rules, and respect the wishes of the host.
- Conditions consistent with the law and school rules must be maintained at any off-campus gathering when students are present.
- Students must never ride with anyone who has been drinking or using drugs.

Students should develop a plan of action that will enable them to take themselves out of a potentially harmful or an embarrassing setting or situation. They should carry enough cash to finance their way back home or to the campus. If a student needs advice or help, they should call the person serving General Duty, a hall parent, the Director of Residential Life, the Assistant Head of School for Student Life, or any other faculty member for help. Day students might also call their parents for help.

THE CONDUCT COUNCIL

The Conduct Council, composed of three faculty members and three prefects, serves the Head of School as an advisory group that reviews serious disciplinary matters involving individual students. The Council hears a student's explanation for what has transpired, offers advice and counsel to the student in question, and makes a recommendation to the Head of School regarding disciplinary action or another appropriate response. The Council should be construed not so much as a "jury" deciding the innocence or guilt of the student, but rather as a body seeking a full understanding of each case. It is, however, the Head of School who makes final disciplinary decisions.

If a student's behavior warrants convening the Conduct Council, the School (usually through the faculty advisor) will notify the student's parents and, in turn, urge the student to do the same. In Council proceedings, an assumption is made that the Assistant Head of School for Student Life has collected all facts in each case, although it is possible that additional information may emerge during the hearing. All students are expected to live up to high standards of behavior and comply with all rules and procedures of this community. Any behavior short of complete honesty during an investigation constitutes an Honor violation itself. In other words, being less than truthful with the Assistant Head of School for Student Life or the Conduct Council immediately places the student's position in jeopardy.

The Head of School, Associate Head of School, or the Assistant Head of School for Student Life will notify a student's parents of the results of the proceedings. Once parents are informed, the Head of School, Associate Head of School, or the Assistant Head of School for Student Life works in conjunction with the student and the Advisor to implement the decision.

The School reserves the right to expel immediately any student whose presence it considers detrimental to the best interest of either the student or the school community. If, in the opinion of the administration, a student represents an immediate threat to the health and/or safety of persons such that the normal Conduct Council process is inappropriate, then the administration reserves the right to take unilateral action.

STUDENTS WHO ARE EXPELLED SHOULD NOT RETURN TO CAMPUS UNTIL AFTER THEIR CLASSES GRADUATE. If a student is dismissed late in the year, the School will consider allowing the student to take final exams and to earn a Certificate of Completion if the exams are passed. The exam grade will usually be at least 50% of the student's course grade depending upon when the expelled student left school.

In accordance with guidelines established by the National Association of College Admission Counselors, Asheville School will notify colleges to which a senior has applied of a disciplinary action resulting in a suspension or in a permanent separation from the School. In cases where seniors have been dismissed, the School urges those students to notify the colleges right away of their situations.

MAJOR SCHOOL RULES

The School's disciplinary structure seeks to define and address basic standards of conduct on three levels: 1) dismissal/honor violations, 2) major offenses, and 3) demerit-level infractions. Dismissal offenses, by their very nature, compromise the well-being of the entire community. These very serious violations almost always warrant review by the Conduct Council that recommends appropriate disciplinary action to the Head of School.

Level I Offenses

Level I offenses automatically place a student's position at the School in jeopardy. Dismissal is an unfortunate but very possible consequence of such actions. If a student is permitted to remain in school following a Level I offense, but violates another major school rule during the term of his or her probation, that student will most likely be dismissed.

Level I offenses include, but are not limited to, the following:

- Any violation of the school's Honor Code (see pg. 16 for more details)
- Any violation of the "Big 10" (see pg. 58)
- Hazing, hate speech, and other forms of harassment, either emotional or physical, is against the law and forbidden at the School.
- Demeaning remarks about race, creed, gender, social position, physical limitations, or sexual orientation violate the School's principles and will not be tolerated. This includes remarks supposedly made in jest, or those in written form.
- Fighting

- Use, possession, or distribution of drugs, drug-related paraphernalia, or alcohol (see “Impairing Substances” policy).
- Unauthorized possession of prescription medication in a dormitory room.
- Possession or use of the School’s master keys or other devices designed to gain access to locked facilities.
- Conduct deemed injurious to the School community.
- Any felony or misdemeanor.
- Violation of the terms of restriction or other disciplinary status for major offenses.
- Sexual misconduct and violation of the School’s parietal rules.
- Possession or use of firearms, explosives, and similar devices.
- Vandalism and willful misuse of school property.
- Tampering with and/or circumventing the dormitory alarm system.
- Tampering with a lock or door.
- Smoking tobacco or causing other fires in dormitories or other school buildings.
- Violation of the tobacco policy on the third offense.
- Unauthorized possession and use of a motor vehicle.
- Unauthorized departure from campus when school is in session.
- Hosting an unauthorized guest on a dormitory hall.
- Leaving the dormitory after lights.
- Tattooing another student or receiving a tattoo from another student;
- More than five unexcused absences from a required school appointment (i.e, class, service, afternoon activity, chapel/convo...) in a given semester.
- Habitual disregard of school rules and standards.

Level II Offenses

Level II offenses may be reviewed by the Conduct Council resulting in a recommendation for probation, suspension, restriction, or community service. However, the minimum standard consequence for these infractions is written notification to parents/guardians in the form of an “Official Warning.” (A copy of this letter will also be placed in the student’s permanent file.)

Level II offenses include, but are not limited to:

- Violating probation, restriction, or any other disciplinary status;
- Three unexcused absences from required school appointment (i.e, class, service, afternoon activity, chapel/convo...) within a semester; Note that accumulating five tardy entries in a given semester will equal one unexcused absence. This means that if a student is tardy to class fifteen times he/she will have accrued three unexcused absences.
- Habitual disregard of school rules and standards; this would include behavior antithetical to reasonable class or activity expectations and standards.

- The Assistant Head of School for Student Life, the Associate Head of School, and the Head of School may also hold a student accountable for violation of this rule based on a summary of reports from faculty members, staff members, and student leaders who observe inappropriate behavior.
- Failure to respond appropriately to a good-faith request from an adult.

Level III Offenses

Level III infraction violations most often reflect conduct that falls short of the goals of mutual respect and consideration of others. Level III infractions carry with them numerical point values which, when aggregated, determines the standard consequence. A student who earns a Level III report may submit an alternative consequence to the Student Life Office. Rules governing dormitory life fall within this category and, whenever possible, violation of dorm rules are handled by hall parents or prefects. However, repeated disregard of residential standards and rules such as those listed below will be reported daily or weekly, depending on the circumstances.

Offense	Demerits
Missed medication	3
Missed check	3
Dress code violations	3
Unauthorized use of an elevator	5
Up after lights up to 30 minutes	5
Up after lights 30 minutes or later	10
Tardy for any required school appointment up to 10 minutes	5
Tardy for any required school appointment from 11 to 25 minutes	10
Tardy more than 25 minutes counts as an unexcused absence	12
An unexcused absence from required musical commitment	5
An unexcused absence from required Conference Period	5
An unexcused absence from any required school appointment other than class, service, or afternoon activities	10
An unexcused absence from class, service, or afternoon activities	12
Failure to sign out when leaving for an off-campus outing.....	12
Unexcused absence from campus.....	12

Consequences for Infractions and Major School Offenses

The following outline represents the usual responses to the violations of school rules that cannot be construed as “simple” mistakes. If students embrace the spirit the School seeks to foster on campus, the consequences outlined below need not concern them.

Penalties for Level III offenses (expressed in demerits) for a given week might include:

Demerits	Consequence
0-5	No external consequence
6	Saturday or Sunday afternoon checks
7-11	Saturday or Sunday afternoon restriction with two hours of detention
12-15	Full Weekend Restriction with checks including two hours of detention
16+	Full Restriction for one week, and Full Weekend Restriction with checks, plus work detail.

Day students who accrue 16 or more demerits in one week will be required to make all checks and complete work detail as scheduled. At the conclusion of those required checks, they are to leave campus and be restricted FROM campus until the restriction period is over. They should only be on campus for their required obligations (checks, work detail, classes, practices or games) and they may not host boarding students in their homes while on restriction.

In most cases, the consequences listed above apply only to first offenses. Subsequent infractions will result in escalating penalties.

DETENTION, STUDY HALL, WORK DETAIL, AND CAMPUS RESTRICTION

- Detention may be 1-3 hours long and may be held on either Saturday or Sunday afternoon, Saturday evening, Sunday morning, or any weekday. Students may be required to make up academic work at this time or do work detail.
- Weekend Study Hall: Students may be required to attend Weekend Study Hall if they are behind on academic work. The use of technology will be determined based on the assignment.
- **Work Detail** provides an opportunity for students to make tangible restitution to the community for behaviors that detract from and/or compromise the whole. Students perform various tasks around campus under faculty and staff supervision.
- **Weekend Restriction** requires a student to remain on campus for part or all of the entire weekend. Students are honor-bound to serve this restriction; leaving campus while on restriction is a major school offense. Weekend Restriction usually requires students to make hourly checks with the Duty faculty member on Saturday and Sunday in addition to being restricted to the campus. Only under extenuating circumstances will requests for

weekends or other leave privileges be granted to students who have earned 12 or more demerits in a given week. Full Weekend Restriction begins at after the academic day on Friday and continues through Monday morning, whether or not it is an academic or non-academic weekend.

- **Full Restriction** prohibits a student from leaving campus for a designated period of time.

An Official Warning from the Head of School, Associate Head of School, or Assistant Head of School for Student Life is issued to a student who repeatedly ignores or violates school rules. An Official Warning places the student on probation. A student who fails to heed this warning may be required to appear before the Conduct Council, suspended, and/or ultimately expelled from Asheville School.

Probation defines a period of time in which students may regain, through good citizenship, their previous standing in the School community. Reports from the student's advisor, teachers, and dorm faculty (when appropriate) will be considered in determining whether the probationary status should be removed, be continued, or result in dismissal.

Suspension is one step removed from expulsion. During an off-campus suspension, a student will be required to serve all or part of the suspension off campus. Off-campus suspension provides parents with an opportunity to counsel their son or daughter and help determine whether he or she can live up to the expectations of the School. During this time the student is responsible for keeping up with his or her academic obligations. Off-campus suspension will be served at home or in the home of a responsible party selected by the School and parents. Day students serving off-campus suspensions are not allowed on campus or at any school function at any time during the suspension period.

During an on-campus suspension, a suspended student will remain on campus in isolation except for attending classes. Students serving in-school suspensions may not participate in Chapel, convocation, or afternoon activities. Access to technology will be removed for a student serving on-campus suspension. Day students serving in-school suspensions will follow the same routine established for boarders and may only attend classes. Day students on suspension may not return to campus during evenings or weekends, nor may they attend any school function at any time during the suspension period.

Dismissal occurs when a student engages in certain acts that alone or by repetition cannot be tolerated in the community. A student who is expelled may not return to campus until after his or her class graduates. If a student is dismissed during the senior year, he or she is ineligible for an Asheville School diploma but the School will consider allowing him or her to take final exams to earn a Certificate of Completion if the exams are passed. The School will inform the colleges that the senior is pursuing of the dismissal. In cases where students decide to withdraw before pursuing the disciplinary process, that information is also shared with colleges that inquire about the reason for a student's leaving the School so suddenly.

IMPAIRING SUBSTANCES POLICY

Asheville School is committed to safeguarding the health and safety of its students. The improper use of impairing substances is antithetical to the School's mission, to its daily function, and to the law. The use, possession and distribution of illegal drugs and alcohol is wholly incompatible with our desire to be a safe and drug-free community and will not be tolerated. Likewise, the abuse of legal drugs will not be tolerated and the use of prescription drugs will be permitted only when in conformance with this Policy. The term "impairing substances" as used in this Policy shall include alcohol and controlled substances within the meaning of North Carolina laws and shall also include lawful prescription drugs when such are possessed or used in violation of this Policy.

Prohibited Acts

Engaging in any of the following prohibited acts will subject the student to the disciplinary actions set out in this Policy:

1. Using, possessing, consuming, being under the influence of, selling or distributing an impairing substance on campus. Being "under the influence" as used herein shall include having the detectable presence of an impairing substance in one's system.
2. Refusing to submit to an impairing substance test directed under this Policy.
3. Tampering or attempting to tamper with, or fraudulently invalidating or attempting to invalidate an impairing substance test under this Policy.
4. A conviction for the unlawful possession, sale, distribution or use of any controlled substance, or a conviction for a violation of any state or federal law proscribing the abuse of alcohol or any controlled substance, including a conviction of impaired driving, whether the incident giving rise to the offense takes place on or off the school campus.

Testing Procedure

1. All students shall be subject to testing for impairing substances at the request of a school official made upon evidence or reasonable suspicion of the use, possession or sale of an impairing substance. Factors which could establish reasonable suspicion include, but are not limited to:
 - Unexplained changes in behavior or scholastic performance;
 - Direct observation by others;
 - Involvement in an accident or near-accident;
 - Presence of impairing substances or related paraphernalia, including vaporizers, in a student's possession or in a student's room;

- Odor of alcohol and/or residual odor peculiar to an impairing substance;
 - Unexplained and/or frequent absenteeism; and
 - Arrest or conviction for violation of a criminal drug statute.
2. Neither the student nor his or her parents will be notified in advance of the test. The School will notify the parents as soon as possible after the test has been administered.
 3. Testing may be by any scientifically accepted method selected by the School, including but not limited to blood analysis, hair analysis, urinalysis and Breathalyzer.
 4. The collection of samples for examination or screening shall be performed under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practicable. Samples shall be collected in a manner reasonably calculated to prevent substitution of samples and interference with collection, examination, or screening of samples.
 5. For off-premises analysis, the School will use only certified laboratories that have demonstrated satisfactory performance. An approved laboratory shall confirm any sample that produces a positive result by a second examination of the sample using a scientifically accepted method.
 6. The laboratory employed by the School shall preserve for a minimum of 1 year a portion of every sample that produces a confirmed positive examination result. Such 1-year period shall begin at the time that the results of such test are mailed or delivered to the School. The laboratory shall maintain such samples in a manner so as to insure proper record keeping, handling, labeling, and identification of examination samples.
 7. The costs of such testing, including all laboratory charges, shall be borne by the student's parents or guardian.
 8. The student shall be given the opportunity upon request to have the sample independently tested at an approved laboratory by approved methods at his or her own expense.

Right to Inspect

Upon evidence or reasonable suspicion of the use, possession or sale of an impairing substance, a student, with or without notice and whether the student is present or not, is deemed to have consented to and shall submit to the inspection of:

1. Any vehicle brought or parked upon the School campus;
2. Any personal items brought onto the School campus; and
3. His or her dormitory room.

Prescription Drugs

The unregulated availability of certain prescription medications and potential for overdose could adversely affect the health and safety of Asheville School students. It is the joint responsibility of every student and his or her parents to insure that all prescribed medications be reported and delivered to the school Nurse. Stimulants and anti-depressants shall be retained and administered by the Health Center. The school Nurse shall determine in writing whether all other prescription medication shall be retained and administered by the Health Center or retained and self-administered directly by the student.

Expectations Regarding Prescription Medications

Asheville School takes an intentionally careful and conservative approach regarding all prescription drugs but especially in the case of stimulants and anti-depressants. During the years, the School has worked with students who have benefited from these medications but we have also seen instances where a stimulant and/or anti-depressant was prescribed without - in our opinion - there having been a thoughtful and thorough process for making this decision and for determining an appropriate follow up. Because of our conservative posture on this issue and because of some of the parenting responsibilities which a school like ours assumes, we have the following expectations regarding the prescribing of stimulants and anti-depressants:

1. For the benefit of all parties, but especially for the student in question, there must be open and clear communication among parent, school, student, and prescribing physician about medications.
2. Because of Asheville School's small size, structure, and balanced program, students previously taking an anti-depressant or stimulant might not need this medication in our environment. We would ask the prescribing physician and parents to consider seriously that possibility.
3. When a physician prescribes a stimulant or anti-depressant for one of our students, the Nurse or School Counselor must know the basic reasons behind this decision.
4. We urge a student taking a stimulant or anti-depressant to see his or her physician at least every six months if at all possible so that there is a clear sense as to the right dosage, how the medication is working, etc.. **The Health Center will need to have appropriate information in the wake of these appointments and must be notified of all appointments as soon as they are made. An authorization of medication form is to be completed by the physician. Any changes in medications or dosages must be made in writing by the physician.** This information is handled confidentially and is a part of the student's medical file.
5. Regarding stimulants, research and current practice indicate that it is wise to assess at least yearly whether or not a student needs to continue taking this type of medication. This ongoing assessment and evaluation, done by a professional trained in this area, will help the student, school, and parents.
6. In cases where a student shows signs of attention difficulties (but is not currently taking a stimulant and a stimulant might be considered), we would garner very concrete information from that student's teachers and share that information with parents and the counselor or physician. We would hope that a decision about the possible use of a stimulant would not be made until the School had the opportunity to collect this information and to share it. With the help of local physicians, we have a couple of in-house testing tools which enable us to evaluate to some degree the extent to which attention and/or depression are issues for the student. We would use these tools to aid us and the parents and the physician in making appropriate assessments.
7. The School keeps a file on recent research concerning these medications and is happy to share copies of these articles.

Discipline Using, possessing, consuming, being under the influence of, selling or distributing an impairing substance; testing positive on an impairing substance screening test; refusing to submit to or obstructing in any way an inspection of any vehicle, personal items, or dormitory room; refusing to submit to an impairing substance test; tampering or attempting to tamper with, or fraudulently invalidating or attempting to invalidate an impairing substance test; or being convicted of a drug-related offense shall place the student's position at the School in jeopardy and, in the absence of compelling mitigating factors, will probably result in the student's immediate dismissal.

No part of this Policy, nor any of the procedures established hereunder, is intended to limit the School's ability to manage its campus or to discipline its students. The School reserves the right to alter or amend the Policy at any time in its discretion.

If any part of this Policy is determined to be void or unenforceable under state or federal law, the remainder of the Policy will, to the extent permitted, remain in full force and effect.

The agreement by the student and his or her parents to the terms of this Policy shall be a condition to the continued enrollment of the student.

Disciplinary Policy for Use, Possession, and/or Distribution of Alcohol and Other Drugs

Asheville School takes the position that drug and alcohol involvement is antithetical to the School's mission, daily function, and the law. When a report of suspected or witnessed use or possession is reported, a full investigation will be undertaken to determine the appropriate response. When evidence confirms that a student has used, possessed, or distributed drugs/alcohol while under the School's jurisdiction, the case will be brought before the Conduct Council. It should be clearly understood that any rule violation of this type immediately places a student's position in the School in serious jeopardy.

Student Athletes are subject to additional disciplinary responses. If a student has been disciplined for an infraction to the Impaired Substances Policy and/or Tobacco Policy during a given season, the following will occur:

1. On the first offense, a student will lose his/her opportunity to earn a letter or certificate and will not participate in the following game. Additionally, the student will not be eligible for any School issued athletic awards during the season of the infraction.
2. On the second offense, a student will not be allowed to participate in any games or matches the rest of the season.

Drug Screening Procedure

When a student is brought to the infirmary for drug testing, he/she will be accompanied by a faculty member. The faculty member or nurse will observe the collection of a urine specimen. Chain of custody form will be filled out by the nurse and signed by the student. The specimen is then sealed in the student's presence. The specimen is sent to the lab by a courier, same day if possible. The results are back the next day unless the results are positive. In that case, it may take as long as three days to get the results.

Alcohol Breathalyzer

If a student is suspected of drinking and has not admitted to drinking, he/she will be brought immediately to the Health Center by a faculty member. A breathalyzer test will be done on premises by the nurse. If alcohol is present, a second reading will be done 15 minutes later. Between tests, the student is not allowed to put anything in mouth (gum, food or drink, breath mints, fingers, etc.). All testing will be witnessed by a faculty member and results documented on student's chart. In the usual case, an intoxicated student will be admitted to the infirmary if the breathalyzer reads a BAC (Blood Alcohol Concentration) between 0.1% and 0.3% (most states define legal intoxication at 0.1%). At a BAC of 0.3% or higher - or if total assessment indicates other conditions which warrant an emergency response - the student will be transported by ambulance to a hospital Emergency Room. Students with BAC under 0.1% may be admitted to the Health Center or released to the care of hall parents.

TOBACCO/NICOTINE POLICY

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 Asheville School. This includes the use or possession of electronic cigarettes and synthetic products. The Student Life Office and/or the Health Center reserve the right to test any cartridge found in an electronic cigarette. Violation of the School's ban on tobacco/nicotine use while enrolled as a student at Asheville School 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 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 will be required to engage in some form of medical intervention determined by the School Counselor and/or the School Nurse. 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 Asheville School.

III. The Big Ten

Standards and expectations that deserve particular emphasis and clarity.

The following rules and consequences are set forth here to make absolutely certain that they are understood. *Students will sign a similar contract at the beginning of the school year.*

I understand that:

1. The use, possession, or distribution of illegal or unauthorized prescription drugs, or the abuse of otherwise legal substances, while under the school's jurisdiction is prohibited and will lead to separation from the school;
2. The use, possession or distribution of alcohol on campus is prohibited and will lead to separation from the school;
3. The creation of an open flame (match, candle, etc.) in a dormitory is prohibited and will lead to separation from the school;
4. Entering the dormitory of a member of the opposite sex or engaging in sexual intimacy in the dormitory setting is prohibited and will lead to separation from the school;
5. Stealing from fellow students in the dormitory setting is prohibited and will lead to separation from the school;
6. Lying before the Honor Council is prohibited and will lead to separation from the school;
7. Initiating unprovoked violence against another, use or possession of a weapon (knives with blades longer than four inches, firearm, etc.), and harassment, bullying, intimidation or hate speech directed against a member of the school community are prohibited and will lead to separation from the school;
8. Public conduct inconsistent with school values that brings public discredit to the school is prohibited and will lead to separation from the school;
9. A consistent failure to cooperate with school rules and regulations over an extended period of time demonstrating a failure to accept the fundamental standards of the community will lead to separation from the school;
10. Failure to meet academic standards will lead to separation from the school.

I further understand that these rules are designed to preserve the values of the school community and to protect the safety of the individuals within the school community.

In addition, I have read the Student and Parent Handbook and agree to abide by the rules and regulations set forth therein.

STUDENT LEADERS 2018-2019

Nicole Alleyne 2019President

Luke Mitchell 2019Vice President

Claire Hill 2019 Secretary

Anna Rogers 2020 Treasurer

HONOR COUNCIL

Grayson Sword 2019, Student Chair

Tim Plaehn, Faculty Chair

Nicole Alleyne

Maggie Chang

Jennifer Fish

Tim Lee

Luke Mitchell

Ben Williamson, Faculty Chair
of the Conduct Council

CLASS OF 2019 PREFECTS

Kamryn Graham (Head Prefect)

Luke Mitchell (Head Prefect)

Sarah Abernethy

Nick Albritton

Nicole Alleyne

Sara Caves

Maggie Chang

Hannah Chay

Major Eason

Jennifer Fish

Audrey Gee

Uchenna Ikwuakor

Bo Johnson

Rachel Kuehn

Tim Lee

Malik McRae

Justin Merriwether

Isoken Omoregbee

Sam Shealy

Adam Stewart

Olivia Stupp

Grayson Sword

Tristan Thompson

Gabriel Wong

Alex Wu

Emily Zuo

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Lexi Allen

Anna Bernstein

Izzy Boulware

Jack Campbell

Joseph Delaloye

Zach Drendel

Ahlita Gopal

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Matthew Hettleman

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Sasha Jones

Anna Rogers

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